

KEYPrime Accounts

User Manual

Version 11.5



CONTENTS

1. OVERVIEW	3
2. SETUP.....	35
3. LEDGERS	54
4. OPENING BALANCES	107
5. ENTRIES.....	112
6. DAYBOOK.....	158
7. MANAGEMENT	164
8. BUDGETS.....	190
9. AUDIT	196
10. UTILITIES	199
11. APPENDIX.....	206

1. Overview

KEYPrime Accounts is designed to be a management information system with many features to ease the daily workload. It is a rolling system which monitors the previous twelve month's profit and loss, cashflow and enterprises compared to the budget, and allows planning to whatever future date is required. The system will run to trial balance and will produce full audits for any start and end dates of the financial year as is needed for statutory purposes. The system is date driven.

KEYPrime Accounts is a fully integrated accounts program consisting of **Purchase, Sales, Nominal** and **Stock Ledgers** together with **Bank** and **Petty Cash** recording. It also includes a full **Fixed Asset Register** and **Budgeting** facility. It is compatible with Windows 10™ and Windows Server 2016.

Installation of SQL Server is supported on x64 processors only. It is no longer supported on x86 processors.

Key Features include:

- No month ends
- Any day of the month Year Starts
- Year end for statutory purposes
- Pre-determined financial reports
- User defined reports
- On-going management information
- Continuous Budgets
- Cashflow and profit reports
- Retrospective reports
- Automatic Depreciation
- Recurring Entries
- Consolidated Accounts Module

Links are available to other software including:

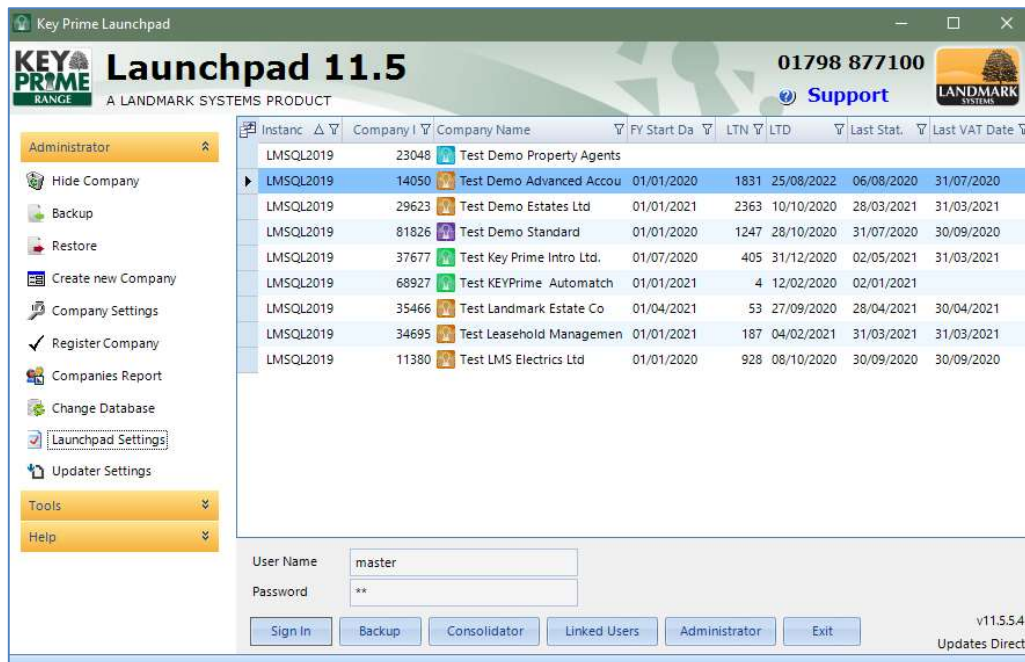
- Landmark's KEYPrime Property where rent demands are integrated with KEYPrime Accounts.
- Geofolia crop recording system so that duplication of purchased products are minimised.
- Payroll and Sage links along with the facility to integrate journals created by accountants.
- Transaction Import link which will import Orders, Invoices, Bank Receipt/Bank Payments via Microsoft Excel™ or .CSV file.


Many additional modules are available including the **Consolidated Accounts Module, SOP/POP, Multi-currency, Enterprise Rights, Metering, Property Lite and Swiftbill.**

Launchpad

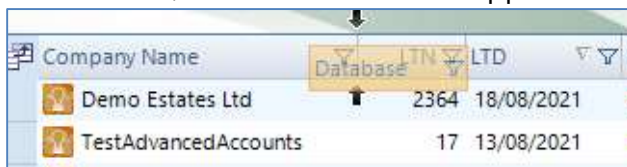


Once KEYPrime has been installed it can be accessed by double clicking on the KEYPrime Icon. The KEYPrime Launchpad displays all the companies for both KEYPrime Accounts and KEYPrime Property, showing their name, the Financial Year (FY) start date and Last Transaction Number (LTN). Launchpad is displayed along with any companies installed with the program. For networked users that have many companies and databases there are options in Launchpad settings to show all companies and databases on the same Launchpad. If the Launchpad shows no companies to begin with these can be created through the Administrator/Create Company option. The current version of the software is now displayed beside the Launchpad heading. The update option is still showing in the bottom right hand corner.



Launchpad can be customised by using the Field Chooser  located in the top left-hand of the Launchpad grid (not available in tree view mode). Tick each field you wish to show and untick those you wish to hide:

Columns can be displayed in a different order by dragging the column header to where it is wanted. See below, the orange highlighted **Database** column is to be moved to the right of the **Company Name** column, when the black arrows show, the column can be dropped.



2 new fields have been introduced and can be shown on the Launchpad – the last Bank reconciliation date and the last VAT retrun date.



Launchpad specific help is now available when you click on the question mark.



This is a direct link to the Support section of the Landmark Systems website where you can also find the latest release notes.


To comply with GDPR regulations and general data security, some functions will no longer show on Launchpad according to mode of operation, and whether a valid admin user name and password has been entered for the selected company.

Hosted Mode

Where KEYPrime is being run in a shared Hosted mode some Launchpad features will be disabled; these will be shown in Italics in the Launchpad notes following.

Opening a set of Company Accounts

Select the company and enter your user name and password at the bottom of Launchpad.

Passwords are mandatory and they are case sensitive. Then choose . You may also enter your user name and password and double click on the company to open it. Only one copy of the company can be opened by the same user, but as many companies as you hold concurrent licences for can be opened. Validation checks are performed on opening each company which is the reason for any slight delay in opening them.

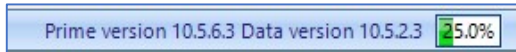
Password Recommendations:

Landmark recommends that all users should have a strong password and that passwords should be changed regularly. Strong passwords should contain mixed case letters and numbers and should be memorable to the user.

It is recommended that the password is a minimum of 6 characters long. It is required to be typed “blind” on Launchpad and is case sensitive.

Upgrade

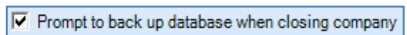
If the data set selected is on an earlier version of KEYPrime then, instead of the Sign In button, this will say Upgrade. When upgrading a database from this button a check will be made to see if there are other users logged in and, if there are, the current user will be shown a warning. All users should be logged out to prevent possible data corruption. Users should all install updates at the same time if possible. When upgrading a database there is now an indicator that the upgrade is progressing:



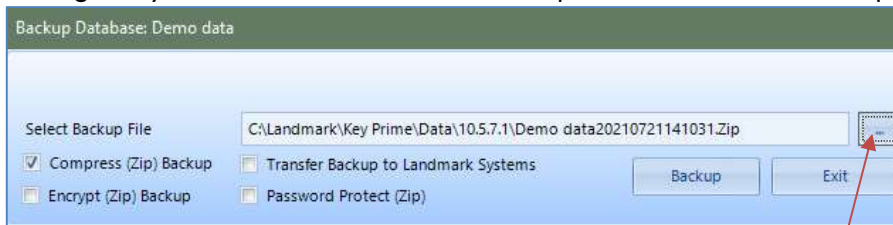
Backup

Protecting your data is a vital part of running the system and so we have put the Backup button clearly visible and accessible on Launchpad. It can also be accessed through other menus. Landmark recommends that when entering data it is backed up at least once a day. We recommend maintaining at least 3 removable devices which are used in turn with the oldest back up written over each time. We recommend keeping the most recent copy of the data off site to avoid having all data in one place at the same time. Please ask Landmark support for additional options.

A reminder can be set in Launchpad Settings to prompt to backup when closing a company



When backing up, a file name is created which includes the database name plus the date and time when backing up, to prevent accidental overwriting of past backups. This can of course be changed by the user so that an old backup can be overwritten if space is restricted.



The location of the backup can be changed by selecting the browse button and selecting the destination and new file name.

Data backup will remember the name of the database that was last used for the selected company for each user.

The database files can get very large so there is a tick box option to compress the backup file once created. This will slow the backup process but will save on disk space. In addition, a facility has been provided to transfer the backup to Landmark Systems; this should only be done when instructed by our support staff.

When taking backups there is now an option to encrypt the backup so that should it fall into the wrong hands it cannot be read. This is part of the ongoing development to improve protection of personal data under GDPR obligations. When you back up you will see an option to Encrypt the data. You may either use the Landmark Default encryption which will mean that any user with a KEYPrime Launchpad version 7.5 or above will be able to decrypt and restore the data, for example sending a copy to your accountants. If you use your own password protection the recipient will also need this, they will not be able to restore the data without it, neither will Landmark staff so you will need to keep the passwords safe.

The progress of the backup is displayed on the screen and a message to confirm a successful back up, plus the file name and location is provided.

A backup can be carried out whilst other users are still logged into the data, however any subsequent changes will not be included in the backed-up data.

All companies in the current database are included in a single backup file.

If there are multiple databases on the Launchpad each one will back up by default to the specific database name so that it cannot be accidentally overwritten. If there is just a single database, then it will default to the last backup name.

Consolidator (Optional)

This option appears on Launchpad where the Company has the Consolidator module and gives access to the various cross-company reports.

Consolidator allows both ledger and management reporting across several companies. The module requires companies to use a common coding structure for both Nominal and Trader codes via the Global modules. Only users that have a role that includes Consolidator will be able to access the Consolidator program.

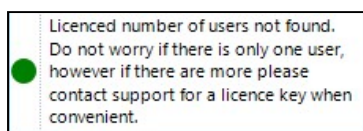
See separate module notes for Consolidator.

Linked Users

This allows a single user to open more than one company at the same time on the same PC without needing to purchase additional concurrent user licences. The screen links the individual user code for the physical user across companies. Each sign-in retains its own role within the specific company. Only one sign-in for each company may be linked to a physical user at any one time.

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.



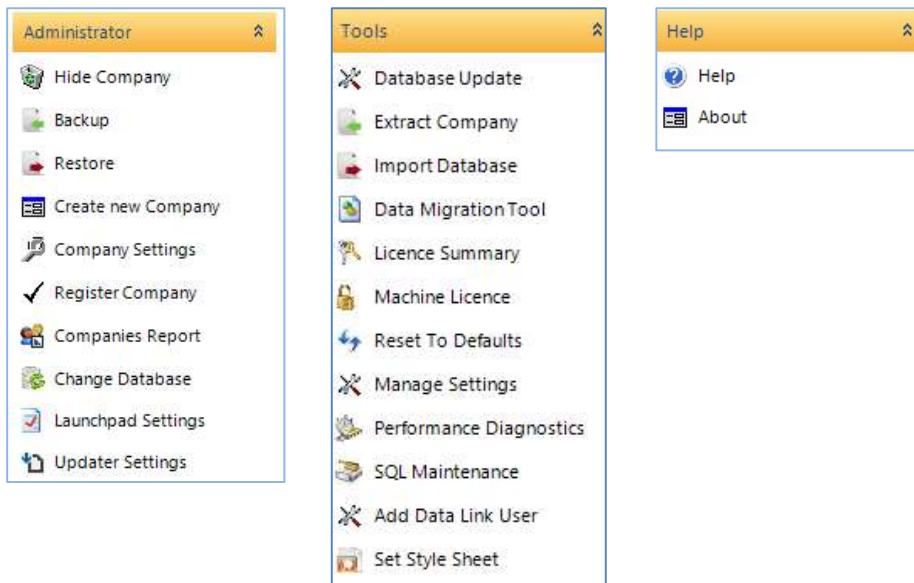
To this end a warning message will appear asking you to contact Landmark if you have more than one user. On the next release any database set to Unlimited will be changed to One user.

Automatic log out

KEYPrime Launchpad will automatically log users out if they have been inactive for 2 hours. This will ensure that anyone who has not logged out, but is not using the program, does not prevent other users from logging on.

Administrator

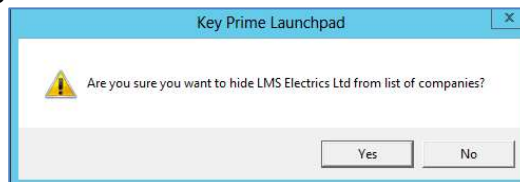
Select Administrator to access functions that apply to Launchpad and data Maintenance. Click on the Administrator button to display the Administrator menu on the left. Use the arrows to display or hide the contents of the menu sections. In addition to the menu some of these options can be accessed by right click on a company or database name.



Hide Company

To hide any redundant companies from the Launchpad, select the company, enter a valid user name and password for that company and select Hide Company. You will be asked to confirm that the correct company is being hidden.

Company data is not affected but access is disabled until a valid user un-hides the company.



In order to unhide a company, Launchpad settings need to be set to show hidden companies, see "Launchpad Settings" on page 11.

Backup option

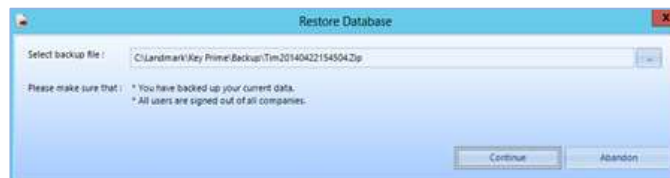
The backup option in the Administrator menu works the same way as Backup from the button on Launchpad; please see "Backup" on page 5.

Restore

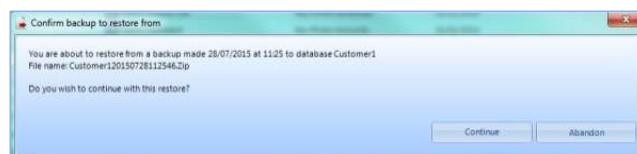
Click on Restore to restore a previously backed-up set of data. By default, Restore will look to the last directory that a backup was taken to, e.g. C:\landmark\KEYPrime\Backup\LMKEYPrime.bak. - *If the KEYPrime database is installed on a Network then this procedure maybe provided by a Network Administrator.* Click on the browse button to select the backup file to restore; the Backup file can either have an extension of .BAK or .ZIP, then click on Open.

Warning: Restore database will overwrite all the companies for that given database, please check with your administrator if you are unsure.

Browse to the backup that you want to Restore and select Continue to restore or Abandon to return to the Launchpad.



The Date and time and Last Transaction of the backup will be displayed.

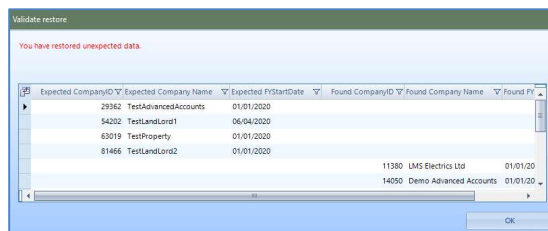


Select Continue to restore or Abandon to return to the Launchpad.

A Validation message showing the Last Transaction date and time will show. Select OK.



If you restore from a backup that contains different company data a warning will appear. 'You have restored unexpected data!'



A list showing the companies you are trying to restore over your data is displayed. Click OK. A temporary backup file is taken before the restore, in case of any problems.

A message asking what to do with the file will be displayed.



Check for active users on Upgrade, Restore and Year End

When upgrading, restoring data or Year ending a company a check is made to see if anyone else is logged on to the database. A list will appear showing the users with the date and time they logged in and last checked the database (heartbeat). For professionals upgrading client data, if it has just been restored it will show who was logged in when the backup was taken and can be ignored.

Tips:

Backing up data can be quicker when it is not compressed, although this will use more disk space and should never be used when sending to Landmark.

For Networked users it is always quicker to backup data on the computer where the databases are held as this saves transferring large files across network connections. The bottom of the Launchpad shows the progress of the backup process.

Do remember to copy backups to another device for safe keeping. Also remember to delete old redundant backup files periodically to save disk space. A good policy is to have a separate Database to restore backups to so that they can be checked for validity, but please remember to switch back to the live database to avoid entering data in the wrong set.

Create New Company

By default, the KEYPrime application will have no Companies created. Follow the procedures below to create a new company. A Create Company Request will need to be sent into the Landmark Helpline to purchase new companies.

1. Select Create new Company in Administrator on Launchpad.
2. Enter user name and password for that company.
3. Enter the Company details including year start date and VAT details.
4. Choose the Package Type e.g. KEYPrime Accounts/KEYPrime Advanced.
5. Select any optional modules that have been purchased e.g. SOP/POP
6. Press Save and either Email a copy to sales@landmarksystems.co.uk or Fax a copy and call Landmark Systems so they are aware.
7. Register Company.

Creating a new company

From the top enter the User name and Password. For Password Recommendations see "Opening a set of Company Accounts" on page 4.

Select the Application from the list by clicking on the .

Select the Package from the list by clicking on the .

Once the package is selected a list of optional features will be displayed on the right-hand side. Fill in the rest of the company details. The Company Name and the Telephone fields are yellow because they are mandatory fields.

Company Details

The Company Name is the name that will appear on Launchpad, in the Business details in Setup and on invoices. Once the new company has been registered, if the Company name is changed then this will cause it to be unregistered. See "Register Company" on page 10.

The address will also be displayed in the Business details in the Setup section and will appear as the address on invoices.

VAT

The VAT prefix default is GB. The VAT Registration No. is required if the company that is being created is VAT Registered. If this is not known it can be entered later in the Setup, Business Details section of Accounts. If no VAT Registration No. is entered, then VAT Codes will be disabled and VAT will not be entered on invoices.

Optional Features

There are several optional features that can be selected here. These will vary depending on the type and package selected. Once the company is registered if new features are added on it will require the company to be re-registered.

Financial Year Start Date


The Financial Year Start Date is the date that the company accounts need to start from. KEYPrime Accounts can run accounts from any day of the month and is not limited to a twelve-month cycle. This date can be changed by selecting Setup, then Business Details as long as NO transactions have been entered.

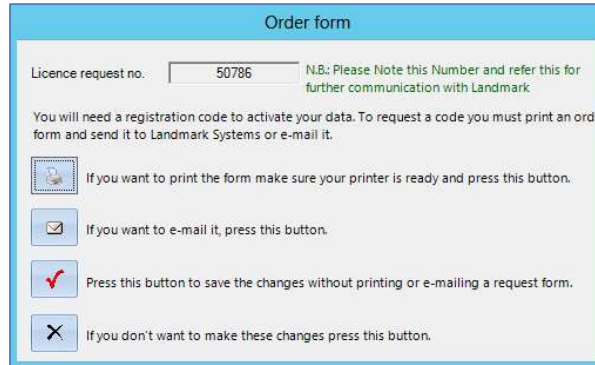
Order Form

Once all the information has been entered above then an Order form with the Licence request no. is generated.

This request number, along with the Company Details will need to be sent to Landmark to receive a registration key.

This can be done by email, by

clicking on .



An email will then be entered into Microsoft Outlook for sending to Landmark Systems Ltd.

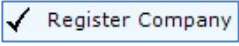
Company Settings

The Company details that were used to register the Company are listed here along with the optional features purchased. If they need to be amended then click on the Company Settings option.

N.B. If changes are made to the Company Name or Optional features and Saved this will unregister the company and it will need to be re-registered. This may invoke a cost. The address details and VAT details can be changed without invoking a registration request.

Register Company

To register a company, the registration code that has been given by Landmark Systems Ltd needs to be entered in the Registration section.

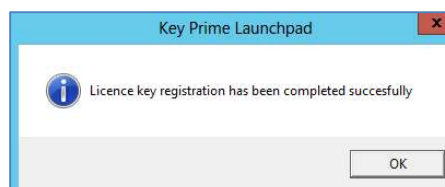
1. Highlight or Right click the company that has been created in the Launchpad list. It will have <unregistered> written next to it.
2. Select the  or right click to register.
3. The popup to enter the Registration key will appear.



Type in or paste the Licence key numbers provided by Landmark Systems Ltd. then click ok.

A quick way to do this is to copy the registration key by highlighting it and pressing Ctrl and C. Then right click the company, choose the register company option and the registration key will be applied without showing the registration box.

The message telling you the registration has been successful should be displayed. Should registration fail, contact the Landmark Systems Ltd. Helpline.



Companies Report

The Companies report produces either a printed report or an excel file.

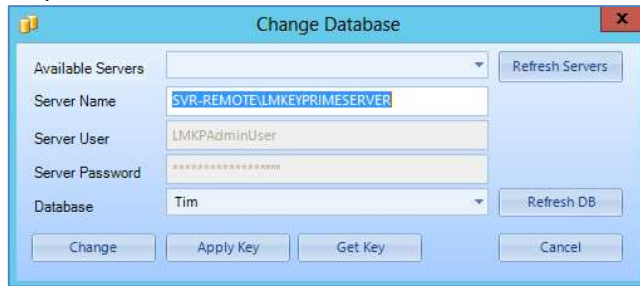
It details the Name of the Company, Users and the last entry made, the financial year start date and the modules that have been purchased for each of the companies that are found in valid KEYPrime Databases on the network.



Select the option and either run Standard Report or Run report in Microsoft Excel.

Change Database (not in Hosted mode)

Change database is used to select a different KEYPrime Database on a Server. This option will be required to switch between databases and servers if necessary.



Refresh Servers

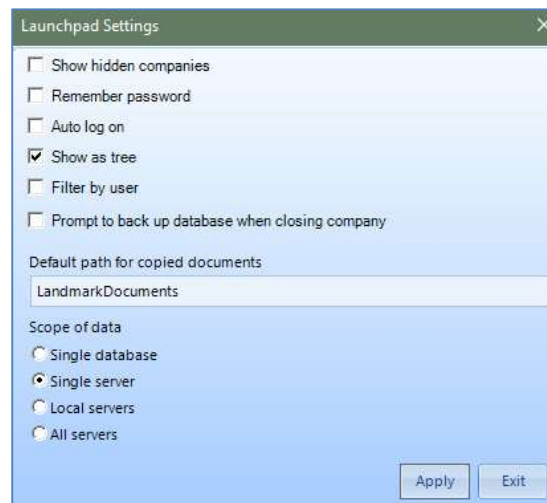
Click on Refresh Servers to see a list of available servers on the network, or if the path and name of the server is known then enter it in the Server Name field. The default name should be xx\LMKEYPrimeserver where xx is the name of the PC. The PC name can be found by looking at the Computer name in Control Panel then selecting Systems settings.
(Hosted systems will need to contact Landmark)

Server User and Server Password.

The Server User and Server Password are supplied by Landmark Systems Ltd.

Launchpad Settings

The Launchpad view can be changed; for example, it can show all companies on a network and it can remember a password and log into the same company each time.



Options:

Show Hidden Companies

Shows companies that have been hidden. Hide and Unhide companies by Right clicking on a Company and selecting Hidden or by selecting Hide/Unhide Company from the administrator menu.

Remember Password and Auto log on

This will save the User Password for the next time Launchpad is opened and will automatically log on to the company. Essential for single company users who wish to log directly into the company.

Show as Tree

For customers that have several different Databases. This option will show them as a Windows Tree. Each database has a + sign next to it, when clicked on it will show the Companies associated with that database. The Colour shown is the background colour defined in Setup/Preferences.



Hover over the Company name with the mouse to show the Package, the Year start and the last Transaction number.

Filter by User

Shows only those companies that are valid for the User Name entered.

Prompt to back up

Reminds user to backup when closing each company.

Default path for copied documents

The default location for documents dropped onto records in accounts or property. Essential for Network users to configure this. Default setting is: C:\ProgramData\Landmark\LandmarkDocuments.

Scope of Data:

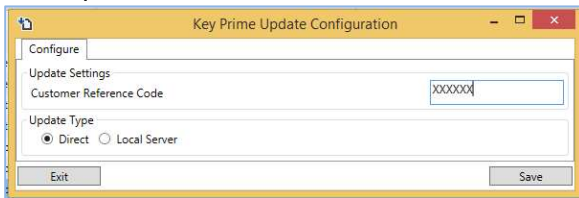
- Single Database** – Show the companies in a single database only.
- Single Server** – Allows multiple databases to be shown on the Launchpad.
- Local Servers** – Allows connection to multiple databases across multiple instances of SQL server in a local network environment.
- All Servers** – Allows connection to Multiple databases including connections to Servers outside of the local network. Used for remote operators logging through VPN.

Updater Settings (Not applicable to Hosted Mode)

This is where automated update settings are maintained.

Your **Customer Reference Code** is required to identify if you should receive the update; occasionally we send updates to specific clients only.

It is important to set the Update Type appropriate for your site, particularly for Networks, to keep all users updated to the same version.



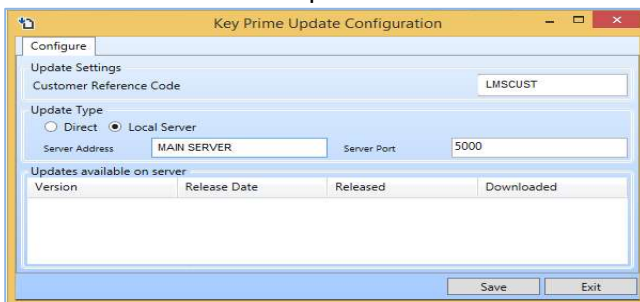
For Single User sites or where all users work on separate sets of data the **Direct** option should be selected.

Where two or more users work on the same set of data from different PCs the **Local Server** option should be selected.

Where Local Server is selected a program administrator with Administrator rights on the Network should be nominated as they will need to configure the updates appropriately.

Updater Settings for Network users

Each user on a network uses the same Customer Reference Code for the organisation and should select the Local Server option. The Server Address which manages the updates is entered.



Any updates that have been delivered and authorised for install will show below the settings.

It is not necessary to install KEYPrime Launchpad on the Server itself. Only the update services need to be installed. These have the same settings options as when accessed from the Launchpad Menu. Please speak to Technical Support staff for further information.

When the updater service recognises it is running on the Server, additional configuration information must be entered.

The DB Server /Instance is the server set up when initially installing Prime.

Enter the main database in use: for most sites there will be only one database, usually the default LMKEYPrime. Where more than one database is in regular use only one needs to be identified, but this should be one that is not restored over as this holds the history of updates.

Once the values are recognised a SQL Administrator user name and password for the Server Instance must be entered. Where the SQL Server Instance has been installed and maintained independently of Landmark the specific Admin name and password must be entered and you should consult your Network manager. For the vast majority of sites where the Landmark default instance is used the default settings may be applied by clicking the grey field Use Default Credentials. For security purposes the Password field does not display any characters when this is clicked.

The Admin user (person responsible for distribution of updates) can configure an email alert to inform them when a new update has been delivered to the server.

This will need Email server settings, specific to the network, and admin users to be entered in the relevant fields. To check that the values are correct press the Test email option and confirm that an email has been received. Once updates have been received the Admin user can decide whether to make them available to other users on the network by ticking the Released option next to the latest version.

A silent install for network admin users has been provided to allow update of all network machines centrally. Before upgrading data, a warning is shown if any users are logged in at the time.

The read only downloaded column indicates whether any other network user has retrieved the version, and so whether the released status can be revoked.

Tools

The tools section of the Administrator menu has the following options:

Database Update

This is used to apply any data or program fixes sent by Landmark Systems Ltd. Instructions will be provided by the Helpline on how and when to use this facility.

Extract Company (not in Hosted mode)

A single Accounts company can be extracted from a database, for example to send to an accountant or contractor that you do not want to access other information.

Only Users with a valid administrator log in for the company can access the Extract company option. Once a company has been selected and the Extract Company option chosen, a reminder is shown with a field to enter the usual back up details and options.

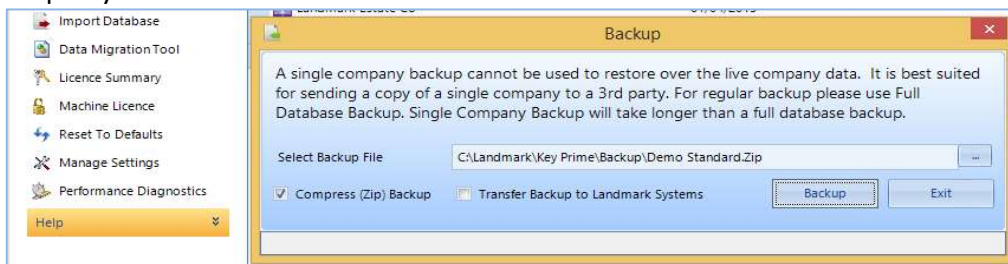
Once the destination and type of backup has been set and confirmed, a full backup of the database is made. Next a copy is created, and all other company information is removed before this is backed up to the target file.

The backup will only have the selected accounts company data in it. It should never be used to restore over the Data from which it was taken as it will delete all the other company information.

An extracted company cannot be reinserted into the existing database, so no data should be added to it unless this is a permanent split.

If you only have one company do not use this option for backups.

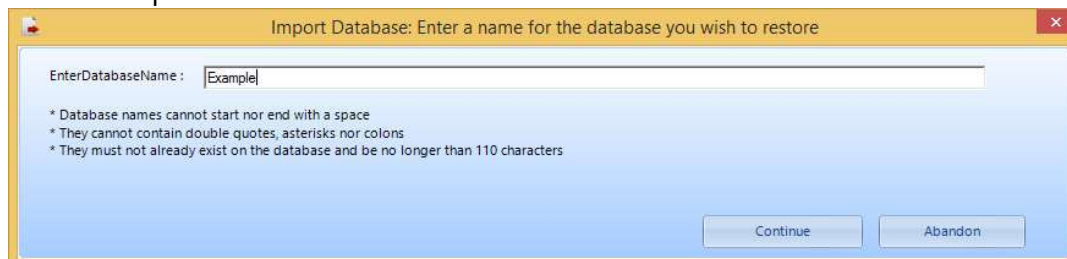
A single company backup can be taken for any accounts company including those linked to a Property Landlord.



Import Database (not in Hosted mode)

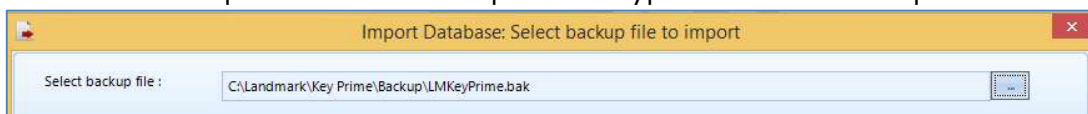
Import Database allows a new database to be created from a backup. For example, adding a database for a previous year by restoring the backup taken before the year end process, or where an Accountant wishes to restore data sent by a new client.

Click on Import Database and enter a name for the database:



The name must not already exist. Use alphanumeric characters only, i.e. 0-9 and A-Z. The name can be up to 120 characters long, but it is recommended to keep it simple.

Select the backup file that is to be imported or type in the name and path and select continue.

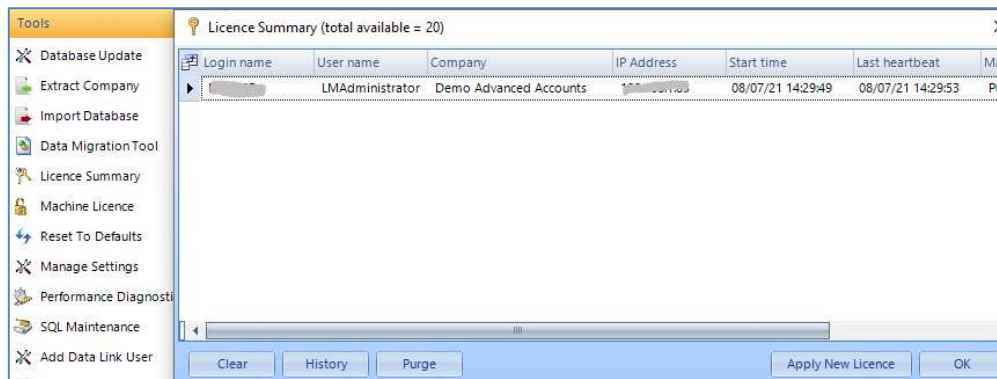


Note

Using the import option with the Launchpad set to show anything other than a single database will result in all available databases being displayed on the Launchpad list.

Licence Summary

The screen shows how many users can sign into the database at the same time (total available = #).



It shows who is currently logged into which company and gives details of the user names, IP address and the last time the user connected to the database (Last heartbeat).

Inactive users can be removed by using the **Clear** button to free a licence, but they will not be able to continue adding data without logging back in.

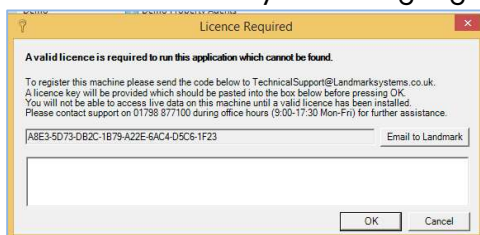
A **History** report will show all the user login information including the details of their PC name and IP address; this log is cleared of records over 12 months old during any subsequent program upgrades.

The **Purge** button will delete all connection history records older than one month from today and rebuild its index.

Additional user licences can be purchased from Landmark Systems.

Machine Licence

As part of licensing, each machine that has KEYPrime installed will require a machine licence if data other than our demonstration data is to be accessed. To request a licence, select the Machine Licence button. A special key is generated that should be emailed to Landmark. Where a valid licence exists already a warning is given.



If the email option fails for any reason the Number should be copied to the clipboard and pasted into an email to Landmark Systems. A registration key will be returned which should be pasted into the lower section of the form and confirmed with the OK button.

Reset to Defaults (not in Hosted mode)

A facility has been provided to reset the current pc to use the factory default settings for Grid Layouts, Form Sizes and Positions, and Companies listed on the Launchpad. Resetting the company list should be used with caution where working on a network.

Manage Settings

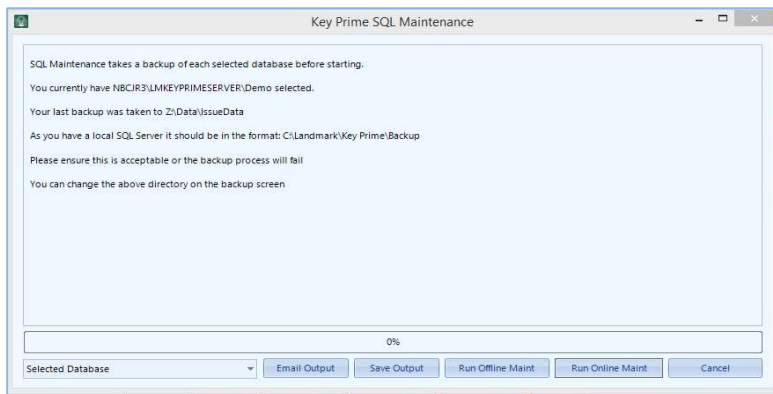
Manage settings provides a facility to backup and restore stationery layouts, grid and form settings and preferences. Stationery layouts can be restored for use with later versions of the program. Grid layouts are generally version specific and should not be restored from if a program upgrade has been carried out since. The backup files created will be stored in a folder which gives the Version and Build number as its name.

Performance Diagnostics

This is a feature for use under instruction from Landmark to help diagnose performance issues.

SQL Maintenance

A suite of options to maintain the health and performance of the Database, or Multiple Databases, for a valid Admin user to apply; this will perform validation checks, restructuring and back up of the data, and report this information for analysis.



There are two maintenance methods, a simple Online and a more thorough Off-Line Maintenance which will require all users to sign out of the data.

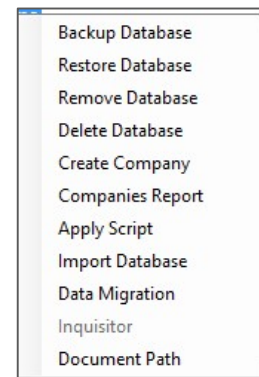
Before any maintenance activity is carried out a backup of the selected database is taken.

Set Style Sheet

A facility to allow the User to set an alternative style of presentation for the Launchpad. The User can select from several styles which will be applied the next time the Launchpad is opened. Alternative styles may also be selected for Accounts and Property once the user is logged in. Click on the Key icon in the top left corner and select Set Style Sheet.

Right click options on Database

Further options are available if you right click on the Database name. Most of the options are also in the Administrator menu. However, there are 2 options to Remove Database and Delete Database which are only available from the right click menu. Inquisitor is available when you have highlighted a Company then right click on the database. This gives the user access to Data Link – full details below.



Remove Database

If you no longer wish to display all the databases on the Launchpad it is possible to Remove databases. This is done by a right click on the database name and selecting Remove. To restore the name to the list, reselect it from the change database option. The Remove option just removes the database from the Launchpad screen, it does not delete the database.

Delete Database

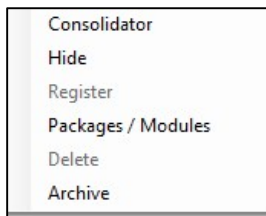
Administrators can delete redundant databases from the server. This is permanent and as a result the option is hidden from the main menu but can be accessed by selecting the database name on the Company list and using right click; choose the Delete Database option. This should not be confused with Remove database which only removes the name from the Launchpad List. Delete will delete the database and remove the files from the computer; to protect the data only an Admin user can carry out this process and only after a Backup has been successfully created as part of the steps.

Choosing Delete will start a series of checks, warnings and a backup of the data which must all be passed before the data is finally PERMANENTLY deleted.

It is your responsibility to protect your data so please ensure that you have valid Backups stored in a safe place before deleting data.

If you have data that will not upgrade and wish to permanently remove this from your Computer, please contact Landmark Technical Support.

Right click options on Company



Highlight a Company and Right click on the mouse to show further options.
Click on Archive to show on screen that a set of data is an old version:

TestAdvancedAccounts (archived)

Help Section

Help

This will open the Help feature, which is an electronic copy of the Launchpad help file with search and index features as well as the ability to print. The Help document can be moved and resized by clicking and dragging the bottom right corner of the form so that it is the size you find most comfortable.

About

Provides the details about the current version. There is a hyper link to Landmark's Support website which also shows Landmark contact details. When a new update has been installed a link is provided to the release notes which will be in pdf format.

About accessed on Launchpad



About accessed in Company



Details

The details button will show the date and time the last update was applied to the database and will list any database patches have been applied since the last program update.

Modules

The About section can also be accessed through the company logo menu within Accounts or Property (top left-hand corner). This version displays a Modules section to show which additional features have been added to the specific company.

Launchpad Tips

Click on the word **Launchpad** and it will open the Prime Version About window.

For the Launchpad Help files left click on the  icon next to the Support option. You can resize this help screen by dragging the form to suit.

Support provides quick access to the support pages of Landmark Systems Ltd. web page to access features like latest downloads, tips and hints, frequently asked questions and remote support options.


Accounts Menu

The menu to access parts of the program has been provided at the top of the screen to give quick access whilst providing maximum screen space. The menu is split into two parts, the top Ribbon

part provides the full menu of all areas whilst the lower Tool Bar provides quick access to Ledgers, the All Transaction daybook, the Cashflow Smartview, the Diary and Documents.



Clicking the KEYPrime logo, top left, provides several functions relating to screen layout, Help files and Exit:

The  next to the KEYPrime Logo provides a menu option to expand or collapse the menu, as well as to add a space between the ribbon menu and the Tool Bar.



The Menu Ribbon can be kept in expanded mode by double clicking one of the headings, it can also be collapsed by double click.

Main Menu



Entries

Transactions can be entered or edited through the Entries menu. This opens the various entry screens. Multiple entry screens may be open at the same time.

There are two ways to enter transactions, either by entering Invoices and Credit notes which are then paid off with separate Payment transactions, or through a single screen Bank Payment or Receipt that combines both invoice and payment information in one transaction. Bank payments and receipts start with the payment information which is then broken down into the invoice information and are very useful for entries where no formal invoice is raised.

Sections: Entry Type:

Purchase Purchase Invoice, Credit note & Payment. Entry of Supplier Invoice and Credit note information for subsequent payment by separate transaction.

Sales As above but for Sales Invoice, Credit note & Receipt.

Bank Bank Payment and Receipt. A single transaction combining both invoice and payment information for Suppliers (Bank Payment) and Customers (Bank Receipts). Bank Transfers; a single transaction to pay money from one bank account to another with no need to use trader ledgers.

Journal Nominal Journals are for the internal transfers of costs and income across nominal codes or cost centres; these can be set to show in the cashflow or not.

Prepayment journals to account for costs incurred (Pre-paid Expenses) that should be showing in a later accounting period, or Income due now (Accrued Income) to be brought in from a later accounting period.

Accrual journals which allow Income received in advance (Pre-paid Income) to be shown in a later accounting period, or Costs incurred but not yet invoiced (Accrued Expenses) to be brought in from a later accounting period.

Bulk Batch Entry allows entries using a grid layout.

What to Pay and What to Receive allow the bulk entry of payments and receipts against previously entered invoices and credit notes.

Recurring Entry allows templates to be created which, when processed, add copies of the same transaction over several time periods, e.g. Monthly Standing Orders.

Stock Stock Transfers, Usage & Adjustments (the first 2 only available in Full Stock module).

Stock Transfer allows stocks to be moved from one stock type to another, with or without valuation change. Stock Usage allocates the cost of stock used across a number of enterprises simultaneously. Stock Adjustment enters changes to valuation of individual stocks.

Meters Optional module for entering and recharging meter readings.

Charge Optional module for recharging out costs shared among several properties.

Manager

SOP/POP (optional module)

Purchase Orders, Sales Orders and deliveries are managed through the SOP/POP menu. This can be through individual SO or PO transactions or via the SOP/POP Daybook where delivery notes and tracking orders is also carried out. See module notes for **Error! Reference source not found.** for further information.



Daybook

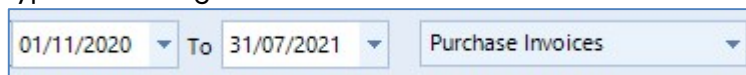
The Daybooks provide a list of existing transactions of the selected type, with facilities to edit or add new transactions and print or report on the entries.

Data Entry (except Opening Balances and Bulk Entries) can be carried out from this screen using the button or by copying an existing transaction. Editing can be done by selecting an entry and choosing the edit option, or by double clicking it.

Use the mouse to click on buttons, otherwise use the Alt Key to highlight the keyboard shortcuts.

There is a right click menu that also allows New, Edit or Copy options.

Choose the transaction type from the Daybook menu, or from the drop-down list of transaction types on the right of the screen next to where the date range is entered.

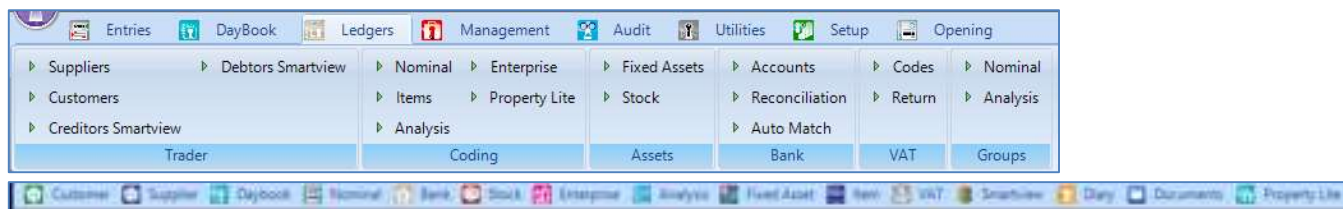


This date range is remembered the next time you open the daybook. It is recommended to keep it as narrow as possible to speed loading.

The columns displayed and the functions at the bottom depend on the transaction type selected.

Ledgers

The Ledgers section is used for maintaining Ledger Records and producing balances and analysis. Ledgers can either be accessed from the Ledgers section of the Ribbon Menu, or by using the lower Toolbar to go directly to Ledger screens.



The Ledger groupings are:

- Traders** Suppliers, Customers, Creditors Smartview, Debtors Smartview
- Coding** Nominal, Items, Analysis Codes, Enterprise Codes, *Property Lite*
- Assets** Fixed Assets, Stock
- Bank** Bank Accounts, Bank Reconciliation and Auto Match
- VAT** VAT Codes and VAT Returns
- Groups** Nominal Groups, Analysis Groups
- Currency** Rates (optional module for Multi-currency) only

From the lower toolbar also you can also go directly to the Cashflow Smartview, open the Diary listing screen and open the Documents list.

Management

The Management section is where reports on the business including Profit and Loss, Balance Sheet and Cashflow are produced. The business may be further analysed at Enterprise and/or Analysis code level. Budgets are maintained here; these can be to any date range and be Invoice or Cashflow based or both.

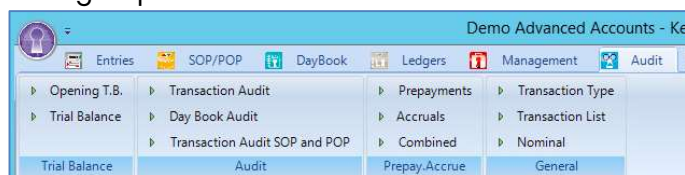


The program allows budgets and many reports to be exported into Excel for further analysis. Budgets edited in Excel may be imported back into the program saving hours of re-keying values. The Management Report group sections include:

- User**
 - Favourites allow frequently run reports and their options to be set up and selected for printing.
 - Custom reports are available in KEYPrime Advanced. User defined Custom Reports allow management reports to be set up in an order and grouping of user choice.
 - Custom Balance Sheets allows balance sheet codes to be ordered and grouped according to preference.
 - Custom Comparison - the user can create a report to compare various pre-defined sets of values.
 - Report Library is compiled by the user to regularly run several different reports at the same time.
- Accountants** Balance Sheet shows the opening and closing Balance Sheet positions with movement. Source/Application of Funds reconciles the profit figures and cashflow for the business.
- Company** Profit and Loss, Cashflow and Income/Expenditure for the whole business using the predetermined layouts. Where Full Stocks is enabled a further Stock Adjusted Profit and Loss report is provided.
- Costings** Enterprise and Analysis provides reporting options for specific parts of the business, either on a Trade or Cashflow basis.
- Forecast** Allows for a 12 month projection by either trade or cashflow for a selected date range of actual figures plus selected budget for the remainder of the 12 month period.
- Budgeting** Enter and maintain budgets including calculating cashflow requirements.

Audit

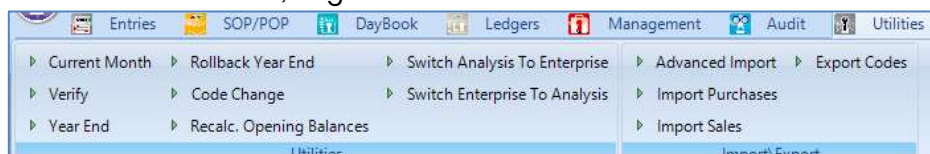
Reports required for Audit purposes, in particular at Year end, are accessed through this menu. The Audit group sections include:



- Trial Balance** Opening Trial Balance shows the balance on all codes at the start of the year. Trial Balance shows the closing balance on the codes at the selected date.
- Audit** Transaction Audit shows the history of entry and edits on each transaction. Daybook Audit allows selection of transactions to be audited by transaction Type without edits showing. Transaction Audit SOP & POP shows a Transaction Audit for Sales and Purchase Orders (SOP&POP is a chargeable module).
- Prepay. Accrue** Shows the Prepayments or Accruals separately or as a Combined report at the selected date.
- General** Transaction Type provides a simple list of what the transaction codes are. Transaction List provides a complete list of all transactions entered including edits. Nominal Transaction provides the same reporting options for Nominal codes as found in ledger; the option is included here to assist accountants.

Utilities

The Utilities menu provides an option to set the Current month, the Year End option to permanently close down the accounting year, a verify tool to check for possible anomalies in the data and facilities to change or merge codes. Advanced Import is used to Export or Import such things as Accountant Journals, Sage and Earnie.



- Current Month** Change the current accounting month which is the default for reporting and data entry.
- Verify** Checks for anomalies in the data and creates a report to show if there are items such as postponed bank statements or transactions entered with dates in the future. Can also fix some issues with posting Fixed Assets.
- Year End** Posts the calculated depreciation permanently against the fixed assets, clears down the profit and loss, and closes the financial year.
- Rollback Year End** Allows a year end processed in Prime to be undone without losing transactions entered post year end.
- Code Change** Allows a change or merge of the codes including Trader, Nominal, Enterprise, Analysis and Items. Fixed Asset and Stock codes can be changed but not merged.
- Recalc. Opening Balances** Forces a recalculation of opening balances to confirm that entries posted through the opening menus have correctly updated the figures used in some reports.
- Switch Analysis to Enterprise** This option allows the user to change an Analysis code that has been used in transactions and make it an Enterprise code instead or vice versa.
- Advanced Import** The Advanced Import option allows for an Accountant to add transactions to a copy of the data and then Export those changes to the original set of data for Import. Other

import options can be purchased which allow importing of Sales and Purchase invoices from 3rd party products. (Please ask for more details.)

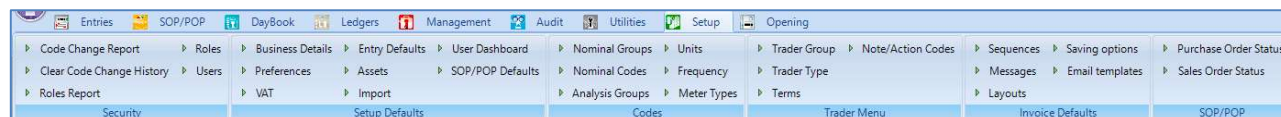
Export codes Select which codes to export to AutoEntry or Dext Prepare (Receipt bank).

Import Purchases For importing Purchases from AutoEntry, Dext Prepare or Rossum.

Import Sales For importing Sales from the external sources as above.

Setup

The business settings and defaults are accessed through the Setup Menu as well as the management of Users and Roles (where the Role module is enabled). Reporting on changes to codes and other non-transactions can be run from this section.



The Setup group sections include:

Security Code Change Report shows an audit of changes to codes and other data not covered in transaction audits.

Clear Code Change History allows an authorised user to delete the code change history older than 30 days.

Roles report provides a list of roles with the sections and the permissions they have.

Roles, where enabled, allows the set-up of specific roles which may be granted restricted access or blocked from parts of the program.

Users – Maintenance of user details including log in password and role within the current company.

Setup Defaults Business Details – the company address and VAT number information used on reports and stationery is maintained here. The company name cannot be changed.

Preferences – allows for company settings for colour of the main screen, report start dates and folders for stationery and exports.

VAT – Company settings for VAT including invoice or cash basis and over/under declared limits.

Entry Defaults – for setting company defaults on behaviour of the program and allowed dates for data entry.

Assets – company settings for the basis of depreciation, profit/loss on disposal of Assets and the default codes for stock valuation change.

Import – for configuring the format for various transaction imports (chargeable option).

User Dashboard – allows users to set which dashboard features to display; please note that showing this information will slow loading of the program depending on how much data needs to be read each time.

SOP/POP defaults – Invoice date defaults when created from SOP/POP.

Codes Nominal Groups and Nominal Codes – short cut to the Nominal and Group code listing screens; see ledger section.

Analysis Groups – maintenance of Groups for Analysis codes.

Units – for maintaining Quantity Unit Names across all the companies in the database.

Frequency – Common frequencies for recurring entries and diary actions are in the program by default. Here is shown a list of less common frequencies and new frequencies can be set up here by the user.

Meter Types – Option for when Metering has been purchased.

Trader Menu Trader Groups and Trader Types – maintenance of Group and Type codes for Trader codes (KEYPrime Advanced).

Terms – company default settings for new traders and period reporting on creditor and debtor reports.

Note/Action Codes – maintenance screen for Diary actions and Note types.

Invoice Sequences – settings for next Invoice, Credit note, Order number etc.

Defaults Messages – default messages for Invoices and Statements are entered here.

Layouts – section for selecting or customising various stationery layouts for the company. Also Printing options.

Saving Options – give the company choice to default, postpone or save Auto method Sales and Purchase invoices.

SOP/POP Purchase & Sales Order Status – user defined codes and colours for the SOP/POP daybook screen. (*SOP&POP is a chargeable module*).



Opening

Where opening balance transactions have been allowed in the Entry Defaults in Setup, an Opening Balance menu will show:

Purchase Purchase invoices and credit notes with an Invoice date prior to the year start are entered and edited here.

Sales As above for Sales invoices and credit notes.

Journal Journal Nominal with a date before the current year start can be entered or edited here. N.B. Fixed Assets cannot be affected.


Prepayment & Accrual journals with either the Invoice or Start Date before the year start are maintained here.

VAT VAT balance due to/from HMRC – this allows the entry of the outstanding invoice to or from HMRC when first setting up the company.

Assets Stock and Fixed Asset opening balances may be entered or amended here.

Balances Current assets, Investments, Liabilities, Private, Capital: the opening balances for these Nominal codes can be simply entered onto the system through this section.

Bank Bank Account – The opening cashbook position for each Bank Account is entered here. Unpresented Cheques and Receipts – by default the options for Opening Unpresented Cheques and Receipts are not shown. These should only be entered through this section if they were omitted from your previous accounting product as any VAT on these transactions will be treated as unclaimed. The menu option is enabled in the Entry Defaults in Setup.

Many of the Opening screens require other screens to be closed before they show in Opening mode. To quickly close all forms, click on  in the top left corner then choose Close All.

How to Setup the System

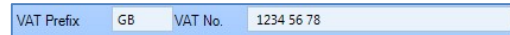
There is a minimum amount of information required to be entered before KEYPrime Accounts can be used. It is not necessary to attempt to setup the full opening trial balance before using the program, although this will be required before fully accurate reports can be produced.

The following information is required

1. VAT Registration Number.
2. VAT Period and whether it is invoice or cash basis.
3. Nominal coding structure.
4. Bank Accounts and opening balances.
5. Opening Invoices and whether they have already been included on VAT returns.

VAT Registration Number

The Business VAT Registration number can be entered when creating the company. If it is not available then it can be added later or amended under Business Details in Setup.





VAT Prefix	GB	VAT No.	1234 56 78
------------	----	---------	------------

Without a number the company will be assumed to be Unregistered for VAT and all codes and transactions will be set to use VAT code 'O', Outside the scope. Once a VAT registration number has been entered other VAT codes will become available. See Setup " VAT" on page 41 for more details.

VAT Period

The company settings allow for either monthly or quarterly returns to be run. This then defaults any new return to the next month or quarter from the last return. This date can be overwritten with care. The Financial Year Start can be set from any day of the month, e.g. 06/04/20**. The first VAT return will allow you to set your own closing date for it within the current year.

The basis on which VAT is returned must be entered before running the first return or entering any opening invoices. The options are Invoice or Cash basis, i.e. on Invoice date or date of Payment. It is possible to change the basis at any time, but this should only be done under professional advice and with the consent of HMRC. To access the VAT settings choose  then  from the Menu. For further information on the VAT ledger see "Auto Match Bank Statements Statements from some banks can be imported from their Electronic format and matched against existing transactions. Where transactions need to be entered or require modification the statement information can be used to assist the process.

Set up

On the Bank ledger in KEYPrime make sure that the correct sort code and account number for the bank is entered. This will be used to match the downloaded statement to the correct bank. Under the electronic Banking details section of the bank record you should select the Statement Import Format for the bank from the list.




Electronic Export Format	Barclays Internet
Reference	Our Ref.
File Name	BARCCUR
Statement Import Format	Barclays Business BAI file (*.txt)

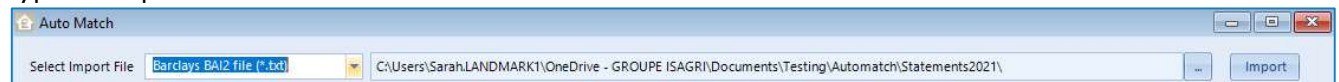
If your bank is not showing please contact Landmark. It may be that one of the other formats is compatible or we may need to specifically write the import for your bank.

If you have not selected the format here you will be able to choose it when you import.

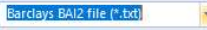

Operation

Once a bank statement has been exported from your online banking system and saved you will be ready to use the auto match process. Open the Bank ledgers section in Prime and select the Auto Match button .

The Auto Match screen first requires the type of file to import; if you have selected a bank it will use the default for that bank. If no default has been entered then use the drop-down arrow to select the type of import file.

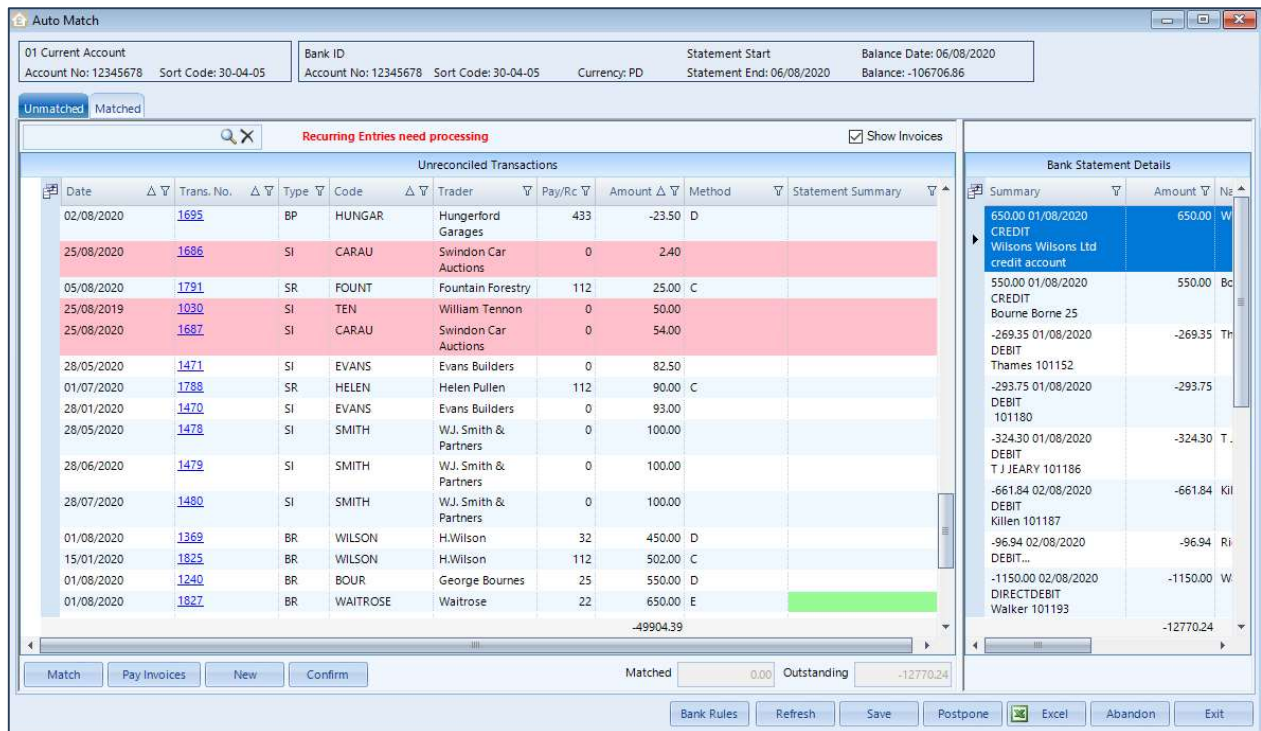


Auto Match

Select Import File:  C:\Users\Sarah.LANDMARK1\OneDrive - GROUPE ISAGRI\Documents\Testing\Automatch\Statements2021\ 

Browse to your saved statement using the file browse button. Once selected click Import. The statement is then "read" by the program; the correct bank is selected and checks made to ensure that the statement dates do not overlap an existing statement or leave gaps, and that the balances are valid.

The Auto Match screen will be displayed showing the information about the statement at the top, and a split screen below.



On the left will be all existing unreconciled transactions in KEYPrime for the bank account selected, dated up to the end of the statement. The downloaded statement details will be on the right. There is a tick box option to **Show Invoices** as well as the payment and receipt transactions. If this has been ticked, invoices that match the bank currency Id and have an outstanding balance, and which are dated before the statement date, will be included in the list of unreconciled transactions. There are 2 tabs which will display the Unmatched items and then, once lines have been matched and you press the Confirm button, these lines will be moved to the Matched tab. This makes it easier to see what is left to reconcile.

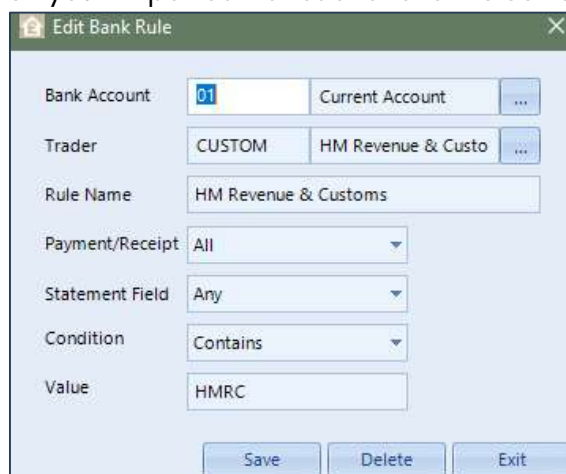
The information is shown in grids which can be sorted as needed using the column headers. Fields may be added, moved or removed and the format will be saved for next time it is opened.

A reminder is displayed if Recurring Entries for the bank, which have dates before the statement end date, have not been run. N.B. recurring invoices and journals do not get reminders in the Auto Match function.

Bank Rules

Bank Rules may be set up from the Ledger, Bank listing screen and from the Auto Match screen. Rules can be created to help KEYPrime match your imported transactions to the correct trader.

For example, the VAT payments and receipts may appear in the imported data with the name HMRC whereas the trader in KEYPrime is CUSTOM. This rule will ensure all relevant transactions are matched to the CUSTOM trader.



The rules may be applied to the imported statement fields: Any, Summary, Name or Amount.

The rule may be set up for just one bank or, if the Bank Account field is empty, it will apply to all banks.

When you click on the Match button the matching will first work on user defined rules (in order of sequence) and, if not applicable, then match based on any relationships auto created by the system. At the moment the bank rules will only apply to matching transactions and do not apply to creating new ones from items on the statement.

Reconciling

Press the Match button to auto match all transactions which match according to the Bank rules and then on value and date. If no rules have been set up then over time the program will learn which traders in KEYPrime match the descriptions on the statement.

If you select a statement record on the right, the potential transactions that match the value will show a green cell in the Unreconciled Transactions on the left. You can drag and drop individual lines from the right hand side onto the corresponding transaction on the left, or you can double click the item on the right and it will match to the green line on the left.

Unreconciled Transactions							Statement Details					
Trans.	Type	Code	Trader	Pay/rct.No.	Amount	Meth	Statement Summary	Summary	Amount	Name	TransDate	Type
1/2021	1800	BP	HUNGAR	Hungerford Garages	101203	-200.00	C		-200.00	Chq	03/01/2021	DEBIT
1/2021	1799	BP	HUNGAR	Hungerford Garages	101202	-200.00	C		-12.50	Bank charges to	05/01/2021	DEBIT
3/2020	1797	BP	4WHEEL	4 wheel Drive Centre	101201	-123.33	C					
5/2020	1792	SR	SMITH	W.J. Smith & Partners	112	700.00	C					
3/2020	1791	SR	FOUNT	Fountain Forestry	112	25.00	C					
3/2020	1790	PP	BARRET	Barretts of Wroughton	435	-210.00	D					

The auto match will not happen if there are two values the same in the Statement Details that match one or more of the Unreconciled Transactions.

Where a value is matched but the entry date of the transaction is after the date shown on the bank statement then the highlight will be in amber:

Unreconciled Transactions					Statement Details			
Trader	Pay/r	Amount	Meth	Statement Summary	Summary	Amount	Name	
Associated Tyre Services	101160	-23.50	C	-23.50 02/08/2016 DEBIT ATS 101160Associated Tyre Services	-23.50 02/08/2016 DEBIT	-23.50	Hungerford 101159 Hungerford Garage	
Hungerford Garages	101159	-226.65	C		-3055.00 03/08/2016 DEBIT	-3055.00	James Cowp 101154 Chq	
Inland Revenue.	101111	-2243.67	C	-2243.67 02/08/2016 DEBIT INREV 101111 Chq	-125.00 03/08/2016 DEBIT	-125.00	James Cowp 101195 Chq	
British Telecom	101148	-278.00	C	-278.00 02/08/2016 DEBIT BT 101148 Chq	-11.25 03/08/2016 SRVCHG	-11.25	02SEP A/C 12345678	
4 wheel Drive Centre	334	-630.00	D		400.00 04/08/2016 CREDIT	400.00	TYNDALE (SERVICES) AI CATTLE SHED REN	
Avonbridge Machinery	101194	-3583.45	C	-3583.45 03/08/2016 DEBIT AVONB 101194 Chq	-175.00 04/08/2016 DIRECTDEBIT	-175.00	LANDMARK SYSTEMS L LANDMARK SYSTEMS	
George Bourmes	25	550.00	D		-538.78 05/08/2016 DEBIT	-538.78	SEB 101163 Chq	
Newbury District Council	407	-400.00	D		904.21 05/08/2016 DIRECTDEBIT	904.21	HMRC VAT 12345678900 0816	
Wilson	32	650.00	D					
Ford Motor Credit	342	-643.70	D					
James & Cowper	101154	-3055.00	C					
Avonbridge Machinery	101195	-125.00	C					

In this case you may need to check for an alternative entry or you can edit the record by clicking on the blue Transaction number (hyper link). Once you are sure the item on the left is correct you can either drag and drop the Statement record across, double click on it or click the Match button again.

If there are 2 or more transactions in the Unreconciled list which, when added together match a transaction on the statement, it is possible to match them either to the total line or to individual child lines. Also child lines may be matched separately but all must be matched before the reconciliation can be saved.

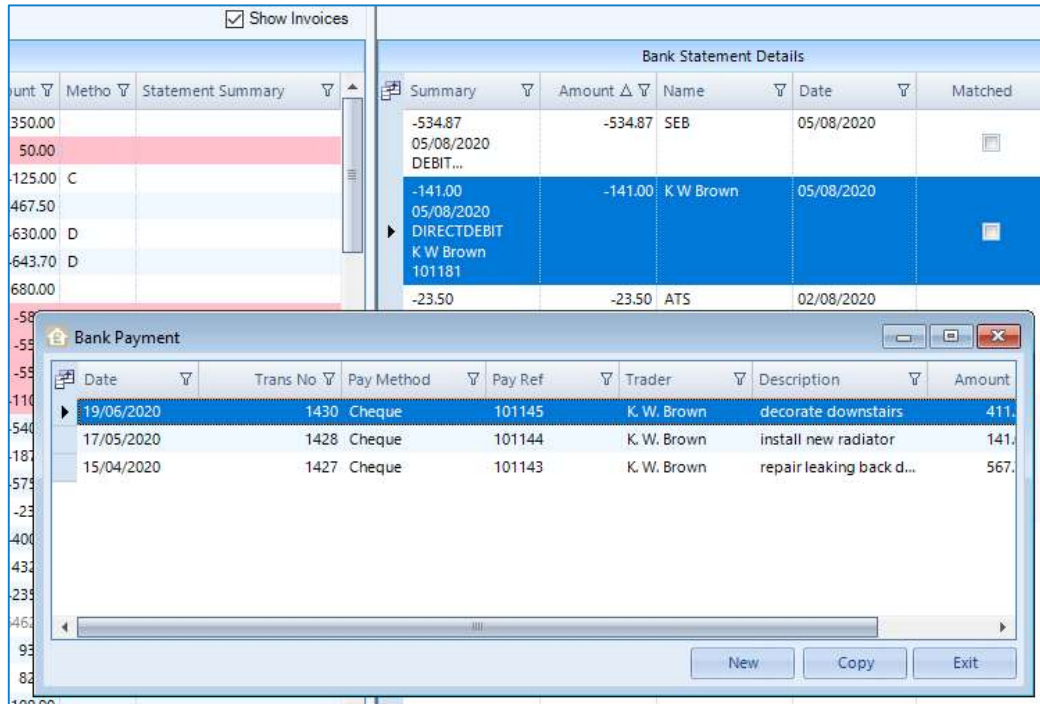
Having checked the Auto Match is correct, click on the Confirm button to move those lines to the Matched tab. The child lines will still appear on the Matched tab once confirmed.

The remaining records in the Statement Details section should be worked through to add records or edit transactions where needed.

New Transactions

New transactions can be added without closing the Auto Match screen. These will then appear when you click the refresh option, along with any other entries that other users may have added with a date prior to the statement date.

To assist in creating new transactions, select the unmatched entry on the right and click on New. Once the program has learned to associate statement information with traders it will check to see if the trader has any outstanding Invoices and open the appropriate Purchase Payment or Sales Receipt screen. If no outstanding invoices are detected and the trader is known, a list of up to 5 latest Bank Payments or Receipts for the trader are displayed. You may enter a new transaction from scratch or copy one from the list.



If there are no transactions for the trader or the program has not associated the reference with a trader previously, a new Bank Payment or Bank Receipt entry screen will open. This will be pre-loaded with the date and value of the entry. Add the trader and the details to complete the process.

Having added the trader code the program will again check to see if that trader has any outstanding Invoices so that you can raise a PP/SR instead and in order not to duplicate information. Save the entry then choose the Match option.

Once a transaction has been Matched and the statement has been saved or postponed, it will no longer be possible to edit the matched transactions.

Invoices

If the Show Invoices box is ticked then any relevant outstanding invoices will be shown. If a transaction on the statement matches an Invoice it will show in green on the unmatched side the same as with payments and receipts. Double click on the transaction or drag and drop and it will carry the details to the left hand side, however you cannot Confirm this match until the invoice has been paid. Click on the Pay Invoices button and it will automatically create a new payment or receipt for the invoice. Once this has been created the invoice will no longer show on the unreconciled list, but the payment will and as it is already matched it can be confirmed.

As with the WTP screen, if any invoices are On Hold they will have a pink background:

Unreconciled Transactions									
Trans. No.	Δ ∇	Type ∇	Code	Δ ∇	Trader	∇	Pay/Rc ∇	Amount ∇	Method
1014		SI	SMITH		W.J. Smith & Partners		0	2350.00	
1030		SI	TEN		William Tennon		0	50.00	
1197		BP	AVONB		Avonbridge		101195	-125.00	C

If the purchase invoice authorisation module is being used, any invoices that require authorisation before they can be paid will be greyed out.

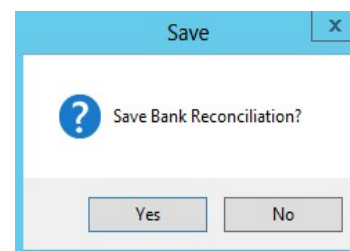
Bank Reconciliation

Once the Statement Details grid is completely matched, select save; there is a small prompt to let you know that this happening.

Selecting No will take you back to the Auto Match screen.

Selecting Yes will give you a bank statement number and take you back to the bank listing screen.

You may continue to enter and edit statements through the conventional method should you wish to.



The imported statement is not deleted once it has been successfully reconciled. However, if you attempt to load it again you will get a warning message about overlapping dates. It is your decision as to whether you delete or retain the old files.

Postpone

If you cannot complete the reconciliation you can Postpone an Auto Match. Once this has been done, when you select the Auto Match button it will only load the postponed reconciliation. You will not be able to start a new reconciliation for that bank until it is complete.

If a user selects a statement that has been previously part-reconciled or reconciled using the direct feed / auto match import then it will open up the auto match form instead of the manual reconciliation form. The statement listing screen shows the source of the reconciliation, either Manual, Auto Match or Direct Feed:

12345678		06/08/2020		59		-93936.62		-106706.86	
Bank	01	Current Account							
Statement No.	57	Saved Statement							
Up to	No.	Date	Opening Bal.	Closing Bal.	Source	Status			
Opening Balance	59	06/08/2020	-93936.62	-106706.86	Auto Match	Postponed			
	58	31/07/2020	-59051.03	-93936.62	Manual	Reconciled			
Closing Balance	57	30/06/2020	-63720.50	-59051.03	Manual	Reconciled			
	56	31/05/2020	-67470.09	-63720.50	Manual	Reconciled			

When you import a bank file into Auto match a postponed statement is created in the list of bank reconciliations so that when you select the Auto match button it will always re-open this reconciliation. Should you wish to discontinue with this particular reconciliation for any reason then you will need to find the postponed reconciliation in the list and Remove it.

Direct Feed

This is to facilitate a direct feed from a user's bank account using Truelayer software which will allow for the automation of transaction entry and bank reconciliation. N.B. Please note that currently you will not be able to use Direct Feed with a Credit Card account and, depending on which bank you use, Savings accounts may not appear in the list of banks to link. See list at the end of these notes.

You will need to set up each bank that is going to use Direct Feed using the Setup Feed button on the bank details screen or click on the Direct Feed button in the bank listing screen.

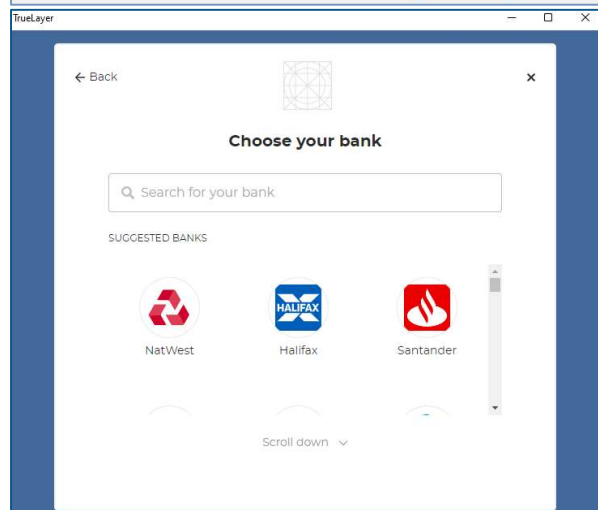
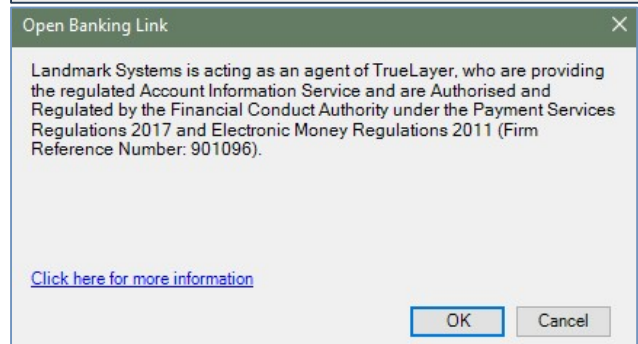
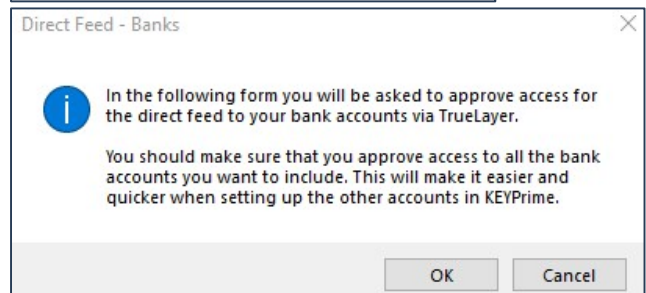
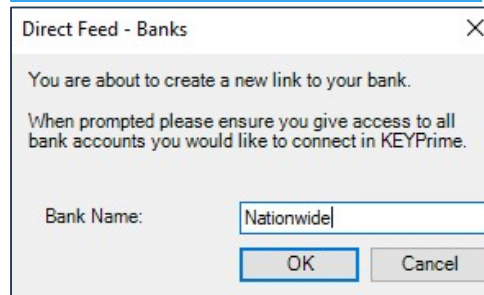
If any banks have already been set up they will be listed here. Otherwise click on New to set up a new bank.

Enter the name of your bank.

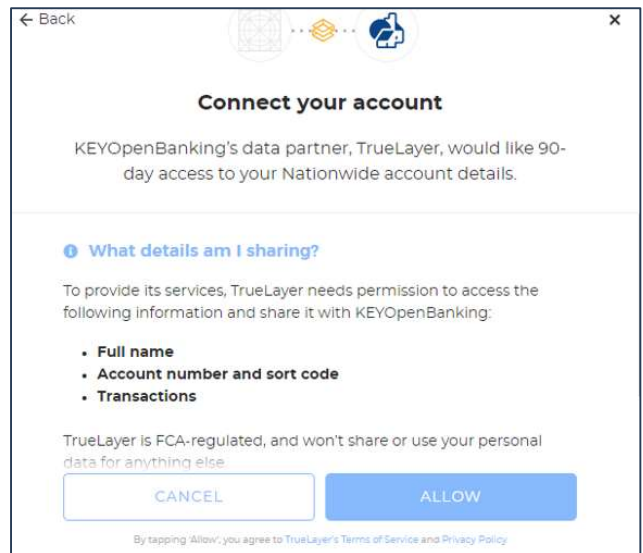
N.B. It will be easier if you include all the accounts in this bank that you expect to use with Direct Feed.

The next screen is for information only so you can click on OK.

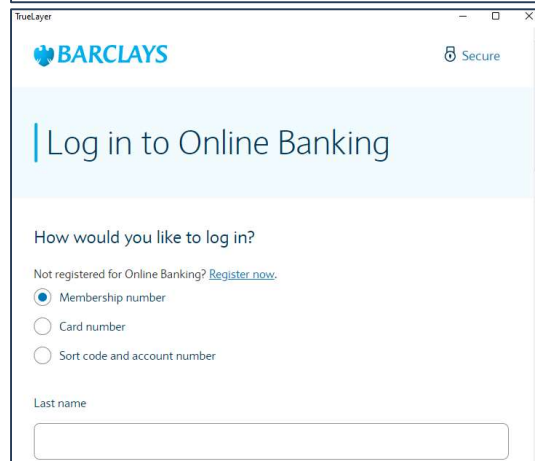
Select bank:



Click on Allow to give Truelayer permission to access your bank account data.

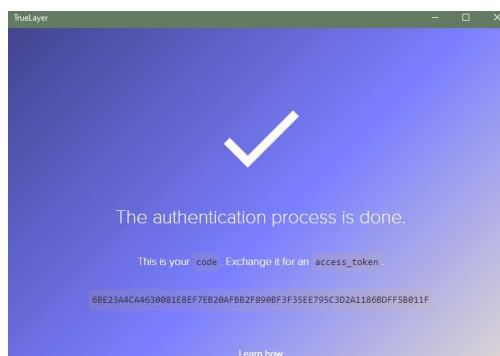


Bank login. Each bank will have their own screen for login, this is just a demo:

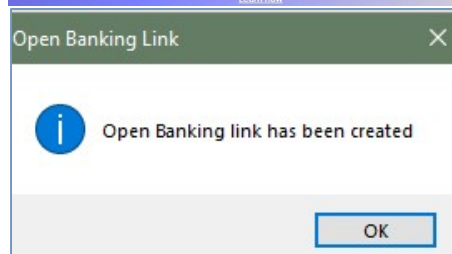


Once you have logged in you should see a list of your bank accounts which can connect to Truelayer. Tick or select all those you wish to use with Direct Feed. Each bank will have different setup procedures so they are not shown here. Once the accounts have been linked you will see the following screen.

Wait for this screen to disappear automatically, no user input is needed here.



Then you will get this message:



To start reconciling, enter the end date then download.

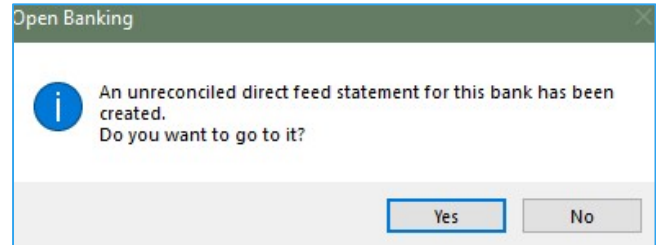
N.B. Depending on your bank you may have a limited time to download historical transactions – generally over 90 days old.



The time may be anything from 5 to 45 mins after you have linked to the bank.

If more time is needed e.g. because you want to reconcile each month separately then you may have to Unlink the account and setup the Direct Feed link again and download the next month's information. You may find it easier to download all the historical transactions in one go, but they will then be just a single reconciliation.

Next message:



Once you click on Yes the same screen as Auto match opens with the transactions already downloaded.

When you click on Direct Feed the system:

- Adds a new Statement to KEYPrime with the End Date stored as the statement date.
- The From date for the transaction import will be based on the previous statement end date or, where there are no statements, from the first transaction date stored in the system.
- Imports the Bank transactions into the new bank transactions table up to the Statement Date.

Once the Direct Feed has been set up the button on the Bank details screen will change to Unlink Feed so the bank can be unlinked if necessary.



User Roles

For companies which have the optional module User Roles. New options are available in the Ledger, Bank section for Direct Feed and Bank Rules which may need to be updated for users already set up.

Banks which KEYPrime can connect to using Truelayer

Bank of Scotland	Current Account
Barclays	Current Account, Savings Account
Chelsea Building Society	Savings Account
Danske	Current Account, Savings Account
First Direct	Current Account
Halifax	Current Account, Savings Account
HSBC	Current Account, Savings Account
Lloyds	Current Account, Savings Account
Monzo	Current Account, Savings Account
Nationwide	Current Account
Nat West	Current Account, Savings Account
Revolut	Current Account
Royal Bank of Scotland	Current Account

Sainsbury's Bank	Current Account
Santander	Current Account
Starling	Current Account
Tesco Bank	Savings Account
Tide	Current Account
TSB	Current Account, Savings Account
Ulster Bank Northern Ireland	Current Account, Savings Account
Virgin Money Standalone	Current Account
Wise	Current Account, Savings Account
Yorkshire Building Society	Savings Account

NOTE - we currently do not connect to credit card accounts as these work differently to standard accounts.


VAT" on page 90.

Nominal Coding Structure

Nominal codes are used to identify what is being bought or sold so that a detailed analysis of the business can be reported on. Some specific nominal code types are identified which prompt for further information, i.e. Fixed Assets and Stock.

The Nominal coding structure should be planned with some care as it determines the layout of many reports and will be constantly used in data entry. It is strongly recommended that this overview of the KEYPrime Nominal Structure is read to ensure a thorough understanding of the relationship between Nominal Codes, Nominal Groups, Enterprise Codes, Analysis codes and their use. It is possible to change codes and groups after they have been created but it is not a trivial exercise and some restrictions apply.

To simplify the process, a typical coding structure for a farming business has been provided that can be imported and adapted to suit the business requirement. To use this, before adding any

Nominal or Group codes to a new company click on the  in the top left of the screen and the menu will show an Import Standard Nominal Code list option. This code list is held in an Excel spreadsheet as part of the program Templates in Users\USER\Documents\Key Prime\Document Templates and can be edited prior to import. Or it may be imported and codes can then be edited or deleted afterwards.

Nominal Groups

Each Nominal code is allocated to a Group which in itself is either a Group Type or sub-set of a Group Type. Group Types are defined by Landmark and cannot be edited; they represent the structure of any set of complete accounts and allow the program to identify what should be included in the Profit and Loss, the Cashflow and the Balance sheet reports.

The predetermined Group Types are as follows:

Sales	Investments
Valuation Change (Cost of Sale)	Current Assets
Purchases	Stocks
Miscellaneous Receipts	Liabilities
Fixed Direct Costs	Private
Overheads	Capital
Depreciation	Control Accounts
Fixed Assets	

In summary Groups:

- Give the Nominal a type, i.e. whether it is a Sale or a Purchase and whether a Profit and Loss or a Balance sheet item.

- Associate nominal codes so that they appear together on reports.
- Ensure that pre-determined Profit and Loss, Balance Sheet, Cashflow and Trial Balance reports will include all the relevant Nominal codes.
- Simplify the setting up of the system and its reporting.
- Can be used for finding and reporting on a sub set of Nominal Codes.

Nominal codes themselves are entered using the Nominal option on the ledger short cut toolbar



or by selecting Ledgers on the Menu Ribbon and choosing Nominal. See "Nominal" on page 67 for full details on Nominal Codes and how to set them up.

Bank

KEYPrime Accounts allows any number of bank accounts to be set up. These banks can either be standard banks that have statements and require reconciliation, or Cash accounts which have no formal reconciliation. Credit Card accounts can be set up as either. See "Bank" on page 84 for further details.

Default Bank Account

When setting up the Bank Accounts in Ledgers there is an option to set one as the default. Then when entering any bank related transactions, the default Bank Account will be entered for you and the field skipped over.

The default Bank Account can also be set by entering its code in the Bank/Cash Defaults under Entry Defaults in Setup Defaults.

Where multiple Bank accounts are in regular use it may be preferable to not set a default Bank so that the correct bank must be chosen on each entry.

Opening Balances

The following Opening balances will need to be entered:

Purchase and Sales Invoices Invoices/credit notes which were not fully paid by the start date of the financial year.

Bank Reconciled balance for each account along with a list of un-cleared cheques and receipts at the financial year start date.

VAT The total value of VAT due to or from HMRC.

See Chapter 4, Opening Balances for further information.

Enterprise/Analysis Codes

Enterprise and Analysis codes provide further levels of analysis for management purposes. An Enterprise code and/or an Analysis code can be added to each transaction though it is not compulsory.

Enterprise codes can be used to identify departments for costing, or production enterprises for performance monitoring. See "Enterprise" on page 76 for further information.

Analysis codes can be used to identify transactions for individual properties, machines, partners or job costing. See "Analysis" on page 77 for further information.

Stocks

A separate Stock register is used to identify the value of individual Stocks and their quantity at any given date, (end of day). The Stock system allows the manual adjustment of valuations to be made and will keep track of the impact of these Stock movements by automatically posting an entry to a Valuation Change nominal.

An optional automatic Stock control module is available. This allows certain nominal codes to force a stock update when entries are made; this keeps the stock register updated and applies any valuation change to the P&L. See "Stock" on page 82 for further information.

Fixed Assets

KEYPrime maintains a full Fixed Asset register with automatic calculation of depreciation. This depreciation is calculated on an individual asset (or part of) at a user defined rate using either a

straight line or reducing balance method of calculation. See "Fixed Assets" on page 78 for further information.

Trader Ledger

The Trader Ledger contains all of the basic details of Customers and Suppliers such as the business name, address, telephone numbers, bank details and other relevant links; for more information see Chapter 3 "Trader Ledger" on page 56.

Two Way Traders—It is possible to have a common record for a Supplier who is also a Customer in order that a net payment may be made to cover both Sales and Purchase invoices or credit notes. Only one record is created for both the Supplier and Customer.

Report Preferences

In all programs you may choose the behaviour and presentation of reports; this is for each or all companies for your Windows User log in.

The Report Preferences are accessed through the Button menu top left of each program.



If you choose a different font from the standard it may slow the loading of each report, and care is needed to choose fonts that can fit the space available on the reports.



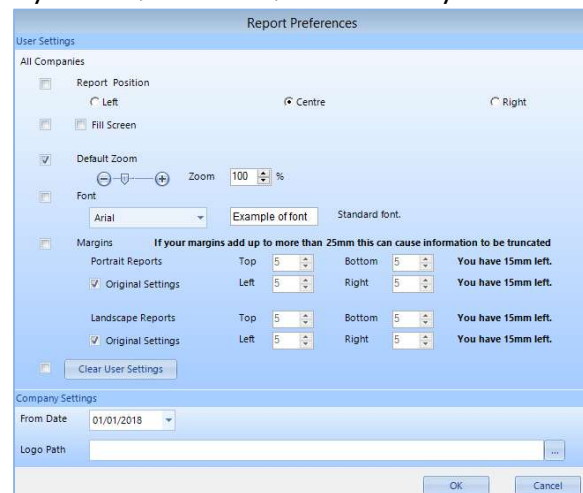
A warning is shown if the new font will cause problems with reports.

Reports can be set to open on the left, right or centre of the screen, at a specified magnification level, and with user defined margins (within reason).

The default setting for all reports is 100% zoom and centred so the wasted grey space around the report will no longer show on larger monitors and you can, of course, control this yourself.

There is the option to change the margins for both Portrait and Landscape layouts of reports. A warning on the right-hand side tells you if the choice you made may cause problems with printing.


There is also the option to include a Logo on reports. To set this up browse in the Logo Path to the file you require. For further information see "Preferences" on page 39.

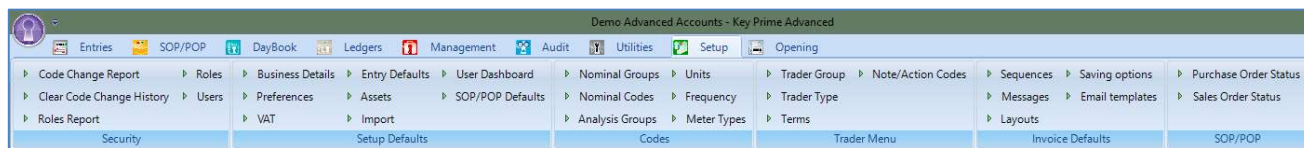


Style Sheet

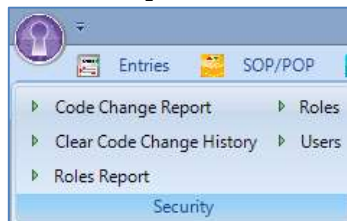
Again, using the purple key icon top left, the Style of the traditional blue themed screens may be changed using the Set Style Sheet option. There is an option to select from several styles that may work better for you. We are limited in what we can do for screen resolution, but we can try to get better colour schemes working.

2. Setup

The  Setup section of KEYPrime Accounts allows an Administrator to define business options and to control who has access to the program and monitor what changes have been made to the coding structure.



Security



Code Change Report

Changes made to codes can be reported on through this option. Using the options on the criteria screen these changes can be narrowed down to specific areas, dates or users. This also reports on any changes to the Hold status of invoices.

Clear Code Change History

The audit of code changes can get rather large over time so there is an option to clear the history and reduce the size of data. This can be carried out by an authorised user and even then only data that is older than 30 days can be deleted.

Roles

There are 4 default roles provided for all versions of the program: -

Administrator, with access to all parts of the application. At least one User must have an Administrator role.

Read Only, can run reports but make no changes to entries or codes.

Entry Only, can enter data but not run any reports.

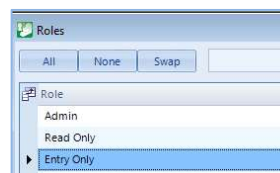
Basic User, can enter data and run reports but has no access to Admin menus.

User Roles - Optional module

The optional User Roles module allows for additional roles to be added that can be configured according to requirements, limiting or blocking access to certain areas or features within the program.

Setting up a New Role

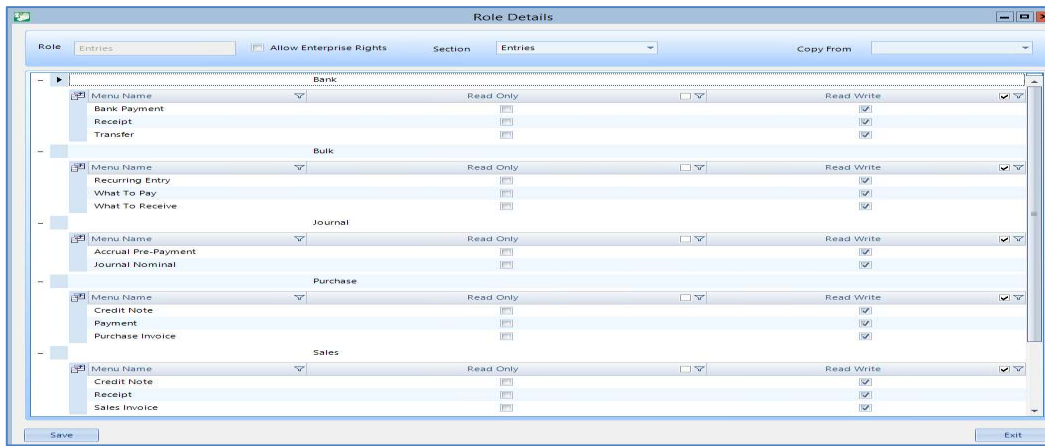
An Administrator can maintain and create non-standard roles which provide one of 3 options for each section of the application: Read/Write, Read only or No Access.



In the role section of Setup, a list of existing roles is shown. Select New to add roles. Existing roles (other than defaults) can be amended through Edit and the changes made will apply to any user set to that role when they sign in.

In either case the role is maintained in the Role Details Screen which shows each section of the program and its setting for the role.

Role Details Form



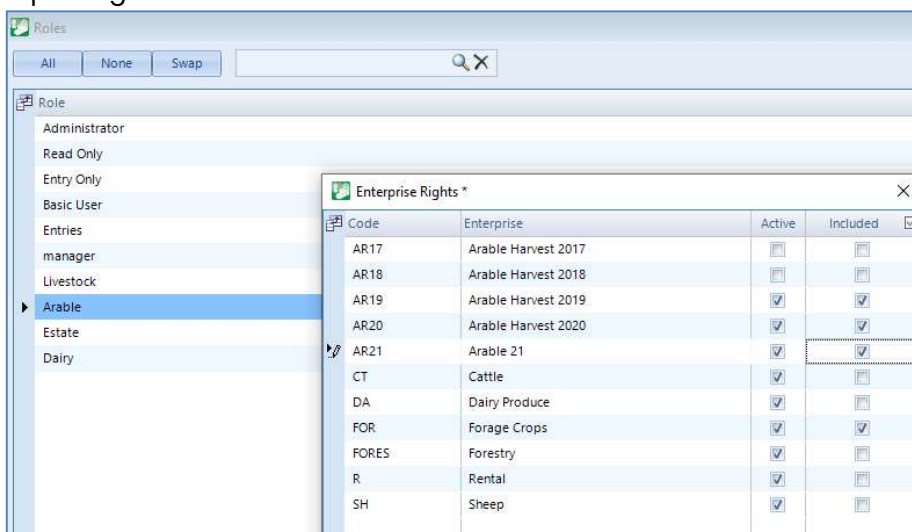
- Role** Enter the name of a Role to be set up, Once it has been setup this role can be assigned to a user.
e.g. Clerk.
- Allow Enterprise Rights** Indicates that the role is Enterprise restricted. Where the Enterprise Rights module is enabled a role can be set to restrict a user to report only on selected enterprises.
- Section** Choose the section. This is listed by Menu Ribbon section, e.g. Entries, Daybook, Management etc. After selecting a section the Screen will display all the menu items within that section.
- Copy From** Choose an existing role to copy. This is useful for setting up roles with similar access, e.g. the Read Only role can be copied, then if a user needs Write Access to certain screens amend as necessary.

Use the mouse and Click in the Read Only or Read Write column for the relevant screen. means access and is no access.

Enterprise Rights (optional module)

The optional Enterprise Rights module allows a further level of restriction, so a user can only access areas of the program which include certain enterprises. Once the Role is set up, click on the Enterprises button at the bottom of the Roles listing screen. This shows a list of Enterprises and whether they are Active.

Tick the Included field to add them to the selected role. Only these Enterprises will be available for reporting for the user with this role.



Roles Report (All Versions)

This report lists all Users and the access they have to the program. It is grouped by User and also gives details of which Enterprises the user has access to if the Enterprise Rights module is being used. Where a section is not listed the Role has no access to that section.

Users

Additional users can be added to a company and each User must be assigned a role. Choose Users from the Set up section and click New. Enter the relevant details:



User Name Short name the User will sign in with; this can be up to 10 characters but must not contain spaces or other special characters.

Name This name will appear as the user name on Audit reports. A Contact Address can also be setup, for example for contractors; this address is not linked to the accounts.

Contact Address Includes the telephone number, postal and Email address details of the user. The User email address can be used to replace the Reply To address when sending emailed stationery, provided that the email address used is a valid From address for the Outlook profile.

Password A user must have a password. It is recommended that the password is a minimum of 6 characters long and that it is changed regularly. It is required to be typed blind on Launchpad and is case sensitive.

Confirm Password Check to confirm password is entered as intended.

Role Select the appropriate role for the user from the drop down list, see "Roles" on page 35. There must always be at least 1 Admin user in a company. Only an Admin user can backup and restore data.

Non Active User codes need to be retained for Audit purposes and cannot be deleted; however they can be made non active which will then prevent access to the company.

Diary Dashboard Settings

This section allows each user to select which diary transactions should be displayed and which diary reminders will be shown. If the diary dashboard is used, the number of days ahead to be displayed can be set here as well.

The last section of the User Details includes the tick boxes needed for when the trader bank authorisation module is used.

There is no restriction on the number of users that can be added to a company, however the licence will limit the number of users that can access a company at the same time. Please refer to the "Licence Summary" on page 14 for more details.

To allow a user to open several separate companies under the same Licence, without using up multiple access licences, set up the Linked User option on the Launchpad. This shows a list of users for each company in the selected database. To link a user, tick the link column next to the physical user name and then drag the individual companies' user name into the same row.

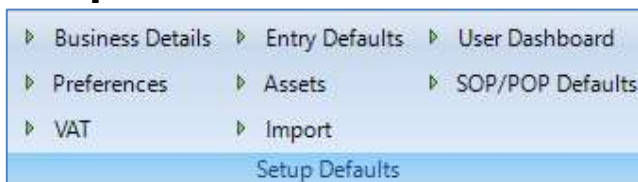
For example, the user name 'Debbie' comes up as a user in more than 1 company; these user names are for the same physical user so can be linked.

Consolidated Name	Linked	LMS Electrics Ltd	Demo Advanced Accounts
ADMIN	<input checked="" type="checkbox"/>	Administrator	Administrator
Administrator	<input type="checkbox"/>		
ANDREW	<input checked="" type="checkbox"/>		Andrew Field
ANDY	<input checked="" type="checkbox"/>		
BASIC	<input checked="" type="checkbox"/>	Basic	Basic
CLERK	<input checked="" type="checkbox"/>		Clerk
▶ Debbie	<input type="checkbox"/>	Debbie	
DEBBIE	<input type="checkbox"/>		Debbie Stilton

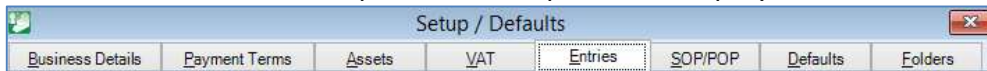
By dragging the word Debbie into the row below and ticking the linked box Debbie with Debbie Stilton are then treated as the same user and will only use one licence no matter how many companies she has open.

Conversely, if you had two names who are users in different companies and are not allowed access to other companies you can split them by dragging and dropping them in a new slot at the bottom and enter a different physical user name.

Setup Defaults




Once a section of the Setup/Defaults is open it will display some other sections as tabs.



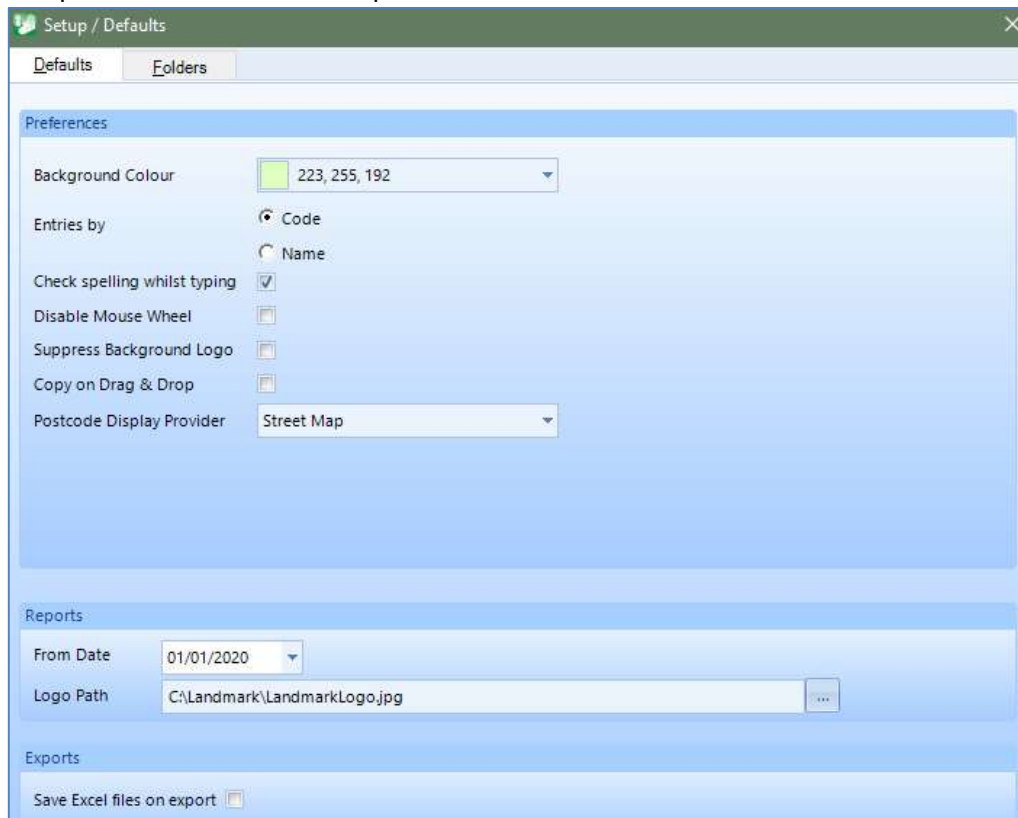
Business Details

Contains Name and contact details for the registered set of Accounts:

- Name** This is the name that the business trades under and is setup in Launchpad when the company is created. N.B. Changing the company name in Launchpad will de-register the company and a Registration key will be required; contact Landmark Systems for details.
- Address** The business address. Relevant details maybe entered and edited in these fields. The address may be changed without incurring a re-register.
- Tel. Fax.** Contact details that will appear on the company stationery.
- Mobile. Email** The Company Email address will be used as the return Address in emails if it is a valid From Address in the Outlook Profile and no alternate email has been set for the logged in User.
- VAT Prefix** This is the VAT Country code and is used as a default on all the supplier and customer record cards although it may be overwritten. The default is GB.
- VAT No.** The VAT Registration number. If the company is VAT registered it is essential to have an entry in this field as it acts as the trigger to implement VAT codes, otherwise all entries will be treated as Outside the scope of VAT.
- Co. Reg. No** This will show on plain paper versions of most invoices, remittances and statements. Headed versions are assumed to have it already pre-printed.
- Web Address** Enter here if this is required to appear on stationery layouts. The  provides a quick link to open the website.
- EORI numbers** There are now 2 new fields for the Economic Operators Registration Identification (EORI) number to be entered and validated. This is for businesses that move goods into or out of GB and/or NI.
- Year Start** The financial year start date of the business. Once the first transaction has been entered the year start cannot be changed.

Preferences

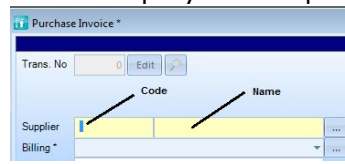
The preferences section is split into two tabs, Defaults and Folders:



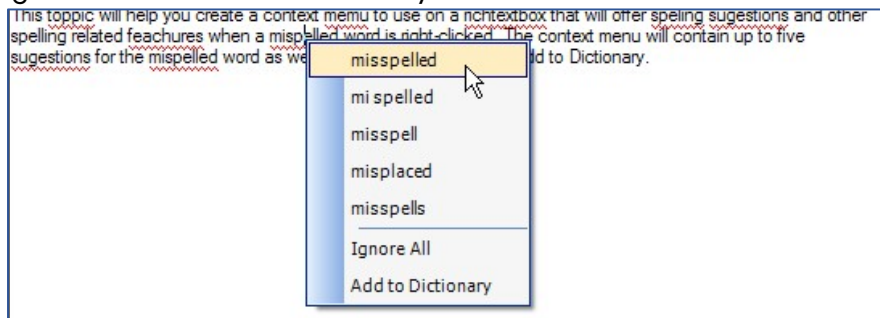
Defaults:

Background Colour Allows the screen background colour for the company to be changed. This can be used to visibly distinguish between different companies. The colour is also shown on the Launchpad when the tree view display of multiple companies is selected.

Entries by When entering Transactions the cursor will appear by default in either the **Code** or **Name** field.



Check spelling whilst typing Spellcheck is now available and will check words in all entry descriptions, ledger text and comments. Also subject and details in diary actions and notes. Spellcheck will underline incorrect spelling on relevant fields (see below). Users will be able to use the mouse right click to check the context menu for alternate spellings, to Ignore All or to Add to Dictionary.



Disable Mouse Wheel This prevents the mouse wheel from being used to scroll through Trader codes when entering or editing transactions. This is to ensure that the code is not changed by mistake.

Suppress Background Logo The KEYPrime logo that appears on the background can be suppressed by ticking this option.

Copy on Drag & Drop This will force any dragged and dropped files to be copied instead of linked to save having to hold down the CTRL button.

Postcode Display Provider Choose which Internet Mapping software to use when searching for a Postcode on a map.

Reports From Date Set a default report start date here if reports should normally start on a date other than the beginning of the current financial year. This is particularly useful where the year end has passed but the formal year end process has not taken place.

Logo Path The path to a logo that can appear on selected management reports: - Balance sheet, Source and Application of Funds. Portrait, landscape and progress versions of P&L, Cashflow, and Income & Expenditure reports. Custom reports, Custom balance sheet and the Custom comparison reports.

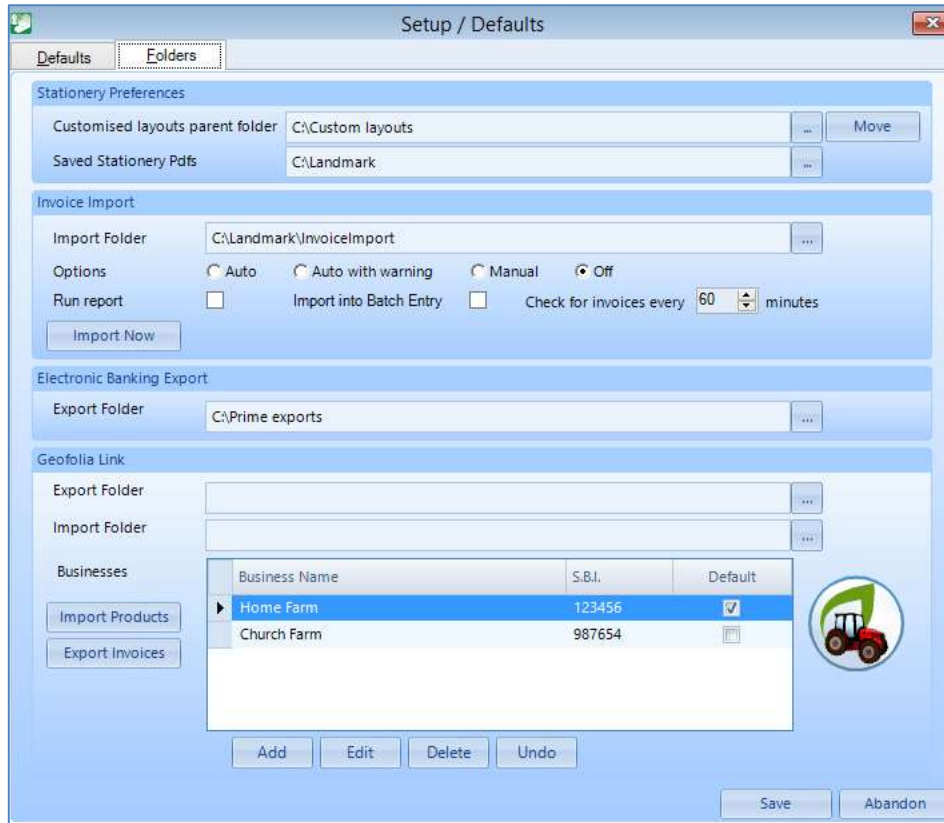
To set the logo for the company, select an image file on the system. The logo must be of the correct size and quality to fit the space made available on the report (2 x 1.5 cm).

To remove the logo simply delete the file path or image itself or select a blank image. If the path is invalid no image will show.

Where the file selected is not an image file a Prime Logo will show on the report.

Save Excel file on export When this is ticked and a report is run directly to Excel, the Windows screen will open to Save the file rather than opening the spreadsheet first.

Folders:



Stationery Preferences – settings for when sharing Invoice layouts on a network and pdf copies of Invoices are exported.

Customised layouts parent folder Stationery Layouts can be customised and shared with all KEYPrime users on a network. The default location for Stationery layouts is: C:\Users\AllUsers\Landmark\KeyPrime\Stationery\accounts\12345 (where 12345 is the company directory). This path will need to be set for each company on each PC that has KEYPrime installed.

Saved Stationery Pdfs Invoices can be saved straight to .PDF file by choosing the option To PDF in Setup/Layouts; the folder that they are saved in is set here.

Invoice Import This is an optional module that allows transactions generated by a 3rd Party product to be imported.

Electronic Banking Export This is the path where any electronic Bank Export files are saved. This can be updated by using the browse button to choose a valid location.

Geofolia Link Optional module to link to the Geofolia program. Where the Geofolia module has been purchased the business and transfer folders are setup here.

VAT

To setup the details for VAT Returns.

VAT Return Setup

C and E Trader: CUSTOM | HM Revenue & Customs

Create VAT Returns: Monthly | On an invoice basis

Payment Due Date: 28 of the following month

Receipt Due Date: 14 days from return date

Under / Over Declaration Limit: 10000.00

VAT Return Import Nominal: []

VAT Return Import VAT Code: []

VAT Return % check VAT Code: []

MTD for VAT

Clear Token

This will clear the MTD for VAT Access Token for this Company and require you to provide authorisation with HMRC again in order to submit your VAT Returns via MTD.

VAT may be returned monthly or quarterly either on an invoice or a cash basis depending on your agreement with HM Revenue and Customs. Whether VAT returns are made monthly or quarterly, an invoice is created and posted to the pre-defined trader **CUSTOM** HM Revenue and Customs, when a return is confirmed.

This CUSTOM trader may be changed to a code you prefer but this is not recommended.

Payment and receipt terms for the VAT invoices raised are entered here.

To comply with HM Revenue & Customs regulations an under/over declaration limit is stored. As from July 2008 this limit was £10000 or 1% of turnover, whichever is greater, per VAT return up to a maximum of £50000. Generally, £10000 is appropriate for most users but **it is your responsibility to ensure that this figure is correct.**

Under/over declarations arise in two ways:

- A transaction that was included in a previous VAT return has been amended or deleted and so the correction will appear as an under/over declaration.
- A new transaction is dated in a previous month/quarter and so should have been included in a previous VAT return.

When the under/over limit is not reached a single VAT return report is produced including the value of any late entries.

If the limit is exceeded none of the late entries or edits are included in the regular VAT report. A second report is produced for the over/under values which should be used to complete a separate form for late declarations; this is available from HMRC. Please consult your Accountant if in doubt.

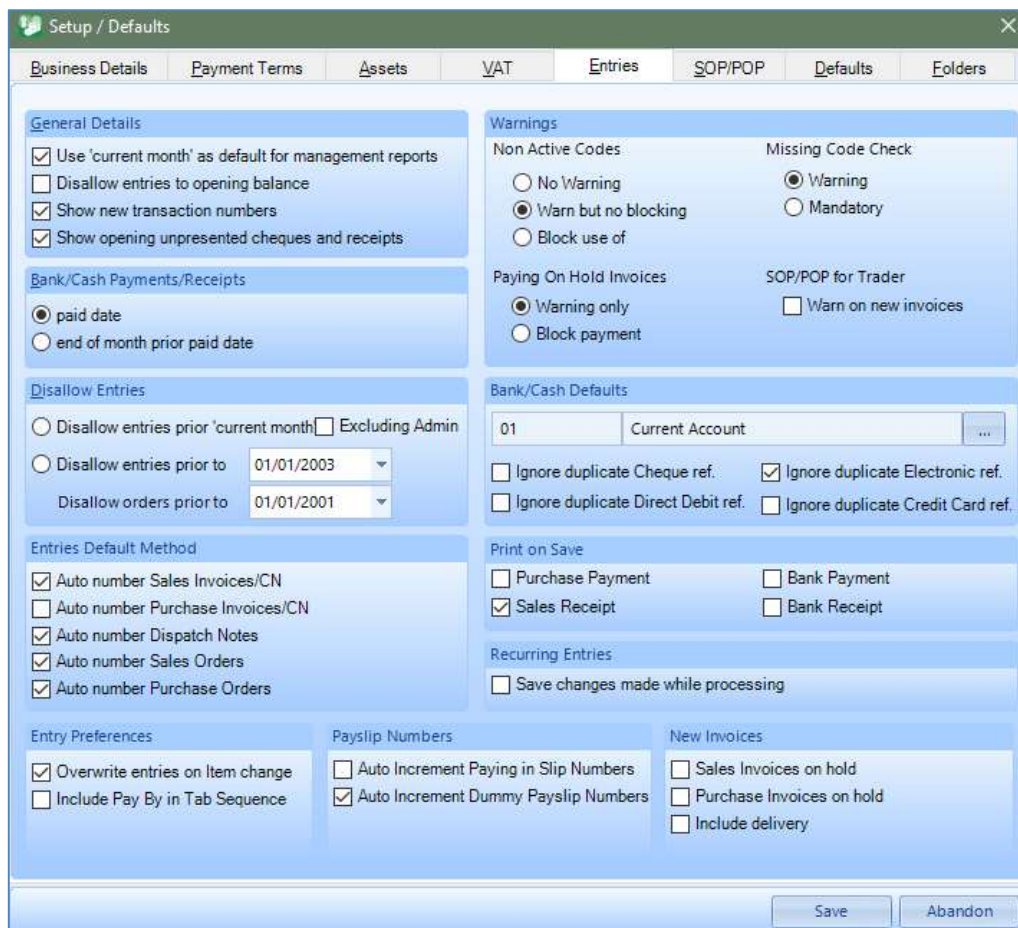
Where several companies exist which have a single Grouped VAT return this screen will display whether it is a Submission or Subsidiary company.

VAT return Import nominal and codes: These are used when exporting VAT to other KEYPrime databases or importing from KEYPrime or other software.

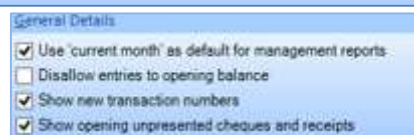
Clear Token will clear the current MTD token for the company. You will need to enter HMRC credentials again.

Entry Defaults

KEYPrime Accounts is delivered with the following defaults:



General Details



Use “current month” as default for Management Reports

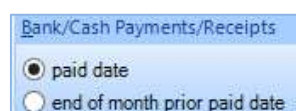
When running management reports the defaults will use the accounts Year Start as the From date and, if this option is selected, the Current month (set in Utilities/Current Month) as the To date.

Disallow entries to opening balances Show new transaction numbers Show opening un-presented cheques and receipts.

When the opening balances have been correctly entered, this option should be set so that changes to those balances cannot be made accidentally. This may be removed and reset should further adjustments be necessary. It is strongly recommended that this option is set which will then display the transaction number every time a new entry is saved. This number should be copied onto the supporting paperwork.

Allows entry of opening un-presented bank payments and receipts. This is normally disabled and should only be changed and used with great care.

Bank/Cash Payments/Receipts Paid date or End of month prior paid date.



This can be set to either the date of the receipt or payment, or to the last day of the month prior to the date of the payment/receipt.

Disallow Entries



The option to block users from making entries or edits prior to certain dates. If Excluding Admin is ticked then an Admin user can enter and edit transactions on any date, though Opening transactions would still have to be through the Opening menu.

Disallow entries prior “current month”

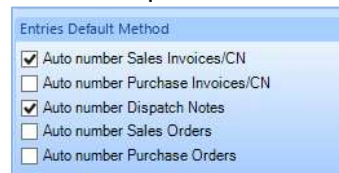
When this option is set, entries may not be made with dates prior to the current month as set in Utilities, Current month . This means that further entries cannot be made to previous months which could change Management Reports after they have been printed. This may be removed and reset should further adjustments be necessary. Postings to future months are in no way affected.

Disallow entries prior to DATE

A specific date can be entered which is neither the year start nor the current month. Typically used before the year end is processed but once the figures have been sent to the accountant.

Disallow orders prior to Entries Default Method

This option sets a date before which no Orders can be added or amended; this is independent of the dates set for accounts transactions.



Auto number Sales invoice/CN. Auto Number Purchase Invoices/CN Auto Number Dispatch Notes

When ticked, Sales Invoices/Credit Notes will auto generate their own Invoice number and total and will prompt for a print on saving.

As for Sales Invoices but defaults to unticked because Purchase invoices are typically entered using the suppliers Invoice number.

If the SOP/POP module has been purchased this option, when ticked, will automatically increment Dispatch Note numbers. Without it ticked the user may free type their own reference on new dispatch notes.

Auto Number Sales Orders

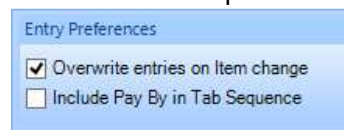
Allows you to decide whether new Sales Order numbers are Auto generated or Manual.

Auto Number Purchase Orders

Allows you to decide whether new Purchase Order numbers are Auto generated or Manual.

Automatically incremented numbers are set in Setup, Invoice Defaults, Sequences. They can be over written, however a check for duplicated numbers will be made on save.

Entry Preferences



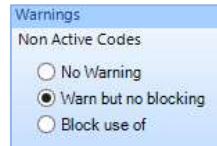
Overwrite entries on Item change

Allows you to determine the behaviour when an Item code is changed when editing a transaction. This is either simply that the Item code is changed and nothing else, or when changing the Item code the Nominal code, price and VAT codes are also updated. Where the original Item code Description was changed this will be left as entered, if it was not changed then it will also be updated.

Include Pay By in Tab sequence

When entering Invoices and credit notes there is an option to enter the method by which it will be paid and which bank is to be used. These fields will not be included in the tab sequence unless this is ticked.

**Warnings
Non Active
Codes**



**No Warning
Warn but no
blocking
Block Use
Missing Code
Check**

Use of a Non Active code is allowed without warning the user.
Use of a Non Active Code produces a warning but it is still possible to use the code in a new entry.
Non Active codes may not be used in new entries.



**Warning/
Mandatory
Paying on Hold**

When the missing code check is set on a nominal code this is an option to force it to be used or just prompt with a warning.



Warning only

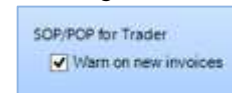
When paying Invoices or Credit Notes that are on Hold; this will show a warning but will allow payment if required which takes the invoice off Hold.

Block Payment

Stops users from paying any Invoice on Hold; an authorised user must first take the Invoice off Hold.

**SOP/POP for
Trader or
Postponed
Invoices**

When a new invoice is raised this will warn if there are unpaid orders or postponed invoices outstanding for the trader. With this option ticked you will be given the option to then open those orders/invoices.



**Bank/Cash
Defaults**



Bank Account

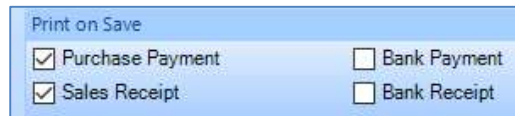
This sets the default bank account to be used in entries. It is recommended that a default bank is used where there is a primary bank account which handles most transactions. Otherwise this may be left blank.

**Duplicate
references**

This may also be set by ticking the Set Default box in the Bank details.

Choose whether to ignore or disallow duplicate references for each of the payment types.

Print on Save



Option now available to tick Print on Save in the Setup/Defaults so that you do not have to keep ticking the box on entries.

Recurring Entries



Tick this so that any changes made to recurring entries are automatically saved without reference to the user.

Payslip numbers

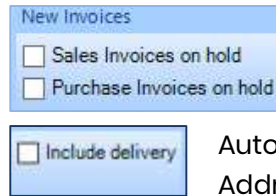


**Auto Increment
Paying-in Slip
numbers and/or**

The payslip number automatically increases on saving so that the new entry has the next number in sequence. With this unticked the Payslip number needs to be updated manually when necessary.

dummy payslip numbers

New Invoices

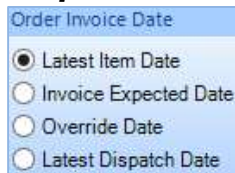


Tick these options if new invoices should be raised automatically On Hold.

Automatically include a Delivery Address for Sales invoices.

SOP/POP defaults (optional)

Order Invoice Date



When creating an Invoice from Sales Orders there are 4 options for determining which date will automatically appear on the invoices:

Latest Item Date Uses the latest date from the item lines selected for payment.

Date

Invoice Expected Date Uses the Invoice expected date from the order.

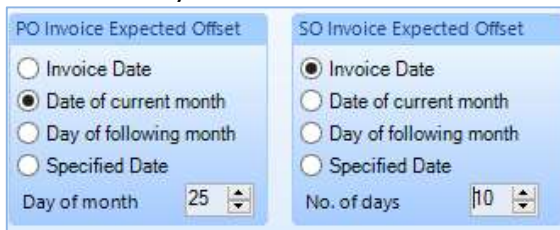
Expected Date

Override Date Uses the computer date, ignoring any dates on the orders.

Latest Dispatch Date Uses the date of the latest Dispatch note created for the order.

There are further settings if the Order Invoice Date is to use the Invoice Expected Date.

The default setting for this is the Specified Date which means the Invoice Expected Date would automatically use the same date as the order.



Assets

The setting for Fixed Assets to post the **Profit or Loss on Sales** to a specified Nominal code. Where this is not set the profit or loss is posted to the depreciation nominal set on the asset. Changing this setting will not update previous entries.



Minimum value – A warning will be given when a Fixed Asset is purchased at a value below the amount saved here, to ensure the items are worth capitalising.

Depreciation Method can be set to Annual or Monthly. Annual will depreciate for the whole year ignoring the purchase date. Monthly will depreciate from the month of purchase only.

Changing these settings will affect all asset purchases in the current financial year and will cause a recalculation of the depreciation which may affect closed accounting months.

Default Stock Nominals

A default Valuation Change nominal can be set up for posting valuation changes affecting stock. For KEYPrime Accounts Standard there is just one valuation change nominal for Stock Adjustments. Where the Full Stocks Module is enabled six default valuation change codes can be set up according to transaction type. The default for Standard Valuation or Re-Value can also be set.

Default Stock Nominals				
Value of Sales	01794	VC sales	...	Standard Valuation
Value of Purchases	01795	VC purchases	...	Re-Value Stock
Value of Transfers In	01796	VC transfers in	...	Re-Value Stock
Value of Transfers Out	01797	VC transfers out	...	Standard Valuation
Value of Usages	01798	VC usages	...	Re-Value Stock
Value of Adjustments	01799	Valuation Change	...	Re-Value Stock

Where these are not set, when you enter any transaction that causes a stock valuation change there will be a prompt to enter a valid code. This may be desirable where 6 valuation change nominal codes are not enough.

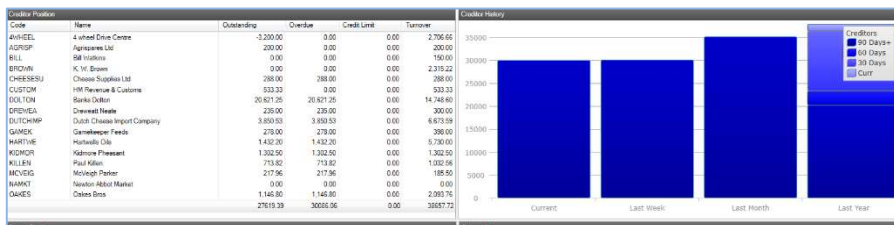
User Dashboard

Dashboard Item	Enabled	Auto Refresh
Creditor Position	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Debtor Position	<input type="checkbox"/>	<input type="checkbox"/>
Creditor History	<input type="checkbox"/>	<input type="checkbox"/>
Debtor History	<input type="checkbox"/>	<input type="checkbox"/>
Bank Balance	<input type="checkbox"/>	<input type="checkbox"/>
Profit and Loss	<input type="checkbox"/>	<input type="checkbox"/>
Cash Position	<input type="checkbox"/>	<input type="checkbox"/>
Diary	<input type="checkbox"/>	<input type="checkbox"/>

A dashboard facility allows authorised users to select information to be permanently displayed on the screen. Entry screens will open in front of the dashboard.

This includes options such as the current Debtor and Creditor positions, Bank Balances, Profit and Loss and Diary.

The information can be arranged on the screen as required, by dragging and dropping each element.



N.B. The more information that is displayed the more time it will take to load the program.

Codes

Nominal Groups

Every nominal code must be allocated to a Nominal Group. This defines how the code will behave within the set of accounts. There are pre-defined standard accounting groups within KEYPrime; they are identified by an asterisk (*) and cannot be moved or edited other than changing the default VAT code.

Trading, Profit & Loss

Sales
Valuation Change
Purchases
Misc. Receipts
Fixed Direct Costs

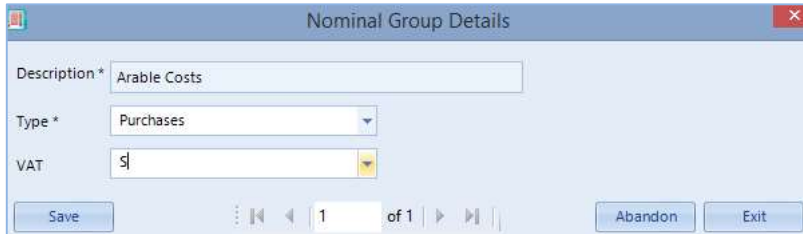
Balance Sheet

Fixed Assets
Investments
Current Assets
Stocks
Liabilities

Overheads Private
 Depreciation Capital
 (Discount Control Accounts) Control Accounts (most)

Whilst the Groups can be used to hold individual Nominal Codes, Sub-Groups maybe created within each to improve the presentation of reports.

To create a sub-group click on the New button and enter the details:



Description Up to 50 characters describing the sub-group; must be unique.

Type This is the Group Type to which the new group belongs; it will determine the defaults and where the group will appear on all standard reports.

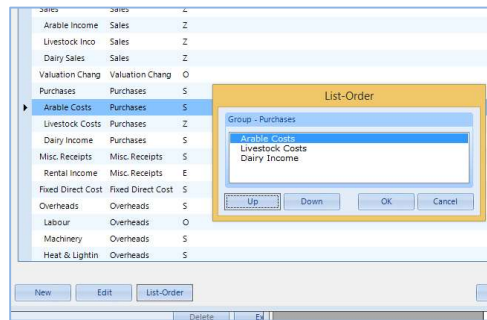
VAT The VAT code will default to that of the Group Type but can be over-written. It will be used for any new Nominal codes added to the Sub-Group.

Sub-group List order

Sub-groups may be re-ordered within their Group if required. Once Sub-Groups have been created you may choose the order they appear on reports by selecting one Sub-Group from the Type and clicking the List-Order button.

Each Sub-Group can then be moved up or down the list.

The main Group Types cannot be reordered.



Description	Type	VAT
Overheads	Overheads	S
Finance Costs	Overheads	E
Labour	Overheads	O
Other Overheads	Overheads	E
Power & Machinery	Overheads	E
Property Costs	Overheads	S
Rent & Rates	Overheads	E

Nominal codes will print in alphanumeric order according to their code within their group.

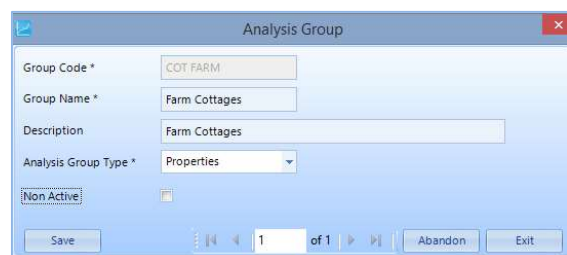
Nominal Codes

See Nominal creation and amendment in the "Adding or Editing a Nominal Code" on page 69.

Analysis Groups

These are used to group together Analysis codes to allow easier selection for reporting purposes.

The Analysis Group Types are: General, Machinery and Properties.



Group Code 8 Alpha-numeric characters.

Group Name 25 alpha-numeric characters.

Description Allows a detailed description up to 100 characters.

Analysis Group Type General Use for any analysis group other than

Machinery and Property.

Machinery Use for grouping Fixed Assets analysis codes.

Properties Use for grouping Property analysis codes.

Non Active Option to make a group Non-Active so that it is hidden in code lists and its use is blocked.

Units

Unit types may be created and edited from this option. Unit names are common across all companies including Property and Accounts, so care should be taken when making global changes.

Some standard units are already set up which include the Base units which cannot be edited:-

Unit Symbol	Unit Description	Base Unit
kg	Kg	
L	Litre	
m	Metre	
m ²	Metres Squared	
U	Unit	
t	Tonne	Kg
Ha	Hectare	Metres Squared
Head	Head	Unit
Tonnes	Tonnes	Unit

Frequency

User-defined frequencies may be set up for Accounts as well as Property for users with the Meter module or Property Lite.

Meter Types

Again for those using the optional Meter module this is the place to set up Meter Types.

Trader Defaults

Trader Groups and Types provide additional grouping to assist with the management of Trader codes. They are an optional module in Standard Accounts.

Trader Group

Group traders together for ease of selection when reporting and filtering on the Ledger Listing screens. This feature can be used to group traders into, for example, regions or allocating to sales departments etc. The code can be up to 5 alpha-numeric characters and can be selected when creating a Trader.

Trader Group Details

Code * CENT

Trader Group Central Region

Non Active

Save Multi 1 of 1 Abandon Exit

Trader Type

Traders can be defined by Type, for example, sole trader, partnership, or tenant. The code can be up to 5 alpha-numeric characters and can be selected when creating the Trader.

Trader Type Details

Type Code * TEN

Description Tenants

Non Active

Save Multi 1 of 1 Abandon Exit

Some reports provide options to use the grouping and types for organising traders.

Trader Group and Type can be displayed on the Trader listing screen by ticking the options in Field chooser.

Trader Terms

The Default trading terms for new suppliers and customers can be defined at a company level, whilst individual trader defaults can be amended on the trader record itself.

Trader terms calculates the default Due Date for Invoices. This maybe overwritten in the trader terms tab on each trader, or in individual invoices when they are entered.

If the Trader Default is changed it will only apply to new traders that are setup after the change. The numeric value at the bottom will have a different **label** depending on which of the 4 options are chosen:

- Invoice date** Will use the **No. of days** after the invoice date entered.
- Date of Current Month** The Due date will be the **Day of month** entered and in the same month as the Invoice date. Do not set this date after 28th and do not set it too early unless all invoices received after the date are changed to the following month.
- Day of the Following Month** The Due date will be the **Day of next month** entered but in the following month from the Invoice date.
- Specified Date** Uses the invoice date as the due date and expects it to be manually changed.

Creditor Age of Credit Periods/Debtor Age of Debt Periods

Sets the intervals for Age of Debt and Credit report balances. So, if 30, 60 and 90 days are required the periods should be set to 29, 59 and 89 days.

Note/Action Codes

This section is used to set up and edit Trader Note and Diary action codes.

If the code is set up with the tick in **Create as completed** this forms a Note code. Notes may be used to hold information regarding Traders where no action is required.

If the code is set up with No tick in **Create as completed** then this is a Diary Action. The fields for Frequency and Reminder will be live. Diary actions can be added to Traders for issues such as chasing payment which need regular attention.

The Blocking field can be used to warn that there is a problem with the specific trader or to ensure that no payments are made or no new entries are made for that trader.

This warning/blocking will also appear if the trader is used in Batch Entry.

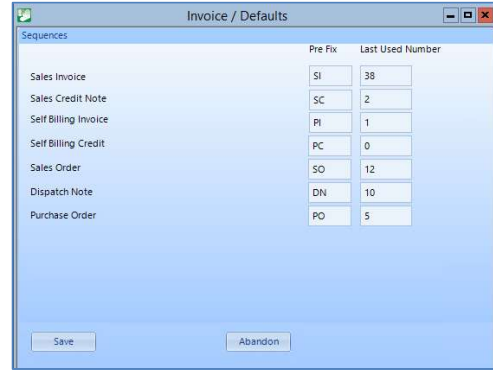
Invoice Defaults

Sequences

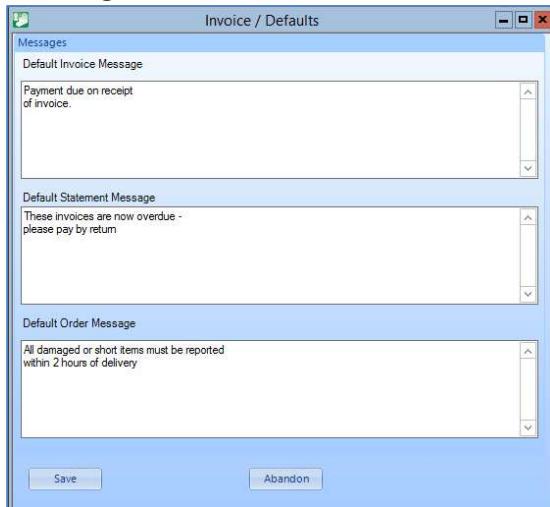
Set up a Prefix and the last number used for each sequence of Invoice/Order/Dispatch note.

This sequence will be used on transactions in Auto mode.

N.B. Sales Order, Dispatch Note, and Purchase Order will be greyed out if the SOP/POP module has not been purchased.



Messages



If a default message is to be shown on the various stationery layouts it is set up and edited here. This will be used for any **new** transactions created.

This message can be changed at the time of entering the transaction.

More permanent messages to go on documents can be added to the layouts through customisation. See Layouts below.

Layouts

KEYPrime allows the stationery layouts to be customised by an authorised user in each company. Standard templates have been provided which a user can then adapt and save to a new bespoke layout.



There are five default Sales Invoice layouts:

- CIS – Includes information required for the Construction Industry scheme.
- Headed – for printing on Headed stationery.
- Standard – the default Layout.
- Logo – this has the KEYPrime logo on it as an example and therefore will need customising with your own logo before use.
- Invoice2 – a basic layout template that can be used without customisation.

Use to select the name of the Layout. Layouts can be customised by selecting the Customise button and will automatically be saved with a new name so the original templates cannot be overwritten.

Customise – To launch the Report designing tool which gives too many features to include in this manual. This tool gives complete control over the design and content of the layout from the list of fields and information that KEYPrime provides for the report type. It is used at your own risk. Speak to support for more information.

Imp/Exp – If a layout has been customised and is to be used in another company it can be Imported/Exported here. Select the Imp/Exp option and choose whether you are importing or exporting.



Import will open up File explorer and default to looking at your Desktop for any file starting with the correct file type name, e.g. Sales Invoice and ending with .MRT.

Export will look at the location of your customised files to allow you to select the correct layout to export.

N.B. once imported the form will need to be saved before the program will use the new layout. When saving layouts be careful **not** to add an extra space on the file name as this can confuse the selection later.

If you get the following message when printing, it is because you use custom layouts for your stationery and they are not where the programme expects them to be.



The link will take you to the FAQs on the Landmark website which will give you instructions on how to find them.

To Printer – Stationery reports are by default previewed on screen before being printed, however options exist for each layout to go straight to the printer or be saved as a pdf export.

If To Printer is ticked the item goes directly to a printer without being displayed first on the screen. A further field appears which allows the default number of copies to be printed each time. This is available for all layouts.

To PDF – Tick this if invoices are to be printed to a .PDF file instead of a printer. The path where Pdf reports are saved is set in the Setup, Preferences section see “Preferences” on page 39.

Remittance – Remittance advice layouts can include pre-printed cheques. Contact Landmark to ensure the design of your cheques is suitable for printing.

Lines per Page provides a setting to warn a user, when processing a payment run, if any trader has more than the set number of Invoices, i.e. lines per page. This is designed primarily for pre-printed cheque users to avoid spoiling expensive printed cheques by using multiple cheques for one payment.

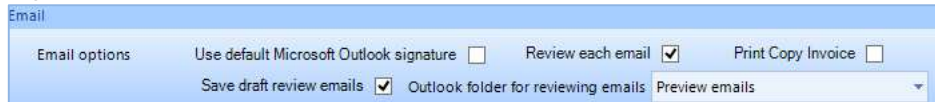
When processing the What To Pay, the program counts the Invoices marked for payment for each Supplier, if the value entered is exceeded a warning is given with an option to remove that Supplier from the payment run so that they can be processed separately. Set this value to 999 if the check is not needed.

Statement – For Statements there is an additional option to select whether to show only Outstanding Invoices and whether to include On Account Payments. There is also the option to Exclude Purchases if required where the Customer is set up as a 2 way trader.

Direct Debit (optional) – This will be displayed where the Electronic Receipts option has been purchased. It allows customisation of a Direct Debit Notification letter. See module notes on **Error! Reference source not found.** for further information.

Email – Where stationery is set to be emailed to traders there are options to show each email before it is sent by ticking **Review each email**, and whether to use your own default Outlook

Signature in the email that is composed.



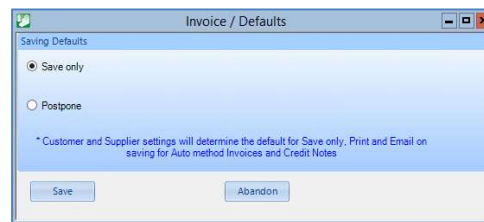
There is also an option to Print a Copy whenever Emailing an invoice. This is a default which can be overwritten when actually emailing the invoices.

If a large number of traders are to be emailed at the same time the **Save draft review emails** option causes them to be sent to an Outlook folder where they can be reviewed before sending. This stops multiple emails appearing on the screen all at once.

Saving Options

When you Save an invoice where the Method is set to AUTO, you will be prompted whether the Invoice should be postponed or saved, and printed or emailed. The default choice as to whether to postpone or print can be set here.

The default for printing or emailing will be set on the Trader under Defaults, Invoices By, Printed/Emailed.



Save only This will default to save the invoice as a transaction in the accounts.

Postpone This will default to postpone the Invoice. Postponed Invoices do not affect VAT returns or accounting values. Postponed invoices may be deleted from the daybook even if the date is in a previous year.

Note on Postponed Invoices for SOP/POP users:

Postponed Invoices are treated as orders and will show in the SOP/POP daybook as well as the Postponed Sections of the Entries Daybook and vice versa. It is strongly recommended not to mix these two methods of entering orders.

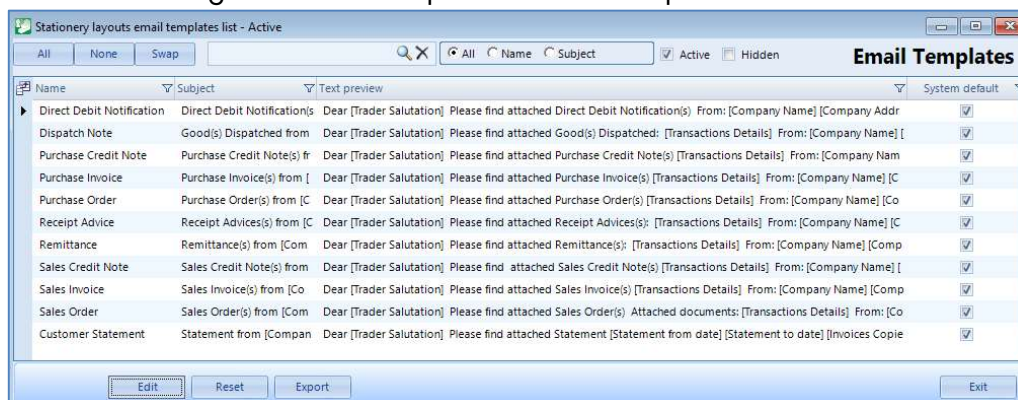
Email Templates

Standardised email templates are available for all the different transaction types.

These may be customized if the user requires another layout or different information to show. On the right of the listing screen is a tick box which shows whether the email layout is the System default. If there is no tick then the current email layout is a customized one.

Click on the Reset button to set an email template back to its default setting.

The list including the entire Text preview can be Exported to Excel.



Authorisation Setup

The optional Authorisation module enables permitted users to authorise the entry and/or payment of purchase invoices and purchase orders that have been entered into KEYPrime.

See the optional module notes for **Error! Reference source not found.** for more information.

3. Ledgers


The Ledger screens have been designed so that they have a consistent look and feel. There are various toolbars to assist in finding and updating the ledger codes.

Main Toolbar



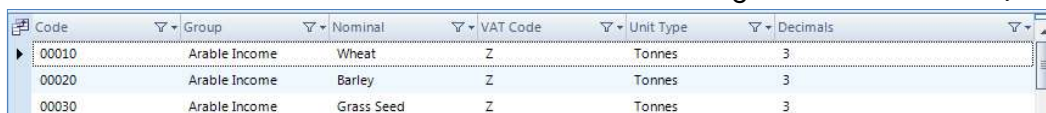
The Main toolbar is consistent throughout all Ledger Listing Screens and allows the user to filter, search and select records.

- All** Highlights all visible codes on the grid ready to use for other options such as reporting etc.
- None** Clears any selection that has been made.
- Swap** Swaps the selection from those currently selected to those not selected.
- Search box** Entering text into the field will filter the list of records to those which contain that text. The All, Code and Description (Customer) options allow you to limit the columns on which the search is applied.

Use the  to clear the filter or, to refresh, just edit the contents.



Column Header

The column header can be used to customise the layout of the screen for each ledger. This layout change is saved in the Windows User's profile, i.e. the person that logged on to the computer (not to be confused with the User Name that was entered to Sign into the accounts).



Code	Group	Nominal	VAT Code	Unit Type	Decimals
00010	Arable Income	Wheat	Z	Tonnes	3
00020	Arable Income	Barley	Z	Tonnes	3
00030	Arable Income	Grass Seed	Z	Tonnes	3

The Banks, Nominal, Enterprise and Analysis ledgers now have the option to display the current balance against each code by selecting it from the Field chooser – see below.

- Column order** To change the column order, select the column header by clicking on it and hold down the left mouse key. Drag it to the position on the header that you want and 2 black arrows appear above and below where it will be placed. Using the above example if you wanted Group to appear after the Nominal code then click anywhere on  hold the left-hand mouse key down and move the mouse between the  columns. Let go of the left mouse button and the heading will be dropped into place.

Field Chooser



To choose which columns to show on the screen select the Field Chooser on the top left of the grid. Either add or remove the ticks against each field (column) name or drag the field name to where you want it to appear on the column header.

Removing a column

To remove a column without accessing the field chooser, click on the column and drag it into space where an X will appear, then let go.

Column Filter

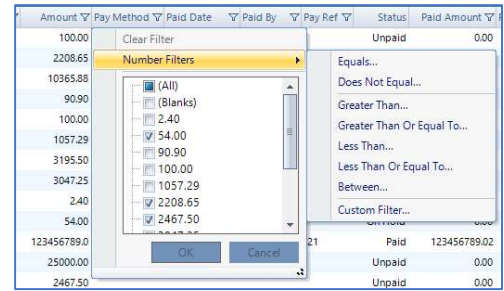


In most cases each column has a filter icon that allows you to select specific records. Once a filter has been set the icon shows in blue, this is important to remember when looking at a list and wondering where the codes have gone! Closing the screens will clear any filters.

In most cases each column has a filter icon that allows you to select specific records. Once a filter has been set the icon shows in blue, this is important to remember when looking at a list and wondering where the codes have gone! Closing the screens will clear any filters.

The Filters will 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. There is also a Custom Filter at the bottom of that list.

Saving the changes to a Layout

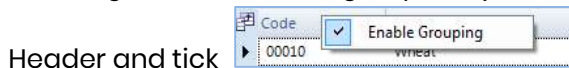
The changes made to a layout are automatically saved on exit. They only apply to that particular Windows User.

Restore Layout to default

To restore the current Layout to the default, click on  and choose Reset Active Window Layout.

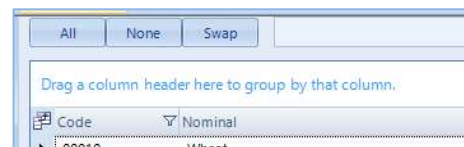
Grouping

All listing screens can be grouped by column or series of columns. Right Click on the Column





Header and tick

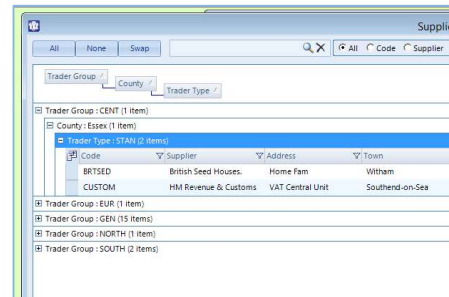
A new section appears into which you can drag the columns you want to group and the order of hierarchy that you desire.



For example, the Supplier screen grouped by the Trader Group, County and Trader type in ascending column order.

Click on the plus  key to display the codes within that group. The  will collapse the group.

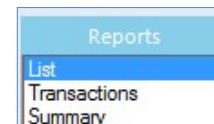
Drag the column header into the grouping area to rearrange the groups.



To remove the grouping right click the column header and deselect enable grouping.

Reports

All Reports within Ledgers can be selected by double clicking on the required report. Reports and their options vary across versions, sections and roles.

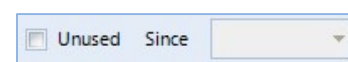


Editing Toolbar

The editing toolbar is used for creating, editing and deleting ledger codes. As it is specific to each Ledger it is described in the relevant Ledger section in more detail.

Activity Filter Option

Several ledgers include an option to show codes that have not been used since a given date; tick the box and enter a date.



Option Buttons

The Right-hand side of the screen has options specific to the Ledger. These are described in the relevant Ledger section.

When accessed via the opening menu the Opening Balances is included in these options where relevant.

Ledger Codes

Apostrophes, commas and hyphens can now be used in ledger codes, however, not all of them export to excel e.g. within a budget so it is not advisable to use them unless absolutely necessary.

Trader Ledgers

The CUSTOMER and SUPPLIER Ledgers allow the maintenance of individual customer and supplier records and the production of reports. Although new traders may be entered during transaction Entries, it is prudent to enter the most regularly used Traders at the outset, as this saves time later and helps to develop consistency and good habits.

Both way Traders

The same trader code may be used for a Trader that is both a supplier and a customer. The significance of this is that the Purchase and Sales ledger transactions can be easily offset against each other when making or receiving payments, or listed together when running reports.

Entering a New Trader

To add a new Trader click on NEW on the Editing toolbar.

The screen is split into 2 sections. The top part contains the coding and VAT details for the Trader. The bottom section is divided into tabs for further information.

Address Name	Contact	Salutation	AddressLine1	County	Post Code	Phone	Mobile	Email	Town
Return			VAT Central Unit	Essex	SS99 1AA	0845 010 900		enquiries.estn@h	Southend-on-Sea

The top section contains the common data for the trader:

* denotes Mandatory fields.

- Code *** A code of up to 8 characters can be used. It must be unique in the company. Once saved it can only be changed through the Code Change option.
- Name*** Trader names may be up to 50 characters. These should be unique even if the same trader has a number of accounts or is set up as a separate supplier and customer (as opposed to one that is set up as a Both ways trader).
- Non Active** This field is used to hide traders from the list when they are no longer used. It does not affect existing transactions and reports but prevents the code being displayed when entering new transactions.

Is Supplier
Is Customer



If a trader is both a Customer and a Supplier then the Is Supplier or Is Customer box should be ticked, depending on which ledger you are using. Trader reports will be available from Both Ledgers

however you can set the trader so that the ledger will only report from either Supplier or Customer. Please note that all transactions will still show on the report regardless of type.

VAT No./
VAT Prefix
Group

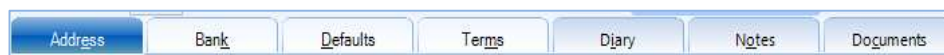
Enter the Trader's VAT number and VAT Prefix

Trader Group is an optional feature that allows categorisation of Traders so that they can be sorted and grouped for reporting purposes. Select a Group from the drop down. New groups can be added in the Trader Menu within Setup.

Type

Trader Type is an optional feature that allows a second categorisation of Traders so that they can be sorted and grouped for reporting purposes. Select a Type from the drop-down list. New Types can be added in the Trader Menu in Setup.

Trader Tabs



The tabs provide access to more specific details on the Trader. Use the mouse or Alt then the underlined letter to tab between them.

Address

Multiple addresses can be held for each trader. The address Name must be unique for the trader and is used to identify the different addresses, e.g. Invoice, Delivery, Head Office. The default address is named Invoice but this can be changed.

The postcode field includes a quick link to open mapping software at the postcode shown. The Postcode Display Provider is selected in the Setup, Preferences section, see "Preferences" on page 39.

There is now a new field for the Economic Operators Registration Identification (EORI) number to be entered and validated. When the number is first entered click on the Validate button which will check with HMRC that this is a valid number. The EORI number is for businesses that move goods into or out of GB and/or NI.

To enter further addresses, click on the New button. Enter a new name and the address details in the fields provided and press the Save button. Tick the Set Default box for whichever address is the main one. This will automatically be used when entering transactions but can be changed at the time.

There are two email address fields for each Address, the To email and the CC email. Multiple email addresses can be entered into each email field by separating them with; they may be up to 100 characters in length including the separating;.

Selecting the email button next to the email address will open Outlook and put the Email address in the TO field and any CC address in the CC field.

There is a field to record the website for the Trader which has been provided with a quick link to open the website. There can be different websites for each address.

To Remove an address, use the mouse to highlight the address and then click on the Remove button. Addresses may be removed provided they have not been used on transactions.

Bank

Enter bank details and reference numbers for the Trader's bank. For a trader to appear on an Electronic What to Pay they must have an Electronic Ref. If none is provided by your bank, then use the company name or similar.

Bank Name	HSBC
Sort Code	45-15-85
Account Number	85479215
Electronic Ref	5846
Account Name	Associated Tyre Specialists
DD Mandate Held	<input type="checkbox"/>
First DD Claimed	<input type="checkbox"/>

For users that have purchased the Electronic Receipts module two extra fields are displayed:- DD Mandate held and First DD Claimed. See "What To Receive" on page 149.

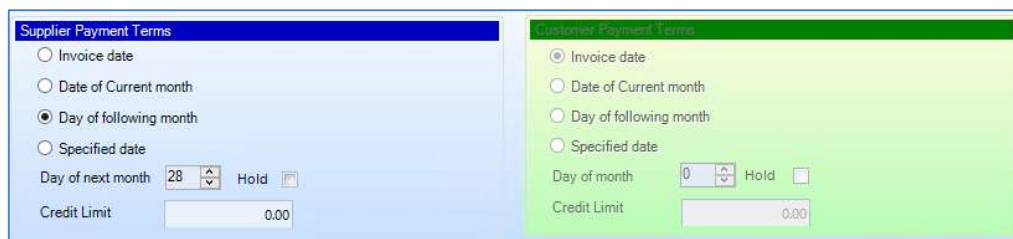
There is an optional module available which has an authorisation procedure in place when trader bank details are entered or have been edited. If a user who adds or edits the details is not authorised then a diary action is created which must be processed by a different user before payment can be made. See separate module notes for **Error! Reference source not found.** for details.

Defaults

Supplier		Customer	
Item	<input type="text"/>	Item	<input type="text"/>
Nominal	<input type="text"/>	Nominal	<input type="text"/>
Enterprise	<input type="text"/>	Enterprise	<input type="text"/>
Analysis	<input type="text"/>	Analysis	<input type="text"/>
VAT	<input type="text"/>	VAT	<input type="text"/>
Pay Method	<input type="text"/>	Pay Method	<input type="text"/>
Invoices By	Printed	Invoices By	Printed
Bank	<input type="text"/>	Bank	<input type="text"/>
		Discount Rate	0.00 %

- Item** If the Trader usually supplies/receives the same type of goods the relevant Item may be entered as a default.
- Nominal** If items are not used a default nominal can be entered e.g. BT will usually be posted to the telephone nominal so the code can be entered as a default.
- Enterprise** Exactly the same principle applies to Enterprise codes so that e.g. the supplier of Dairy Feed can be linked to the Dairy enterprise.
- Analysis** As above, a default analysis code may also be entered.
- VAT** A default VAT code for the trader.
- Pay Method** This is a default setting for payment method that, if set, will automatically change the method of payment to this when entering a Purchase Payment or Sales Receipt. It will also be used when entering Invoices to set the anticipated method of payment. If you leave the value blank you will need to enter the correct method each time.
- Invoices by:** This is a preference that can be set to identify how to send out Invoices, Remittance advices or Statements to the trader. Where an emailed option is selected there must be a valid email address on the trader. It can be used to save time when identifying who should be emailed and who needs a printed copy of an Invoice etc.
- Bank** As with Pay Method, the default bank to be used when paying or receipting the Trader.
- Discount Rate** There is the option to put a Discount Rate on a Customer. See "Customer Discounts" on page 126.



Terms



Payment Terms The payment terms will have defaulted to those already entered in Payment Terms section of the Setup, Defaults section. The individual trader settings can be overwritten here.

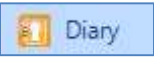
Credit Limit A credit limit can be set for Supplier or Customer so that this will give a warning symbol next to the trader name when the limit is breached whilst entering a transaction. The information also appears on certain reports and can be added to the Trader ledger listing screen and the Daybook.

On Hold Traders may be put on hold to warn other users not to enter transactions against them.


Tick the  box to place the trader on hold. When entering invoices for traders who are on hold a  appears next to the trader field; hovering over the symbol will explain that the trader is on hold. It is sensible to add a note to the trader to indicate why they have been put on hold.


Diary

Diary actions may be created, edited and processed for each Trader. The Actions are setup in the Setup, Trader menu; see "Note/Action Codes" on page 50. They have a Frequency so that regular actions are re-entered when one has been processed. Also diary actions have Reminders which can be used to alert the user when they log in to Prime that certain jobs need doing.

The Diary  icon on the toolbar opens the list of all diary actions for a date range with icons to show whether they are due to be processed:

The red triangle  and **font** indicates that a diary action is overdue.

The yellow square  and **font** indicates that a diary action is due in the next seven days.

The green circle  and **font** indicates that a diary action is due in the next 30 days.

Events with no symbol and a black font are over 30 days away.



Diary actions can only be Added through the Trader ledger, Add Diary, or through editing a trader and using the Diary tab.

However, the Diary icon on the main toolbar can be used to Edit, Process, Reassign or Delete actions. The Diary Activity report can also be run from here.

Notes

Similar to Diary actions but with no frequency or reminder. Notes may also be displayed on the Trader listing screen.

Documents

Address	Bank	Defaults	Terms	Documents			
Document Date	Filename	Description	Value Path	Created by	Created on	Last Modified	Linked
23/01/2013	Release Letter Fe	Release Letter Fe	0.00 U\	LMAdministrator	22/10/2013	22/10/2013	
02/01/2013	ReleaseNotes\2.1	ReleaseNotes\2.1	0.00 U\	LMAdministrator	22/10/2013	22/10/2013	

Documents (Word, Excel, PDF's, Emails, URLs etc.) can be dragged and dropped into this area so that they can be easily retrieved when looking at the trader. The file can be linked to the original or can be copied. To link a file, drag and drop it into the trader; a small arrow will be displayed as you drag to indicate that the original file will be linked. To copy a file, hold down the Ctrl button as you drag and drop. The arrow is now replaced by a + sign. As confirmation, the Document tab flashes

denoting that something has been added. Emails will always be copied as a new file is created outside of Outlook, however, there is now an option to save just attachments to emails rather than the whole email.

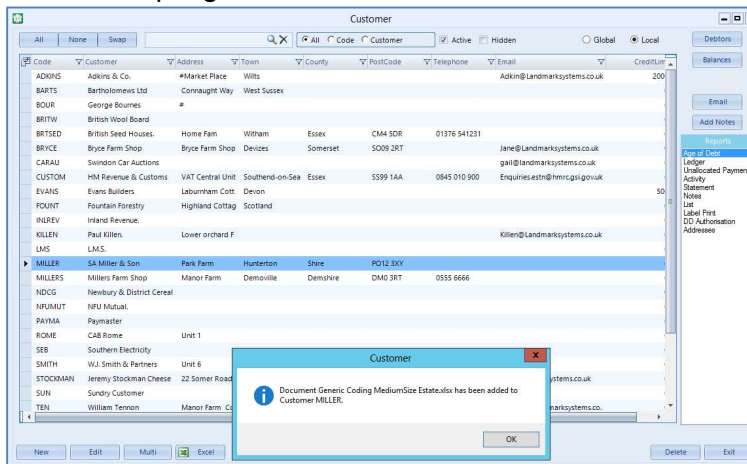
File name	Description	Value	Created by	Is Linked	Parent type	Parent code	Parent name	Trans No.
SalesInvoice_Our.m	SalesInvoice_Our.m	100	LMAdministrator	<input checked="" type="checkbox"/>	Ledger	SMITH	W.J. Smith & Partners	1480
Applied_Primedata	Applied_Primedata	0	LMAdministrator	<input checked="" type="checkbox"/>	Ledger	SMITH	W.J. Smith & Partners	0

Documents can also be copied or linked to the trader by using the red paperclip icon on the details screen.

Documents dropped on to transactions for the Ledger will show on the Documents tab. The Trans No. column will show the number of the transaction that the document is attached to.

NOTE: Documents and emails can be dropped on to any part of a trader record or even on the trader in the list and it will be added to that trader; a confirmation message is shown.

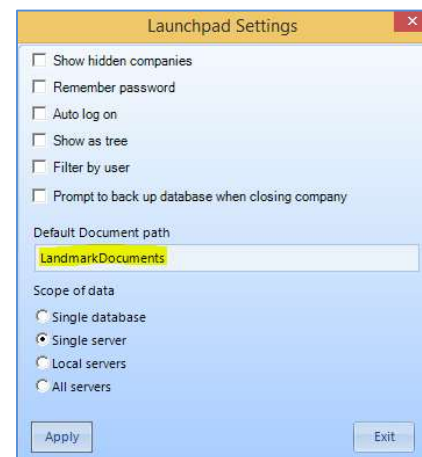
It is possible to show documents which are not directly saved to a trader or transaction. In the Trader documents tab there is a Direct and Related button which will show all documents related to that trader. If this is not used then it will only display documents saved directly to the trader. In transactions, if you click on the Documents button the list screen also has a tick to Include Related. The program will remember which has been used before and will default to that.



In this example a document is dragged and dropped over the Customer Miller, on the trader ledger window. A message appears confirming that it has been added.

It is important for Network users to ensure that files are accessible to colleagues by using a shared folder for copies of files added, and not to attempt to link to files that only they have access to. Users with a Read-only role cannot add or delete documents on transactions.

Where a shared location for the copied files is required, it should be setup from the Launchpad by clicking administrator and Launchpad settings, then change the Default Document Path to the shared folder. Please call Landmark if you require help setting this up.



Editing Toolbar

The Editing toolbar at the bottom of the screen has the following options:

New Creates a New Customer/Supplier

Edit Edits a selection of Customers/Suppliers.

Multi The details of certain fields for several traders can be updated simultaneously by selecting the Multi button:

The top part of the screen shows the fields to be updated to the new value specific to the ledger type selected, i.e. any of the trader settings can be updated including making these Customers/Suppliers or Non Active.

The bottom half of the screen shows the existing values for the selected records.



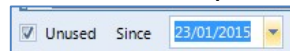
Save will apply the new value(s) to all selected traders. Abandon will clear the new values and allow them to be re-entered. Exit will close the multi edit screen without making changes.

Delete Allows deletion of the selected Trader(s) provided they have not been used.

Exit Closes the Screen.

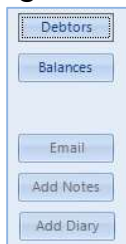
Unused Codes

There is a facility to show codes that have been unused in transactions since a specified date



.This can be used to identify codes that should be made non active or identify Customers that should be contacted.

Right-hand options



The **Debtors/Creditors** button provides access to a summary of the outstanding Invoices for either Customers or Suppliers. Where no trader has been selected all traders with outstanding balances are displayed. Double click on the rows to drill down to the detail and a further double click will open the specific invoice selected.

Code	Name	Total O/S	Overdue	Cred.Limit	Turnover	Current	30	60	90+	Unapplied	Notes
ADKINS	Adkins & Co.	1680.00	1680.00	2000.00	1680.00	0.00	0.00	0.00	1680.00	0.00	Debtor Control
BRYCE	Bryce Farm Shop	814.05	814.05	0.00	814.05	0.00	0.00	0.00	814.05	0.00	
CARAU	Swindon Car Auc	56.40	0.00	0.00	47.00	0.00	0.00	0.00	56.40	0.00	
CUSTOM	HM Revenue & C	904.21	904.21	0.00	13185.69	0.00	0.00	0.00	904.21	0.00	
EVANS	Evans Builders	175.50	175.50	500.00	175.50	0.00	0.00	0.00	175.50	0.00	
FOUNT	Fountain Forestry	2467.50	2467.50	0.00	2600.00	0.00	0.00	0.00	2467.50	0.00	
SMITH	W.J. Smith & Part	3245.40	3245.40	0.00	595.40	0.00	0.00	0.00	3245.40	0.00	
TEN	William Tennon	50.00	50.00	0.00	0.00	0.00	0.00	0.00	50.00	0.00	Stop on trading activity
WORCE	Worcester Marke	3047.25	3047.25	0.00	21224.63	0.00	0.00	0.00	3047.25	0.00	
Selected Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Grand Total		12440.31	12383.91	2500.00	40322.47	0.00	0.00	0.00	12440.31	0.00	

The screen shows ALL outstanding invoices including those dated in the future; when these are present a reminder is shown and the values are shown in the Total O/S but not in Current or any ageing columns.

The Screen has the option at the top to filter by Currency so any statement produced is shown in the specified currency.

Notes that have been attached to the Trader can also be shown.

The screen has the following Options:

Invoices – A list of invoices and you can Drill down to individual invoice item lines. These can also be grouped by selected columns.



Overdue – Toggle between displaying all Invoices or Invoices that are currently Overdue.

Print - Prints the outstanding invoices Age of Credit/Debit Summary for selected trader(s) as at the system date.

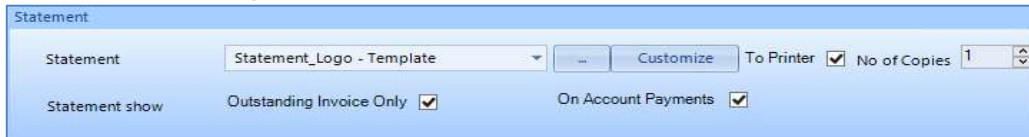
Xtions - Is a report showing the outstanding Invoice transactions for the selected Trader(s).

Ledger - Provides the Trader ledger for the selected trader(s) from the current financial year start to the system date.

Statement - (for Customers) this produces a statement of outstanding invoices to send to customers from the date selected.

Options for Statements are set in  then  and include the number of copies, whether the statement should go straight to the printer, whether to show outstanding invoices only and only on account payments.

Where Outstanding Invoice Only is not ticked a 'to and from' date will be required for the report.



When the statement button is selected there is an opportunity to add a Statement message or edit any default previously set, before printing or emailing the statements. If emailing, then there is an option to attach copy invoices as well.

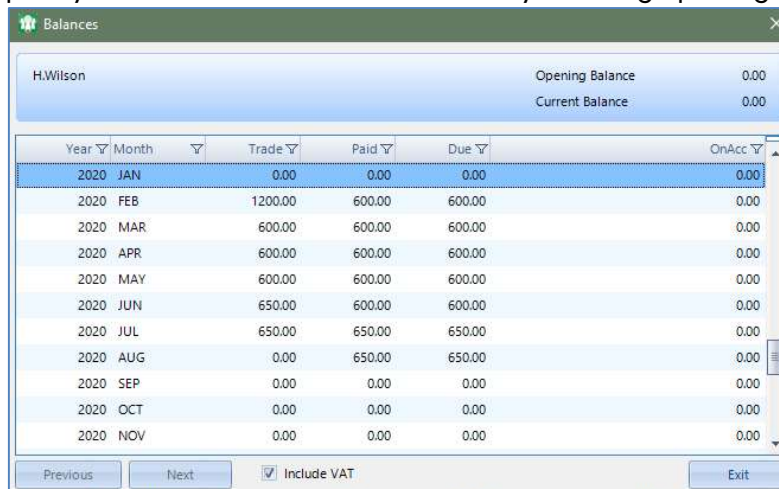
Email - This allows an email to be sent to an individual or selection of debtors. For example, filter the debtors for all 90 days + debts and select traders to send a common email to all. Where multiple emails are selected the email address is entered in the BCC field so that recipients do not know who else received the email.

The listing screen includes the email address columns as options under the field chooser.

Add Diary/Add Notes - Diary actions or Notes can be added to the trader from this screen.

Exit - Closes the Screen

Balances The balances section shows a summary of the activity month by month for the selected traders; this can include or exclude VAT. Use Next and Previous buttons to navigate between traders. The opening balance is for the current financial year, but past year information can be viewed by scrolling up the grid.



Year	Month	Trade	Paid	Due	OnAcc
2020	JAN	0.00	0.00	0.00	0.00
2020	FEB	1200.00	600.00	600.00	0.00
2020	MAR	600.00	600.00	600.00	0.00
2020	APR	600.00	600.00	600.00	0.00
2020	MAY	600.00	600.00	600.00	0.00
2020	JUN	650.00	600.00	600.00	0.00
2020	JUL	650.00	650.00	650.00	0.00
2020	AUG	0.00	650.00	650.00	0.00
2020	SEP	0.00	0.00	0.00	0.00
2020	OCT	0.00	0.00	0.00	0.00
2020	NOV	0.00	0.00	0.00	0.00

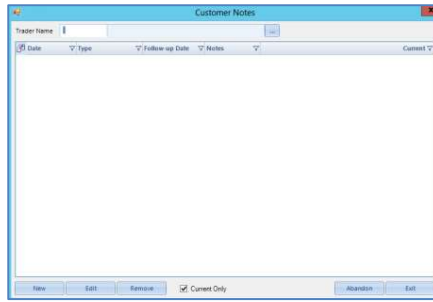
Email As in the Debtors screen select one or more traders with email addresses and click Email to Send an email to all the selected traders using Microsoft Outlook. If several traders are selected a message saying "Email Addresses will be moved to BCC , (Back Carbon Copy) do you wish to include CC addresses as well?".

Add Notes Trader notes can be added to individual or multiple traders using the Add Notes option. These can be printed using the Notes Report from the report section.

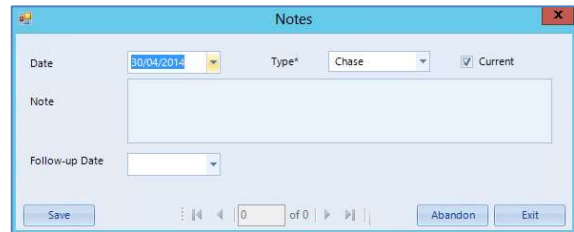
Add Diary Diary actions can be added to individual or multiple traders.

Traders - Notes

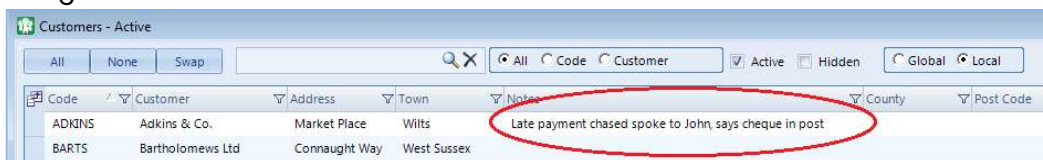
In customers and suppliers click on the **Add Notes** button on the right-hand toolbar to enter trader notes. The screen to the right will appear. Click on New to enter a trader note.



Trader Notes can be categorised into Types, for instance, phone calls – letters – emails. Follow up actions can be made and reported on, to remind the user what was agreed for action.

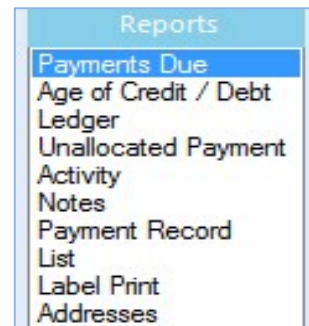


To report on these Notes go to Suppliers/Customers, Reports and then choose Notes from the Report section. The criteria for this report allow selection of a Note Type to report on or to show all. You can also report by date range and specific assignee. Notes can be viewed on the Trader Ledger by adding the Notes column to the Listing Screen by using the field chooser:



Trader Reports

Reports can be printed for selected traders. If none are highlighted the full list will be printed. Where the multi-currency module has been purchased there is an option to show all in Sterling as well as the individual Foreign currencies. See "Currency (optional)" on page 104.



Payments/ Receipts Due

This report is designed to help decide what invoices to pay or whether to chase customers for receipts. It shows outstanding invoices and provides options to filter out Invoices on Hold or those not yet due. The report can also be restricted to show just those Invoices that can be paid electronically. Both way traders will show all invoices unless specifically excluded.

Age of Credit/Debt

The report provides various options to show creditors or debtors at a given date. The age of debt can be grouped either using the number of days of grouping as for the Company entered in Setup Trader Terms or calendar based grouping by month.

There is a choice as to whether to include: **All** the outstanding invoices at the date of the report regardless of whether subsequently paid (which will agree to the control account on the TB), or just those Invoices that are still unpaid that were **Outstanding** at the date of the report, or only those **Overdue** invoices that are still unpaid but were due to have been paid at the date of the report.

The layout options include: Summary by Trader, Transactions – a list of transactions for each trader, Detail – the detail from each transaction, or Detail by Nominal code. In Detail there is an option to start each trader on a new page. The report can be further restricted to just those traders that can be paid electronically, or to exclude them.

Where the multi-currency option is purchased the report can be run for a single currency. When the base currency (Sterling) is selected, ALL currency invoices are included converted to Sterling at the exchange rate entered for the Invoice.

Grouping of the report can be set based on the Trader Groups or Types, with an option to add a page break on each change of Group or Type.

Ledger

The ledger report shows the activity for trader(s) over a date range. This can be a summary layout by **Transactions** which also indicates whether an invoice is Unpaid, Part paid or Paid in full. The **Detailed** breakdown shows the individual item lines for each invoice, along with the payment details. They both provide a closing balance for each trader that has a balance whether there are transactions in the period or not.

The report will show the Net value of transactions appropriate to the Ledger, i.e. Supplier ledger will include Net values of all Purchase Invoices, Credit Notes and Bank Payment transactions.

If a Trader is both a Supplier and a Customer, and Show Entries in Both ledgers is selected, then all transactions will be shown.

Where the Multi-Currency Module is enabled, and an invoice is in a foreign currency the report can be shown in that currency. Otherwise all are shown/converted to Sterling.

Invoices that have been put on Hold can be reported on by selecting the Transactions on hold option. If a comment has been entered in the Comments box then this can be displayed on the report as well.

Many reports have a Drill Down function which allows you to see the transactions that make up the value on the report. This Drill Down can go further in taking you to the original entry if required. This can then be edited, copied and/or paid without exiting the report if required.

Unallocated Payments

Shows Payments or Receipts that have not been allocated to an Invoice as at the date of the report. When no specific traders have been selected the figure should agree to the relevant control account @PONA or @SONA on the trial balance at that date. Likewise, it will match the unallocated column for the relevant Age of Credit or Debit report.

Activity

A summary of each Trader's Activity including Opening balance, Invoices, Receipts, Discounts and Closing balance for a given date range. The activity will be the Gross amount of Invoices, Bank payments and Credit Notes of the relevant ledger type, i.e. For supplier ledger PI, PC and BP transactions. Also showing will be the total payments whether entered as Purchase Payment or Bank Payment.

Where the Multi-currency module is enabled the report can be run for individual Foreign Currency transactions.

Notes/Diary

A report of All Trader Diary Actions or Notes. This can also be limited to a certain Note Types, date ranges, assignee etc. The report defaults to Diary actions and will include Notes only when the Include notes/Completed is ticked. If a Note code has been selected and needs clearing for the next report, right click on it and use Clear Selection.

Payment Record

The payment record report shows details on how long it has taken to pay invoices, either from the Invoice date or from the due date. The report provides details from each payment so that part payments are handled in their own right. Credit notes and Payments on Account can be included on the report. A calculated Annualised Risk is shown for each invoice item and trader. This is the value of the payment(s) multiplied by the Number of days an invoice was unpaid divided by 365 days.

Applying an interest rate to this value will give an indication of the cost of benefit of the delayed payments. The report can be run in a detailed mode or summarised by trader.

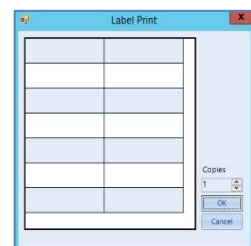
List

The list report gives options of producing a quick list of selected traders including: Phone & fax numbers with a contact and whether the trader is valid for electronic payment.

Phone number, email address and whether electronic payment.
Banking details.

Label Print

Address Labels can be printed with Layout Avery 7163 which has 14 labels per page. By default, the labels will start printing from the top of the page. If some of the labels on a page have already been used, place the cursor on the field that labels are to start printing from; this will apply to the first sheet only.



The label layouts can be customised to suit other label formats but the selection screen for where to start cannot, so it is recommended to use the labels as above.

There is an option to set how many copies of each label is to be printed. Copies will be grouped together on the printout.

Addresses

A list of trader addresses and contact details can be generated, showing all addresses for each trader selected or limited to just the default Trader address.

Statement (Customer Ledger Only)

A statement for each customer can be generated from the Statement option on the Customer Ledger report list; this allows a statement to be produced for all Customers including those with no outstanding invoices. Regardless of the setting in Setup, Invoice Details, Layouts the statement produced here will required a start and end date to report on, all other settings are respected.

DD Authorisation

Where the Electronic Receipts module has been enabled a Direct Debit Authorisation report for selected Customers can be produced. This option will produce the instruction file to the Bank’s software notifying that an authorisation to collect payment by Direct Credit is held. Please refer to the separate notes on the Electronic Receipts module.

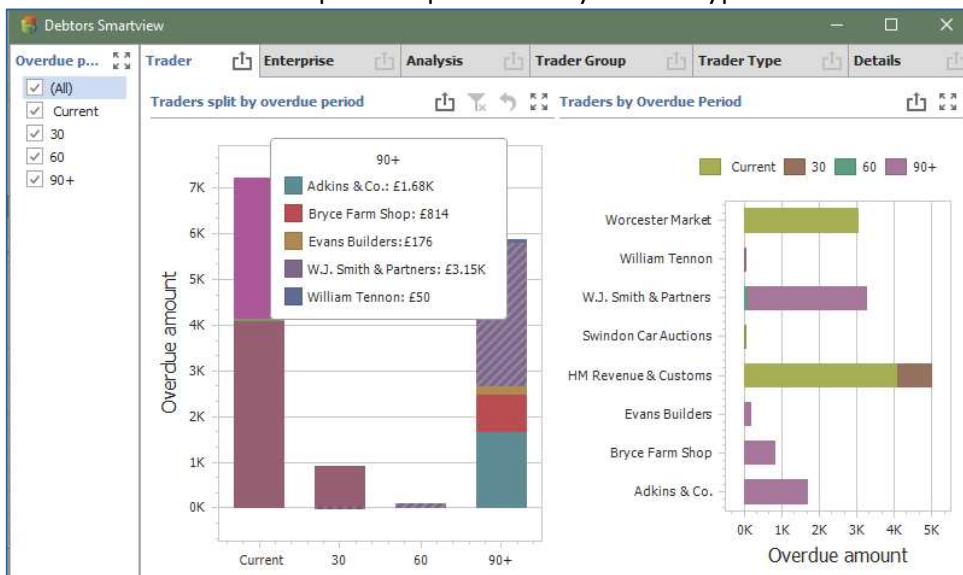
Debtors and Creditors Smartview

Accessed from the Trader Ledger menu, the Debtors and Creditors Smartviews provide a summary of the overdue debt and credit at a specified date for customers and suppliers.

The left hand section allows you to filter by the Age of Debt or Age of Credit periods or to keep them all. The first graph displays the amount for each period and is colour coded by Trader. Hover over a section to show the names and actual values for that period.

The right hand chart lists the individual traders and shows their values which are colour coded by period. If you click on one of the traders in the left hand graph this will filter the right hand graph to show only the selected trader.

Further tabs allow you to present the information by Enterprise or Analysis code. Also, in KEYPrime Advanced there is the option to present it by Trader Type and Trader Group.



Smartview is included by default in all versions of KEYPrime and includes the filters to allow the user to create much more specific graphs.

Traders that are Tenants

When editing Traders that are Tenants in Property it must be taken into consideration that a name change in Accounts will not update the Tenant Name, but a Tenant Name change in property will update the accounts name. This is because the Tenant Name change could have consequences of a legal nature and must be explicitly carried out by a Property User.

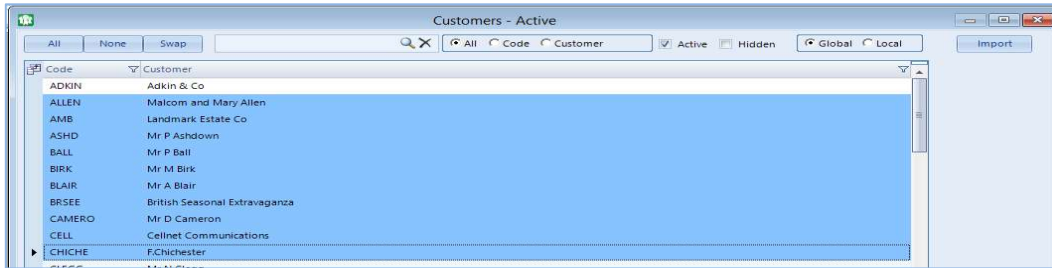
Global Traders (optional)

Where Global Traders has been enabled **Global** and **Local** radio buttons show at the top of the Trader listing screen.



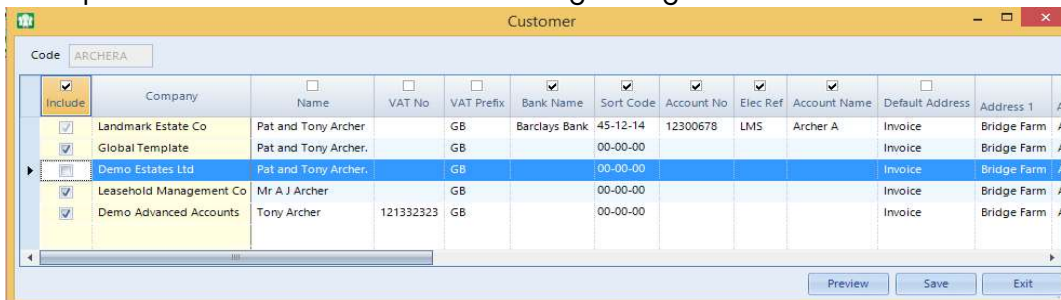
Selecting Global will show all codes for the Suppliers or Customers that are in use in any of the other companies and that are not in the current company.

Simply select the Traders you wish to use and press Import on the right.

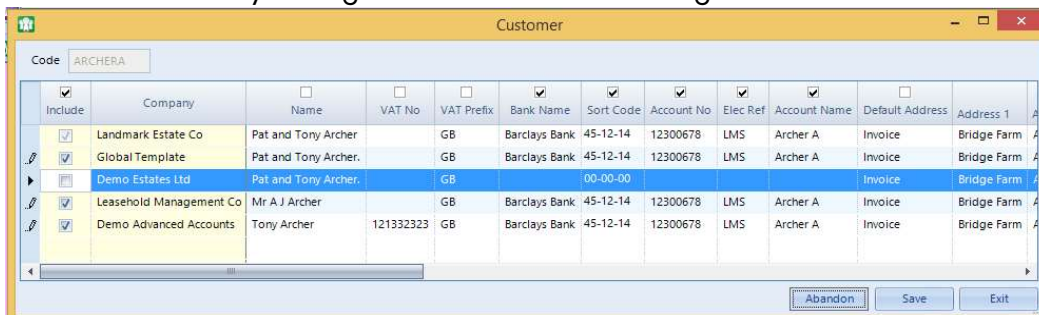


If a trader is not showing it may be set up in a different Ledger e.g. Supplier rather than Customer. Typing in the same code as a Trader used in another company will bring through its details once you Tab out of the code field. It is important that you do not mix up different traders in different companies with the same Trader Code, because the program does allow you to have different names across companies and as Tenants.

When making changes to the common trader details in one company an option to update all other companies is shown. Selecting **No** saves the changes for the current company only. If you choose **Yes** this will allow changes across all accounts companies showing the current values. They will need to be ticked in the column to **Include** the company, and the columns will need to be ticked at the top to include the fields which are being changed.



Once the rows and fields to be updated have been selected a Preview of the changes can be made before finally saving the details or abandoning the save.



Only the default address for each company is displayed and is available for global update of the whole address.

Additional fields such as Trader terms and preferences are included on the right, but you may not add or permanently move or remove columns.

Please take care when carrying out Global updates as the changes made cannot easily be undone without editing each company individually.

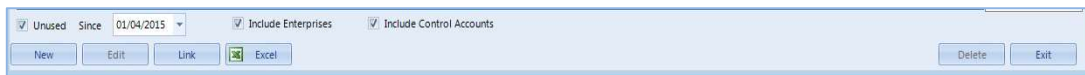
This is also a good place to check how a code you plan to change is being used across companies.


Nominal

Nominal Groups and Nominal Codes can be entered from the Nominal Ledger.

Editing Toolbar

The Editing toolbar at the bottom of the screen has the specific options:



- Unused Since** Tick this to show Nominal codes that have not been used since the date entered. This is useful for selecting codes to set them as non-active.
- Include Enterprises** Include a record for each Enterprise Code linked to the Nominal Code. The Enterprise Code field will be added to the grid if it is not already showing.
- Include Control Accounts** Include the reserved Control account Nominal Codes in the list. Specifically selecting Control Account Nominal Codes will allow some transaction reporting on them, otherwise they are excluded from most transaction reports by default.
- New** Enter a new Nominal code
- Edit** Edit selected Nominal or Nominal codes.
- Link** Link Nominal codes to Enterprises or vice versa. This option is better carried out on the Enterprise Screen where the Enterprises can be selected before choosing to link. Regardless of where selected, it is the recommended routine for setting up the coding structure to help when reporting by enterprise. See Enterprise "Editing Toolbar" on page 76.
- Excel** If the Codes Import Module is enabled, click  to show the Excel Export/Import screen. For **Export** there is a choice of whether to export All codes or just selected (highlighted) ones. A list of fields for export is provided which can be selected from; ticking the box on the column header will toggle between all fields being selected and none. Export layouts can be saved for later re-use with the options on the bottom tool bar and then by selection from the layout drop down list at the top of the form.
Import first requires information on the file to import, i.e. the name, which sheet the details are on and the range of cells that contain the values. The import file must comply with the rules of the program and should be based on the template import files provided in the package. The target spreadsheet must be closed before the import is attempted.
 There are two options where a code to import already exists: a) to Ignore it, this will just be shown on the Report on invalid entries, or b) to Update the current code with the details from the spreadsheet. Care must be taken not to break any of the rules of the program such as changing codes from a profit and loss group to a Balance sheet group.
- Delete** Nominal codes may be deleted at any time if nothing else in the program refers to them. Highlight the Nominal code(s) and press the **DELETE** button. It is possible to use code change to merge any unwanted codes that have been used and then delete them, remember it is not possible to simply un-merge codes.
- Exit** Closes the Screen



Right-hand options

The toolbar on the right-hand of the screen has the following options:



- Opening** Option disabled unless the Nominal screen has been accessed through the Opening Menu.
- Balances** Shows the Opening Balance and the Current balance for a selected Nominal with a summary by year and month of the Trade/Paid and Due, quantity and amount for the selected Nominal and Enterprise combination.

Year		Trade		Paid		Due	
Year	Month	Qty	Amount	Qty	Amount	Qty	Amount
2012	JAN	86.00	3825.90				
2012	FEB	8.00	314.25			8.00	314.25
2012	MAR			86.00	7651.80		

If several Nominal codes have been selected use   to move between them.


Groups Accesses the Nominal Group screen.

Enterprises Accesses the Enterprise Code Ledger.

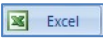
Importing a Nominal code list

Only available on computers with full versions of Excel 2007 or above.

Where there are no codes set up for the company then a nominal code structure can be imported

via an excel spreadsheet by selecting the  at the top left-hand corner of the screen then click

Import Standard Nominal Code List.

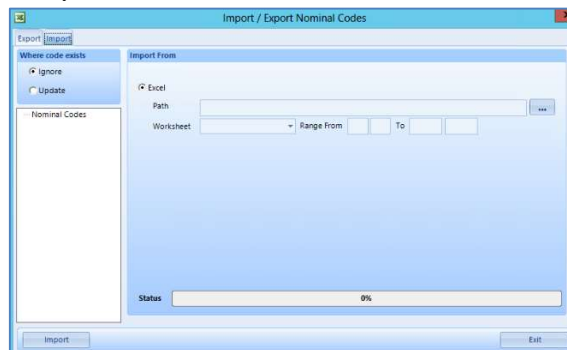
If the Import/Export module has been purchased the code import can also be carried out by using the Excel button  on the bottom toolbar of the Nominal code screen and selecting the Import tab.

The Import screen will then be displayed. Browse to or enter the path of the Excel spreadsheet to be imported.

A Standard Nominal code list with the most commonly used codes is provided in:

C:\Users\XXXXX\Documents\Key Prime\Document Templates\StandardNominalCodelist1.xlsx (where XXXX is the logged in Windows user).

This can be customised as required before importing but please pay close attention to any guidance included in the templates.



Adding or Editing a Nominal Code

To create a new code, select the **New** button from the bottom tool bar.

To edit existing Nominal code(s) highlight them on the list and press **Edit** (or double click on individual codes).

Code* A unique 5 character alphanumeric code. It is recommended that numeric characters be used for the Nominal code as this allows more control over positioning of the code on reports. It is also recommended to leaving gaps in the list of numbers so that extra Nominal codes may be inserted later if required. Once saved a code cannot be changed through editing; use code change in Utilities function if necessary.

Name* A unique short description of the Nominal up to 25 characters in length.

Group* Every Nominal must link either to one of the pre-defined Groups or to a user defined sub-group. In this way the system can recognise whether the Nominal is for income or expenditure, profit and loss or balance sheet. If the sub-groups need to be changed at a later date, then Nominal codes may be moved from one sub-group to another by highlighting the Nominal to be changed and pressing Edit.

VAT* This is the VAT code normally associated with the Nominal. It will act as the default when entering transactions and can be changed. Either type in the VAT code or select from the list.

Type* The type will default to Normal. For users with the full stock system it is necessary to indicate whether the Nominal affects the stock balance by changing the type to Stock if necessary. Nominal codes in types Valuation Change and Fixed Assets will default to Valuation and Fixed Asset respectively. Depreciation and Stock Type nominal codes cannot be used for Stock transactions and will be fixed as Normal.

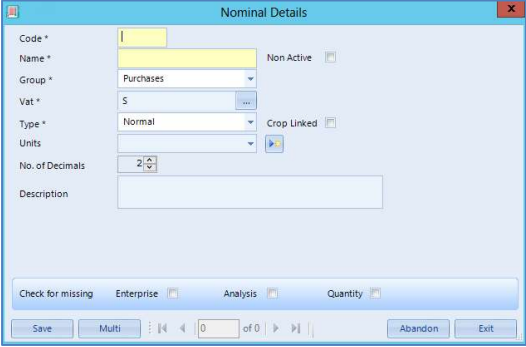
Units The description of the quantity, e.g. tonnes, litres. It is possible to add new unit types to the list.

No. of Decimals Up to 6 decimal places can be used for the quantity on a code.

Description A description up to 100 characters in length. This description will be the default text on a new Item line when entering the nominal. E.g. the Nominal code Name may be set to Wages-Regular with a Description of "Salaries month" so that when entering a transaction you just need to add the month of the payroll. Only the first 25 characters of description will show on reports where space is limited.

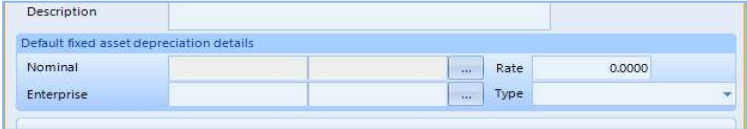
Non Active Tickbox to make the code Non Active and hide it from the default listing screen so it will not normally be available when entering transactions. If already used on a transaction it will show in red; depending on company settings in Entry Defaults a warning or blocking of the use of Non Active codes can be set. Codes can be made active by removing the tick.

Crop Linked This tick box will be available where the Geofolia module is enabled. It is used to identify those Nominal Codes that will trigger the Geofolia linking option during data entry.



Check for missing Prompts can be set to remind a user to enter any one of Enterprise, Analysis Code or Quantity before saving a transaction

Fixed Asset default For Fixed Asset nominal codes an additional section is shown that allows the addition of a default for the Depreciation Nominal, Enterprise, Rate and Type for any asset purchase using the Nominal Code.



Setting this helps ensure consistency and that all assets in the same ledger are set up with the same rate and type of depreciation; it also helps speed data entry.

Mandatory fields In common with the rest of the program fields that have a Yellow background and a * on the label must be completed.

The **Multi** option allows for the user to edit Nominal codes on a grid instead of one by one and can be used to make the same change for several Nominal codes, e.g. to change group. First select the codes to make the change on, press Edit and choose the Multi button on the opened nominal screen. The selected codes will then appear in a grid where new values can be entered before saving.

This screen can also be used to enter new Nominal codes. Enter the new nominal details on the last row of the grid; tabbing onto a new line will take the information from the line above to help save time if multiple codes are being entered in the same group.

To use the same value for all records on the grid there is an Apply to All feature which can be accessed by right clicking on the value you wish to apply to all selected codes e.g. if you need to change all the Nominal Codes from VAT Code S to VAT code S2

1. Show the VAT code column on the Nominal List screen
2. Filter for those codes with a VAT default of S using the filter on the VAT code column header.
3. Select all using the All button, or by using the standard Windows function, i.e. select the top record and while holding shift, select bottom record in the range.
4. Press Edit and Multi Edit
5. Change one code to show VAT of S2, right click that value and select apply to all.
6. Save.

Code	Nominal	VAT	Type	Units	Decimals	Crop Linked	Non Active
00010	Wheat	Z	Normal	Tonnes	3	<input type="checkbox"/>	<input type="checkbox"/>
00020	Barley	Z	Normal	Tonnes	3	<input type="checkbox"/>	<input type="checkbox"/>
00030	Grass Seed	Z	Normal	Tonnes	3	<input type="checkbox"/>	<input type="checkbox"/>
00040	Milled Timber	S	Normal		2	<input type="checkbox"/>	<input type="checkbox"/>
00070	Straw	Z	Normal	Tonnes	3	<input type="checkbox"/>	<input type="checkbox"/>
00080	Hay	Z	Normal	Tonnes	3	<input type="checkbox"/>	<input type="checkbox"/>
00100	Cattle	Z	Normal	Head	0	<input type="checkbox"/>	<input type="checkbox"/>
00110	Lambs	Z	Normal	Head	0	<input type="checkbox"/>	<input type="checkbox"/>
00120	Wool	Z	Normal	Kgs	2	<input type="checkbox"/>	<input type="checkbox"/>
00130	Culls	Z	Normal	Head	0	<input type="checkbox"/>	<input type="checkbox"/>
00140	Hard cheeses	Z	Normal		2	<input type="checkbox"/>	<input type="checkbox"/>

The nominal code list should now be empty, as it is filtering for VAT Code S still, so remove the filter and the codes should all be showing the new VAT default code.

Nominal Reports

Reports can be printed for selected codes or they will be printed for the full list if no codes have been selected.

List

Prints a List of Nominal codes with various options:

Nominal Only shows the list of codes sorted within their Groups and Group Types. With the ungrouped option ticked the list of Nominal Codes is printed in Code order without grouping.

Include Enterprise Codes shows the nominal codes with any enterprise codes linked to them, again this can be in ungrouped mode. Additionally, this report can be sorted by Nominal code or By Enterprise code.

Show mandatory fields is an option for both Nominal only and by Enterprise layouts, this will show which codes have the warning for missing Enterprise, Analysis and/or Quantity set.

A condensed Nominal Codes report is available for paper saving by showing the Nominal Only option of the report in two columns per page.

The Type column on the report shows whether a nominal code has been set to Stock, or is Normal, Valuation or a Fixed Asset type.

Trans- actions

The transactions report provides a variety of layouts and options for reporting on postings to the Nominal Codes for a given date range.

Date Range can be set to whatever dates are required including beyond the current financial year.

Search Description – provides an option to restrict the report to only show records that contain a specified text in the description field.

Enterprise – An option to limit the report to show only records from a certain enterprise or enterprises, when a selection has been made the hyperlink to the Enterprise list will turn Red.

Analysis – As for Enterprise filtering but on Analysis codes.

Trader – Restricts reporting to a selected trader or range of traders.

The report assumes that the filter conditions are AND so a filter on Dairy Enterprise and Combine Harvester Analysis code is unlikely to show any records.

Only transactions with no Enterprise has been provided to help identify any transactions which missed having an enterprise code when entered.

By Nominal option will ignore any groups and will present the report in Nominal Code order, which is helpful when comparing against the trial balance.

Page Break between – depending on the options selected a page break can be forced between Groups or Nominal codes if required.

Invoice based will include all transactions and amounts by the Invoice date and should be compared to the Profit and Loss and Income and Expenditure reports. **Cashflow based** will include entries according to the Payment date, it will exclude any Journals with method No Cashflow. **Stock Adjusted** where full stocks module is enabled this layout will show the valuation change records for transactions against the nominal code that caused the stock movement, this is an Invoice date based report only.

Landscape Print provides more space for details so that analysis codes, the full trader name, VAT details and Quantity can be displayed on the report.

Show Item Quantity Where landscape report is selected the Item and Nominal quantity can be shown.

Transaction currency shows the foreign currency symbol and value on relevant transactions.

Show VAT Detail this option allows the full VAT detail of transactions to be shown (instead of the quantity details) on the portrait version of the report. In Landscape mode there is space for both.

Stock Adjusted (optional) Where Full Stocks module is enabled a Stock Adjusted version of the nominal transaction report can be generated. This shows the valuation change associated with each transaction adjacent to it. This option disables other layout options when selected.

Show Description shows the long description entered on the transaction rather than the 25 character ledger text. Long descriptions are wrapped onto subsequent lines, where necessary, to show the complete text.

Transaction Amount – this feature provides the ability to filter the report to item lines where the net value meets the user defined setting. The options are All, equal to, less than or greater than the set value. The sign of the value (whether income or expenditure) is ignored.

Report Sub Heading – Allows a report sub heading to be added to the report printout.

Include System Generated Transactions Allows year end transactions to be shown in the report if required.

The **Reset** button will return the form to its default settings.

Summary A summary report on the selected Nominal codes detailing opening and closing balances with the movement for the period. The layout is similar to the Extended Trial Balance and Balance Sheet but can be used for a selected range of Nominal Codes. It can also be limited to specific Enterprise and/or Analysis codes which can be shown on the report.

Items

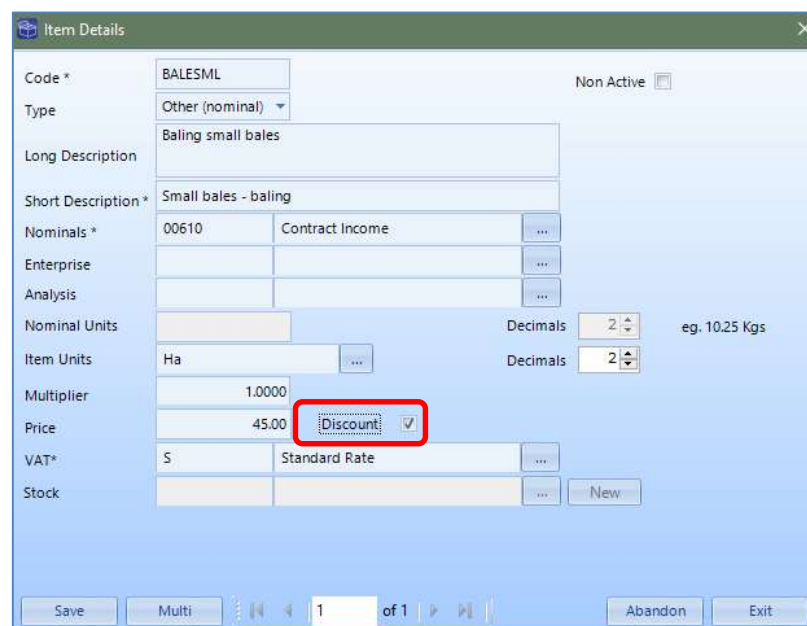
Items can be used for faster and more consistent data entry by using default coding, text and settings. Using Items provides additional reporting options for analysis of product sales or purchases. Users wishing to Postpone Invoices or use the optional SOP/POP Module must use items when entering these transactions.

There are two main types of Item: Other (Nominal) and Text only. The list also includes Rent and Reimbursement Types for Property users but are the same as Other (Nominal) Items as far as the Accounts user is concerned. These types should not be changed without good reason once an Item has been set up.

All, apart from a text Item, link a product code to a Nominal Code. Each item has several defaults set which can significantly increase the speed, quality and reporting options of the data. The defaults may be overwritten when used in a transaction.

There is an option to allow a Discount to be taken against certain Items. See "Customer Discounts" on page 126.

If the Item is ticked Discount then the value of the discount entered on the Customer will be applied to any sales invoice for that customer using this Item.



The screenshot shows the 'Item Details' window for an item with Code 'BALESML'. The 'Type' is 'Other (nominal)'. The 'Long Description' is 'Baling small bales' and the 'Short Description' is 'Small bales - baling'. The 'Nominals' field is set to '00610 Contract Income'. The 'Price' is '45.00'. The 'Discount' checkbox is checked and highlighted with a red box. The 'Multiplier' is '1.0000'. The 'Item Units' are 'Ha' and 'Nominal Units' are 'eg. 10.25 Kgs'. The 'VAT' is 'S Standard Rate'. The 'Stock' field is empty. The window has 'Save', 'Multi', 'Abandon', and 'Exit' buttons at the bottom.

Text Only Items (sometimes referred to Typing Only) are used to enter text information to save manually typing the same information in many times; this may be information such as delivery instructions or payment information, or even just a header to help in presentation on an invoice. These Text items cannot be linked to a nominal code or be used to store a value.

Editing Toolbar

The Editing toolbar at the bottom of the screen has the following options:



- Unused Since** Tick this to show Item codes that have not been used since the date entered. This is useful for selecting codes to set them as non-active or to check whether entries have been made against them.
- New** Create a new Item code.
- Edit** Edit the selected Item code(s).
- Update Prices** To update prices on individual or a number of Items by value or percentage.
- Exp/Imp** Optional module for exporting and importing codes; this is standard in KEYPrime Advanced. See "Importing a Nominal code list" on page 69 for more information.
- Delete** Delete the selected Item code(s).
- Exit** Closes the Screen.

Item Maintenance

To create a new code select the **New** button from the bottom tool bar.

To edit existing Item code(s) highlight them on the list and press **Edit** (or double click for individual codes).

- Code*** A unique code up to 20 characters in length. The field length of 20 characters has been provided to allow for Machinery Part numbers, however it is recommended not to normally use just numeric codes as these will be padded to the full 20 character length with leading zeros making them difficult to read.
- Non Active** Option to make the code Non Active so that it does not appear in code lists by default. See Nominal code section for further details.
- Type** This will default to Other (nominal). Accounts users should leave this as default for all items they create unless a "Typing only" item is required then Text should be selected. A Text item will not allow quantity or price to be entered and is used as a short cut to add text to an Invoice. This is useful for information printed on invoices. KEYPrime Property users will also use types Rent, for Rent items and Reimbursement for Service Charge Items – these items should not be edited in accounts.
- Long Description** Up to 200 characters of description can be entered which will be used as the default text for the description that appears on the transaction; this can be appended or edited when entering each transaction. It can contain Carriage

returns to improve presentation and spacing, these are added by holding the shift key before pressing the return.

Short Description* The short description is the default for the Ledger Text field for the Item. The first 25 characters of the Long description will automatically be transferred to this field which can then be changed if required.

For example, the Long description may be set to: For the supply of Straw Bales for use as feed. With the Short description set to: Feed straw bales. Please note if you intend to append the text include a space at the end of the description.

Nominal codes * This is the nominal code to which the item value will be posted by default.

Enterprise A default Enterprise code.

Analysis A default Analysis code.

Nominal Units The unit type that is set on the linked Nominal code, e.g. Tonnes, Litres. This is read only as it is not editable here.

Decimals The number of decimal places that quantities will show for the Nominal linked to the Item.

Item Units The unit type that the Item is sold or purchased in, which may be different to the Nominal Unit type.

Decimals The number of decimal places that can be entered for an Item quantity.

Multiplier This is a factor that is used to convert the Item Units into the Units of the Nominal code.

For example, if Potatoes are sold in 25Kg Bags and the Nominal is showing the quantity in Tonnes, the multiplier on the Item Bag of Potatoes would be 0.025. Therefore 40 bags of potatoes will show on the invoice and Item reports, but 1.0 Tonnes of potatoes will show in the Nominal and Management reports.

Price A default item price – up to 7 decimal places of accuracy can be used to allow for Items such as Exchange rates or Carbon Credits.

Discount The tick box here indicates if the Item can be sold with a Discount. The amount of discount is entered on the Trader defaults.

VAT* Default VAT Code of the Item which can be different to the nominal, e.g. the Item 'First Class Stamps' which is Exempt from VAT can use the Stationery Nominal, which defaults to Standard VAT, without the user adjusting it each time.

Stock (Optional) Where full Stocks has been enabled and the Item is linked to a Nominal that is of Stock type, a default Stock Code can be entered on the Item along with whether to adjust stock or not. With both these values set, when you use the Item it will mean that all data can be entered on the grid. There will be no need to bring up the item line entry form to set the Stock Code and Valuation Change details on the transaction.

Multi To enter multiple new items or edit multiple items select one or several Item codes and **Edit** then click on multi. See the Nominal Code section for more detail on Multi Edit feature.

Item Reports

Reports can be produced for selected Items or all where none have been selected.

List A list of Item Codes including the Unit Type and the default Nominal, Enterprise and Analysis code. The Items' current price can be optionally included on the report.

Reports Reports analysing the sale and purchase of selected Item codes either in detail or in summary, by Item code or by Trader for a given date range. Can be limited to a single Trader. There is also an option to include Sales and Purchase Orders not invoiced, and an option to include Discount fields.

Enterprise

The Enterprise screen can also be accessed from the Nominal or Groups list screens as well as from the main menu Ledgers section.

Enterprise Code Maintenance

To create a new code, select the **New** button from the bottom tool bar.

To edit existing Enterprise code(s) highlight them on the list and press **Edit** (or double click for individual codes).

- Code** A unique code of up to 5 characters. It is recommended to use alphabetic characters for clarity, although if the Enterprise relates to a crop year incorporating a number for the year is sensible. E.g. a future harvest year is set up as a new Arable Enterprise AR19 for the harvest year 2019 and AR20 for the harvest year 2020.
- Name** An Enterprise name may be up to 25 characters in length and it must be unique in the company.
- Unit Type** A unit type can be added to the Enterprise to identify the units of production, this will be used on Enterprise Progress reports.
- No. of Units** This is the number of units of production that you wish to use when dividing the Actual Enterprise Progress report results to give a per unit value. In order to get meaningful per unit figures we recommend using low numbers, for example for Milk a per unit of £/litre will not be as useful as showing £/1000 litres.
- No. of Budget Units** This value is used as the divisor for Budgeted Values to compare on the Progress Enterprise reports as above.
- Non Active** Option to make code Non Active so that it does not appear by default in code lists. See Nominal code section for more details.

Editing Toolbar

The Editing toolbar at the bottom of the screen is similar to that in Nominals. See "Editing Toolbar" on page 67 for further information.

- Link** Link Nominal codes to Enterprises or vice versa. This option is better carried out on the Enterprise Screen where the Enterprises can be selected before choosing to link. Regardless of where selected, it is the recommended routine for setting up the coding structure to help when reporting by enterprise. The Link screen is split into two columns with a field at the top to enter the Enterprise code being linked. Once the Enterprise code is selected the Left-hand column will show all active Nominal codes that have not been linked to the Enterprise and the right-hand column shows those codes currently linked. Nominal codes can be moved from one list to the other by selecting and using the Add or Remove buttons or by dragging with the mouse. The changes made can then be saved.

Enterprise Reports

- Age of Credit** See Trader ledger "Trader Reports" on page 63 for more details on Age Of Credit report principles. In Enterprises the facility is provided to filter and group

outstanding Purchase Invoices by specific enterprise, with a page break between each enterprise.

- Age of Debt** As for Age of Credit but shows outstanding Sales Invoice information.
- List** Provides a List of Enterprise Codes including the Unit type and number of units set.
- Transactions** The reporting options for Transactions in Enterprise are similar to those for Transactions in Nominal codes ledger; refer to "Nominal Reports" on page 71 for more details. When run from Enterprises Ledger, the default grouping of the report is by Nominal then Enterprise. Use the tick box to run it by Enterprise and then Nominal code.
- The Filter for the report allows specific Nominal codes, Traders and Analysis codes to be selected on the Report options screen.
- Custom** Where the custom report module is enabled this allows a user to report on Enterprise codes using only the Nominal Codes defined in the report. See "Custom Reports" on page 181 for further information.

Analysis

Analysis codes can be used to identify transactions for individual properties, machines, partners or job costing. Analysis codes are used to identify which property an item line relates to when created from KEYPrime Property, where they can also be used in a wide range of reports.

Analysis Code Maintenance

To create a new code select the **New** button from the bottom tool bar.

To edit existing Analysis code(s) highlight them on the list and press **Edit** (or double click for individual codes). Analysis Codes belong to Analysis Groups which in turn belong to Analysis Group types. Analysis Groups can be maintained through Setup from the menu ribbon, otherwise the system default is used. See "Analysis Groups" on page 48.

Editing Toolbar

The Editing toolbar at the bottom of the screen is similar to Nominals. See "Editing Toolbar" on page 67.

Right hand options

There will be 4 extra Meter buttons if the optional metering module has been purchased. Also there is a Blocks button for the optional Charge Manager module.

See modules for further information.

Analysis Reports

Reports can be produced for selected Analysis codes, or if none are selected the report will be for all Analysis codes. Additional reports for Analysis codes can be found in the Management section.

Transaction Transactions linked to selected Analysis Codes by Invoice or Payment date within a given date range. Options are provided to include transactions that do not have an Analysis code and to show the full description.

Summary Summary shows a comparison of Analysis codes, by nominal code, in columns across the page. Options to show by Invoice or Payment date. Also to include un-selected Analysis codes as a summarised column of values and/or a column to show the values of items without an Analysis code. The report has an option to show just the summarised values for each nominal by Analysis code or a detailed transaction report which is grouped by Analysis code and then by Nominal code for each item line.

Nominal Analysis of activity for Analysis Codes by selected Nominal Codes by Month. This report can be run by Invoice or Payment date and set to include all un-selected Analysis codes or all items without an analysis code. The detailed version of the

report is similar to that of the detailed version of the Summary report but it is for the selected Nominal codes only. There are options to include VAT details and to force a page break between each Nominal Group type on the report. There is now the option to show the full description.

- Monthly** The monthly report shows each Nominal code broken down by Analysis codes on a monthly basis. This can be by Invoice or Payment date. An option to group by Analysis code then by Nominal is provided for the report.
- List** Provides a list of the selected Analysis Codes with their name.
- Custom** Where the custom report module is enabled this allows a user to report on Analysis codes using only the Nominal Codes defined in the custom report. See "Custom Reports" on page 181 for further information.
- Age of Credit/Debt** See Trader ledger "Trader Reports" on page 63 for more details on Age Of Credit/Debt report principles. In Analysis the facility is provided to filter and group outstanding Invoices by specific analysis code, with a page break between each code.

Fixed Assets

A register of Fixed Assets can be maintained on the system to keep track of Purchase date, Price and current value. With user defined depreciation rates and types for each asset the program will automatically calculate depreciation for each asset over its lifetime. The calculated values are not fixed until a year end process is carried out, so that changes in rates or values can automatically update reports.

The Depreciation Method of the Asset section of the Setup menu gives the choice of whether the company policy is to calculate depreciation from the **Month** of purchase or for the full **Annual** financial year regardless of date of purchase.

Monthly A monthly depreciation value is calculated by taking the full year's depreciation and dividing it by 12. This is then applied to each month from the date of purchase (any rounding adjustment is applied to alternate or 3rd month). No depreciation is applied to an asset in the month of sale.

Annual A monthly depreciation value is calculated by taking the full year's depreciation and dividing it by 12, this is then applied to each month after the month of purchase. The difference between the full year's depreciation and the sum of the monthly figures is added to the first month's depreciation. So if an asset is purchased 6 months into a year $\frac{1}{2}$ the depreciation will be applied to the month of purchase. All depreciation to date is credited in the month of sale.

Changing the method will recalculate depreciation for the 24 months from the current financial year start. Depreciation figures can be recalculated manually to any future date by using the Recalc Depn button on the Asset ledger.

Fixed Asset Maintenance

To create a new code select the **New** button from the bottom tool bar.

To edit existing Fixed Asset code(s) highlight them on the list and press **Edit** (or double click for individual codes).

- Code** A unique code up to 8 characters long. It is recommended that alpha-numeric codes are used, to aid in the sorting of assets, e.g. Tractors TR01, TR02, TR03 or Implements IMP001, IMP002.
- Description** A 25 character field to identify the Asset; it is sensible to keep these unique and descriptive, for example by including the registration number of vehicles.
- Non Active** Option to make the code Non Active so that it does not appear by default in code lists.

New Asset Code

Where an Asset code is being created for later use, only the asset Code and Name, plus the Depreciation Nominal, Enterprise, Analysis Code and Rate can be entered. All other information will be provided either from the transaction purchasing the asset or by editing the record through Opening Balances.

Additions

When viewing existing assets that have had additions made to them, a set of fields appear adjacent to the Purchase Price and Opening Book Value.

	Original Purchase	Additions etc.
Purchase Price	209.70	208.33
Opening Book Value	79.65	0.00

These show the value of the Original Purchase part of the asset and the Sum of all Additions/Credits, together this makes the total Purchase Price and Book Value.

Opening Book Value

This is the opening book value for the asset, i.e. the calculated worth according to the opening balance sheet. This value cannot be negative, any such requirement must either be achieved by entering a current liability or adjusting the value of other assets.

Residual Value

A Residual Value can be entered which causes the depreciation to be adjusted so the Net Book value of the asset never falls below this. Where depreciation is using the Straight Line method, the rate of depreciation is applied to Purchase Price minus Residual Value.

Enterprise/Analysis

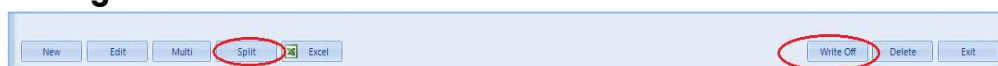
Enterprise & Analysis codes are provided for reporting and costing purposes.

Depreciation

- Nominal** Each asset must have a Depreciation nominal against which the calculated depreciation is shown in the current year. At year end the total depreciation is posted to this nominal.
- Enterprise Analysis** For further management reporting purposes depreciation can be attributed to an individual enterprise or analysis code. Changing the enterprise or analysis code will result in all depreciation for the current year being attributed to the new enterprise or analysis code. To split depreciation across enterprises in the same year a Journal between enterprises is required.
- Rate** A depreciation rate of up to 4 decimals can be set. The value of depreciation posted will always be to 2 decimal places with rounding applied to the relevant month.
- Type** **Straight Line** Depreciation is calculated by multiplying the **purchase price** less the residual value by the depreciation rate to give the annual depreciation. This is divided by 12 to give the monthly depreciation with rounding applied as required.
- Reducing Balance** Depreciation is calculated by multiplying the **opening book value** by the depreciation rate to give the annual depreciation and dividing the result by 12.
- Where an asset has additions, each part is treated separately. Where small values have been used or additions have been made over several years this may show unexpected depreciation figures as one part of the Asset may have completely depreciated before the rest. We do not recommend creating assets from many small parts, adding to existing assets over several years.
- Replacement** A note of when a fixed asset is due to be replaced and how much the replacement is expected to cost. It may be left blank.

Note: Additional Depreciation can be added at any time in the year but it will not be used as part of the Book Value for calculating depreciation until 12 months after the Financial year start.

Editing toolbar



As per other ledger screens apart from:

Split

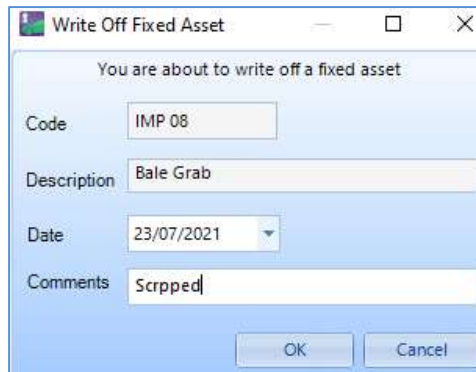
A Split button allows you to split out part of an Opening Asset, usually for sale of the part. This saves creating a New asset in Opening and editing the value of the old Asset. A new code must be entered along with an appropriate Description.

The Value of the Purchase price and Opening book values can be entered but must not be more than the values of the original asset.

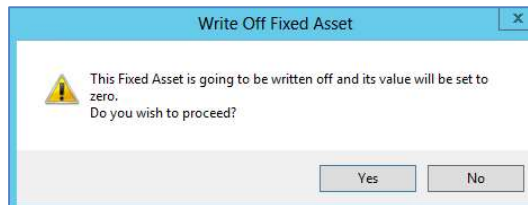
The New asset will default to the same purchase and depreciation details as the original, but these can be changed; this will not affect coding of the original asset. To split an Asset purchased in the current year you must edit the transaction that purchased the asset and split off the value of the new Asset to a new code.

Write Off

A Write Off option is provided to allow a quick sale of an asset for £0 value without the need to enter dummy invoices or Journals. The write off requires a date for the transaction and a comment can be added. A final warning is provided before the asset is written off



If you are sure that the assets needs to be written off click Yes, you are then given a transaction number for this write off Journal.



This journal enters the loss against the Depreciation default code for 'The Profit/Loss on asset Sale'.

Opening Fixed Assets

The following entry options are only accessible from the **OPENING** section on the menu Ribbon.

Purchase Date Whilst it is always desirable to use accurate information the Purchase Date need only be before the start of the financial year.

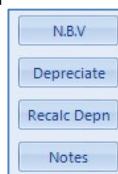
Purchase Price and Opening Book Value These should be set to the correct values for each asset, particularly where Straight Line Depreciation or Residual Values are used. Reports will show depreciation to the year start by calculating the difference between the purchase price and the opening book value.

Nominal This code allows the Assets to be grouped together by type and will show on the Balance Sheet and Trial Balance for comparison with published accounts. Making sure this is correct will assist in identifying the correct type and rate of depreciation and will reduce the effort needed in preparing annual accounts.

Enterprise Analysis These are helpful where more detailed Enterprise/Department or Machinery costing reporting is used.

Right-hand options

NBV



A small summary to show the details of each selected fixed asset. It shows the Purchase price, Opening Book Value, Rate of depreciation and the Value of the asset calculated to today.

Depreciate A monthly summary of the Depreciation of each selected Asset with a breakdown of the depreciation for any parts. This is useful when trying to understand why depreciation calculated may be different to that expected.

Recalc Depn By default, depreciation is calculated for the 24 months from the start of the financial year. This can be extended or reduced by selecting this option and entering the future date to calculate up to. The recalculate date must not be prior to the year start as only depreciation after that date is affected. Errors in previous years can only be amended by edits through opening balances.

Notes Notes can be added to each Asset. Notes can be used to record any information relevant to the Fixed Asset and each have a date. The Notes column can be

added to the Fixed asset listing screen using the Field chooser. The oldest dated note will show against each asset if there are multiple notes.

Fixed Asset Reports

- Accountants NBV** The Accountants Net Book Value report can be produced either in Summary by nominal or Detailing each asset. It is designed to reflect the presentation of the information in a format that is preferred by Accountants. This report must be produced for dates after the financial year start.
- Net Book Value** This Net Book Value report shows information in a more user-friendly manner. For both NBV reports All or selected Assets can be reported on. There are filters for reporting by Individual Nominal or Enterprise (The same can be achieved by adding the relevant fields to the Asset screen and selecting assets accordingly). This report must be produced for dates after the financial year start. There is the option to add a bespoke heading.
- Transaction** A report of transactions relating to Fixed Assets can be printed with a choice to filter the report by transaction type such as Additions, Grants, Sales etc. The choice of type is displayed in the report heading. The report includes information on the asset and any profit/sale on disposal. A Landscape version of the report shows the name of the asset as well as the code.
- Depreciation** The depreciation report will give the 12 months of depreciation for each Asset selected from a user defined date with options to filter by Nominal or Enterprise.
- Notes** Produces a report on all the notes for the selected Asset sorted by date. All asset notes are shown if no asset has been selected.
- List** This report gives a simple list of the Asset codes selected, grouped by Purchase Nominal and showing the code, name, purchase Enterprise along with Depreciation Nominal and Enterprise.

Hints and Tips

The fixed asset Net Book Value report includes a hidden final column with the asset Enterprise. Space does not permit us to show this on the screen, however when exported to excel, data only version, this field will show.

Fixed Asset Nominal codes - Defaults

When setting up the Nominal codes for Fixed Asset purchases and sales, you may set a default depreciation nominal and rate.

Stock

A separate stock register for individual stock records may be maintained. This will contain monthly balances for quantities and amounts. The stock system allows manual adjustment of stock

valuations to be made at any time and KEYPrime Accounts will maintain a track of these stock movements by posting a line to the reserved Valuation Change nominal; this may be by enterprise or department as well if these are used.

Individual stock records are linked to the trial balance through allocation to a Nominal code of the Group Type 'Stock'. This allows as much detail as required to show on the balance sheet. For example, it may be a requirement to have individual sprays as separate stock records, these may be summarised under one overall figure for Stock on the balance sheet or may be detailed to a separate Stock Code of Sprays, or even to Herbicides, Fungicides etc. With the use of Stock Codes each individual Spray product can be detailed on the stock register in all 3 scenarios without impacting the reporting requirement at a Company Level.



Nominal codes of Group Type Stock are used for reporting the stock Valuations from the individual Stock items and cannot be posted to directly. Sales and Purchase Nominal codes should be used to buy and sell stock items, with any further adjustment to the valuations made by using the Stock Transactions options on the Entry Menu.

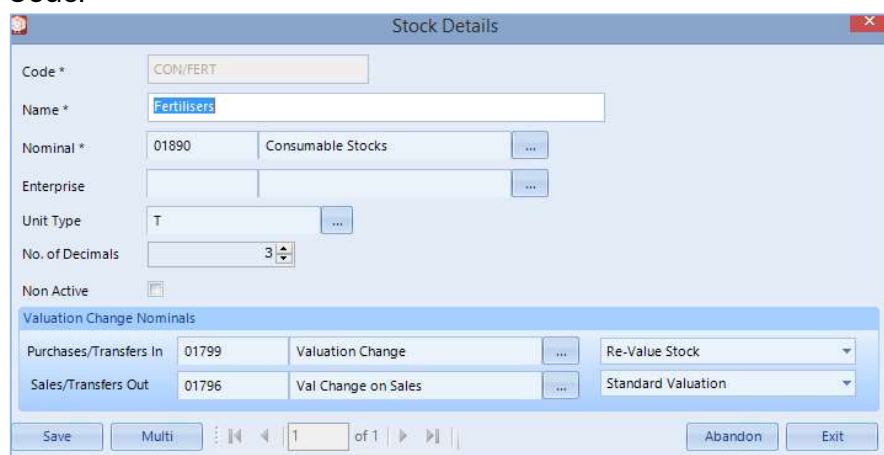
Where Full Stocks module is enabled, special entries of Stock Transfer and Usage are provided as well as the Stock Adjustment option which is available to all.

Note: Where the full stock version has been purchased certain Nominal codes can be set to adjust stock by changing their Type from Normal to Stock. This will force the user to enter a Stock Code and Valuation Nominal when using this Nominal Code in invoices and BP/BR so that automatic postings of Valuation changes are made. Warnings are given on SOP and sales invoices if there is not enough stock to cover the order or invoice – these can be ignored.

See "Stock" on page 154 and the optional module notes for Full Stocks for further information on entering stock transactions.

Stock Maintenance

To access the stock records from the main menu either select  then Stock from the Assets section or press the  button on the toolbar. This will display the existing list of stocks with options at the bottom of the list for **New**, **Edit** and **Delete**. Select **New** to add a new Stock Code. To edit an existing code select the code(s) and then **Edit** button, or double click on the individual Stock Code.



Stock Code* A unique code to identify each Stock up to 20 characters in length. Where numbers are used these will be padded with leading zeros to assist sorting of numbers and text, so it is recommended not to use numeric codes unless specifically required.

Name* The name of the stock which should be descriptive and unique.

Nominal* This is the Nominal code of Group Type Stock which will show the prevailing Stock Value(s) on the Balance Sheet or Trial Balance. It is used for grouping together Stocks of a similar type.

Enterprise	Where stock is used exclusively by a particular enterprise the Enterprise Code can be added. It is not recommended to use this feature where products are purchased to store and then allocated to an Enterprise when used.
Unit Type	This is the unit type of the stock, e.g. Tonnes, Litres, Cans etc. If required additional unit types can be added.
No. of Decimals	The number of decimals for each stock unit; this is used in reports and when entering quantities.
Non Active	Tick box to make the code Non Active and hide it from the listing screen.
Save	Saves and exits current code.
Multi	Allows for updating multiple codes simultaneously; see Nominal Ledger for more details.
Abandon	Clears changes made to a code that have not yet been saved.
Exit	Exit without saving.
Val. change nominals	Default nominals and type of valuation change.

Right-hand options

Register shows a view of all of the transactions and their impact on the value of the selected Stock Code(s) in turn. This is extremely useful for identifying any discrepancy in expected values.



Stock Reports

Movements This shows the transactions that make up the movement on selected stock codes, or if none are selected the report will be for all stock codes. There is an opening balance, along with any movements, and a closing balance. Any code selected that has no opening balance or movement and therefore no closing balance will not be shown on the report.

Stocks This is a detailed **Stock Value Report**. The reports on all selected stock codes grouped by their Nominal showing **Unit**, opening and closing figures for **Quantity**, **Value** and **Per Unit Value**, with the change in **Quantity** and **Value**. It can be used to support the valuation difference shown on the Profit & Loss and Trial Balance. Where no Stock code is selected all Codes with balances or movements are shown. There is an option to filter the report to a specific Stock Nominal code. An * will show if opening and closing stock values are the same but movement has taken place in the time frame.

List Provides a simple list of stock codes and names for all or selected codes.

Hints and Tips

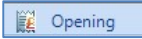
There are two ways to report stock by Enterprise:

First is to select the Enterprise on the stock report criteria screen, this will then show only those stock transactions that have used the selected enterprise.

The second option is to include the Enterprise code on the stock listing screen and select only those stock codes with linked enterprise(s).

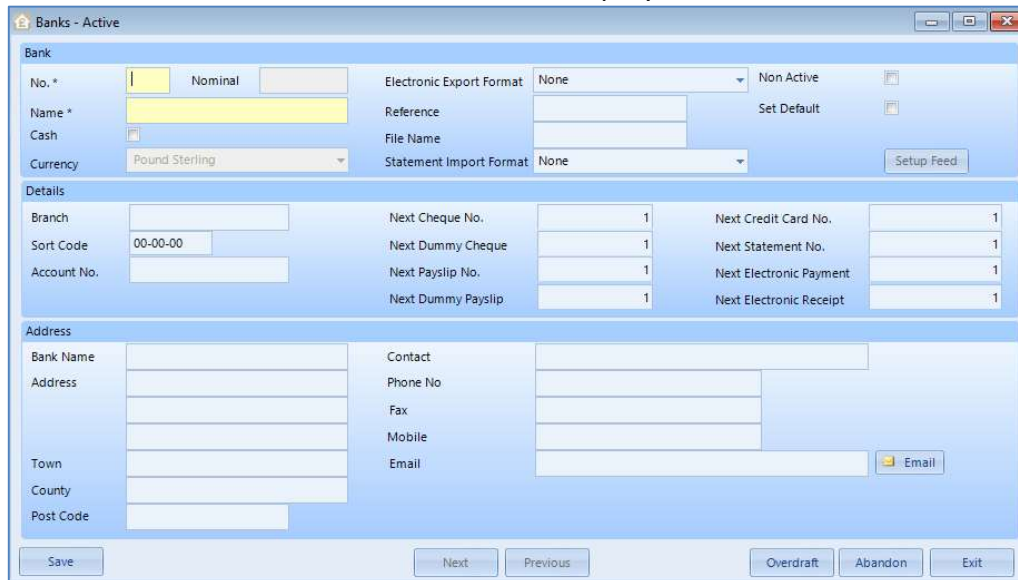
Bank

The **Bank** ledger is for the entry and maintenance of the individual Bank Account details and the production of reports on the Bank Accounts. When creating a new bank account it is advisable to

enter the bank details by selecting  Bank Account so that the opening cashbook balances may be entered at the same time.

Bank Maintenance

To access the bank maintenance screen select Bank from the Ledgers Toolbar or select Bank from the Ledgers section of the menu. This will display the list of banks with the usual option buttons. Either highlight an existing account and press the **Edit** button from the bottom menu or press **New** and the bank maintenance screen will be displayed as below:



Bank Details

- No.** This is the two digit numeric code used to identify the account.
- Nominal** The Nominal code is disabled as it is for information only here and is automatically created as a control account on save.
- Name** This is the name of the account, e.g. Current account.
- Cash** Tick if the bank is a Petty Cash account; this will have no formal reconciliation process.
- Currency** Default is Pounds Sterling. Where the Currency module has been enabled choose the relevant Currency. Additional currencies can be added through the Currency Ledger.
- Electronic Export Format** Where the Electronic Payment option is enabled there is a choice of different bank formats to be selected from. Please see module notes on **Error! Reference source not found.** for full list of supported formats.
- Reference** This is a reference that will be used by some Electronic Banking formats to identify the originator of payments.
- Filename** The filename to be used when creating the instruction file for your electronic banking system. Please refer to their guidance notes on acceptable names.
- Statement Import Format** Format to use when using the Auto Match facility.
- Non-active** Tickbox to make the code Non Active and hide it from the default listing screen.
- Set Default** Option to make one of the bank accounts the default bank when creating entries. Tick this if there is only one Bank Account in your company or if more than 75% of transactions use the specific bank. The default bank may be overwritten.

Setup Feed This is to facilitate a direct feed from your bank account using Truelayer software which will allow for the automation of transaction entry and bank reconciliation.

Branch Bank Branch Name for information purposes.

Sort Code Sort Code of the Bank must be completed for Electronic Banking.

Account No. Bank Account No. must be completed for Electronic Banking.

Next Cheque No. This is the next cheque number to be used by default when entering a bank payment or purchase payment. This is updated automatically as entries are made.

Next Dummy Cheque/Dummy Payslip Direct Debits/Credits and Standing Orders do not have individual cheque or payment numbers. As such, the system automatically maintains a dummy cheque number for payments and a dummy payslip number for receipts. We advise setting dummy cheque numbers as a different sequence, e.g. 200,000 for Dummy Cheques and 100,000 for Dummy Payslips.

Next Credit Card No. A separate sequence for transactions using the Credit Card method of payment.

Next Payslip No. When entering bank receipts or sales receipts this will be the next paying-in slip number.

Next Statement No. The next Bank Statement number for reconciliation purposes, this is automatically updated on each reconciliation. Numbers can be skipped but must be kept in number order by date.

Next Electronic Payment A separate sequence maintained for Electronic Payments.

Next Electronic Receipt A separate sequence maintained for Electronic Receipts.

Address section Optional section to record bank address and contact details.

Overdraft Creates 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
12/07/2021	100000.00	3.5000	150000.00	10.0000	

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

Right-hand Options



Opening Is greyed out unless the screen has been selected from the Opening section on the main menu ribbon.

Balances This displays the opening Balance of the current financial year and Monthly closing balances for the selected bank accounts. The total payments and

receipts for each month are shown. At the bottom of the screen are buttons to move to the Previous and Next accounts if more than one has been selected. Where multi-currency is enabled there is an option to show the values of foreign currency accounts as sterling. This is calculated on the exchange rates applied to each transaction.

Reconciliation Provides access to Reconcile bank statements for the selected Bank Account, or the default if no bank is selected. See "Bank Reconciliation" on page 88 for more details.

Auto Match Statements from some banks can be imported from their electronic format and matched against existing transactions.


Direct Feed This is to facilitate a direct feed from your bank account using Truelayer software which will allow for the automation of transaction entry and bank reconciliation. See "Direct Feed" on page 95 for further information.

Bank Rules Rules may be created to help KEYPrime match your imported transactions to the correct trader.

Bank Reports

Payment Receipt Analysis A report of transactions and their corresponding cash entries. Enter the desired bank or leave blank for all accounts. Enter the method of payment to be reported on and a cheque and date range. Different traders can also be reported on individually or all traders if left blank. The report is either produced for Payment or Receipt transactions. Where Multi-Currency is enabled there is an option to show all values in Sterling.

List Provides a list of the codes, names and whether the account is cash or not, for selected Banks or all if none are selected. This includes the balance at the user defined date when the option to Include bank balances is selected, also the option to show the Overdraft limit.



Transactions Provides several reporting options by bank.

Summary - shows a line for each transaction entered on a bank, by date with running balance.

Detailed - A more detailed breakdown of each transaction with a balance.

The **Analysed** version of the report groups the transactions by nominal code to give an Analysed Cash Book by bank account. This option also has a Landscape version to display more information about each transaction.

Where Multi-Currency is enabled an option to show the report in the base currency (Sterling) is provided.

Statement Re-Print Reprint provides a facility to generate a copy of the Bank Statement as reconciled on the program. This can be summary or detailed.

Un presented A list of Un-presented cheques at a given date up to a specific Statement Number. This can be retrospective, for example, showing which transactions were still outstanding at the year end but have since been reconciled. The report

shows which statement any un-presented transaction has subsequently cleared on.

Payments and Receipts

This report shows payments or receipts or both listed by either the cheque/paying-in number or by date. The report can be restricted to selected banks or cheque/paying-in numbers, date range and/or trader. The report may be in Summary (default) or Detailed.

Where Multi-Currency is enabled an option to show the report in the base currency (Sterling) is provided.

Projected Bank Balance

Bank balance projections are calculated for 42 days ahead and are shown in weekly intervals. The report shows all Actual bank account balances and then displays cumulative totals for Standing Orders due, Debtors due and Creditors due.

If the date selected is today's date the bank balances will show the balances as at today's date, together with any standing orders that should have been processed, along with debtors and creditors that are past their due date. The next column will show the balances in 7 days' time including any post-dated cheques/receipts or standing orders that have been run in advance.

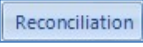
Cash Position

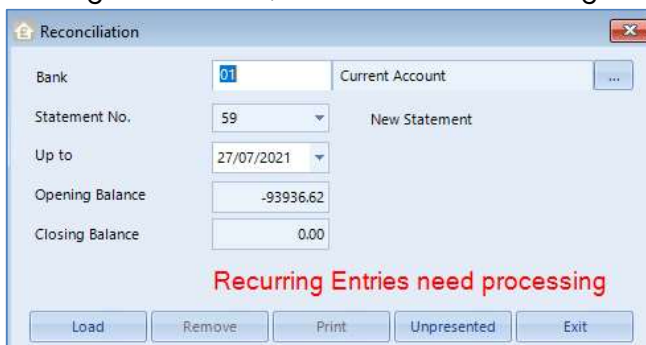
This report shows all 'actual' bank account balances together with un-presented cheques and receipts at a specified date. It also displays cumulative totals for Standing Orders due, Debtors due and Creditors due at the specified date, i.e. if the date selected is today's date the bank balances will show the balances as at today's date, together with any standing orders that should have been processed, and debtors that are past their due date and creditors whose invoices are past their due date.

Statement Balances

Simple report showing bank statements, their closing date, opening and closing balance and whether it has been postponed.

Bank Reconciliation

Bank reconciliation can be accessed by either selecting Ledgers, Reconciliation or from Bank and clicking  ; both show the following screen:



Bank

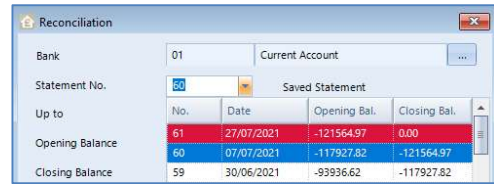
Type in the bank account number to be reconciled or it can be selected from the browse button.

Statement No.

The new statement number is taken from the Bank records Next Statement Number. If reconciling several statements in one go it is recommended that the last number in the batch is used.

Gaps may be left in the numbering sequence but the missing statement numbers cannot be used subsequently. To keep a record in the system that a number has been used, the statement number can be loaded and saved without reconciling any items, provided the opening and closing balances are the same.

A statement highlighted in red denotes a Postponed Statement.



The reconciliation number automatically clocks on to the next statement number on saving.

NOTE: Some banks reset their statement numbers once a limit is reached, e.g. once 999 is reached the next statement will be 1. KEYPrime does not allow this – the solution is to manually adjust next statement number 1 to 1001 and so on.

Up to

The date of the statement which must be equal to or greater than the last date of a transaction showing on the statement. Transactions dated after this will not be shown for reconciliation.

Opening Balance

This will be the closing balance of the previous statement. If no statements have been reconciled then it is the Opening balance entered for the Bank.

This should agree with the opening balance on the statement to be reconciled unless manual adjustments have been made to allow for Unpresented cheques from an old system.

Closing Balance

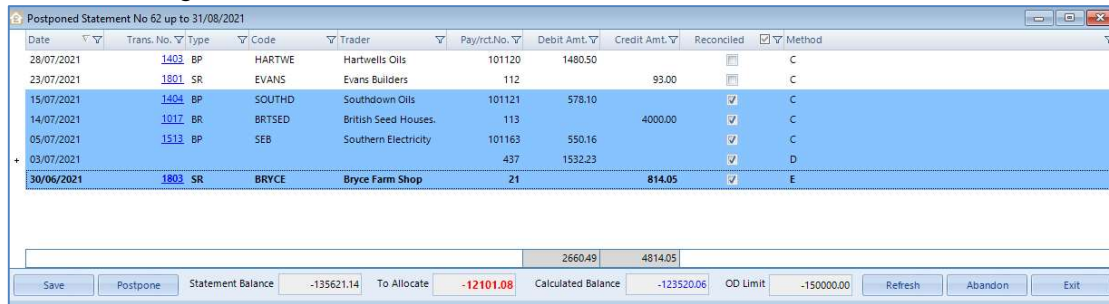
The final balance on the last date of the statement to be reconciled. If reconciling several statements in one go, enter the closing balance from the last statement of the batch.

A **Recurring Entries need Processing** message will show if the Date of the statement is after the date on which recurring entries that affect banks are set to process. Check the Recurring Entries screen and process accordingly.

Load Statement

On Loading, all un-reconciled transactions dated up to the statement date for the selected bank account will be shown. Tick each transaction off against the physical statement. The screen includes separate totals for the selected payments and receipts.

The bottom of the screen shows the entered Statement balance in black, a calculated statement balance using the ticked transactions in blue, and the difference between the two in red.



Note: Where a + sign shows this indicates that there is more than one item using the same date, method and reference, e.g. a paying-in slip made up of several cheques. These are summarised so that only the total needs to be reconciled.

The details can be shown by clicking on the :

-	03/07/2021				437	1532.23	<input type="checkbox"/>	D	
	03/07/2021	1800	PP	AMC	A.M.C.	437	1111.00	<input type="checkbox"/>	D
	03/07/2021	1802	PP	ARNOLD	M. Arnold	437	421.23	<input type="checkbox"/>	D

Click to collapse the items back to a single line.

To reconcile an item either click the line or use the up/down arrows and press “Y” or the space bar on the keyboard. The background of the line is changed from white to blue and the **Reconciled** column changed to **Y**. To un-reconcile the line click the line or use the up/down arrows and type **N**.

On reconciling a line the selection line drops to the transaction below, if un-reconciling the line the selection is retained.

During reconciliation, if a discrepancy is found the transaction can be edited by double-clicking on the underlined transaction number. The statement will be postponed while an editing screen for the transaction is shown so you can correct the entry. Save and exit will return you to the Statement with the value updated so that the reconciliation may continue.

If a transaction is missing it can be added from the main entries menu without closing the Statement. There is a Refresh button which will update the screen if new entries or edits are made. A reconciliation that does not match the statement can be Postponed in order to carry out other checks and can then be returned to for completion. When opening the Bank Reconciliation screen the latest statement will have Postponed next to it rather than New. Once the To Allocate balance is zero and there are no more items left on the physical bank statement to check off, the statement can be saved and the next one started if required.

TIP: To find transactions on a particularly large statement, sort by a column other than Date, or filter the column to restrict the number of lines displayed. It is also possible to set the filter on the Reconciled status to show only those with "N" which will reduce the number of lines.

Remove

Only the latest Saved or Postponed statement can be removed, although all statements can be removed by removing the latest one in turn. Remove will only unreconcile transactions, it will not remove transactions.

Print

This will print a report of the selected statement showing the Opening Balance, reconciled transactions in date order, the Closing Balance and total of the Debits and Credits.

Unpresented

The Unpresented Cheques report shows all transactions dated up to the date entered, which have not been reconciled on, or prior to, the statement number used.

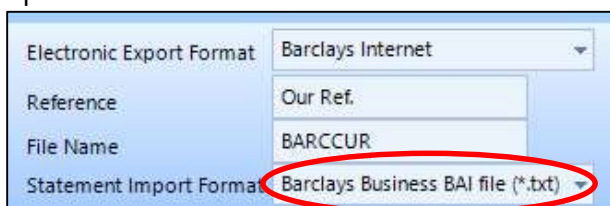
Bank Automatch and Direct Feed

Auto Match Bank Statements

Statements from some banks can be imported from their Electronic format and matched against existing transactions. Where transactions need to be entered or require modification the statement information can be used to assist the process.

Set up

On the Bank ledger in KEYPrime make sure that the correct sort code and account number for the bank is entered. This will be used to match the downloaded statement to the correct bank. Under the electronic Banking details section of the bank record you should select the Statement Import Format for the bank from the list.




Electronic Export Format	Barclays Internet
Reference	Our Ref.
File Name	BARCCUR
Statement Import Format	Barclays Business BAI file (*.txt)

If your bank is not showing please contact Landmark. It may be that one of the other formats is compatible or we may need to specifically write the import for your bank.

If you have not selected the format here you will be able to choose it when you import.

Operation

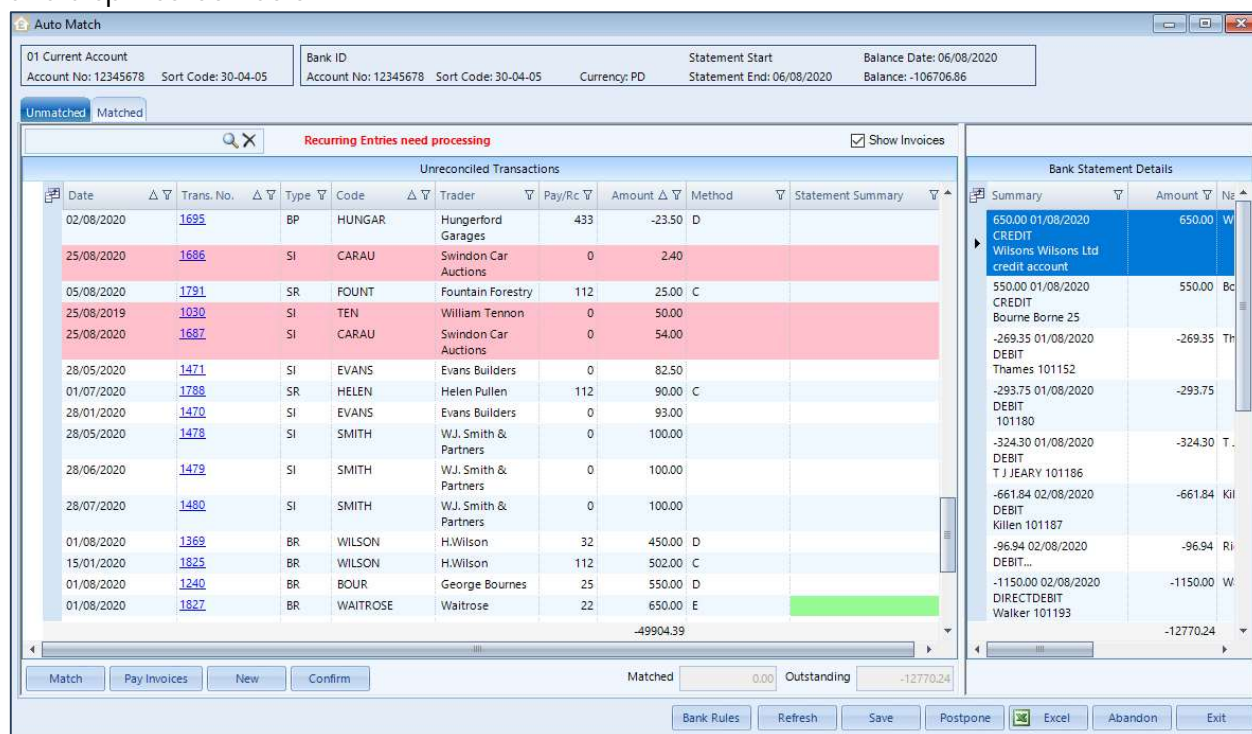
Once a bank statement has been exported from your online banking system and saved you will be ready to use the auto match process. Open the Bank ledgers section in Prime and select the Auto Match button .

The Auto Match screen first requires the type of file to import; if you have selected a bank it will use the default for that bank. If no default has been entered then use the drop-down arrow to select the type of import file.



Browse to your saved statement using the file browse button. Once selected click Import. The statement is then “read” by the program; the correct bank is selected and checks made to ensure that the statement dates do not overlap an existing statement or leave gaps, and that the balances are valid.

The Auto Match screen will be displayed showing the information about the statement at the top, and a split screen below.



On the left will be all existing unreconciled transactions in KEYPrime for the bank account selected, dated up to the end of the statement. The downloaded statement details will be on the right. There is a tick box option to **Show Invoices** as well as the payment and receipt transactions. If this has been ticked, invoices that match the bank currency Id and have an outstanding balance, and which are dated before the statement date, will be included in the list of unreconciled transactions. There are 2 tabs which will display the Unmatched items and then, once lines have been matched and you press the Confirm button, these lines will be moved to the Matched tab. This makes it easier to see what is left to reconcile.

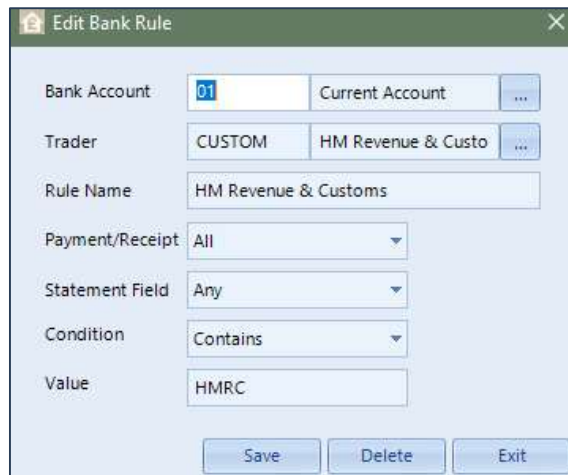
The information is shown in grids which can be sorted as needed using the column headers. Fields may be added, moved or removed and the format will be saved for next time it is opened.

A reminder is displayed if Recurring Entries for the bank, which have dates before the statement end date, have not been run. N.B. recurring invoices and journals do not get reminders in the Auto Match function.

Bank Rules

Bank Rules may be set up from the Ledger, Bank listing screen and from the Auto Match screen. Rules can be created to help KEYPrime match your imported transactions to the correct trader.

For example, the VAT payments and receipts may appear in the imported data with the name HMRC whereas the trader in KEYPrime is CUSTOM. This rule will ensure all relevant transactions are matched to the CUSTOM trader.



The rules may be applied to the imported statement fields: Any, Summary, Name or Amount. The rule may be set up for just one bank or, if the Bank Account field is empty, it will apply to all banks.

When you click on the Match button the matching will first work on user defined rules (in order of sequence) and, if not applicable, then match based on any relationships auto created by the system. At the moment the bank rules will only apply to matching transactions and do not apply to creating new ones from items on the statement.

Reconciling

Press the Match button to auto match all transactions which match according to the Bank rules and then on value and date. If no rules have been set up then over time the program will learn which traders in KEYPrime match the descriptions on the statement.

If you select a statement record on the right, the potential transactions that match the value will show a green cell in the Unreconciled Transactions on the left. You can drag and drop individual lines from the right hand side onto the corresponding transaction on the left, or you can double click the item on the right and it will match to the green line on the left.

Unreconciled Transactions										Statement Details				
Trans.	Type	Code	Trader	Pay/rct.No.	Amount	Meth	Statement Summary	Summary	Amount	Name	TransDate	Type		
1/2021	1800	BP	HUNGAR	Hungerford Garages	101203	-200.00	C		-200.00	03/01/2021	DEBIT			
1/2021	1799	BP	HUNGAR	Hungerford Garages	101202	-200.00	C		-12.50	05/01/2021	DEBIT			
8/2020	1797	BP	4WHEEL	4 wheel Drive Centre	101201	-123.33	C		-12.50	05/01/2021	DEBIT			
5/2020	1792	SR	SMITH	W.J. Smith & Partners	112	700.00	C							
8/2020	1791	SR	FOUNT	Fountain Forestry	112	25.00	C							
8/2020	1790	PP	BARRET	Barretts of Wroughton	435	-210.00	D							

The auto match will not happen if there are two values the same in the Statement Details that match one or more of the Unreconciled Transactions.

Where a value is matched but the entry date of the transaction is after the date shown on the bank statement then the highlight will be in amber:

Unreconciled Transactions					Statement Details		
Trader	Pay/r	Amount	Type	Statement Summary	Summary	Amount	Name
Associated Tyre Services	101160	-23.50	C	-23.50 02/08/2016 DEBIT ATS 101160Associated Tyre Services	-23.50 02/08/2016 DEBIT	-23.50	Hungerford 101159 Hungerford Garage
Hungerford Garages	101159	-226.65	C		-3055.00 03/08/2016 DEBIT	-3055.00	James Cowp 101154 Chq
Inland Revenue.	101111	-2243.67	C	-2243.67 02/08/2016 DEBIT INREV 101111 Chq	-125.00 03/08/2016 DEBIT	-125.00	James Cowp 101195 Chq
British Telecom	101148	-278.00	C	-278.00 02/08/2016 DEBIT BT 101148 Chq	-11.25 03/08/2016 SRVCHG	-11.25	02SEP A/C 12345678
4 wheel Drive Centre	334	-630.00	D		400.00 04/08/2016 CREDIT	400.00	TYNDAL TYNDALE (SERVICES) AI CATTLE SHED REN
Avonbridge Machinery	101194	-3583.45	C	-3583.45 03/08/2016 DEBIT AVONB 101194 Chq	-175.00 04/08/2016 DIRECTDEBIT	-175.00	LANDMARK SYSTEMS L LANDMARK SYSTEMS
George Bournes	25	550.00	D		-538.78 05/08/2016 DEBIT	-538.78	SEB SEB 101163 Chq
Newbury District Council	407	-400.00	D		904.21 05/08/2016 DIRECTDEBIT	904.21	HMRC VAT 12345678900 0816
Wilson	32	650.00	D				
Ford Motor Credit	342	-643.70	D				
James & Cowper	101154	-3055.00	C				
Avonbridge Machinery	101195	-125.00	C				

In this case you may need to check for an alternative entry or you can edit the record by clicking on the blue Transaction number (hyper link). Once you are sure the item on the left is correct you can either drag and drop the Statement record across, double click on it or click the Match button again.

If there are 2 or more transactions in the Unreconciled list which, when added together match a transaction on the statement, it is possible to match them either to the total line or to individual child lines. Also child lines may be matched separately but all must be matched before the reconciliation can be saved.

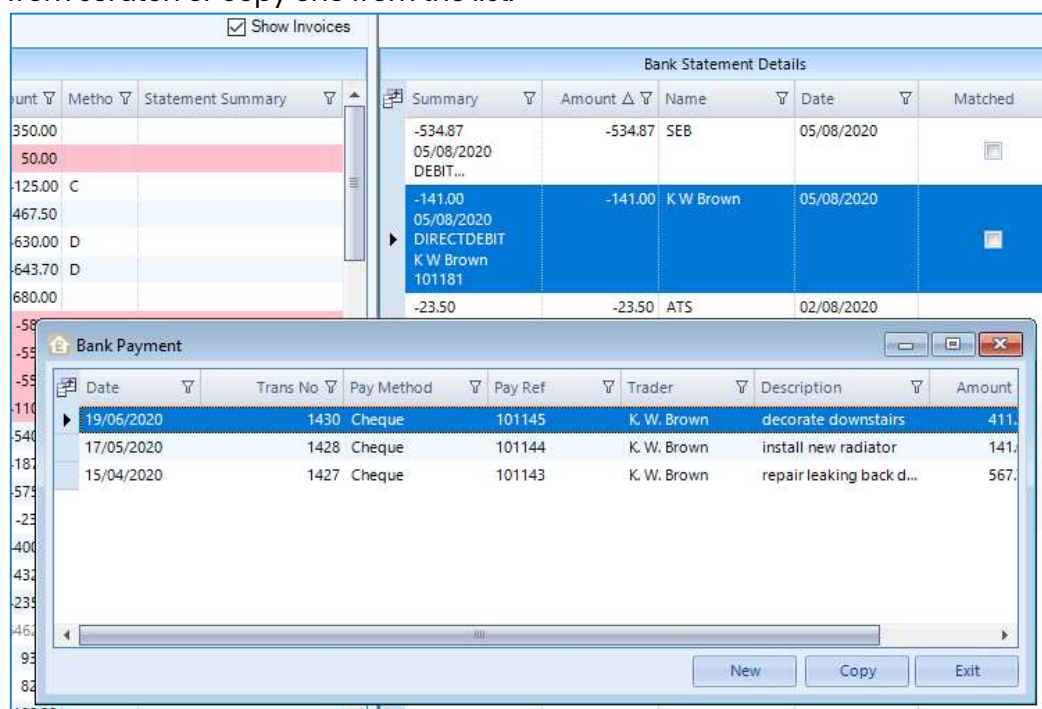
Having checked the Auto Match is correct, click on the Confirm button to move those lines to the Matched tab. The child lines will still appear on the Matched tab once confirmed.

The remaining records in the Statement Details section should be worked through to add records or edit transactions where needed.

New Transactions

New transactions can be added without closing the Auto Match screen. These will then appear when you click the refresh option, along with any other entries that other users may have added with a date prior to the statement date.

To assist in creating new transactions, select the unmatched entry on the right and click on New. Once the program has learned to associate statement information with traders it will check to see if the trader has any outstanding Invoices and open the appropriate Purchase Payment or Sales Receipt screen. If no outstanding invoices are detected and the trader is known, a list of up to 5 latest Bank Payments or Receipts for the trader are displayed. You may enter a new transaction from scratch or copy one from the list.



If there are no transactions for the trader or the program has not associated the reference with a trader previously, a new Bank Payment or Bank Receipt entry screen will open. This will be pre-loaded with the date and value of the entry. Add the trader and the details to complete the process.

Having added the trader code the program will again check to see if that trader has any outstanding Invoices so that you can raise a PP/SR instead and in order not to duplicate information. Save the entry then choose the Match option.

Once a transaction has been Matched and the statement has been saved or postponed, it will no longer be possible to edit the matched transactions.

Invoices

If the Show Invoices box is ticked then any relevant outstanding invoices will be shown. If a transaction on the statement matches an Invoice it will show in green on the unmatched side the same as with payments and receipts. Double click on the transaction or drag and drop and it will carry the details to the left hand side, however you cannot Confirm this match until the invoice has been paid. Click on the Pay Invoices button and it will automatically create a new payment or receipt for the invoice. Once this has been created the invoice will no longer show on the unreconciled list, but the payment will and as it is already matched it can be confirmed.

As with the WTP screen, if any invoices are On Hold they will have a pink background:

Unreconciled Transactions									
Trans. No.	Δ ∇	Type ∇	Code	Δ ∇	Trader	∇	Pay/Rc ∇	Amount ∇	Method
1014		SI	SMITH		W.J. Smith & Partners		0	2350.00	
1030		SI	TEN		William Tennon		0	50.00	
1197		BP	AVONB		Avonbridge		101195	-125.00	C

If the purchase invoice authorisation module is being used, any invoices that require authorisation before they can be paid will be greyed out.

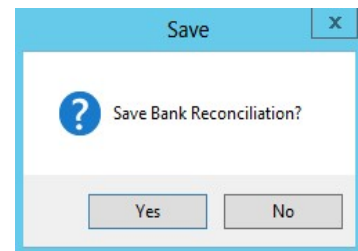
Bank Reconciliation

Once the Statement Details grid is completely matched, select save; there is a small prompt to let you know that this happening.

Selecting No will take you back to the Auto Match screen.

Selecting Yes will give you a bank statement number and take you back to the bank listing screen.

You may continue to enter and edit statements through the conventional method should you wish to.



The imported statement is not deleted once it has been successfully reconciled. However, if you attempt to load it again you will get a warning message about overlapping dates. It is your decision as to whether you delete or retain the old files.

Postpone

If you cannot complete the reconciliation you can Postpone an Auto Match. Once this has been done, when you select the Auto Match button it will only load the postponed reconciliation. You will not be able to start a new reconciliation for that bank until it is complete.

If a user selects a statement that has been previously part-reconciled or reconciled using the direct feed / auto match import then it will open up the auto match form instead of the manual reconciliation form. The statement listing screen shows the source of the reconciliation, either Manual, Auto Match or Direct Feed:

12345678		06/08/2020		59		-93936.62		-106706.86	
Bank:	01	Current Account							
Statement No.	57	Saved Statement							
Up to	No.	Date	Opening Bal.	Closing Bal.	Source	Status			
Opening Balance	59	06/08/2020	-93936.62	-106706.86	Auto Match	Postponed			
	58	31/07/2020	-59051.03	-93936.62	Manual	Reconciled			
Closing Balance	57	30/06/2020	-63720.50	-59051.03	Manual	Reconciled			
	56	31/05/2020	-67470.09	-63720.50	Manual	Reconciled			

When you import a bank file into Auto match a postponed statement is created in the list of bank reconciliations so that when you select the Auto match button it will always re-open this reconciliation. Should you wish to discontinue with this particular reconciliation for any reason then you will need to find the postponed reconciliation in the list and Remove it.

Direct Feed

This is to facilitate a direct feed from a user's bank account using Truelayer software which will allow for the automation of transaction entry and bank reconciliation. N.B. Please note that currently you will not be able to use Direct Feed with a Credit Card account and, depending on which bank you use, Savings accounts may not appear in the list of banks to link. See list at the end of these notes.

You will need to set up each bank that is going to use Direct Feed using the Setup Feed button on the bank details screen or click on the Direct Feed button in the bank listing screen.

If any banks have already been set up they will be listed here. Otherwise click on New to set up a new bank.

Enter the name of your bank.

N.B. It will be easier if you include all the accounts in this bank that you expect to use with Direct Feed.

The next screen is for information only so you can click on OK.

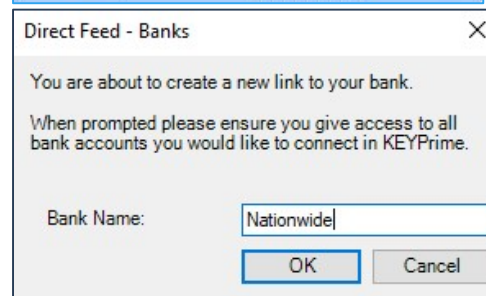


The 'Setup Feed' dialog box contains the following fields and options:

- Electronic Export Format: Clydesdale
- Reference: Demo Farm
- File Name: CLYDE
- Statement Import Format: OFX file (*.ofx)
- Non Active:
- Set Default:
- Setup Feed button

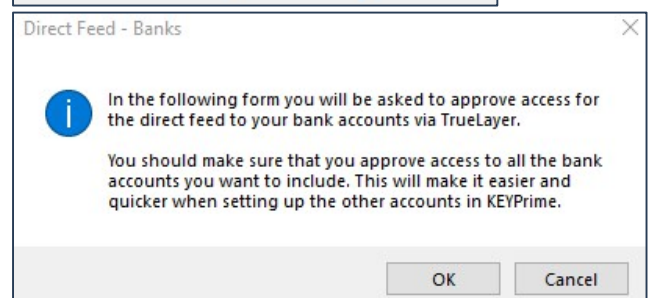


The 'Direct Feed - Banks' dialog box displays a list of banks. The list is currently empty, with a header 'Bank' and a search icon. Below the list are three buttons: 'New', 'Select', and 'Cancel'.



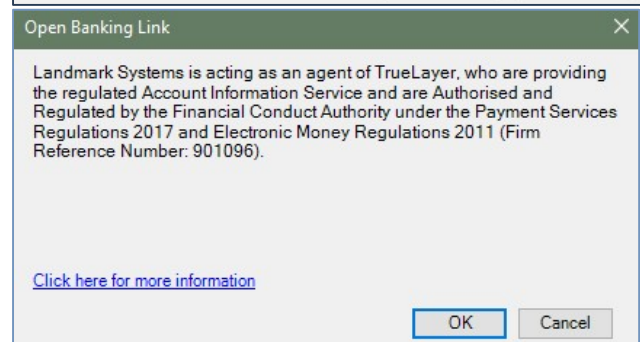
The 'Direct Feed - Banks' dialog box prompts the user to create a new link. It includes the following text and fields:

- Text: "You are about to create a new link to your bank."
- Text: "When prompted please ensure you give access to all bank accounts you would like to connect in KEYPrime."
- Bank Name field: Nationwide
- Buttons: OK, Cancel



The 'Direct Feed - Banks' dialog box displays an information message:

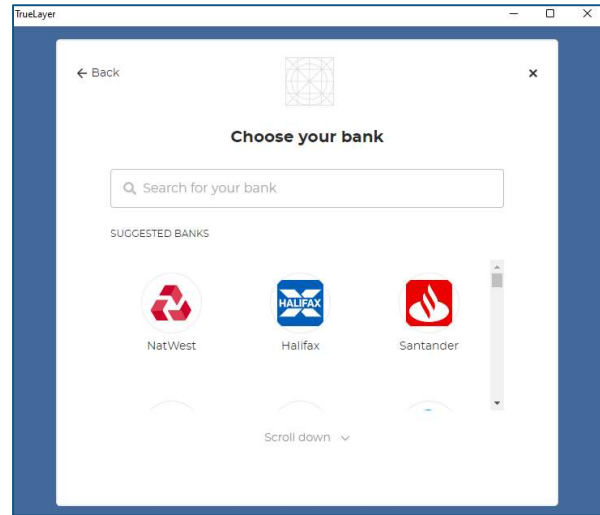
- Icon: Information (i)
- Text: "In the following form you will be asked to approve access for the direct feed to your bank accounts via TrueLayer. You should make sure that you approve access to all the bank accounts you want to include. This will make it easier and quicker when setting up the other accounts in KEYPrime."
- Buttons: OK, Cancel



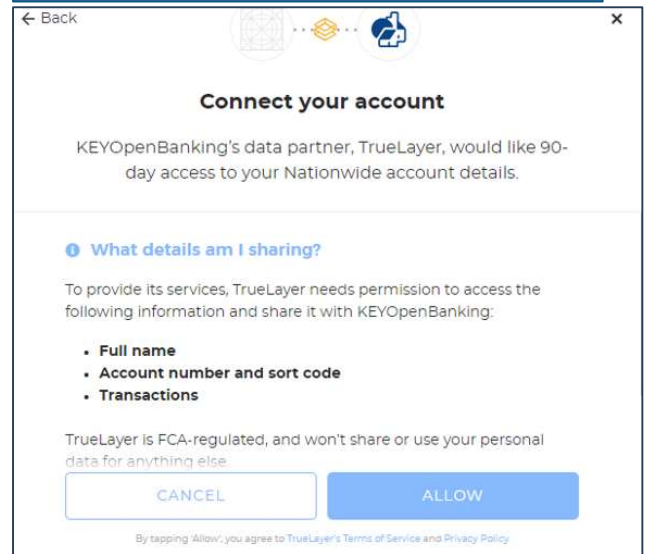
The 'Open Banking Link' dialog box provides regulatory information:

- Text: "Landmark Systems is acting as an agent of TrueLayer, who are providing the regulated Account Information Service and are Authorised and Regulated by the Financial Conduct Authority under the Payment Services Regulations 2017 and Electronic Money Regulations 2011 (Firm Reference Number: 901096)."
- Text: [Click here for more information](#)
- Buttons: OK, Cancel

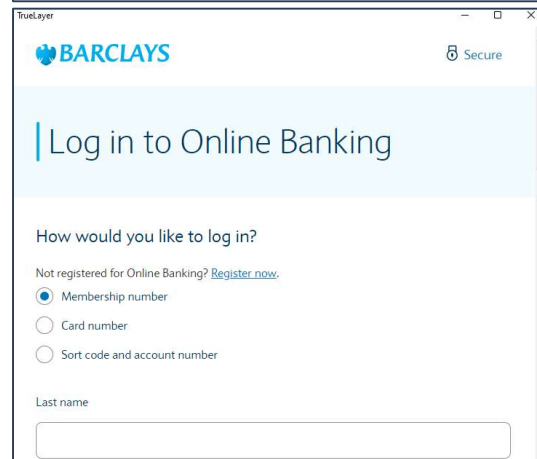
Select bank:



Click on Allow to give Truelayer permission to access your bank account data.

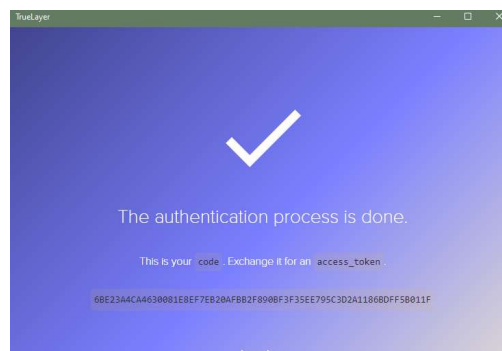


Bank login. Each bank will have their own screen for login, this is just a demo:

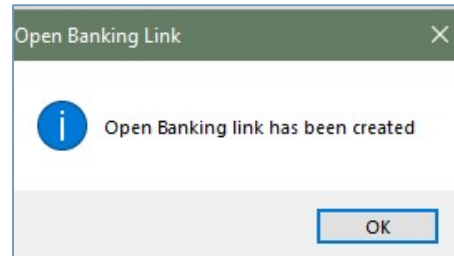


Once you have logged in you should see a list of your bank accounts which can connect to Truelayer. Tick or select all those you wish to use with Direct Feed. Each bank will have different setup procedures so they are not shown here. Once the accounts have been linked you will see the following screen.

Wait for this screen to disappear automatically, no user input is needed here.



Then you will get this message:



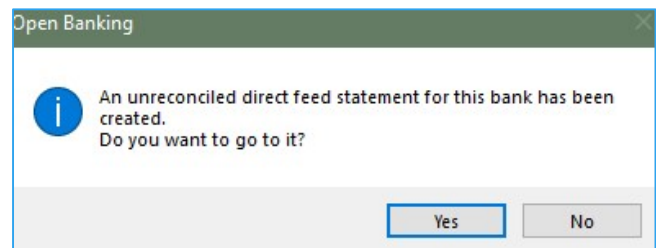
To start reconciling, enter the end date then download.

N.B. Depending on your bank you may have a limited time to download historical transactions – generally over 90 days old. The time may be anything from 5 to 45 mins after you have linked to the bank.



If more time is needed e.g. because you want to reconcile each month separately then you may have to Unlink the account and setup the Direct Feed link again and download the next month's information. You may find it easier to download all the historical transactions in one go, but they will then be just a single reconciliation.

Next message:



Once you click on Yes the same screen as Auto match opens with the transactions already downloaded.

When you click on Direct Feed the system:

- Adds a new Statement to KEYPrime with the End Date stored as the statement date.
- The From date for the transaction import will be based on the previous statement end date or, where there are no statements, from the first transaction date stored in the system.
- Imports the Bank transactions into the new bank transactions table up to the Statement Date.

Once the Direct Feed has been set up the button on the Bank details screen will change to Unlink Feed so the bank can be unlinked if necessary.



User Roles

For companies which have the optional module User Roles. New options are available in the Ledger, Bank section for Direct Feed and Bank Rules which may need to be updated for users already set up.

Banks which KEYPrime can connect to using Truelayer

Bank of Scotland	Current Account
Barclays	Current Account, Savings Account

Chelsea Building Society	Savings Account
Danske	Current Account, Savings Account
First Direct	Current Account
Halifax	Current Account, Savings Account
HSBC	Current Account, Savings Account
Lloyds	Current Account, Savings Account
Monzo	Current Account, Savings Account
Nationwide	Current Account
Nat West	Current Account, Savings Account
Revolut	Current Account
Royal Bank of Scotland	Current Account
Sainsbury's Bank	Current Account
Santander	Current Account
Starling	Current Account
Tesco Bank	Savings Account
Tide	Current Account
TSB	Current Account, Savings Account
Ulster Bank Northern Ireland	Current Account, Savings Account
Virgin Money Standalone	Current Account
Wise	Current Account, Savings Account
Yorkshire Building Society	Savings Account

NOTE - we currently do not connect to credit card accounts as these work differently to standard accounts.

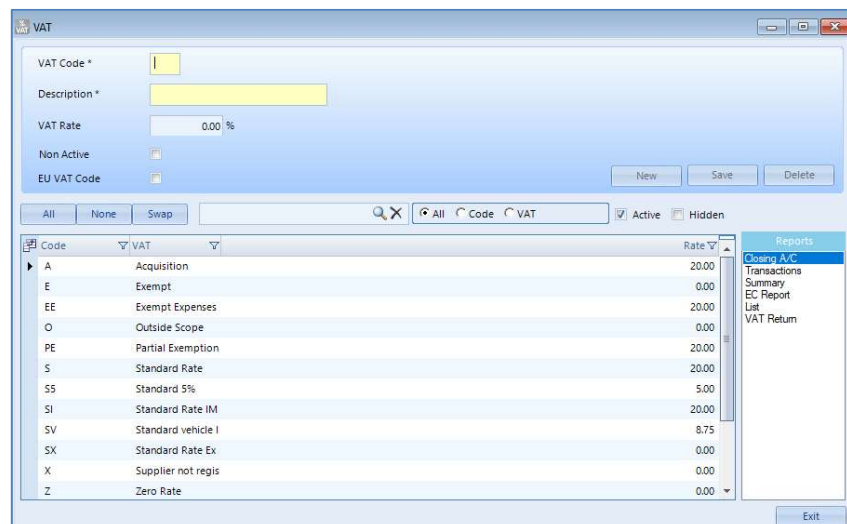
VAT

If the company is VAT registered it is essential to have the VAT Registration number in the Setup, Business Details section, as it acts as the trigger to implement VAT codes. Otherwise all entries will be treated as outside the scope of VAT (VAT code O) and no other codes will be available. See "Business Details" on page 38.

VAT codes

VAT codes are common across all companies in a database, so adding a new VAT code to one company will mean that it can also be used in any other Company.

The data is issued with reserved VAT codes that cannot be changed: O, E and A. Other common codes are included for convenience. Users can change the details of a code and add new codes of their own.



To add a new VAT code select **VAT** from the Menu Ribbon. Enter a **New** code in the VAT code box or edit an existing code, (e.g. should the VAT rates change) by highlighting the code and the details will appear in the top part of the screen. Press Save or Cancel if you need to abandon edits. You may Delete a VAT code that has not yet been used by any transaction in any company.

VAT Code	A unique code up to 2 characters in length.
Description	This is used to describe the VAT code.
Rate	The percentage rate for the VAT code.
EU VAT Code	The tick box must be marked if this is an EU VAT Code for Imports and Exports.
Reverse VAT	This tick box is used when creating reverse charge VAT codes. See below for more detail.

KEYPrime Accounts allows any number of VAT codes to be entered.

The reserved code 'O' for outside the scope is the only VAT code which will be excluded from a VAT return. The following list details the default VAT codes setup on KEYPrime Accounts::

A	Acquisition
E	Exempt
EE	Exempt Expenses
O	Outside the scope, even of the turnover calculation
PE	Partial Exemption
S	Standard Rate
S5	Standard Rate 5.0%
SI	Standard Rate Import
SO	Standard 17.5%
SX	Standard Rate Export
Z	Zero Rate
ZI	Zero Rate Import
ZX	Zero rate Export

Reverse Charge VAT

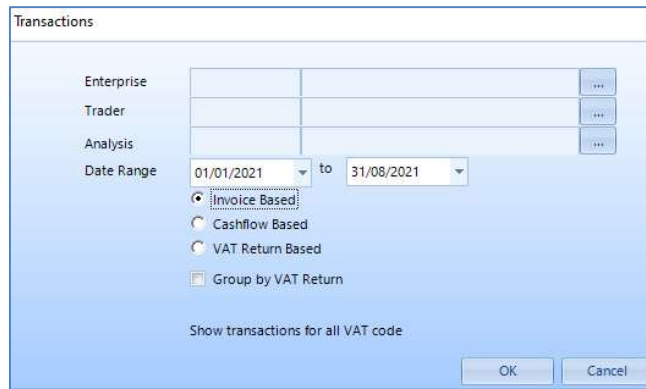
KEYPrime now allows users to create Reverse Charge VAT codes which will automatically allow for the reverse charge when used on transactions. It will create a reverse line for the expenditure VAT on purchase invoices or bank payments. In the case of sales invoices and bank receipts no VAT is charged and only the Net amount will show. Reverse Charge VAT not only relates to Construction Industry Scheme invoices but can be used for imports as well.

VAT Reports

Closing A/C This report will produce a list of all the unclaimed items, in summary or detail, as at the specified closing date. This will audit the VAT Control Account on the balance sheet for the chosen date and is often used at year end. It will also show if subsequently the transaction has been included on a return.

Transactions A list of all entries for All or Selected VAT codes. There are further filtering options available including by Enterprise, Analysis or Trader. The report can be based on the Invoice date or Payment date (cashflow) based. There is an option to show only those transactions included on VAT returns for the date range selected.

The VAT return based report will always exclude code 'O' Outside the scope whether selected or not, other reports will show these transactions.



Summary

The VAT summary provides the same options and results as the VAT transactions report but will provide the information in a simple summary showing the Input and Output, Net and VAT figures, for each VAT code for the period covered.

List

Provides a simple list of the Codes, their names and prevailing rate.

VAT Return

This launches the VAT return processing and reporting section, the same as accessing Return directly from the VAT ledger menu.

VAT Return

VAT Return

VAT Return No. Recurring Entries need processing

Period from To

Last submission dated 02/02/2021 for £147.72

		£	Under/Over Declaration
VAT due in this period on sales and other outputs	1	0.00	0.00
VAT due in this period on acquisitions of goods made in Northern Ireland from EU Member States	2	0.00	0.00
Total VAT due (the sum of boxes 1 and 2)	3	0.00	0.00
VAT reclaimed in this period on purchases and other inputs (including acquisitions in Northern Ireland from EU member states)	4	398.89	0.00
Net VAT to be paid to customs or reclaimed by you (Difference between boxes 3 and 4)	5	398.89	0.00
Total value of sales and all other outputs excluding any VAT. Include your box 8 figure	6	33899.18	0.00
Total value of purchases and all other inputs excluding any VAT. Include your box 9 figure	7	28485.08	0.00
Total value of dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU Member States	8	0.00	0.00
Total value of acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU Member States	9	0.00	0.00

Summary By VAT Code

Including Under and Over Declarations		Outputs		Inputs	
Code	Description	Net	VAT	Net	VAT
E	Exempt	32607.02	0.00	26416.65	0.00
F	Flat Rate	0.00	0.00	70.69	14.13
PE	Partial Exemption	0.00	0.00	1747.75	334.75
S	Standard Rate	0.00	0.00	1.40	0.00
Totals		33899.18	0.00	28485.08	398.89

At the top of the screen there is a drop-down list which allows you to choose whether to look at an existing return or to create a new one. When New is selected the period To box will enter the next end date for a return, based on the company settings and the date of the last saved return. The company settings are chosen in Setup, Setup Defaults, VAT and can be monthly or quarterly. The To date can be overwritten but it must not be on or before the From date which is brought forward from the last saved return. It must also not be before the company year start date if no previous returns have been saved. A warning will show if there are Recurring entries that need to be processed before the return is run.

Right-hand options

The Right-hand options are:

Calculate

Once the appropriate end date has been entered press the calculate button. This will identify which transactions should be on the return and which box they should show in and will show a preview of the return on the screen.

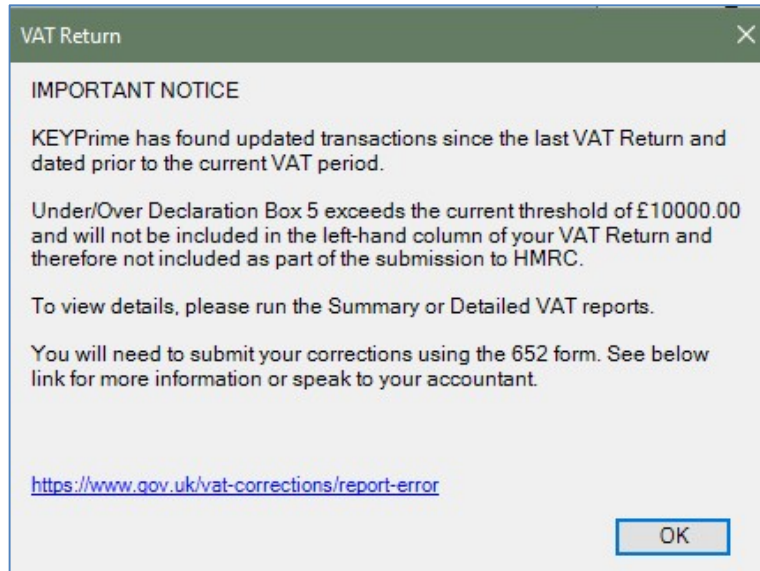
Any values that should have been on a previous return but were entered or edited after that return had been confirmed, will show in the Under/Over declarations

column on the right of the screen, following a warning message. This column will also include transactions which have already been included in a VAT return but have since been edited.

Where the value in Box 5 Under/Over declaration is less than the limit that is set in, Setup/defaults/VAT, the figures will still show in the right column but they will be included in the left-hand column and only one return will be produced.

If the total amount of Under/Over declared items in Box 5 is greater than the limit that is set in, Setup/defaults/VAT, the warning will be more severe and the figures in the right-hand column will not be included in the left-hand column.

In this case a supplementary return will be produced for just the Under/Over declared items. A link is provided to the HMRC website:



Confirm

Once the VAT return is ready to be completed it must be Confirmed. This will mark the transactions on this return so that they will not be included in further VAT returns unless edited or deleted.

The system will prompt for an invoice date (defaulting to the last day of the Vat period) and the payment due date. An invoice will be created for HM Revenue & Customs and a transaction number will be shown.



The HMRC button appears once a VAT return has been confirmed.

To comply with Making Tax Digital (MTD) KEYPrime has the ability to digitally send the VAT return to HMRC. In order to use this route to submission you will need to be enrolled with HMRC. Please contact the support line for details. Once you have done this then you can use the MTD button to submit the information automatically. This will open another box for you to fill out your credentials and save them if required – the information from your 9 boxes will then be uploaded directly to HMRC. The return screen for a company that makes submission by MTD will show the date of the last submission on the screen.

If you click on the wording **HM Revenue and Customs** you will be taken to their website to enter your details in. If there is a problem submitting the VAT return because of issues at HMRC, a message is shown that includes a link to their website.

Note: Once Confirmed, the VAT report and supporting detail should be printed and retained for your records, along with a copy of the return physically sent.

Unmark

A VAT return may be Unmarked if it has **not** been submitted. This allows the VAT return to be recalculated if necessary.

Retrieve Option to verify the VAT submission. This will retrieve the latest return from HMRC so you can check it matches. If the submission failed it will warn you of this.

Export Option to export the return to another KEYPrime company.

Import Option to import from another KEYPrime company or other software. See further details below.

Print This option will print the VAT return as displayed. If the VAT return has not been confirmed it will have DRAFT printed across it.

Pay Opens Sales Receipt or Purchase Payment entry for the reserved VAT trader. Purchase Payment opens when Box 5 shows VAT is owing.

Detailed This report gives the details of all transactions included in the return sorted by Output and Input VAT and grouped by VAT code. Within these groups there is also the option to sort by Trader. The landscape version will show analysis codes if used. The report is also grouped into Domestic and Export VAT where used. This report should be saved or printed to support the return information produced.

Summary The summary report shows the same information as the detailed report but it is grouped by transaction rather than VAT code.

EC VAT report An EC VAT report is provided for those businesses that trade with other European Union countries and need to submit this extra information to HMRC.

Exit Returns to the main VAT list box.

Summary By VAT Code After calculating the VAT return a summary by VAT code is displayed at the base of the return. This is particularly helpful where Partial Exemption de-minimus information is required.

Summary By VAT Code					
Including Under and Over Declarations		Outputs		Inputs	
Code	Description	Net	VAT	Net	VAT
E	Exempt	1400.00	0.00	7157.40	0.00
S3	Standard 17.5%	76.00	11.62	5446.91	915.83
Z	Zero Rate	10698.00	0.00	16579.82	0.00
Totals		12174.00	11.62	29184.13	915.83

Group VAT

There is a legal requirement for all VAT submissions to be fully traceable through a digital path. Where companies have separated their operations into 2 or more data companies, but have retained 1 VAT submission, there is a need to merge the values of the companies.

When running VAT returns KEYPrime will now detect if a company is part of a group.

If it is a Subsidiary the return will be run in the normal manner and all will be as current except the ability to make the submission of figures to the HMRC will be disabled.



It will show a different graphic in the place of the VAT links to indicate the company is a Subsidiary. Click on this graphic to show details of the Submission company and VAT return settings.

VAT Submission Group Details

Submission Company: Demo Advanced Accounts

VAT Returns: Monthly on an Invoice basis

VAT Return Dates: 01/11/2020 To 30/11/2020

Under / Over Declaration Limit: 10,000.00

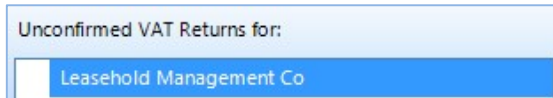
Companies in Group: 2

Show Under / Over Declaration Amounts

OK

Where the company is the Submission company it will not be possible to confirm a VAT return until all companies in the group have confirmed their individual returns for the period.

The space where the submission Graphic is displayed will show information as to which Subsidiaries still need to confirm their returns for the period.



VAT Receipt/Payment

Payment or Receipt of VAT from HMRC can be entered by pressing the Pay button on the VAT return Screen. Where Box 5 is less than 0 a Purchase Payment entry screen will show, otherwise a Sales Receipt screen will be displayed. In both cases the reserved VAT trader will be shown along with all outstanding Invoices.

Alternatively VAT settlement is entered via a Purchase Payment or Sales Receipt to the default VAT Trader.

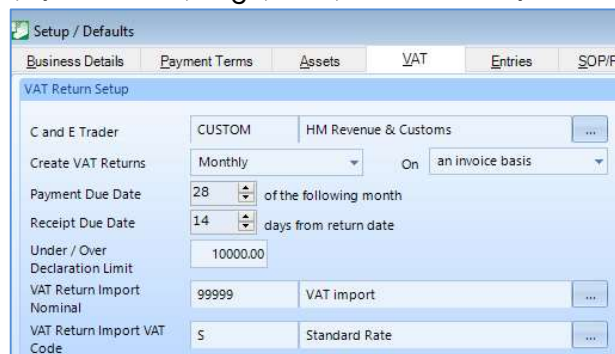
Note: Part-payment of a VAT return is **NOT** permitted. If more than one payment or receipt is required the initial amounts need to be saved without allocating to an invoice, i.e. as On Account (PA or SA). When the final payment/receipt is entered put Y against the invoice and all on account amounts.

Payments of sums to or from HMRC for VAT should only be via this method. **DO NOT ENTER** VAT payments via Bank Payments or Receipts.

Import/Export

There is now a facility to Export VAT data from one KEYPrime database and Import it into another one to merge into a single VAT return. There is also the option to import the VAT data from other accountancy products such as Farmplan, Quick Books, Sage, Xero, Sum-it and Qube.

In the Setup/Defaults VAT tab there are 2 fields which can be filled in to provide the default nominal and VAT codes for the Import. If they are not completed the user will be prompted for the codes when importing.

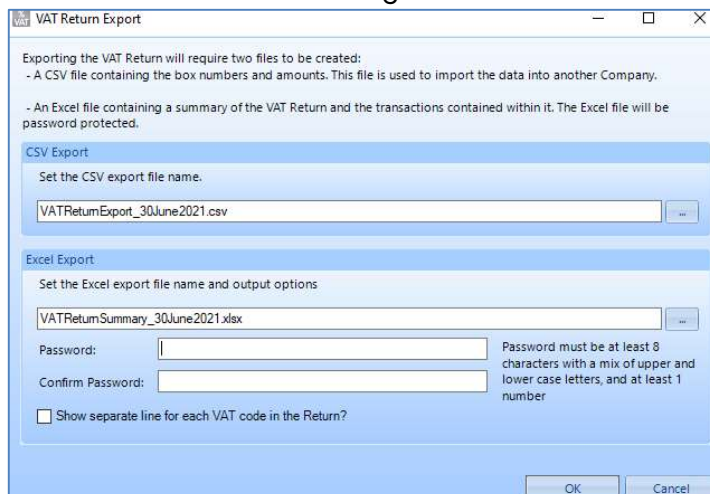


The VAT return import nominal will be a Balance sheet nominal.

Export

To Export a VAT return from another KEYPrime database, calculate the VAT return as normal and Save. Once saved the Export button will become live.

Click on this and the following screen will be shown:



A password is necessary; take a note of it as this will be needed if you wish to look at the details Excel file.

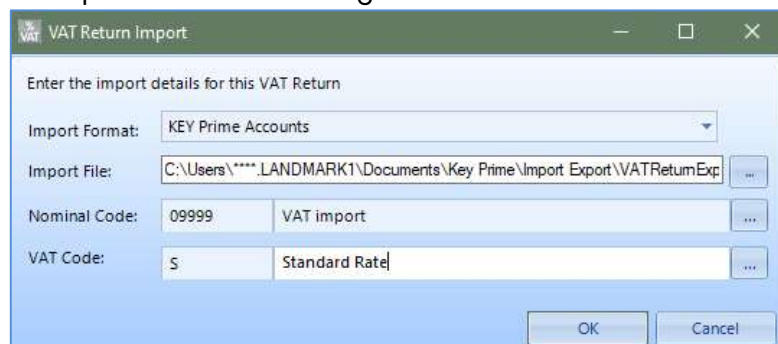
Enter a password and click on OK. 2 files will be created:

1. A CSV file which has the summary of the amounts to be imported
2. An Excel file which includes a summary, VAT 100 and details of the transactions.

The files will automatically be named with the end date of the VAT return period, but these can be edited. The files will be saved in the default path of C:\Users****\Documents\Key Prime\ImportExport but again this can be edited.

Import

In the receiving database the Import button will stay live on a VAT return until it is confirmed. Click on Import and the following screen will show:



The summary details are checked to make sure that they have the same VAT registration number and period end dates as the company being imported into. If all is correct the data is imported as a journal and included on the VAT return.

Once the file has been imported it will be renamed to have 'Imported' in the file name so the user does not duplicate the import. A check is also made in KEYPrime to detect if the data has already been imported.

Hints and Tips

New returns may be created for any date range from the last return simply by changing the To date at the top of the screen. This may be relevant when starting with KEYPrime and your quarterly returns do not coincide with your year end. It also means annual returns may be produced if this is what is required.

If you find that all your Nominal Codes or Transactions will only allow VAT code 'O' this is because you have not yet entered your VAT registration number in the Business Details under Setup.

With Grouped VAT returns, if one company VAT return has an over/under amount greater than the Declaration limit then all returns for that period must be flagged as over or under the declaration limit before the main return can be submitted.

Currency (optional)

Where the Multi-Currency Module has been purchased the Currency Ledger is used to define currencies, their Revaluation Nominal codes and the exchange Rates.

Select Ledgers from the top menu ribbon and then click Rates.

Click New or Edit to setup or maintain the currency. A unique short code up to 3 characters can be entered to identify the currency, along with the name of the currency in the Description field.

The currency symbol should be entered for use on reports and stationery. Where not available on the keyboard they can be selected from the Windows Character Map. **N.B.** ALT GR +\$ gives €.

Two special nominal codes need to be added to each currency in order to allow automatic posting of exchange rate gains or losses. These are caused by a difference in rates between the Invoice and Payment entry, or VAT. The Revaluation nominal should be an overhead type nominal and should have a VAT code set to Outside the scope of VAT. The VAT revaluation nominal should also be an overhead type nominal but should be S VAT.

The VAT that is entered on the VAT return must exactly match what the supplier has charged in the domestic currency. If there is a difference with the VAT that is calculated using the exchange rate on the suppliers invoice compared to the exchange you have used, this difference is posted to a VAT revaluation nominal.

Separate nominal codes can be used for each currency if preferred, and although only one currency code needs to be set up for all companies, each company will need to define the specific Revaluation Nominal codes.

For further information see separate **Error! Reference source not found.** notes.

Smartview

The Smartview icon on the toolbar shows the Cashflow smartview only. This is a graphical representation of the cashflow and provides a comparison to the master budget values for a specific date range. By default, the report will show the cashflow from the start of the current financial year to the current month.

The Cashflow and P&L smartviews are also available from the Management, P&L/Cashflow criteria screens. See "Smartview" on page 172.

There are also a Debtors and Creditors Smartviews in the Trader ledger section. See "Debtors and Creditors Smartview" on page 66.

Profit & Loss

Type

- Monthly
- Quarterly
- Annual
- Progress
- Quantity
- Variance

By

- Group
- Nominal

Date range

From 01/01/2021

To 31/05/2021

Show

- Actual only
- Budget only
- Compare actuals with
- Include Budget Notes

Show Quantity

Finalised Budget

Finalised Budget

Excel Smartview OK Cancel

Diary

The Diary icon opens the Diary listing screen with all diary actions showing for the date range. There is the option to run a Diary Activity report which can filter by Action type, Due date, Created by and Assigned to. Or there is a Search String field which can be used to look up specific words.

Due Date	Action Code	Subject	Description	Trader	Property Code	Frequency Name	Type	Value	Docs
30/07/2019	BANKR	Reconcile Banks	Reconcile Banks	ZZZZZ		Monthly	Trader	0	
28/07/2019	STO	Process recurring	Process recurring entries	ZZZZZ		Monthly	Trader	0	
25/07/2019	PAYMNT	Payment run	Payment run required, make sure	ZZZZZ		Monthly	Trader	0	
18/06/2019	DEBT	Debtor Control	Mary said that the payment of th	ADDONS		Weekly	Trader	0	
01/05/2019	STOP	Stop on trading a	A stop has been placed on any fu	TEN			Trader	0	
16/06/2019	ALERT	Account Alert	Invoice CH1234 on hold as waitin	CHEESESU			Trader	0	
12/06/2019	ALERT	Account Alert	Account on hold credit expected	GAMEK			Trader	0	
30/08/2019	ALERT	Account Alert	Agreed installment payment of E	SMITH			Trader	0	

8 0.00

Edit Process Reassign Delete Export Exit


Reports

- Diary Activity

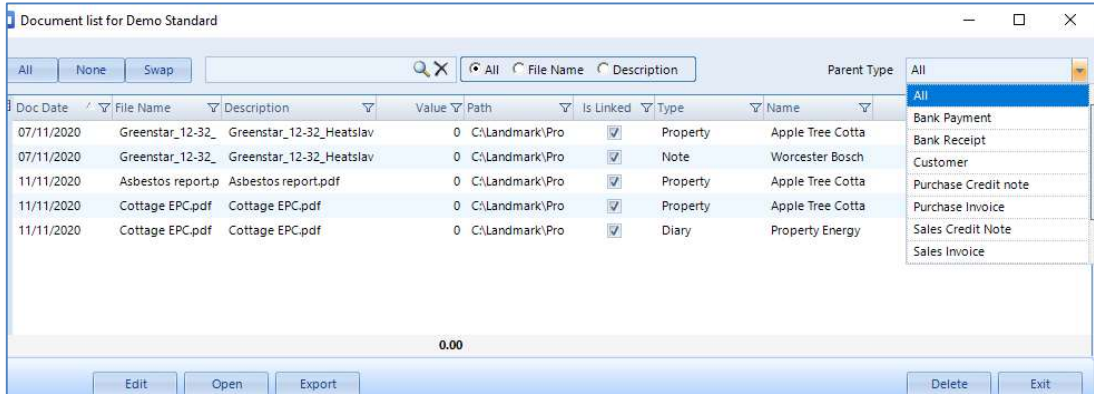
See the Trader ledger "Diary" on page 59 for further information on trader diary actions.

Property type diary actions are only available for use with the optional module Property Lite. See separate module notes for **Error! Reference source not found.**

Documents

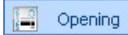
All entry screens now have a  button in the top right corner which, when clicked, will open the document details form to allow a new document/URL to be attached/copied to the object. Depending on the type of entry screen the button may not show until the object has been saved e.g. entering a new Trader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

The Documents icon on the toolbar opens the listing screen. This defaults to All Documents but the drop down menu allows the user to select transaction types or the Customer/Supplier lists.



Documents can be Edited, Opened or Deleted from this screen but new ones must be added on a transaction or trader.

4. Opening Balances

All opening balances are entered by selecting  from the Menu Ribbon. This section will display the various screens for which opening balances may be entered.

Nominal codes and bank accounts may be set-up whilst entering opening balances - there is no need to have entered them previously.

Opening Trader Balances

Click on either Purchase/Sales Invoice or Credit Notes from the Opening section on the menu ribbon to enter outstanding invoices for suppliers or customers. They are preferably entered invoice by invoice with a complete analysis of each invoice, as this will be shown on the cashflow reports once they have been paid.

If any On Account balances are held with a supplier these should be entered as Credit Notes.

Opening Purchase Invoice/Sales Invoices

The routine for entering an Opening invoice is almost the same as a standard invoice but with just a few differences:

**VAT
previously
claimed**




In the header section of opening invoices there is a tick box titled '**VAT Previously Claimed**'. Tick the box if the VAT has already been returned on a previous system. By default, if the accounts are invoice based this box should be pre-ticked. If cash based it will not be available.

If the VAT is still to be re-claimed then untick the box. The VAT on the invoice will now be included on the next VAT return.

This tick box will not show if a year end has been run on the data.

Date The date of the invoice must be before the start of the financial year.

Payment due date The payment due date must be a date in the current financial year so that the invoice is included in the projected cashflow.

A saved Opening invoice may only be edited through the Opening menu. Either use the **Edit** button, enter the Transaction number then press tab, or use the  enter the Invoice number and press tab. Transactions may be removed by clicking on **Remove** if not yet paid.

Where VAT is on a Cash basis the tick box will not show on the Opening Invoices screen; as the invoice has not yet been paid it cannot have been previously returned.

Bank Payments and **Receipts** entered in the current year do allow an invoice date to be entered that is in the previous financial year, but there is a warning. This is a quick way to enter opening invoices and mark them as paid at the same time. However these will automatically be assumed to have **not** been previously included on a VAT return. Therefore this method should only be used for any invoice where the VAT has **not** already been included in a previous VAT return.

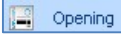
Opening Purchase Credit Notes/Sales Credit Notes


These follow the same entry rules as for Opening Purchase/Sales Invoices except that the payment due date of a **Credit Note** is assumed to be immediate so will automatically show in the first month of the financial year. If any On Account balances are held with a supplier these should be entered as Credit Notes.

The **date** of the Credit Note must be before the start of the financial year.

The **receipt due date** must be set to a date in the current financial year in order that the invoice is included in the projected cashflow.

Banks - opening balances

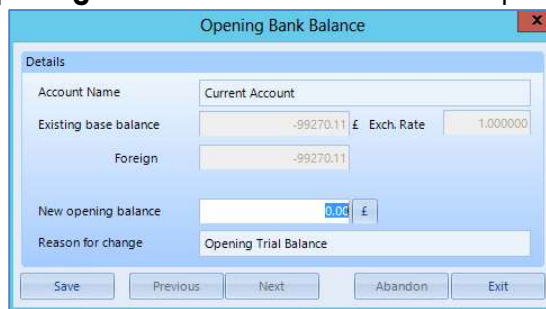
To enter the **Opening Bank Balance(s)** click on  Opening from the Menu Ribbon and Bank Account from the Banks section.

This shows the same screen as choosing  Bank from the Ledger Ribbon with the name of any accounts that have already been set-up, together with their opening balances. If new bank accounts are needed click on **New** at the bottom of the screen.

To enter an opening balance, highlight the bank account and press the **Opening** button on the right-hand menu. This will show the current opening bank balance and allow you to enter the new opening balance.

The description defaults to **Opening Trial Balance** but a new description may be entered.

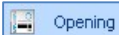

If the opening balance is £0 this must be typed into the New Opening Balance field and Saved, otherwise the balance will remain as previously.



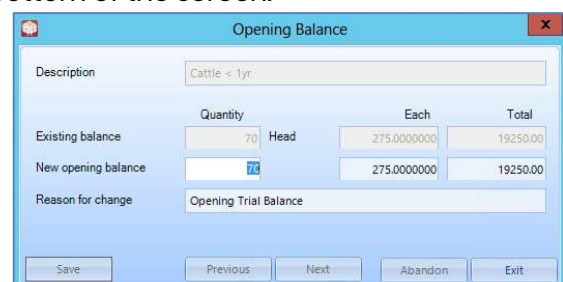
Note: The Balance entered should be the reconciled Cashbook Balance not the balance that is on the Bank Statement.

If the reconciled cashbook position is not known it may be calculated by adding the unrepresented receipts and subtracting the unrepresented payments to the balance on the bank statement. However, DO NOT ENTER unrepresented Cheques or Receipts here at this stage. Opening unrepresented cheques and receipts should be used under instruction and with caution. If you work out the reconciled position correctly you will have no need to use Unrepresented Cheques/Unrepresented Receipts.

Opening Stocks

To enter the opening stock values select  Opening from the Menu Ribbon then Stocks from the Asset section. This displays the same screen as selecting  Stock from the Ledger Ribbon. If new stock records are needed then click on **New** at the bottom of the screen.

Highlight the stock code and press the Opening button. This displays the screen shown here with the existing balances and the cursor ready at the new opening Quantity.





Having entered the quantity tab to and enter either the value per unit (each) or the Total value.

You may enter just a Total if required – you do not have to have a quantity.

If stock opening balances subsequently need adjusting these amendments are performed by the same method.


Opening Fixed Assets

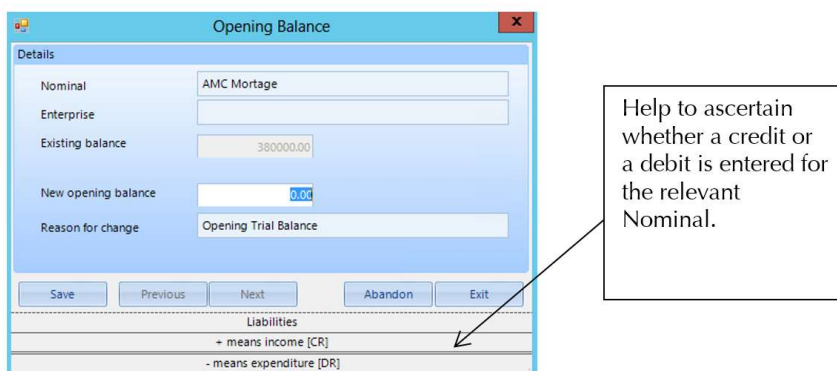
To enter the Opening Fixed Asset values select  **Opening** from the Menu Ribbon then Fixed Assets from the Assets section. This displays the same screen as selecting  **Fixed Asset** from the Ledgers Ribbon. If new fixed asset records are needed then click on **New** at the bottom of the screen. See "Fixed Asset Maintenance" on page 78 for further information on entering fixed assets. To change the Opening Book Value (OBV) on an existing asset, highlight the asset and press the **Edit** button. This displays the screen shown below with the existing opening values.



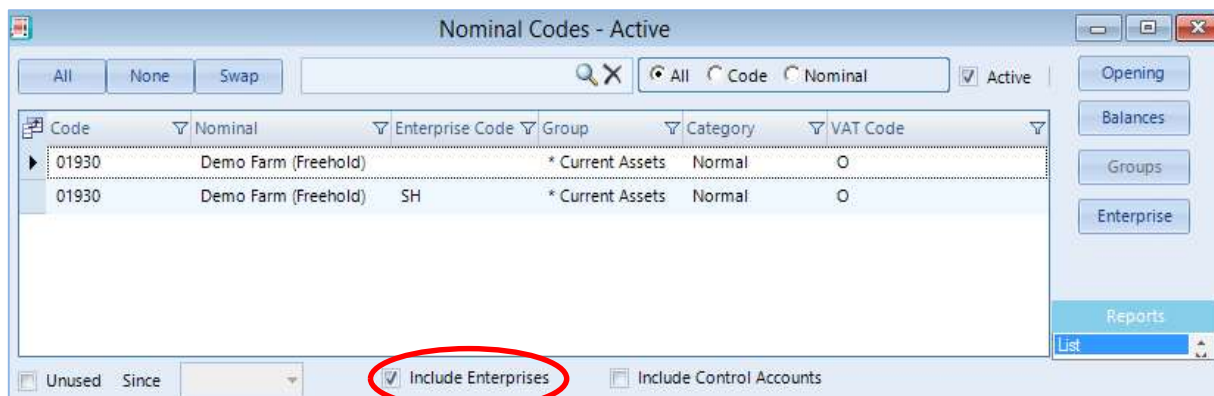
Overtyping the Opening book Value if required. You will be warned if the value is greater than the Purchase price or if you try entering a negative value.

Opening Balance Sheet Balances

To enter the Opening Balance sheet balances select  **Opening** from the menu ribbon and the relevant nominal type from the Balances section. If a new code is needed click on **New** at the bottom of the screen and add a new Nominal code ensuring it is in the correct Group. Once the code/enterprise combination is selected, choose the Opening button to display the current balance and enter the new value, the description will default to **Opening Trial Balance** but may be changed.



Where values are to be entered to enterprise level it will be necessary to include enterprises on the Nominal List, before selecting and editing Nominal and Enterprise code combinations in turn.

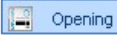


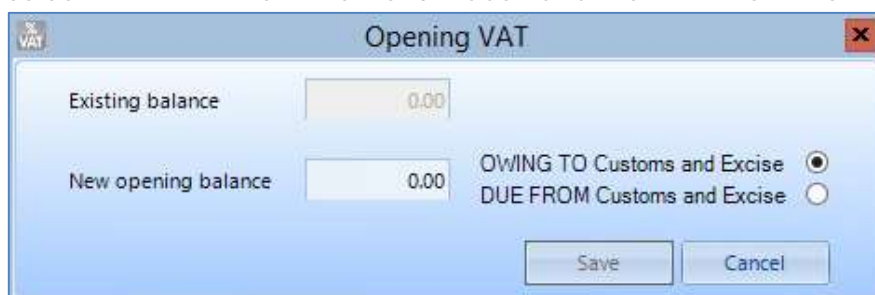
Where several codes have been selected the Next and Previous buttons can be used to scroll through the selection, otherwise enter a new value and press Save to take you through to the next balance.

Please remember that each balance is specific to the Nominal and Enterprise Code combination selected. The Trial Balance and Balance sheet value will show you a sum of all combinations for the Nominal Code, so when editing opening balances check that the Include Enterprises option is showing on the Nominal Code listing screen.

Opening VAT

The opening VAT invoices to or from HMRC cannot be entered as normal opening Invoices because they use reserved control nominal codes. A special menu has been provided to allow the value to be entered whilst maintaining the integrity of the VAT ledgers.

Select  from the Menu Ribbon and then **VAT** from the VAT section.



Enter the opening balance and select the correct radio button option as to whether it is **Owing To** or **Due From** the Revenue and Customs.

- If it is *Owing To* the Revenue and Customs then a Purchase Invoice will be created and form part of the opening creditors.
- If it *Due From* the Revenue and Customs then a Sales Invoice will be created and form part of the opening debtors.

Note: where more than one VAT return invoice is outstanding, enter the oldest value first. Then amend the figure to show the total outstanding, which causes a subsequent invoice to be added, until the total outstanding balance matches what is expected. This will generate a number of individual invoices which can be paid off as the individual payments are made or received. These invoices can be paid just like any normal invoices by entering a Sales Receipt or Purchase Payments and entering the reserved VAT trader CUSTOMS to show these outstanding invoices.

Opening Journals – Journal Nominal, Prepayment and Accrual

Opening Journals can be entered with a date in the previous financial year for transferring values between nominal codes on the Profit and Loss or balances around the Balance sheet codes.

Opening nominal journals cannot be used for making adjustments to Fixed Assets or Depreciation, or to change any Control accounts. Control accounts can only be amended by correcting the


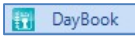
relevant transaction. You can no longer sell a Fixed Asset on an opening journal as this could corrupt the data.

Opening Accruals and Prepayments can be entered and amended through this menu, which will police the logic of the dates used, see "Accruals/ Prepayments" on page 138 for more details.

5. Entries

Overview

The various data entry screens operate in a very similar way, so to avoid repetition a detailed explanation has been provided for the **Purchase Invoice** transaction. Differences of operation are covered in the other transaction types.

Most entry of accounting data can be achieved by selecting the  or  from the Menu Ribbon. **Entries** displays the various entry types as summarised below and is suited to those who just want to work through a pile of invoices for example. The Daybook data entry is well suited to those who also like to look up and copy existing transactions when adding new entries. Neither is right or wrong it is purely personal preference.

Copying Descriptions

Descriptions can be copied from within a transaction or from one transaction to another:

CTRL C (Copy) and CTRL V Select the Text whilst editing the description field and use CTRL C to copy then CTRL V to paste onto another line either within the transaction or on a new transaction.

CTRL D Copy the description entered on the last line of the last saved transaction into the description field of the current transaction.

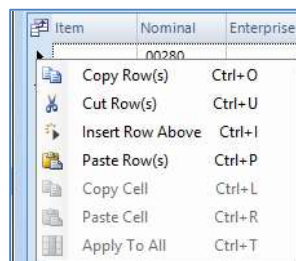
Apply to All Right Click and choose Apply to All to make all the descriptions the same (also applies to other fields)

Non-active/Hidden Codes

Where a non-active code has been used on a transaction it will show in **RED**.

Right click menu

Right click on any Item line and a new menu opens with different options depending on whether the mouse is over the left margin of the item line or on a field within the item line:



If the mouse is over the left margin then the options cover the whole line and include being able to insert a row above the selected line or copy and paste the row to the bottom of the entry screen. If you click the mouse on a field that has data in it then the copy and paste cell options and the Apply to all are available.

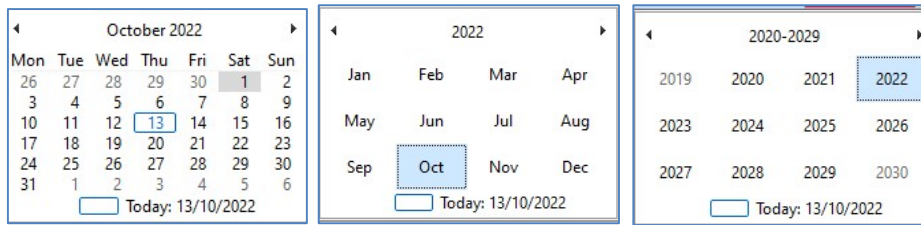
Date Entry

Dates are best entered using the keyboard; simply type in the required information and tab from the field.

If you require a date in the current month, type in the day value and the computer will add the month and year from its own setting. For day and month type in the day and month remembering to put 02 for the second of the month and 0202 for the second of February.

If the program cannot determine what date you mean it will reset it to today's date.

You can use the dropdown available with any date field throughout the program to find any day month or year. Click the Month and Year to change the view to navigate to a new month or year.



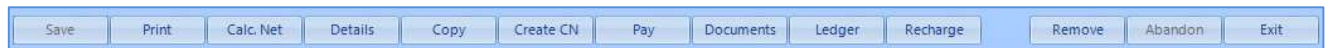
Red Date Warning

The background colour of an entered date will change to red where the program does not like what has been entered. For example, on a transaction with a date entered into a closed period, such as before the financial year starts, or when running a report if the To date is before the From date.

Blue Date Caution

A blue background colour will show where a date is entered in the future, i.e. for an Invoice date. A Due date will not show this as it is expected to be in the future.

Bottom Tool Bar



There is consistency throughout all the entry forms though some options, e.g. Create CN, do not appear where not applicable. Some like Recharge are only available in Prime Advanced.

If you prefer to use the keyboard rather than the mouse to select options then click on the Alt key. Each button will have a specific letter underlined which combined with the Alt key again will execute that command, e.g. Alt X will Exit the screen.

- Save** To Save the current screen after entry or editing.
- Print** Will only be live when the transaction has been saved.
- Calc. Net** If the Net/VAT split is not known but the Gross amount is, type this amount in the Net field and press Calc.Net. This will calculate the Net and VAT according to the VAT code entered.
- Details** Shows the details of any extra comments which will appear on a printed version of the invoice.
- Copy** Will bring up the Copy transaction screen with the current transaction number already entered.
- Create CN** To create a credit note from the current invoice.
- Pay** Will open the Purchase Payment or Sales Receipt screen with the current invoice marked for payment.
- Documents** Will open the list of documents attached to this transaction.
- Ledger** Opens the Ledger report criteria screen. Enter dates and it will run the ledger report for the current trader.
- Recharge** To create SI from PI or BP and PI from SI or BR.
- Remove** To delete a transaction.
- Abandon** This will return the details in a transaction to as they were prior to editing.
- Exit** To exit a transaction.

Using F2/F3 to search for codes

This works the same way for the Trader, Item, Nominal, Fixed Assets, Stock, Enterprise and Analysis code fields.

If no text has been entered in a code field before pressing F2 or F3 the code list will show with the cursor in the search field at the top. Anything entered will be searched for in all visible columns (Code and Description in the example below). The search can be restricted by selecting one of the radio buttons.


Code	Description
ABA	Agricultural Business Advisors
ABAL	Abal Alarm Company.
JASPER	Jasper Abbatoir
KELLO	Kellows Abbatoir

Enter the search text to narrow the list based on the characters entered. Either use the mouse, tab from the search or use the arrow down to then scroll up and down the list to select the required code. The selected code will be highlighted in blue as above.

Where text had been entered in the code field, pressing **F2** will bring up the code list highlighting the first **Code** starting with those letters.

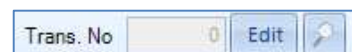
Pressing **F3** will do the same except the list will be filtered for those records where the **Description** contains the entered text.

Purchase Invoices

To enter a Purchase Invoice select  from the Menu Ribbon then Purchase Invoice from the Purchases section, or select **Purchase Invoices** on the drop-down on **Daybook** and click on **New** on the bottom toolbar.

This will pop up the Purchase Invoice entry screen - examples shown below may have additional module features not available to all users. The screen will open with the focus on the Supplier field which is coloured Yellow to show that it is mandatory. Use the TAB key to step through the screen in the order that it is expected to be completed. Using the mouse or the Alt key and the underlined letter can allow more flexible jumping around the fields.

The first field in the top left shows the transaction number once the invoice has been saved so it is not included in the tab sequence.




This is greyed out on a new transaction but can be used to **Edit** an existing one - see "Editing Invoices" on page 120.

The main invoice transaction details are entered on the Top section as follows:-

Supplier * The first field expected to be entered is the Supplier Code. Depending on company settings under Preferences, the trader can either be entered in the left code part of the field, or from the name in the right part. As you type letters into the field Suppliers that start with those letters will show; these can be selected by highlighting the relevant one with the mouse or by using the down arrow.

If no match is found based on the text entered, tabbing off the cell will bring up the list of all available codes with the nearest match selected.

Alternatively all codes can be searched for using the browse button and search the list that appears. Another alternative is to press F2 or F3 to bring up the list of all available codes - see previous page.

A new supplier record may be created in the code list by using the New button. Having selected the correct supplier this will put their full name in the 'Name' field and bring forward the default address and other defaults ready for use. To choose an alternate address click on the  and select from those available.

Method This can either be set to Manual or Auto:-

Manual: Use this method for Invoices that you have received where the Invoice number is known or if you want to manually enter your own invoice number. This method allows a Total to be entered which is used to calculate the outstanding balance as the detail lines of the invoice are entered.

Auto: Where you wish to use the system generated Invoice numbers. Also this will build up the Total as you add information. The Invoice total field is disabled and is updated from the values entered on the grid as each is completed.

On saving, an Auto Method invoice gives you options including whether to save or postpone and whether and how to print.

Invoice No* The Invoice number is a mandatory field that will hold an alpha-numeric reference up to 50 characters in length. When in Auto Method this will update from the next in sequence when the invoice is saved.

To prevent duplicate entries a warning message is displayed if an invoice number is entered that has previously been used for that supplier. There is an option to view that invoice if required.

Invoice Date The date of the invoice. It is possible to restrict Invoices dates in the Setup/ Entry Defaults screen. This can be set to prevent entries prior to a given date or the current accounting month. If entries prior to the current month have been disallowed then an invoice date before the current month will show in red and the transaction cannot be saved until this is resolved.

Due Date The date that the invoice is due to be paid. It will be automatically calculated from the invoice date and the terms for the Supplier as defined on the Supplier terms tab; see "Trader Terms" on page 49. This date is used when identifying what needs to be paid and when.

Invoice Total The total of the invoice including VAT. This is a mandatory field and the transaction cannot be saved until the total of the lines of the Invoice matches this figure.

Pay By Options exist for users with KEYPrime Advanced to identify how the invoice is expected to be paid. This is useful in identifying those invoices for Electronic or Direct Debit payment. Pay By will default to the setting from the supplier record if one has been entered, but it can be overwritten if needed.

Bank In addition, the anticipated bank where the payment is to be made or received can be entered. These fields are not normally included in the Tab sequence but there is an optional setting – see "Entry Defaults" on page 42.

Comment The Comment box can be used to enter comments for individual transactions. This can be displayed on the Daybook.

Hold A facility to enter an Invoice and put it on hold is provided so that Invoices are logged on the system but not accidentally paid when they should not be. When running 'What to Pay' the invoice will be tagged as on Hold and excluded from the pay run automatically. This can be overruled at the time if required. Invoices on hold will appear on all reports and on the invoice based VAT return.

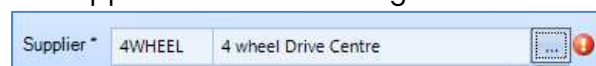
Click on the red paperclip icon to open the Documents details form which allows the user to attach/copy a new document to the transaction.

Paperclip



Suppliers themselves can be put on Hold to alert users to use caution with their invoices. When entering an invoice for a supplier on hold an Alert icon appears next to the supplier field as a warning which can be ignored if appropriate.

Supplier on Hold



Credit Limit Traders can have a credit limit set which if breached will show an Alert icon next to the code when entering Invoices, similar to that for the On Hold. Hovering the mouse

over the alert symbol will provide more information. Where SOP/POP is enabled the credit limit will take into account orders as well as invoices.

VAT default A default VAT rate can be set for Traders so that when entering Invoices for them the Item lines will default to the trader VAT code rather than the usual Nominal or Item Defaults. This is particularly useful for Suppliers not registered for VAT. Where a supplier has a default VAT code the Invoice heading shows VAT and the code adjacent to the Trader Code:

Invoice details can be entered in two different ways:

Either use the Grid and tab through each field entering information where necessary. Further fields can also be added to the Grid from the field chooser if required.

Item	Nominal	Enterprise	Analysis	Description	Qty	Price	Net V	VAT	Gross Pay Trans No
*	00270	SH		Lamb finisher	1.000	220.00	220.00 Z	0.00	220.00
Invoice Totals									
									220.00
									0.00
									220.00

OR: Use the Item line entry form (back screen) by double clicking or pressing F8 with the cursor anywhere on the first available line of the grid.

The Item line entry form will also automatically appear where an entry requires more information, e.g. for Fixed Asset or Stock nominals which require a further code to be added.

The Item Line entry form shows more information about the entry and some optional fields.

Using the Grid

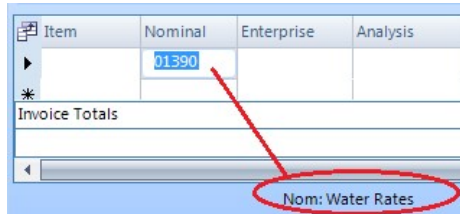
To use the Grid, tab from the top section of the invoice screen and enter the data as detailed below. The details below work through the standard grid screen field by field. As the order of the fields can be customised this may not be the same as on your screen – use Reset Active Grid if you want to return the screen to standard layout. This can be found in the menu when you click on the purple logo in the top left of the screen.

Item An optional Item code can be entered which will populate the rest of the row with default information set up for that Item. Items are useful for keeping data entry consistent and fast.

In Manual Mode if an item is used and it has a default price it will attempt to back calculate the quantity from the Invoice Net balance remaining, divided by the price.

Nominal A Nominal code is mandatory on all Invoice transactions as it identifies where the cost is to be allocated. Once entered the defaults from the Nominal code will be used for the remainder of the item line. This includes calculating whether the value

on the line includes VAT or not and adjusting the Net figure accordingly. The name of the Nominal code for the current line is shown at the bottom of the screen along with the names of other codes used.



Enterprise

If enterprises are being used, the relevant enterprise code may be entered. Where the nominal code has been set to check for missing Enterprises the field may be mandatory, at the very least a warning will be given if no Enterprise has been entered before the entry can be saved. See "Entry Defaults" on page 42.

Analysis

An Analysis code may be added to the transaction. Analysis codes can be set to have a default VAT code which in Purchase transactions may overrule the selected VAT code for the Nominal. This is particularly useful, e.g. for Property expenses, where you may wish to use a VAT code of EE for exempt expenditure rather than the standard S code set on the repair nominal.

Description

This will default to the same as the Nominal description unless using an Item where the field will be populated with the long description. This should always provide a good description of what is being purchased to aid your accountant, and possibly yourself, when looking back in years to come. Where more than 25 characters are entered in this field a Warning appears to remind you that the Ledger Text field will only store the first 25 characters as that is what will show on most concise reports. The full text entered will appear on any printed stationery and when the option to Show Full Description has been chosen on reports. Carriage returns and blank lines may be added in the description in order to give a reasonable presentation on sales invoices.

Quantity

A quantity of goods purchased can be recorded. The Ledger Quantity field can be added to the grid and edited if required, however the conversion will only ever be from the Item Quantity to the Ledger Quantity using the multiplier. See "Items" on page 73 for further information on multipliers. This is to allow the entry of two quantities which are not necessarily mathematically related e.g. Pig sales in numbers of pigs and Kg of Meat.

Price

A price field allows the net value to be created by multiplying the price by the quantity. Rules of behaviour have been applied to prevent you getting into a loop when editing price, quantity or net on a transaction.

Net Amount

This is the amount of the item excluding VAT and in Manual Mode it will be automatically carried through from the Invoice Total to save re-entering. If you have more than one item line, once you have entered the first line and tab down to the second one it will show the balance left to allocate.

If the invoice has a gross amount only, e.g. a garage petrol receipt, this figure may be entered in the Net column, then press the Calc.Net button to automatically back calculate the net and VAT.

If you enter a negative amount you will be warned about it but it will save if that is what you want.

VAT Code

This is the VAT code for the item line and will follow the rules of which default takes precedence:

First is the trader default VAT code, then either the Item or Analysis code (depending on which is changed last) and finally the Nominal code.

The ultimate control is the VAT field itself where you may choose whichever code is suitable – but remember not to change any of the other codes after. If you edit a saved invoice and change a code which affects the VAT there is a warning that the VAT has been changed.

VAT Amount The program calculates the expected VAT which must be checked against the invoice amount and amended if necessary.

Gross This is a calculated field of Net amount plus the VAT amount and cannot be edited.

Grand Summaries The Net, VAT and Gross totals for all item lines are displayed at the bottom of the grid.

There is no limit to the number of lines that can be entered on the grid. However if the invoice is entered using the **Manual** method then the cursor focus will go to Save once the Gross amount is equal to the invoice total.

Once a **Manual** method invoice is saved a message providing the transaction number can be shown (depends on Entry Defaults in Setup) but there is no option to postpone, print or email.

Manual Invoices can be printed after they have been saved, either through the daybook, or by editing the transaction.

When you click on Save in an Invoice using **Auto** mode, options are given to Save only, Print, Email or Postpone it. Once saved the Invoice Reference number as well as the Transaction number are displayed.

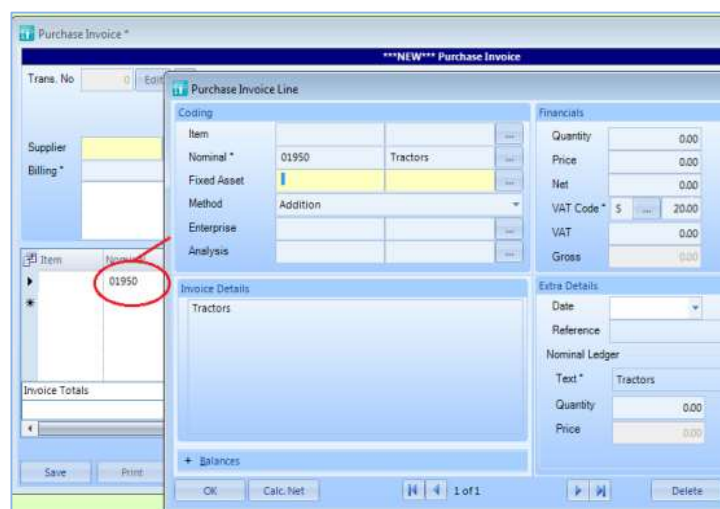
Using the Item line form for data entry

The Item line Form, often referred to as the Back Screen or Pop up is designed to allow you to provide more information when entering data.

The fields on the Form are in an order that is designed to speed the data entry and determine what further information may be needed. On completing the content of each field simply Tab to the next required field; hold Shift and press tab to take you to the previous field. It is not necessary to tab through every field once all the data required is entered, simply press Return to save the contents of the Form and start a new row.

Depending on the method of transaction the Form may automatically close when the allocation of the entry is judged to be complete. Unlike the Grid entry screen, the Form entry screen is not customisable.


Where the entry requires additional information not normally on the grid, the Form is automatically displayed, e.g. where the Nominal code is a Fixed Asset or Stock type.



If you prefer to always enter information on the Form rather than a grid line, press the F8 key once the cursor is in the Item line, or double click on the Item line.


The Form entry screen is split into 4 sections as follows:-

Coding

- Item** See grid entry earlier for information. The  button acts the same as pressing F2 on the grid.
- Nominal*** Mandatory nominal code; see grid entry for more detail.
- Stock/ Fixed Asset** If the nominal entered is of Stock or Fixed Asset category then a Stock or Fixed Asset code must also be entered. These can be selected or created from a look up list.
- Adjust Stock** The Adjust Stock option will only show when a Stock code is used. This will require a Method of valuation change, and a nominal code for the Valuation change.
- Method** The method will show different values depending on whether a Stock nominal or a Fixed Asset nominal has been entered:
 Stock:
 Re-value Stock – change the value of the stock by the net value entered. This may cause the price of stocks held to change. Nil impact on P&L.
 Standard Valuation – use the current Stock average price x the quantity to change the stock value. Will cause a change in P&L if price of purchase/sale is different to current average.
 By convention Purchased stock items use the Revalue method by default, whilst Sale of stock items uses the Standard Valuation method.
 Fixed Assets:
 The default for a newly entered fixed asset will be “Original Purchase” for an existing fixed asset it will default to “Addition”.
Original Purchase – first purchase transaction for a fixed asset.
Addition – adding value to a purchased fixed asset.
Credit Note – apply credit to a purchased fixed asset.
Grant – apply a grant to a fixed asset.
Sale – sell a fixed asset.
Opening – this should not be selected as it is the default setting only for invoices from the previous financial year.
- Enterprise Analysis** Optional Enterprise code for Enterprise or Departmental costing.
 Optional Analysis code for Job, Machinery or Property costing.

Invoice Details

- Details:** This will default to the same as the Nominal name. See Details section in Using the Grid.
- Balances** If a Stock nominal has been entered then the relevant stock balances will be displayed along with the Valuation change nominal.

Balances			
	Quantity	Price	Value
Current	17	46.3529412	788.00
New	17	46.3529412	788.00
Change	0	0	0.00
Change Nominal	01796	Val Change on Sales	

Financials

- Quantity** If relevant, the quantity should be entered here. The number of decimal places available for the quantity is governed by the number of decimals set on the 'Nominal details' record.
- Price** Enter the price. This can be calculated to 7 decimal places.
- Net** This is the amount of the item excluding VAT and will be automatically carried through from the first screen. If you have more than one item line on your invoice, the computer will allow you to change the net figure and the next item line will give the balance left to allocate.

If the invoice only has a gross amount, e.g. a garage petrol receipt, this gross figure may be entered in the Net field, then press the 'Calc. Net' button on the bottom toolbar to automatically back calculate the Net and VAT amounts.

Vat Code This is the VAT code for the item line and will follow the rules of which default takes precedence:

First is the trader default VAT code, then either the Item or Analysis code (depending on which is changed last) and finally the Nominal code. If the VAT code is different it may be changed to the correct code.

VAT The program calculates the expected VAT, however this should be checked against the invoice amount and corrected if necessary.

Gross This is automatically calculated as the Net Amount plus the VAT amount.

Extra Details

Date The Invoice reference date is by default the same date as the entry or the last date of the previous month, depending on the setting defined in Setup, Entry Defaults. May be overwritten.

Reference Any further invoice reference needed.

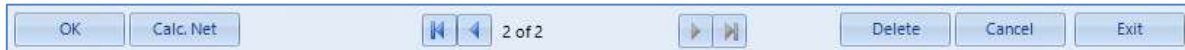
Ledger Text* This is by default the first 25 characters of the description but can be altered if required. It will appear as the text on ledger reports.

Quantity The ledger quantity. Where an Item has been used this is automatically calculated by using the multiplier on the item quantity. The value can be overwritten if required.

Price This is the item price if an Item has been used and is calculated automatically based on the price set on the item ledger.

Bottom Tool Bar

The bottom toolbar on the back screen has the following options:



The  indicates which item line is being displayed.

Click on these arrows to go to the First item line  or the last item line 

Click on these arrows to go to the previous  item line or the  next item line.

OK saves the item line and may close the form depending on Method selected for the transaction and whether the balance left to analyse has been cleared.

Calc Net will take the value in the NET value field and convert it to a Gross figure made up of a new NET and VAT amount using the VAT percentage on the item line.

Delete will remove the item line.

Cancel will be disabled on new entries but when editing will clear changes made to an existing entry.

Exit will close the item line form.

Editing Invoices

To edit an invoice either:

Select them from the daybook and choose Edit;

Select Edit on the Invoice entry screen and enter the Transaction number then tab;

Select Invoice No. on the Invoice entry screen by clicking on the spy glass, enter the Invoice number then tab.



If the invoice has not been paid it will be possible to change anything you need to on it including removing it. If a nominal code is changed which affects the VAT code a message will say 'VAT amount has changed. Undo?' – the default for this is Yes so it will keep the original VAT value. Select No if you wish to change to the VAT code to the new one.

Where the invoice has been fully paid on a single payment it is still possible to edit it provided that the Trader and Invoice Total is not changed. Should either need to be changed then the invoice should first be marked as unpaid in the payment transaction.

Where an invoice is Part Paid you will be restricted as to what can be changed. Changes to Item/Nominal/Enterprise/Analysis/VAT code/Description/Quantity and Price are allowed provided they do not impact on Net or VAT amounts.

Any edits to the Invoice will be shown in the Transaction Audit as both the original values and the new values using the same transaction number.

Only the last saved values for the invoice will be shown in management reports.

Where an invoice has already been included on a VAT return any edits will appear on the next VAT return as a reversal of the original values and a submission of the new values. The previous VAT return will remain unchanged, but the entry will be marked with an * on the supporting reports to indicate it has been changed.

These same rules apply to all entries including Journals and Opening balance transactions.

A warning is displayed if editing an invoice with a date prior to the year start as these need to be edited from the Opening Menu.

Where the company setting disallows entries prior to a date this will block edits to transactions prior to that date and show a warning. See "Entry Defaults" on page 42.

Hints and Tips

Contra Entries

Where an invoice contains contra items these may be entered on the same transaction by posting to the relevant Nominal codes, but the quantity (if needed) and the amount should be entered as negatives. It is important that Contra lines are posted to the correct nominal type in order that the VAT Input or Output status can be determined. For example a deduction contra for a Weighbridge charge on a Sales Invoice should be posted to an Expenditure type nominal so that it is treated as Input VAT.

Copy a line

Once the first line has been entered on the grid in Manual method, subsequent lines will use the previous details other than value; these can be overwritten to suit.

Individual lines can be copied by selecting the line on the Row header and dragging it with the mouse to a blank line.

Useful Shortcuts and copy functions are:

CTRL C and CTRL V	Select the Text and use CTRL C to copy this for later use. Use CTRL V to paste either within the transaction or on a new transaction until CTRL C is pressed again.
CTRL D	Copy the description entered on the last line of the last saved transaction into the description field of the current transaction.
CTRL J	Opens a new screen with the facility to adjust the Net or Gross value by a %, by an amount or enter a new value.
CTRL O	Copy an entire Line
CTRL U	Cut an entire Line (delete)
CTRL P	Paste a line that has been copied or Cut
CTRL I	Will insert a line above the row that is selected
CTRL L	Copy a cell
CTRL R	Paste a cell
Apply to All	Allows the value of one field in a multi-line entry to be copied into all the other lines of the entry. Right Click and choose Apply to All. Useful for applying the same Enterprise, or Analysis code to all rows, or to update the Invoice dates on a Bank Payment or Receipt entry.

The above functions can also be entered by using the mouse. Right click on the row and select the relevant option:

	Adjustments	Ctrl+J
	Copy Row(s)	Ctrl+O
	Cut Row(s)	Ctrl+U
	Insert Row Above	Ctrl+I
	Paste Row(s)	Ctrl+P
	Copy Cell	Ctrl+L
	Paste Cell	Ctrl+R
	Apply To All	Ctrl+T

Copy Invoice

A copy of another invoice can be made by using the Copy button on the bottom toolbar. Select the option and enter the transaction number to be copied. The detail of the original will be loaded but the Invoice date will default to today's date and the Inv No. field will be blank. Further changes can be made before saving if required.

Delete an Item Line

A line maybe deleted by clicking on the Row Header beside the selected row. An arrow shows and the line has a dotted outline. Press the **Delete** button on the keyboard. A message will be displayed asking for confirmation.

Item	Nominal	Enterprise	Analysis	Description
	00110			Lambs
	01110			Repairs - Vehicle
Invoice Totals				

Alternatively the pop-up form can be displayed by selecting the row and pressing F8 or double clicking on the row; when the form is displayed the Delete button at the bottom may be used.

Adding Documents

Documents such as an Image, URL or pdf of the Invoice can be linked to the entry by using the red paperclip icon. Browse to find the document and either link or copy it.



Alternatively documents can be dragged and dropped onto the screen or onto the entry in the daybook. Drag and drop the file will create a link to the original file. If you hold down the Ctrl key when dragging the file it will create a copy of the file in a document storage folder you have defined. Emails will always be copied as a new file is created outside of Outlook. There is now an option to save just attachments to emails rather than the whole email.

When you edit a transaction which has a document attached the Document button at the bottom will have a + sign. The files can be viewed from the document button on the entry screen or by clicking the View option on the transaction in the Daybook list. The Docs field may need to be added to the daybook screen from the field chooser.

No	Pay Method	Inv No	Trader	Description	Paid Date	Amount	FC Amount	FC Net Amount	Docs
1727		ghjg	Agrispare Ltd	Cattle		200.00	200.00	200.00	
1719	Cheque	4564	4 wheel Drive Centre	Adigor		-2000.00	-2000.00	-166.67	
1460		8768	Dreweatt Neate	rent reviews		235.00	235.00	20.00	View
1497		PI1497	Paul Killen	weld damaged boom		141.00	141.00	12.00	
1500		PI1500	McVeigh Parker	netting		217.96	217.96	18.50	
1468		89769	Banks Dolton	Amistar		6462.50	6462.50	550.00	View
1301		1030	Banks Dolton	lamb finisher		220.00	220.00	23.00	
1306		PI1306	Kidmore Pheasant	chicks		575.00	575.00	575.00	
1293		40607	Gamekeeper Feeds	growers pellets		55.00	55.00	55.00	

Ledger

The Ledger button on the bottom toolbar gives direct access to the ledger report for the supplier selected in the invoice or credit note.

Recharge

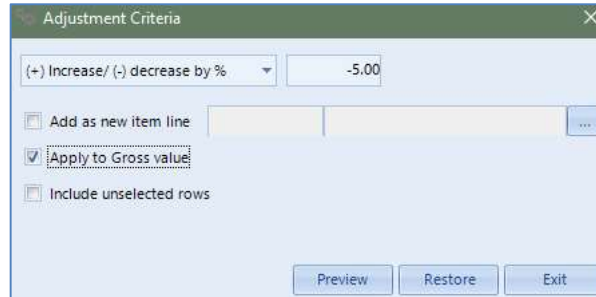
A module available in Advanced Accounts. Provides the facility to:


- 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.

A new screen will be shown and you can select to adjust by percentage, amount or apply a new value to all items.



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 you can click on that to show the parent transaction.

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

Purchase Credit Notes

To enter a **Purchase Credit Note** either: -

- Select Entries from the Menu Ribbon then Credit Note from the Purchase section.
- Select **Credit Note** from the drop-down on **Daybook** and click **New** on the bottom toolbar.
- Select a Purchase Invoice from the Purchase Invoice Daybook and click on Create CN.
- Create or edit a Purchase Invoice and select the Create CN from the bottom toolbar.

They are entered in the same way as Purchase Invoices. The payment Due Date ignores the trader terms as a default and is set to be the same as the Inv. Date; it can of course be changed.

Purchase Credit Notes are entered with positive values, the program knows to treat them as if they are Negative Purchase Invoices. If you enter a negative amount you will be warned about it but it will save if that is what you want.

When using Auto Method, Purchase Credit Notes have their own Self Billing Credit Note number sequence which can be set in the Sequences section of Invoice Defaults in Setup.

Purchase Payments

This option is used to pay Invoices and Credit Notes either in full or part, or to make On Account payments to suppliers.

This is not to be confused with a **Bank Payment** which is for entering both the Invoice and Payment information on one transaction.

Purchase Payments are accessed by either:

- Selecting Entries from the Menu Ribbon then **Purchase Payments** from the Purchase section,
- Or select **Purchase Payments** from the drop-down on **Daybook** and click on **New** on the bottom toolbar,
- Or using the **Pay** button at the bottom of the **Entry** screen,
- Or using the **Pay** button at the bottom of the **Daybook** screen.

The Payment screen will open with the cursor in the Bank field so that a Bank account can be selected; where a default Bank Account has been set for the company this field will be completed

already and the cursor appear in the Supplier code field. To go back to the Bank Code field hold Shift and press Tab or use the mouse to click on it.

Enter a supplier reference to display the supplier name and address details. Tab from the supplier field and any outstanding Invoices or Credit Notes for the Supplier, in the currency of the bank chosen, are displayed.

The drop down menu on the Method field allows selection of the payment method from either: Cheque, Credit Card, Direct Debit or Electronic.

Where Invoices and Credit Notes are being matched off and no actual payment is being made, a method of **Only On Account** (Only ON Acc.) should be selected. This will set the Total to 0.00 and disable it to ensure that no value can be saved against this transaction. Transactions saved using this method will not be displayed on a Bank Reconciliation.

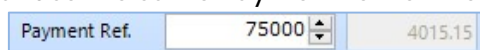
Cash Type banks do not show a Method as all transactions are treated as Cash.

Each method has its own number sequence for each bank (Direct Debit and Only On Acc. Use the same dummy cheque sequence). This sequence is updated each time a Payment is saved but can be reset by editing the specified Bank Account record.

There is an option in Setup/ Entry Defaults which allows the choice of whether to automatically increase the number of the next Payment Ref. and dummy Payment Ref. or it will keep the same reference for each entry.

The Payment Ref. can be changed by overtyping, or by using the spin buttons beside the field with the mouse. You can also use the up and down arrows on the keyboard to increase or decrease it. If the payment ref. has already been used on this bank and payment type, a warning is provided when you select Save so that it can be changed if required.

A sum of the values of any Payments that use the same Payment ref. for the same date and payment method is displayed next to it.



The image shows a software interface for a 'Payment Ref.' field. The field contains the number '75000'. To the right of the field is a small box containing the sum '4015.15'. The field has a light blue background and a white border.

The Payment date field will show the date of the last saved transaction or today's date if no entry has been made. This date is used to show when the cash moved on Cashflow and Bank reports and should be the same as the date on the cheque.


The total value of the payment is entered in the Total field. If this will take the bank over the Overdraft limit a warning will be displayed.

As the value of payment on each Invoice is entered, the difference between the Total and allocated amount is shown as a balance at the bottom. If the Total is left as 0.00 the value will automatically update as each invoice is marked for payment.

The **Pay All** option marks all outstanding Invoices for full payment and the sum is automatically entered into the Total field.

The sum of the Invoices marked for payment can also be updated in the Total field by double clicking on the **Total** text with the mouse.

A remittance advice note can be generated by ticking the "Print On Save" option below the Total field. When this is selected an option to use a pre-printed Cheque Layout can also be chosen where the module is enabled.



The image shows a software interface for a 'Total' field. The field contains the value '2500.00' followed by a currency symbol '£'. Below the field are two options: 'Print On Save' with a checked checkbox, and 'Cheque Layout' with an unchecked checkbox. The background is light blue.

The default in Supplier details, "Supplier Invoices by", will be used to determine whether to print remittances, email them or do neither.

Selecting Invoices or Credit notes to pay

Having entered the Total, the cursor moves to the Y/N/P payment indicator field of the first transaction on the grid. The original invoice value and outstanding balance (in case part-paid) are shown. Change the payment indicator from 'N' No to 'Y' Yes if the invoice balance is being paid in full. This puts the total value of the invoice in the Paid Amount column.

Where a part payment of an invoice is being made a third option of 'P' Part payment is available. See "Part Payments/Receipts" on page 127 for more details.

When the relevant Invoices, Credit Notes and On Accounts have been cleared, the total in the Balances box should be zero. If there is still a positive balance the warning that an unallocated On Account payment will be created is displayed. This is followed by an opportunity to enter additional information.

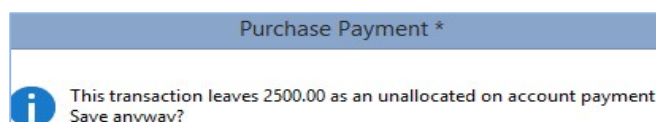
The transaction will not save if the Balance field is negative.

A Description field can be added to the entry screen from the Field chooser. This will display the details from the highest value line if the invoice has more than one item line.

On Account

If a payment or receipt is being made which has no invoice or credit note to match, this can be saved as an unallocated **On Account** transaction. This may also occur if the payment is greater than the sum of the invoices being paid. Enter the Method, Date, Ref. and Total as normal and enter Y or P for any transactions being paid. If the payment is not for anything shown then do not enter Y or P.

Save and a warning will appear: -



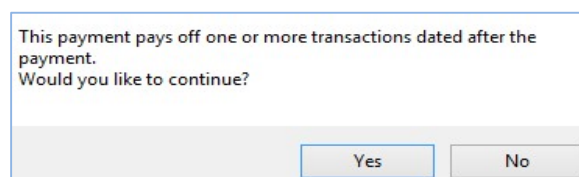
This means that the amount will appear in the trader ledger and on the bank reconciliation but has not paid any invoices. The transaction type will show as PA or SA on the payment screen. Both On Account payments and Credit Notes will be shown as negative amounts and may be paid by changing the 'N' to 'Y' and matched against an invoice.

Entering a discount

To enter a discount select "Y" in the Y/N/P column then enter the discounted value in the Paid Amount. The system will automatically calculate the discount and put it in the Discount field. Alternatively enter the discount amount in the Discount field to have the Paid amount calculated.

Payment date before Invoice date

If the payment date is prior to the invoice date of any items being cleared a warning is provided. This allows you to change the date if necessary.



In Cashflow reports it will show what is paid in the month of payment. In Trading or P&L reports it will show at the invoice date.

Editing a Payment

When editing a payment a box adjacent to the payment date field will indicate whether the payment is included on a reconciled bank statement. Transactions cannot be edited if reconciled.



Multi-Currency Purchase Payment (Optional Module)

Where the Bank Selected is not the base currency, for example a Euro Account, the currency symbol button next to the Total allows the prevailing exchange rate to be viewed and changed if required; this will show the currency entered converted into the base currency for information. Payments/receipts on account can now be made on currency banks.

Sales Invoices

See "Purchase Invoices" on page 114. 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.

Sales invoices will usually use the Auto method of entry which means the invoice number will be allocated automatically. The prefix and numbers are setup originally in the Setup, Invoice Defaults, Sequences section see "Sequences" on page 51.

Postponed

When Auto method is used there is the option to postpone the invoice on saving. This will allocate a Sales Order number rather than a PI number. If SOP/POP is used this will appear in the SOP/POP daybook as well as the Postponed invoices daybook.

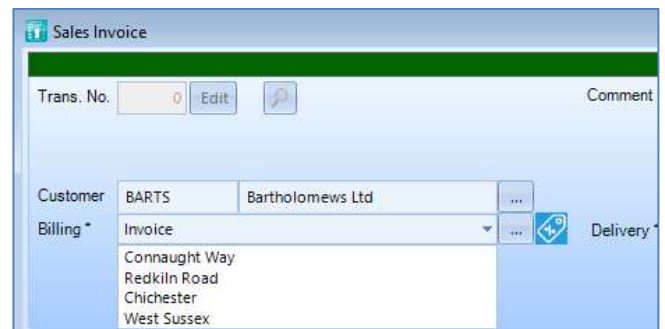
If SOP/POP is not used the transaction will still be given an Order number and can only be found in the postponed invoice daybook. From there it can be made into an invoice by using the Create Inv. Button.

Discount

If the the customer has a discount rate entered, this is flagged up by the blue icon next to the Address.

Also on the Item line there is the option to include the List Price from the field chooser.

This will show the original price of a discounted item and the Price field shows the discounted price.



The List Price and Price fields are also available for customised stationery layouts.

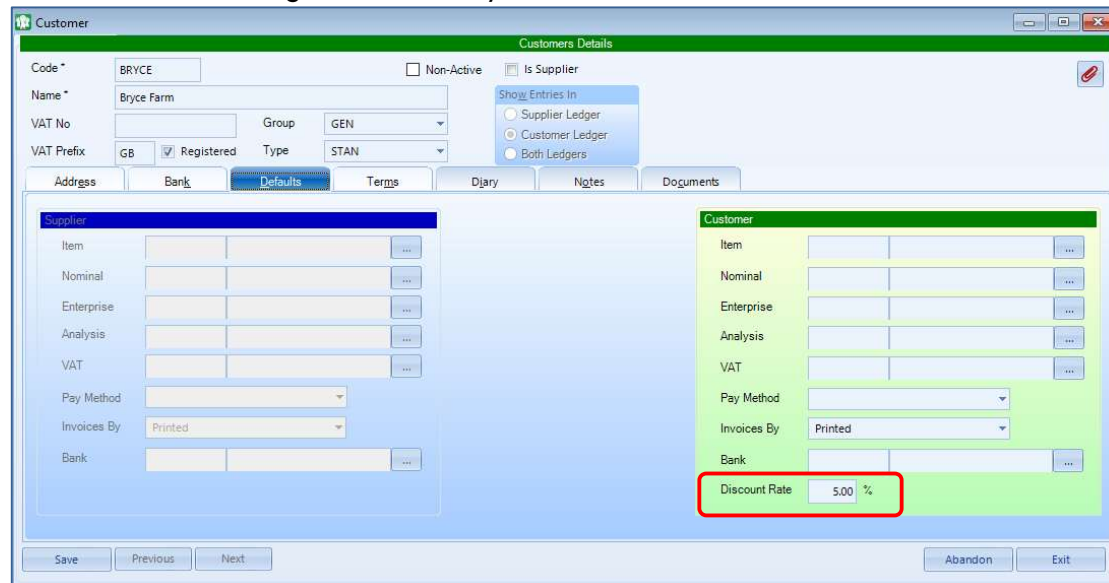
You can set up a default message to be shown on the bottom of some Sales invoice layouts. To see the default message or write a new one click on the Details button on the bottom of the entry screen. This field will allow up to 2000 characters.

Customer Discounts

A new 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.

Customers

For Customers to be given discount you will need to add a % Discount Rate on their Defaults tab.



Items

Items on which discounts are offered have a new tick box beside the Price.


Price	55.00	Discount <input checked="" type="checkbox"/>
-------	-------	--

Entries

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.

Customer	BRYCE	Bryce Farm	...
Billing *	Invoice		... 

Hover over the icon to see the % discount for that trader.

Customer	BRYCE	Bryce Farm	...	Inv. Date	14/10/2021
Billing *	Invoice		... 	Due Date	28/10/2021
5.00% discount will be applied to discountable items price in any new detail line in this transaction.					
Pay By					

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.

Item	Nominal	Description	Qty	List Price	Price	Net V	VAT	Gross	
FORAGIN	01200	Contract foraging	125	55.00	52.25	6531.25	5	1306.25	7837.50

Invoices and Orders

The standard Sales Invoice and Sales Order layouts will just show the actual price charged which includes the discount. To show the original price as well you will need to customise the layout and add List Price to it. Please speak to support for help with layout customisation.

Reports

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.

The Discount field will be available from the field chooser on both the Customer and Items listing screens. They will also be available in the Customer excel Exp/Imp.

When exporting, if the new fields do not show in the list then select the Default layout and Delete.

This will not delete the layout but will give you the option to reset it which will then include any new fields.

Sales Credit Notes

See "Purchase Credit Notes" on page 123.

Sales Receipts

This option is used to Receipt payments against Invoices and Credit Notes on the system or to enter On Account payments from customers. This is not to be confused with a **BANK RECEIPT** which has invoice and receipt details recorded in one entry.

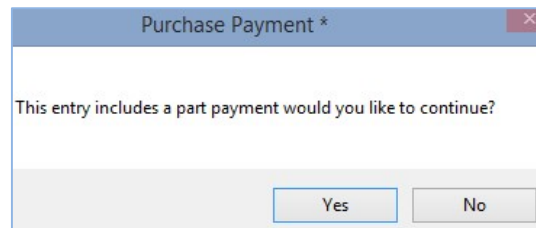
See "Purchase Payments" on page 123.

Part Payments/Receipts

KEYPrime allows the entry of Part Payments/Receipts against invoices and the allocation of those part payments to specific lines and values on the Invoice.

When part paying an invoice the Total actually paid is entered as usual.

In the Y/N/P column enter a P against the invoice to be part paid. If there is only one line on this invoice then it is possible to Save immediately. You will get a warning so it is possible to cancel the entry if it is wrong.



You will be given the new transaction number for the payment on saving.

If there is more than one line on the invoice being part paid, when you Save a new screen will open to show the item lines on the invoice:

Trans No.	1809	Net	2500.00	Payment	1600.00
Inv No.	781	VAT	-500.00	To Allocate	0.00
Date	21/07/2021	Total	3000.00		

Description	Outstanding				This Payment				Qty	<input type="checkbox"/>
	Net	VAT	Gross	Qty	Net	VAT	Gross			
Part(Repairs - Tractors)	1000.00	200.00	1200.00	0.00	533.33	106.67	640.00	0.00	<input type="checkbox"/>	
Part(Repairs - Vehicles)	1500.00	300.00	1800.00	0.00	800.00	160.00	960.00	0.00	<input type="checkbox"/>	
Grand Total					1333.33	266.67	1600.00	0.00		

The part payment will have been allocated across the item lines pro rata. If this is correct then select OK and Save again. The **Items** button at the bottom of the Payment entry screen can be used at any time to show the lines on an invoice and any allocated payment.

Part payments may be made against the Quantity as well. The program will attempt to proportion the quantity with the value but this can be changed if required.

If the payment across the item lines needs to be changed then it is possible to overwrite any of the figures in the right-hand columns headed This Payment. It is also possible to remove the amounts entered in This Payment using the Clear button.

If the payment pays off one line completely then use the Tick box on the far right to copy the full amounts from the left-hand side.

Check the **To Allocate** field to ensure that you have not tried to pay more than the Total entered at the beginning. If there is any amount in the To Allocate field you cannot OK this screen.

Once the allocation is correct then press OK and Save. You will again get the part payment warning.

If you need to put a second part payment against an invoice, enter the total etc. as above. Once you have pressed Save, the Items screen will again be displayed, but will also show the previous payment and the original invoice amounts in the greyed-out lines – see illustration below.

Again the payment will have been entered pro rata but can be overwritten or changed the same as the first one.

Trans No.	1809	Net	1166.67	Payment	1000.00
Inv No.	781	VAT	233.33	To Allocate	0.00
Date	21/07/2021	Total	1400.00		

Outstanding					This Payment				
Description	Net	VAT	Gross	Qty	Net	VAT	Gross	Qty	
Part(Repairs - Tractors)	-533.33	-106.67	-640.00	0.00					
Part(Repairs - Tractors)	466.67	93.33	560.00	0.00	333.33	66.67	400.00	0.00	
Repairs - Vehicles	1500.00	300.00	1800.00	0.00					
Part(Repairs - Vehicles)	-800.00	-160.00	-960.00	0.00					
Part(Repairs - Vehicles)	700.00	140.00	840.00	0.00	500.00	100.00	600.00	0.00	
Grand Total					833.33	166.67	1000.00	0.00	

Clear OK Exit

When the invoice is finally paid in full you only need to put Y in the Y/N/P column and it will pay any outstanding amounts and quantities.

The part payment screen can also be used to calculate how much the payment will be rather than putting in a Total at the start:-

In the entry screen put a P in the Y/N/P column. Select the Items button and then enter the amount to pay on each item line. When completed, click the word Payment above the To Allocate field; this will calculate how much is being paid.

Trans No.	1811	Net	1333.33	Payment	525.00
Inv No.	796	VAT	266.67	To Allocate	0.00
Date	25/07/2021	Total	1600.00		

Outstanding					This Payment				
Description	Net	VAT	Gross	Qty	Net	VAT	Gross	Qty	
Part(Crop Sundries)	833.33	166.67	1000.00	0.00	416.67	83.33	500.00	0.00	
Part(Crop Sundries)	500.00	100.00	600.00	0.00	20.83	4.17	25.00	0.00	
Grand Total					437.50	87.50	525.00	0.00	

Clear OK Exit

OK this entry and it will return to the Payment screen with the correct amount in the Paid Amount column and the Total.

When using cash based VAT, if you just wish to pay the VAT part of an invoice it is possible to allocate just the full amount of VAT in the Items screen, though you will be warned if you try this. When the final payment is made against the invoice it will adjust for this so that only the correct amount of VAT is paid or reclaimed.

Part payments cannot be made against Sales on Account (SA) or Payments on Account (PA) records.

Part Payments in Reports

How do reports work with Part Payments?

Creditor / Debtor reports will calculate the amount of the Invoice that is still outstanding after any part payments have been made at the date requested.

The **Ledger Card** will show the status as Part Paid until a payment clears the invoice in full:

Supplier Ledger										
From 25/02/2021 to 31/03/2021										
All figures are in Pound Sterling										
ATS	Associated Tyre Services			12 mth Activity	826.01		Opn. Bal.	23.50	Payment	Stat.
<u>Hold</u>	<u>Date</u>	<u>Ty</u>	<u>No.</u>	<u>Reference</u>	<u>P.Invoices</u>	<u>Payments</u>	<u>Discount</u>	<u>Balance</u>	<u>No.</u>	<u>No. / Paid</u>
	25/02/21	PI	1709	4758	450.22	0.00	0.00	473.72		Part Paid
	03/03/21	PP	1710	434	0.00	220.00	0.00	253.72	1710	
			Total		450.22	220.00	0.00	253.72		
			Grand Total		450.22	220.00	0.00			

There will be no Payment no. for the invoice until it is fully paid then it will show the transaction number for the final payment.

Nominal transactions and **Management** reports will show differing amounts depending on Cashflow or Invoice view.

The Cashflow report will show the part payment values on the relevant nominal on the date of the payment.

The Nominal transaction report, Cash flow based, shows each part payment with the word Part in front of the description, which is in brackets, except for the final part payment.

If using Cash Based VAT, the VAT Summary report will show the name of the Trader and the Purchase Invoice number together with the part payment amount and the date it was paid.

The VAT Detailed report includes a Description column instead of the Trader column and the word Part at the front of the description which is in brackets for the Part Paid invoices. The part payment is allocated to the relevant nominal and is placed under the applicable VAT code heading.

To see what part payments have been made against an invoice, go to daybook and highlight the invoice. Select the List button and choose either summary or detailed. Tick Selected item only and also tick List Payments for transactions. This will list all the part payments against that invoice.

Editing Part Paid Invoices

You are restricted as to what can be edited on an Invoice that has part payments. You can change anything except the Trader, Invoice no. and Total; these are greyed out and a warning is given when you start to edit the transaction.

AutoEntry/Dext Prepare (Receipt bank)/Rossum link

This new feature is available to all users who have a subscription to one of these commonly used third party services. This allows transaction information to be imported directly into KEYPrime. See separate module notes on **Error! Reference source not found.** for further information.

Bank Payments and Receipts

Bank Payments/Receipts are used where a payment or receipt is made for which no invoice is available, e.g. wages or bank interest. They may also be used if a cash based accounting system is being run. A Bank Payment/Receipt will enter the payment and invoice in one transaction making it unnecessary to first enter an invoice and then pay it off with a separate transaction. However the Invoice and Payment parts of the transaction will show on the Trader ledger report as usual. They will show as a single line if the Payment and Invoice dates are the same, but as separate lines if they are different.

Using Bank Payments and Receipts for regular direct debits/credits allows them to be processed as Recurring Entries thereby saving time. See "Recurring Entries" on page 150.

Each Item line on a Bank Payment/Receipt allows the entry of the invoice number and invoice date, so that multiple Invoices can be entered on a single transaction. The transaction will group the item lines by Invoice Date and Reference on the Trader Ledger reports. The Invoice date will be the tax

point date of the item line and must be on or before the Payment date entered on main part of the transaction. The Payment date will be used in Bank and Cashflow reports.

Where the Invoice date entered on the Item line is prior to the financial year start date, and opening entries are still allowed, a warning message is given. If this date is intentional then the transaction will form part of the opening creditors/debtors for the year.

Bank Payments and Bank Receipts are entered in a very similar way so details are only given for Bank Payments. Any differences when entering a Bank Receipt will be shown later.

Entering a Bank Payment

To enter a Bank Payment select Entries from the Menu Ribbon then **Bank Payment** from the Bank section or select **Bank Payment** from the drop-down on **Daybook** and click **New** on the bottom toolbar.


Trans. No

The Trans No. field shows 0 for new entries; this Number is created when the entry is saved. To edit an existing Bank Payment from the open screen, click on the Edit button at the top and enter the transaction number of the required Bank Payment then press TAB.

Bank*

This is the Bank account through which the payment is being made; where a default bank is set on the company this will be filled in already and the focus will be on the Supplier code field. The bank can be changed by moving to the field either with the Mouse or by holding the Shift key and pressing Tab.

Supplier *

This is the code for the Supplier being paid. If the code is not known click on the  button or press F2 or F3 to show the list of available codes. If you enter an invalid code and Tab this will also bring up the list but with the focus on the nearest match. If you enter part of the trader name and press F3 it will bring up the list with just those Suppliers containing the entered text in their Name. F2 will filter the list to those with the entered text as part of the Code.

Having selected the correct supplier the full name and default address details will show in the Billing field; an alternative supplier address can be selected for the transaction; this will appear on any remittance advice produced.

If the selected Supplier has unpaid Purchase Invoices a warning appears with an option to change to a Purchase Payment transaction instead. To continue with the entry as a Bank Payment select No.

Method	In the Method field select the payment method being used, either Cheque, Credit Card, Direct Debit or Electronic for standard bank accounts. For Cash Banks the Method option does not show. The field will show the last method used unless the trader has a default set on their ledger record, in which case that will show; it can be overruled.
Payment Date	This is the date on which the Payment is being made; it is used in the Cashflow and Bank reports. If the date entered is in a closed accounting period, e.g. before the year start date, the background will show as red and the transaction cannot be saved. If the date is in the future the background will be blue.
Payment Ref.	The Payment Ref. field will show the next number in the sequence for the selected payment method for that bank account. This number can be changed. The value field next to the Payment Ref. will show the sum of values if more than 1 transaction is entered on the same Bank, Payment Type, Date and Payment Ref. This is useful when entering electronic payments. Where a Payment ref. for the Bank and Payment type has already been used on another transaction a warning will be shown to prevent accidental duplication.
Total	This is total amount of the payment including VAT. If this will take the bank over the Overdraft limit a warning will be displayed. Where the multi-currency module is enabled the currency of the selected bank will show next to the field, this can be selected to set the exchange rate and Sterling VAT amount of the transaction.
Print on Save	Select this where a Remittance Advice is required on saving.
Cheque Layout	Use this option where the Remittance Advice includes a pre-printed cheque.
Paperclip	Click on the red paperclip icon to open the Documents details form which allows the user to attach/copy a new document to the transaction.



See "Purchase Invoices" on page 114 for further details on entry of the item lines either on the grid or the Item Line Form with the following differences:

Inv. Date (Date in Extra details on back screen)	This is the Tax point date of the Item line and determines when the value will affect the trading accounts. If the invoice date is before the current financial year start date, the expense will automatically become part of opening creditors. By default this date will be the same as the Payment date entered on the main part of the entry, however the Entry defaults in the Setup menu allow this to be set to use the last day of the month prior to the Payment date. This date must be entered and cannot be after the Payment date.
Inv./Ref. No. (Reference in Extra details on back screen)	The Invoice number for the item line. To identify invoices where several are paid together on a Bank Payment. Where an Invoice is not created, e.g. wages, the reference may be left blank, but we recommend using this for something informative such as the Payroll Month or Week.

If entering data on the Item line Form (backscreen), while the amount of the item lines does not equal the Total, the Back Screen will remain open when you OK each line. The remaining balance of the transaction will show in the Gross field and the cursor will be on the Exit button. Return to the Item or Nominal code box to complete the entry if a different code is needed. When a VAT code and rate has been entered the Net and VAT figures will be calculated from the Gross Value.
When the total gross amount of the item lines equals the Total entered on the main transaction, the back screen will close showing a summary of the lines, and the transaction is ready for saving.

The Item line entry form can be closed using Exit.

Once the Gross amount of Item lines match the Total the entry can be saved by pressing the **SAVE** button on the bottom left of the screen. The Transaction number will be displayed which should be written on the invoice(s) and Cheque stub as a cross reference between the program and the supporting documents. We recommend adding BP to the number to help identify the transaction type.

Displaying new transaction number on save can be disabled in Setup, Entry Defaults.

Tip: if the Total entered in the header was incorrect and needs updating to the sum of the item lines, this can be overtyped or by double clicking the word Total the sum will automatically be entered.

Deleting an Item Line

To delete a line select it with the mouse by clicking on the row header so that a black arrow appears with a dotted line around item line for deletion.

01110		Repairs - Vehicles	0.00	0.00	0.00	S3	0.00	0.00	30/09/15
01110		Repairs - Vehicles	0.00	0.00	0.00	S3	0.00	0.00	30/09/15
*									


Press the **Delete** button on the keyboard and a prompt will appear for confirmation before deleting the item line. In Edit mode the deletion will not apply until the entry is resaved, so if it has been deleted in error, abandoning the edit will restore the line.

Contra Entries

If an invoice contains any contra items these may be very simply entered by posting to the relevant Nominal codes, with the Net, VAT and Quantity (if needed) entered as negatives. The VAT Input or Output status will be determined by whether the Contra is posted against an Expenditure or Income type nominal code. Balance Sheet Codes are treated as Income types.

Transactions affecting Fixed Assets will also consider the method of the Fixed Asset so that Original Purchase and Additions will be treated as Input VAT regardless of transaction type.

Copy Bank Payment

There is a button  on the Bank Payment screen. This allows you to copy the details of a previous bank payment using its transaction number. Upon entering the transaction number details will appear but with the date defaulted to today's date and the payment ref. set as the next one; you can save at this point or make further changes before saving.

Adding Documents

Documents such as an Image, URL or pdf of the Invoice can be linked to the entry by using the red paperclip icon. Browse to find the document and either link or copy it.



Alternatively documents can be dragged and dropped onto the screen or onto the entry in the daybook. Drag and drop the file will create a link to the original file. If you hold down the Ctrl key when dragging the file it will create a copy of the file in a document storage folder you have defined. Emails will always be copied as a new file is created outside of Outlook, however, there is now an option to save just attachments to emails rather than the whole email.

Description	01/01/2021	To	31/07/2021	Bank Payments
Amount	VatAmount	Amount	Docs.	Bank Statement
1233.74	246.76	1480.50	View	
481.75	96.35	578.10		
467.93	82.23	550.16	View	

The files can be viewed from the document button on the bottom of the entry screen or by clicking the View option on the transaction on the Daybook list.

Bank Receipts

Bank Receipts work in a similar fashion to Bank Payments but are for receipt of payments from Customers. These can be used where invoices have not been generated from the system, such as for Interest Received or Wayleaves, and for Grain sales from Customers that generate Self Billing Invoices.

Bank Transfers

Bank transfers are used to transfer amounts between different bank accounts, e.g. from the current account to the deposit account, or petty cash to a bank account. This process creates one transaction for both Banks.

To enter a Bank Transfer select **Entries** from the Menu Ribbon then **Bank Transfer** from the Bank section, or select **Bank Transfer** from the drop-down on **Daybook** and click **New** on the bottom toolbar.

The top half of the screen shows the details of the account from which the money is being taken and the bottom half shows the account to which the money is being transferred.

Trans. No.

The Trans No. field shows 0 for new entries. This Number is created when the entry is saved. To edit an existing Bank Transfer from the open screen, click on the Edit button next to the Trans. No. and enter the number of the Bank Transfer required then press TAB.

From Bank Acc. This will show the default bank account as specified in Setup/ Entry defaults. This can be changed to a different Bank account by typing in or browsing for the code.

Method The methods available for Bank Transfer are Cheque, Direct Debit or Electronic. Selecting any will automatically change the Method of the To bank, updating the next Ref No. and Payslip No. for both banks. Where the From Bank is a Cash Account the options are Cash or Direct Debit.

Date This is the date of the transfer which must be the same for both banks. Where different dates for the From and To bank are required this must be entered as two separate Bank Payment and Receipt transactions on the appropriate dates.

Cheque No. /Ref No. This will default to the next cheque number if the method is set to Cheque, the next dummy cheque number if the payment method has been set to Direct Debit, or the next reference number if a cash account is being used.

Cheque Total This is the total of the amount being transferred. The currency of the Bank is displayed next to the Total.

The cursor will now move to the second half of the screen to enter where the money is being transferred.

Bank Acc. This is the number of the bank or cash account to which the money is being transferred. Where only two Banks exist the non-selected bank in the From section will automatically be shown.

Method This is disabled, showing the choice determined by the From Bank.

Date This will show the same date as in the From section and cannot be altered.

Payslip Number This will default to the next payslip number to be used which will either be a true or a dummy payslip number for the account, depending on the payment method selected and whether the transfer is to a bank or petty cash account.

Comment A box allowing you to explain why the transfer was done. The description entered will show on the Bank Transactions Summary Report and also in the Trader column on the Bank Reconciliation. Allows up to 500 characters.

When the Save button is pressed the system will display the number for the new transaction.

Multi-currency. It is recommended that transfers between different currencies are carried out as Bank Payments and Receipts so that the transaction costs of the entry can be recorded with the entry.

A Bank Transfer can be copied from the Entry or the Daybook listing screen using the Copy button at the bottom. This will automatically enter today's date but this can be changed.

Editing Bank Transfers

When editing a Bank Transaction where either part has been reconciled, the total of the money transferred may not be changed, and the date of the entry may not be changed to after the date of any Bank Statement linked to the entry.

Once a BT has been reconciled the statement number for both banks will show on the entry screen and a red warning sign will appear next to the date. See illustration above.

Nominal Journals

There are three types of journals in KEYPrime. A Nominal journal is used to transfer values between Nominal codes. Accrual and Prepayment journals transfer values across time but on the same nominal.

Nominal journals follow similar rules to ordinary transaction entries except that the complete transaction must balance to zero.

Two sets of columns are displayed on the screen: credits and debits. These are irrespective of the Nominal code type used and reflect receipts to (credits) or payments from (debits) the business. Item price and unit type can be included on the Journal screen for data entry. Add them to the entry screen from the field chooser. 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.

Nominal	Enterprise	Analysis	Description	VAT	DR Qty	DR Net	DR Vat	CR Qty	CR Net	CR Vat	Opening	Closing	I/O Tax
01460			Office Expenses	O	0.00	0.00	0.00	0.00	136.99	0.00	155.84	18.85	Input Tax
01450	R		Telephone/mobiles	O	0.00	136.99	0.00	0.00	0.00	0.00	0.00	136.99	Input Tax
Summary						0.00	136.99	0.00	0.00	136.99	0.00		

Opening and Closing balances for end of the day for the Nominal/Enterprise combination are shown on each item line so that the effect of the entry can be seen, this is very useful when trying to bring a Nominal code back to zero.

Entering a Nominal Journal

To enter a Nominal Journal select **Entries** from the Menu Ribbon then **Journal Nominal** from the Journal section or select **Journals** from the drop-down on **Daybook** and click on **New** on the bottom toolbar. Journal information can be entered in the following fields:

Trans. No

The Trans No. field shows 0 for new entries. This Number is created when the entry is saved. To edit an existing Nominal Journal from the open screen, click on the Edit button next to the Trans. No and enter the transaction of the Nominal Journal required then press TAB.

Method

The option to include Nominal Journal transactions in the Cashflow reports is made by setting the Method to Move Cash; this will treat the Nominal Journal as though it was a cash sale from one part of the business to another. This method must be used for Cash Based VAT returns if the Journal affects VAT. Where a Journal does not need to be part of the Cashflow reports the No Cashflow can be selected.

Reference

A reference to supporting documents or reasons for adding the journal can be entered. 10 characters allowed.

Inv. Date

This is the tax point date of the journal for use in management reports; for Move Cash Journals it is also the date of movement for the Cashflow reports.

Paperclip

Click on the red paperclip icon to open the Documents details form which allows the user to attach/copy a new document to the transaction.

Transaction item line details can be entered in two different ways, either use the Grid or use the item line Form (back screen).

Once the nominal journal has been saved you can have a printout of it which is a screen print rather than a report.

Documents can be linked to a nominal journal in the same way as to invoices etc. The latest of these can then be displayed on the daybook screen.

Using the Grid to enter a Journal

Nom	Ent	Analysis	Notes	VAT	DR. Net	DR. Vat	DR. Qty	CR. Net	CR. Vat	CR. Qty	Opening	Closing
00010	AR13		Wheat	Z	0.00	0.00	0.00	1400.00	0.00	20.00	0.00	1400.00
00270	CT		Feed Purchases	Z	840.00	0.00	0.00	0.00	0.00	0.00	2670.00	3510.00
00270	SH		Feed Purchases	Z	560.00	0.00	0.00	0.00	0.00	0.00	1675.00	2235.00
Summary					1400.00	0.00	0.00	1400.00	0.00	20.00		

To use the grid, tab from the date and enter the data as detailed below.

If the nominal entered is a Fixed Asset or a Stock nominal then the back screen will automatically open so that the extra information can be entered related to these Nominals.

Item

Entering by Item is optional. If the code is not known use the F2 lookup facility to search for a code or F3 to search for a Description. A New Item can be entered if needed using the New button.

By default the Item Code field is not included on the Grid, but it can be added using the Field Chooser found under the icon at the top left of the grid.

Nominal

If the Nominal is known it may be entered here otherwise the lookup facilities are available. F2 or F3 will display the Nominal Code list to select from. The same behaviour will apply to all the code fields on the screen.

Enterprise

Optional Enterprise code; see "Using the Grid" on page 116 Purchase Invoice entry for more details.

Analysis

Optional Analysis code for Job, Machinery or Property costing; see Purchase Invoice grid entry for more details.

Description

The item line description will default to the long description entered for any Item used, otherwise it will default to the Description from the Nominal code. Ideally

this should be changed to give a better description to help when reading reports. The field will allow up to 1000 characters of text; however, only 25 characters will show in the Ledger text of most reports. This separate ledger text field can be edited independently if required.

VAT For Nominal Journal entries the VAT code will default to 'O' (Outside the scope), instead of following the VAT default of the Nominal code as most Journals are internal and should not affect VAT. Where a VAT transaction is required the correct VAT code can be entered and the VAT calculated.

I/O Tax An optional field that can be added to the Grid so that you can see how the item line will be treated for VAT purposes; the options on this field are either Input or Output Tax. This allows Credits to either be treated as Output Tax, or negative Input Tax. The VAT default depends on whether the Nominal code selected is an Expenditure or Income type and whether a Credit or Debit is detected. The field is disabled when the VAT code is 'O' because it is not relevant for this VAT code.

DR Qty, DR Net, DR VAT Amounts should be entered on the grid either in the correct DR Column or CR column depending on whether you are increasing the value of the nominal or decreasing the value of the nominal. The Text at the bottom of the screen will

CR Qty, CR Net, CR VAT indicate which column to enter the value in, e.g. to Increase a Purchase nominal enter an amount in the DR column, to decrease a Purchase nominal enter an amount in the CR Column.

Overheads	
+ to increase expenses [DR]	- to decrease expenses [CR]

Mixing columns and negative Net amounts are not allowed so the screen will move any value put into the wrong column and reverse the sign on it if this is attempted.

Opening The opening balance of the nominal and enterprise combination before the impact of the current Journal is displayed.

Closing The effect of the Journal on the opening balance for the nominal and enterprise combination is displayed, where possible. If a Journal has a number of movements on the same Nominal and Enterprise combination the balance can become difficult to calculate as the effect of other lines may be before or after the selected line.

Summaries The DR Qty, DR Net, DR VAT, CR Qty, CR Net, CR VAT, Nominal description and Outstanding Gross totals are displayed at the bottom of the grid. The outstanding Gross amount must equal 0 before the Journal can be saved.

Using the Back Screen to enter a Journal

Entering a Journal using the back screen is similar to any other Entry; please see "Using the Item line form for data entry" on page 118 for further details not covered in the notes below.

The financials section of a Nominal Journal entry form shows the Old and New balances for the Nominal and Enterprise combination selected adjacent to the Quantity and Net fields.

The bottom of the entry form shows the guidance for what type the selected nominal code is and whether to enter a negative or positive net amount if the nominal should be increased or decreased. The text at the bottom of the screen will assist in whether to enter a + or a - amount.

Purchases
+ to increase expenses [DR]
- to decrease expenses [CR]

Once the data is entered Press **OK** to return to the main Journal screen. The amount entered will automatically display in the correct DR/CR column.

The item line entry form will close when the Journal adds up to 0.

Although Journal Nominal transactions can only be saved when the debit and credit gross amounts match, they can be saved when the debit and credit Quantities do not match, although a warning message is displayed in case this was not intended.

Accruals/Prepayments

Prepayments and Accruals have no impact on Cashflow as they are purely allowing for the movement of costs and income across time, based on Invoice dates.

Entry of both Accruals and Prepayments can be carried out using the same screen but by changing the method. Should you save a journal with the wrong method this can be changed without having to delete the journal and starting again.

To enter an Accrual/Prepayment select **Entries** from the Menu Ribbon then

Accruals/Prepayments from the Journal section or select Accruals/Prepayments from the drop-down on **Daybook** and click **New** on the bottom toolbar which will open the following screen:

Journal information can be entered in the following fields:

- Trans. No The Trans No. field shows 0 for new entries. This Number is created when the entry is saved. To edit an existing Accrual/Prepayment from the open screen, click on the Edit button next to the Trans.No and enter the transaction of the Accrual/Prepayment to edit then press Tab.
- Method – Accrued Income** Accrued income is used for income due to you but not yet invoiced. There is no tie-up to when an invoice is actually paid as the accrual refers to the invoice and not the payment. Accruals may be used either in a simple format at the financial year end to post forward a credit to the next financial year, or to spread the amount over a number of months. Accrued Income transactions are recorded on the Trial Balance using the reserved control account **@JPRE** Prepaid Expenses and Accrued Income.
- Method – Accrued Expenditure** Accrued expenditure is goods/services used but not invoiced in the period. An Accrued expenditure journal may be used to put the expenditure into the required period and post forward a credit to when the Invoice is due. This may be as one entry or spread it across a number of months in equal amounts. Accrued Expenditure transactions are recorded on the Trial Balance using the reserved control account **@JACC** Accrued Expenses and Prepaid Income.
- Method – Pre-paid Income** Prepaid income is income received in advance. Prepaid Income transactions are recorded on the Trial Balance using the reserved control account **@JACC** Accrued Expenses and Prepaid Income.
- Method – Pre-paid Expenditure** Prepaid expenditure is an expense paid in advance. Prepaid Expenditure transactions are recorded on the trial balance using the reserved control account **@JPRE** Prepaid Expenses and Accrued Income.
- No. of Months** The No. Of Months field can be used to spread the transaction evenly over a chosen number of months; however the number of months selected should not result in an overlap between the Invoice Date and the Start Date. For example a 12 months Accrual for rent cannot have an Invoice date of less than 12 months after the start date, otherwise part of the Accrued amount would become prepaid. The entry will warn on saving if the dates and number of months selected are not valid. If the amount is not exactly divisible by the number of months, then the balance is automatically posted to the first month.

Invoice Date This is the date of the actual invoice which the Prepayment or Accrual is based on. On the date of the Invoice a value is posted to the nominal code which will eliminate the effect of the actual Invoice entered and an equal and opposite amount posted to one of the control accounts @JPRE or @JACC.

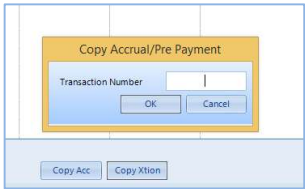
Start Date The start date will be used as the date when the Income or Expenditure should start being incurred. On this date the value that should be in the accounts is posted and an equal and opposite amount is posted to one of the control accounts @JPRE or @JACC. When spread over several months each part value is posted to the appropriate Nominal code and control account. You will be warned if the Invoice date and the Start date are in the same month as this will have no effect on the accounts.

Total This is the total value of the Journal. If this is entered the transaction will try to use this figure to help complete the entry; however, it can be added after all the item rows have been entered. The Total can be entered either by typing it in or by double clicking the word Total next to the Total field.

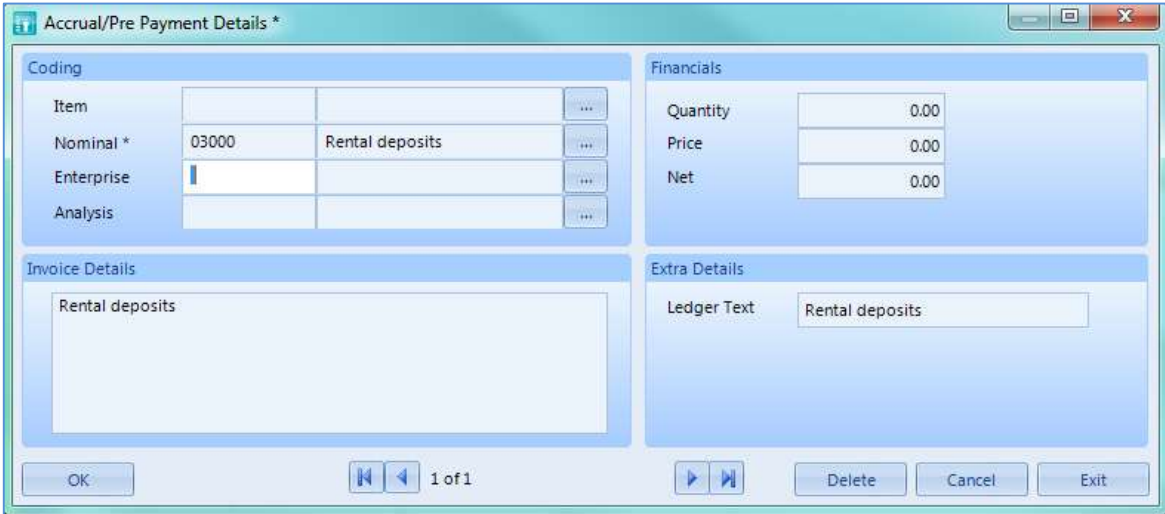
Paperclip Click on the red paperclip icon to open the Documents details form which allows the user to attach/copy a new document to the transaction.



In order to further simplify the entry procedure it is possible to copy details from a previously entered invoice and this will automatically provide the Invoice date and coding of the transaction. All that is then required is to enter a start date and number of months.



To copy an Invoice to use in an Accrual or Prepayment journal, open the appropriate Journal entry screen and select the Copy Xtion (transaction) button then enter the transaction number required. The details of Accruals/Prepayments can either be entered on the Grid or on the back screen. The information required is the same for both screens as Stock or Fixed Assets cannot be used and there is no VAT entered on Accruals or Prepayments.



Grid entry of Accrual and Prepayment journals

Item Entering by Item is optional. By default the Item Code field is not included on the Grid but it can be added using the Field Chooser found under the icon at the top left of the grid.

Nominal If the Nominal is known it may be entered here otherwise the lookup facilities are available. See "Using the Grid" on page 116.

Enterprise Optional Enterprise code see Purchase Invoice "Using the Grid" on page 116.

Analysis Optional Analysis code for Job, Machinery or Property costing see Purchase Invoice grid entry for more details.

Description The description field is used to provide information as to what the specific item relates to. Up to 1000 characters of description can be entered, but only the first 25 characters of the text will be used on Ledger reports. The description will default to the Long Description on the Item code, when used, or the Description from the Nominal Code if not.

Quantity If relevant a quantity can be entered. This is the Ledger Quantity, as reported on the Nominal code selected and the number of decimal places available is set on the Nominal details record.

Price A price can be entered in order to calculate the Net value by using the combination of Quantity x Price.

Net Amount The value to be accrued or prepaid is entered in the Net field. There is no VAT as Accruals and Prepayments only use the Profit and Loss nominal codes. Where a transaction has been copied to create an Accrual or Prepayment the VAT element will be ignored.

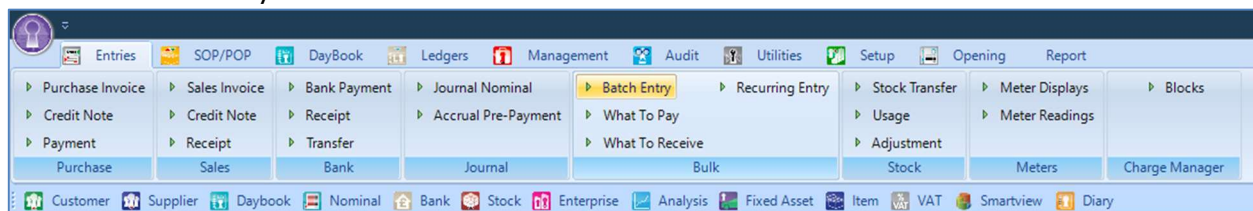
If you have more than one item line the balance of the Total entered in the heading section will be carried on to a new line as each item is added.

Grand Summaries The Nominal, Enterprise and Analysis Names are shown below the Grand Summaries for the current row selected. A total of the Quantity and Net is shown at the bottom of the grid. Once the total of the Net matches the Total entered in the heading the entry can be saved.

Documents can be linked to Acc/Pre journals as with other types of transaction then a heading will show on the daybook screen where the docs. field has been included. A screen print of the journal can also be made by using the Print button on the entry screen.

Batch Entry

The new Batch Entry menu item can be found in the Bulk Entries section of the toolbar:



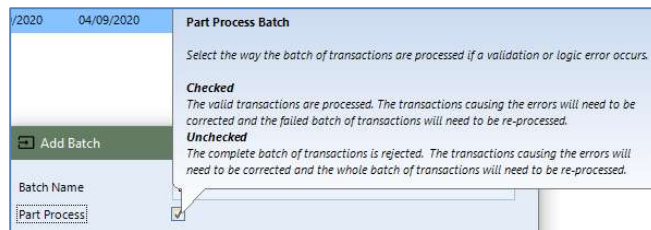
When you select Batch Entry this will open a listing screen of all current and previously entered batches. They will show on this screen whether they have been entered manually or imported and how many entries are on it. Users with the Basic role will only be able to see their own batches; Admin users will be able to see all of them.

New Batch Entry

In the Batch entry screen click on New to start a new batch. Enter a name and tick the field if you want the batch to be able to Part Process:

A screenshot of a dialog box titled 'Add Batch'. It contains the following fields and options: 'Batch Name' with a text input field; 'Part Process' with a checkbox labeled 'Process validated rows separately'; 'Store Grid Layout' with a checked checkbox labeled 'Stores the column grid layout with the batch'; 'Copy Layout from' with a dropdown menu; and 'Show Non-active Codes' with an unchecked checkbox. At the bottom right, there are 'Save' and 'Exit' buttons.

If you hover over the Part Process tick box you will be able to see a tool tip which explains the different ways it works.



If Part Process is ticked then this will allow any validated lines of the batch to be imported into KEYPrime. If there are lines that have fields which need adjustment and cannot be imported, these will be left to be edited later.

If Part Process is not ticked and there are lines in the batch which fail validation then the whole batch will not be imported.

There is an option to Store Grid Layout so that you can change the grid layout (order of columns) to suit your needs and retain that format with the Batch.

Templates

There are 3 templates already set up which provide the basic layout for Bank payments/receipts, Invoices and Orders. To select one of these or to copy a layout from a previously saved batch click on the drop-down arrow beside the Copy Layout from field.

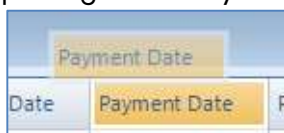
Show Non-active codes

This tick box allows the user to show Non-active codes on the drop down lists. They will be highlighted in red. If this is unticked the non-active codes will not appear in the lists.

Grid

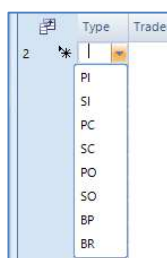
To add lines to the batch, highlight it and click on Edit Entries. This will display the batch entry grid to be filled in. The grid contains all the fields for all the different types of entries. There will be some fields that are not needed in the entries e.g. Due date is not a field used when entering a Bank Payment or Bank Receipt. If a field has data entered into it which is not used then it will be flagged up when you Validate the data.

It is possible to customise the grid and remove columns that are not needed. Unwanted columns can be dragged and dropped off the grid or deselected from the field chooser. For example if you are only inputting invoices you will not need the column for Payment date.



To remove a column, click on the column header and drag it into space where an X will appear, then let go.

Any fields which must have specific data in, such as Type, Trader, Nominal, VAT code etc. have drop-down menus to select from. However, you can manually enter the information if preferred.



Documents can be dragged and dropped onto the grid. Make sure the DocumentURL field is on the grid and this will show the URL or link to the document.

Enter all the lines of data required. If you wish to use a code or date in all the lines you can highlight the cell, right click with the mouse and use Apply to All.

Highlight a cell or entire line and right click if you want to delete the information.



Rows can be copied by clicking on the line and dragging it to a new row, you may then make changes to that row to reflect what is required; this can save a lot of time when entering a multi-line invoice.

If Show Non-active Codes has been ticked on the batch header then non-active codes can be selected or typed in but will show in red to warn you. The validation process will also highlight them. If no description is entered then the text from the nominal description will be entered when the batch is validated.

When you save the batch the program will group rows according to Invoice and Payment date, Trader and Invoice and Payment reference.

You can work with a transaction using the conventional entry screens by selecting a valid row (or rows) and choosing the Edit button. Within that screen you may split the transaction across more rows or consolidate information but, before you can Save it the transaction will need to add back to what was originally on the grid. If the transaction does not have ledger text, then it will automatically be added from the description when validated.


Copy

For regular batch entries use the Copy button to copy a batch and edit as required.

Validate

Once all the data has been entered on the grid then click the Validate button. If you click on the Save button this will also validate the grid at the same time. Validate not only checks that fields have data, which is recognised by KEYPrime, but also checks for inconsistencies such as whether there is a VAT value on a Z rated nominal.

Red triangles will appear next to data that is not recognised or is invalid:


Nominal	Enterprise
00010	AR20
00010	CT
 1111	 EST

You can Save and exit the grid without processing the data if required. On opening the batch again, click on the New Entry button to take you to the beginning of the next available row.


Process

If the data is ready to be imported into KEYPrime then click on the Process button.

If you have **not** selected to Part Process the batch this message will be shown:

 All Batch Entry Transactions will be processed.
If any problems are encountered during the processing then all Transactions will be rejected.
Do you wish to continue with the processing?

If you have selected to Part Process then this message will be shown:

 Only the Batch Entry Transactions without validation errors will be processed.
If any problems are encountered during the processing, those Transactions will be rejected whilst the remainder will be processed.
Do you wish to continue with the processing?

Once the batch has been processed you can revisit it. If you want to see any items that have been processed you will need to tick the Show Processed box.

If you have Part Processed the batch, any items that were not processed will show and can be edited so that they will process next time.

Batch Entry Plus

Batch Entry Plus is an optional module that allows the user to copy and paste data directly into the Batch Entry grid from Excel, text files and other sources.

See separate module notes on **Error! Reference source not found.** for further details.

What to Pay

The What To Pay (WTP) option is used to pay several Supplier accounts in one batch; this can be either as part of a cheque run or payment through electronic banking software. If required, the process creates Remittance advices to be sent to suppliers and a payment list can be produced. WTP can produce a list of the Suppliers due for payment so this can be checked before the payment is made.

It is strongly recommended that What To Pay is processed before writing out any cheques; it can then be used to complete the cheque details more easily.

Where pre-printed cheques or Electronic banking are used it should be considered as an essential part of the process. Check with Landmark for the current list of bank formats which are supported by KEYPrime. If using electronic banking the list of Electronic Export Formats is in the drop down on the Bank maintenance screen. This list can also be seen in the module notes for **Error! Reference source not found.**

What To Pay is accessed by selecting **Entries** from the Menu Ribbon then **What to Pay** from the Bulk section.

The screen is split into two halves. The top section is to choose the behaviour of the WTP process, whilst the bottom half will show the Invoices for payment according to the settings made once the Load button has been pressed.

Top part of the Screen information:

- Bank** The Bank Account to be used for the payment. Where a default bank account has been set this will be entered but can be changed as required. Cash accounts can be used for WTP, however due to the complexities of Exchange rate gains, Foreign Currency bank accounts are not currently allowed.
- Only Transactions with this bank** An option exists to only show Invoices and Credit Notes that have been marked for payment by the selected bank. This is useful where specific bank accounts are used for payment of certain traders.
- Payment Date** This is the date the invoices will be paid. Unpaid transactions with an Invoice date after this date will be excluded from the list of Invoices available to pay. The payment date is used to identify when cash moves on the Cashflow.
- Latest Due Date** The latest due date can be entered to exclude Invoices and Credit notes that are not due to be paid until a later date.
- Method** The method of payment types are: Cheque, Credit Card, Direct Debit and Electronic. Depending on which is selected the behaviour of the WTP and its options may differ.

For Cheques and Direct Debits each payment to a trader will be given its own individual cheque/reference number. For Credit Card and Electronic methods all the payments will have the same cheque/reference number.

Only Transactions with this Method Cheque/ Reference No.

An option to filter the list of Invoices to show only those Invoices marked by the selected payment method. This is helpful, for example, to distinguish entries paid by Direct Debit for suppliers that can also be paid by cheque.

The next cheque or reference number in sequence for the selected Method and Bank will show. This can be edited if it does not correspond with the next cheque being used for a cheque run.

Include Sales

Where Sales Invoices from a both ways trader may be netted off against Purchase Invoices, the Include Sales option should be ticked.

Print List of Payments

If you tick this option a report showing the details of the cheques/payments, including a Grand Total, will be produced when you Save.

Remittances

Supplier remittance advice notes can be produced as part of the process if required; the options are:

- None – no remittance required
- Printed Cheque– Print Remittances for all payments using the pre-printed Cheque layout. This is set in Setup, Invoice Defaults, Layouts.
- Trader Method – Use the preferred method of sending stationery to the trader that is set in the Supplier ledger defaults section, and includes Email, Printed or None.

The remittance advice notes themselves will display different text depending on the method of payment, for example:

If payment is by Direct Debit the message “Payment direct to bank” is printed on the Remittance. If electronic payment is used then the Remittance will show ‘PAID BY BACS’ together with the supplier’s bank sort code and account number that the payment is being made into.

Electronic Method

This option appears when the Electronic method of payment is selected, and allows a choice of None, Print Report or Produce File. The printed report is a standard format designed for faxing to the Bank (if they still offer that service!) More commonly used is Produce File which can be transferred directly to the banking software.

Instruction Date

This will only show when the Payment Method is Electronic. It is used to instruct the bank when to pay the selected invoices. This will default to the Payment date but can be changed. The date cannot be prior to the payment date or more than 7 days after it.

Load

This will load the list of all transactions that meet the criteria entered.

Reprint

A reprint of any of the reports that would have been produced at the end of the WTP process can be created through this option. First set the Bank, Date, Method and then which reports are required.

On selecting Reprint enter a cheque number range, and if needed choose the option to ignore the Payment date. Click OK to reproduce the selected reports, including the electronic banking export file if appropriate.

If reprinting cheques there is a warning if the same numbers are used.

If other payments have been made before or after the selected WTP run that have a payment type, date and number matching the Reprint settings, these will be included in the new reports.

This is a useful method to add Payments on Account or Part Payment of Supplier Invoices to an Electronic Payment export file.

Renumber If a series of cheque numbers needs to be corrected, this option allows you to select the payment reference numbers that need to be updated. This option can also be used to change payments from one bank account to another.

Postponed Lists To print the list of Invoices that have been marked to pay. This is useful if the payment run requires authorisation. The report can be Detailed to each item line showing exactly what is being paid for and how much, or as a Summary of how much is being paid to each Supplier. This report also shows the Credit Limit, the overdue total and a total of the Net amount from Purchase Invoices and Purchase Credit Notes from the trader in the 12 months up to the date of payment. The report may be for the selected payment method or all methods and has the option to include the Suppliers' bank details.

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

Load What To Pay

The What To Pay screen displays all outstanding Purchase Invoices (PI), Purchase Credit Notes (PC) and Purchase Payments On Account (PA). Also, if selected, it shows Sales transactions too. They will have an Invoice date no later than the Payment Date set on the first screen and with a Due date no later than the last due date specified.

The transaction number and type are displayed alongside the Supplier code and information about each outstanding transaction, including the original Invoice Amount and balance of invoice outstanding (if part paid). The list is shown in supplier order; however it may be changed to Due Date order by clicking the **Due Date** column heading.

The screenshot shows the 'What To Pay' window with a table of transactions and summary statistics at the bottom.

Hold	Trans. No.	Type	Code	Supplier	Invoice No.	Amount	Outstanding	Cheque No.	Total	Remittance By	Bank	Payment Type	Pay
N	1374	PI	ATS	Associated Tyre Services	78968	23.50	23.50	1002	23.50	Emailed	01	CHQ	<input checked="" type="checkbox"/>
Y	1468	PI	DOLTON	Banks Agriculture	89769	6462.50	6462.50	0	0.00	Printed	01	ELEC	<input type="checkbox"/>
N	1688	PI	LANDMRKS	Landmark Fertiliser Supplies	Im14244	175.00	175.00	1002	175.00	Printed	01	ELEC	<input checked="" type="checkbox"/>
N	1785	PA	DOLTON	Banks Agriculture	Contract 121	-841.25	-841.25	0	0.00	Printed	01	CHQ	<input type="checkbox"/>
N	1786	PI	DOLTON	Banks Agriculture	4554231	624.00	624.00	0	0.00	Printed	01	ELEC	<input type="checkbox"/>

Balances	Current Creditors	16873.97	New Balance	16675.47	OD Limit	-150000.00	Selected Purchase Ledger	198.50
	Bank Balance	-129065.04	New Balance	-129263.54	01 Current Account Maximum	-200000.00	Selected Total	198.50

Where the sum of the outstanding Invoices for a supplier is greater than zero these are automatically marked for payment – highlighted in blue.

A cheque (reference) number is allocated by Trader depending on payment method. Invoices on Hold are excluded from the selection and are identified with a Y in the Hold column and the row is a salmon pink colour. There is a Docs column which shows if any documents are attached to the invoices.

The automatic selection can be cleared completely by selecting the **None** button, bottom right of the screen. This will change to say **All** so you can reselect all rows, however if you wish to go back to the selection of just those that have a balance greater than 0 then Cancel and reload.

Individual transactions can be removed or added to the selection by clicking on the row (on any column other than Trans No. and Method) to toggle the Pay column to ticked or unticked.

Alternatively press the space bar to change the Pay status. The up and down arrow keys will move up and down the list.

Multiple records can be selected using standard Windows functions, e.g. Shift and Click to pick a range of Invoices. The records can be sorted before any selection has been made by clicking on the relevant column header, once to sort in ascending order and again to reverse the sort. Holding the shift key down and selecting another column to sort provides multiple level sorting, e.g. by Trader then by due date.

The columns on the What To Pay screen are explained as follows:

Hold	Shows whether an invoice is on hold. Click on the hold column cell to change the Y to N; there will be a check that you intend to take the invoice off hold so if you select Yes it will assume you wish to pay that invoice. Abandoning the WTP will reset the Invoice as on Hold.
Trans. No.	Transaction number of the Invoice, Credit Note or Payment On Account. The entry can be opened to view or edit by clicking the number in blue in this field.
Type	This shows the system abbreviation for type of transaction Purchase Invoice (PI), Purchase Credit Note (PC), Payment On Account (PA), Sales Invoice (SI) Sales Credit Note (SC), Sale On Account (SA).
Code/ Supplier	Shows the Supplier Ledger code, this field is the default sort order followed by Due date. Can also show the trader name.
Inv. Date	This is the tax point date of the invoice.
Inv. No.	The invoice reference number as used by the supplier.
Amount	The Gross value of the Invoice or Credit notes. Sales Invoices, Purchase Credit Notes and Payments on Account will normally show as negative values.
Due Date	This is the date the invoice is due to be paid by.
Outstanding	Shows the outstanding balance on the invoice after any part payments have been taken.
Cheque No.	The cheque or payment no.
Total	Shows the cumulative total for the payment to the Supplier.
Remittance By	Shows whether or not to print or email the remittance advice. This is based on the supplier defaults and can be overruled here; the same setting must be applied for all Invoices from the same supplier.
Pay	Indicates whether the Invoice is to be included in the payment or not.
Payment Method	Shows the method that was selected on the Invoice when it was entered; where a transaction is marked for payment on a postponed WTP this will be updated to the method of payment selected on the WTP.
Trader Group	Shows the Trader Group for the supplier, useful for sorting and filtering the WTP for selecting a batch of Suppliers to pay, e.g. a buying group.
Trader Type	Shows the Trader Type for the supplier, useful for sorting and filtering the WTP for selecting a batch of Suppliers to pay, e.g. traders that can be paid only by Cheque.

Additional columns may be added from the field chooser list if required, including a Days Old column which shows how many days it is since the invoice date.

At the bottom of the screen various pieces of information have been provided, showing the current creditor and bank account position and the impact that the selected payment will have on both.

Current Creditors The total of the Purchase invoices due less any Purchase Credit Notes. It does not include any payments on account or Sales Ledger entries.

New Balance The balance of Current Creditors taking into account any invoices selected for payment.

Bank Balance	Current Bank balance for the selected bank before any Invoices have been paid.
New Balance	The new Bank balance taking into account the Invoices that have been marked for payment.
OD Limit	Overdraft limit if one has been set.
Maximum	Maximum overdraft as set in bank details.
Selected Purchase Ledger	The total of amount of the purchase invoices and credit notes selected for payment.
Selected Total	Total of all invoices and credit notes including sales ledger if ticked.

Save

Clicking on Save checks that all payments will be greater than zero.

A check is also made, to ensure pre-printed cheques will not be wasted, by counting the number of Invoices marked for payment for each trader and comparing this with the Lines per page setting in Invoice Defaults, Layouts. Where the number is exceeded a warning is given.

If Printed cheques are not being used, or a blank page has been inserted in the stack of cheques at the correct place, the message can be ignored; otherwise it is advised that the Trader is removed from the Pay run and is paid separately.

Once all messages have been dealt with, Save posts the payment transactions (PP) against each individual trader and generates the reports and Export files as required.

The Payment list is displayed first then Remittance Advice notes are either displayed or emailed or both. Finally the Electronic Banking file (where selected) is generated and a message to confirm this has happened and where it has been saved. If the electronic bank file has been created before a warning will be given so that, if the previous file has not already been uploaded to the bank software, it can be given a new name. Also, if the file is in use by the banking software a warning will be given and the new file can be saved with a different name. Otherwise the file is overwritten on saving.

The destination folder for the Bank Export file is selected under the company Preferences, folder options.

Postpone

The **Postpone** button allows the selected Invoices to be marked for payment but no payment is actually made. The postponed list can then be generated and circulated for approval. Each Payment Method can have its own separate postponed list: one each for cheque, direct debit and electronic payments. However you cannot have a postponed list for the same method on What to Pay and What to Receive at the same time.

If there is a postponed list in existence for the Payment method selected, when you attempt to load a new WTP a warning is given and the postponed list is loaded. The dates you originally entered prior to postponing will be used, however if any Invoice marked for Payment has been edited since the WTP was postponed it will be excluded from the list. A warning is given to the user editing a transaction on a postponed payment list.

If you need to clear a Postponed list, load the existing Postponed list and a Remove Postponed option is shown. Alternatively deselect all Invoices for payment and press Postpone again.

Reset No.

Where a change has been made and you wish to see what Cheque numbers will be used for each payment, press the Reset No. button.

All/None

You can select and deselect all items marked for payment by pressing this button. When any invoice is not marked to be paid it will say All and will mark All for payment. When all invoices are marked for payment it will say None and pressing it will clear all the selected invoices.

If any Invoice is marked as on Hold a warning is shown when selecting All; if you say Yes to paying the On Hold invoice the pink highlight will be removed, but if you change the selection to None again you will need to reload to see which invoices are on Hold.

Cancel

Cancel will close the list of transactions for payment, returning you to the screen first loaded when opening WTP.

Exit

Exit will close the screen completely and lose any selections you have made.

What To Receive

The **What To Receive (WTR)** option is designed to allow the production of a number of Sales Receipts from Customers as a batch.

What To Receive mostly works in the same way as What To Pay so see WTP for details.

One of the differences to What To Pay is that none of the Invoices are selected for receipt by default on loading the list. Individual Invoices can be marked for receipt by clicking on the Pay column next to each invoice.

To print a list of receipts tick Print List of Receipts on the front screen.

A third difference is that there is the facility to have individual Payslip numbers when using the Electronic receipt method.

From version 10.0 WTR will allow receipts dated in advance of the invoice date.

Property Linked (optional)

Where the Accounts is linked to KEYPrime Property a Tenancy code field can be included on the What to Receive screen. This is selected from the field chooser.

Direct Debit facility for WTR (optional)

The ability to receive Direct Debits is an optional Module that can be purchased from Landmark. This module can be used in conjunction with third party products to collect payments from Customers.

Customers that have agreed to pay by Direct Debit are identified by ticking the DD Mandate Held box on the Bank tab of the Ledger record, having first entered the customer Bank Details.

There is an option to indicate whether the first direct debit has been claimed already. This will automatically update when an electronic payment has been made. It can be reset if a new DD authorisation has been obtained.

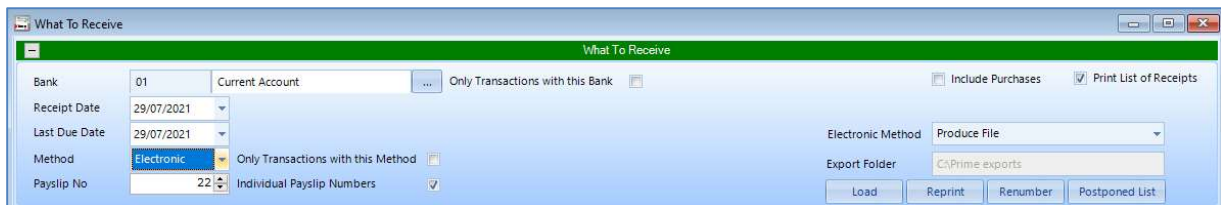
Bank Name	First Direct
Sort Code	33-44-55
Account Number	0989454
Electronic Ref	EREF
Account Name	Account Name
DD Mandate Held	<input type="checkbox"/>
First DD Claimed Already	<input type="checkbox"/>

New direct debit authorisation details can be sent to the BACS software by running the Generate DD Authorisation report from the Customer ledger reports section; this can also be found by right clicking on the customer in the listing screen.

Direct Debit invoices can be receipted in bulk or individually when using the What to Receive function. The Method needs to be Electronic and further choices can be made when completing the heading section:

Whether each receipt will use individual **payslip numbers** or whether they will all have the same payslip number for this batch.

To send the information to the Banking Software the Electronic Method **Produce File** must be selected, once the Payment method Electronic is entered.



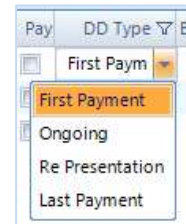
The default Export folder used for the WTR Bank Export file is defined in Setup, Preferences, Folders section and is shown on the screen for information when you Save. In order that the file can only be saved to a location determined by an administrator, this cannot be changed through the WTR screen.

If Electronic method and Produce file have been selected on the front screen then on the invoice selection screen there will be a DD Type column which has 4 options:

- First Payment** This will generate two files:
A NEW Direct Debit export file to instruct the Bank that a payment is going to be taken.
A BACS payment file which has a pay reference of 01 after the Bank Account number to indicate this is the first payment from this account.
- Ongoing** This will generate one BACS file that indicates it is an ongoing exports payment with a pay reference of 17 after the bank account number.
- Re Presentation** This will generate one BACS file that indicates it is a representation of a declined payment with a pay reference of 18 after the bank account number.
- Last Payment** This will generate one BACS file indicating that this is the final payment from the customer with a pay reference of 19 after the bank account number.

If the First DD claimed is already ticked in the customer ledger then this will default to Ongoing.

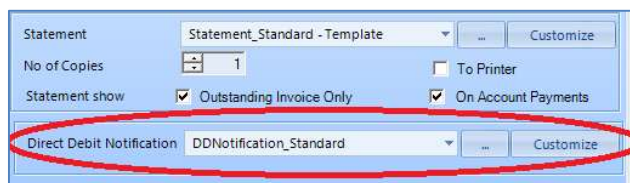
If it has not been ticked this column will default to First Payment. The setting can be changed if required on the WTR screen for the current payment.



Once the file(s) have been generated they can be transmitted to the agent who is operating the collection service by picking them up from the location in which they have been saved.

A notification that Payment has been collected can be generated; this can be Printed or Emailed. The Advice note defaults to the method in Invoices By in customer Defaults but can be changed in the WTR screen.

The Direct Debit Notification layout is found in Setup, Layouts, Direct Debits when the module is enabled.



Recurring Entries

To save data entry time and to maintain consistency of data entry, regularly occurring transactions can be set up as templates for processing as Recurring Entries. Trader defaults will be passed through to new recurring entries.

These have the added advantage of being available to the Projected Bank Balance report for predicting future cash requirements.

The following transaction types can be created as recurring entries.

- Bank Payments/Receipts/Transfers
- Nominal Journals
- Sales/Purchase Invoices

These can be copied from existing transactions or set up from a blank template. When processing recurring entries there is an opportunity to edit the details so regular direct debits may also be set up, e.g. wages, finance payments, telephone bills etc. VAT scale charge adjustments can also be set-up as recurring Journal Nominal entries so that they do not get forgotten.

Recurring Entries are accessed by selecting **Entries** from the menu ribbon then **Recurring Entry** from the bulk section.

Recurring Entries Listing Screen

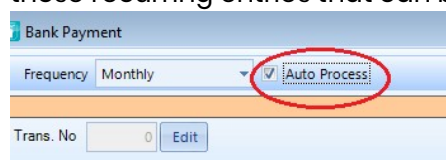
The Recurring Entry listing screen shows the list of Recurring Entry templates that have been created and not yet ended. These can be filtered or sorted and selected for processing either individually or as a batch. A total has been included on the list so that a helpful balance can be provided.

Process	Trans. t	Trader	Description	Value	Bank code	Ends	Auto process
01/08/2021	BP	4 wheel Drive Centre	Toyota HP liability	630.00	01	01/08/2022	<input checked="" type="checkbox"/>
01/08/2021	BR	George Bournes	Rental Income	550.00	01		<input checked="" type="checkbox"/>
01/08/2021	BR	H.Wilson	Rental Income	650.00	01		<input checked="" type="checkbox"/>
01/08/2021	SI	W.J. Smith & Partners	Horse Grazing - 01/10	100.00			<input checked="" type="checkbox"/>
03/08/2021	BP	Ford Motor Credit	Ford 7910 Lease	643.70	01		<input checked="" type="checkbox"/>
10/08/2021	BP	O2	mobile 2	99.87	01		<input checked="" type="checkbox"/>
11/08/2021	SI	SA Miller & Son	Off peak electricity	20.15			<input checked="" type="checkbox"/>
11/08/2021	SI	SA Miller & Son	Standard rate electricity	78.17			<input checked="" type="checkbox"/>
17/08/2021	BP	Barclaycard	Fuel - Petrol	303.60	01		<input checked="" type="checkbox"/>
25/08/2021	BP	Giles Smith	Regular Wages	300.00	01		<input checked="" type="checkbox"/>
27/08/2021	JN		VAT Fuel scale chg	0.00			<input checked="" type="checkbox"/>
28/08/2021	BP	Lloyds Bank	Bank Interest	506.00	01		<input checked="" type="checkbox"/>
28/08/2021	BP	Lloyds Bank	Bank Charges	42.50	01		<input checked="" type="checkbox"/>
28/08/2021	BP	Mrs J. Farmer	Drawings Mrs J Farmer	500.00	01		<input checked="" type="checkbox"/>
28/08/2021	BP	Mr J. Farmer	Drawings Mr&Mrs J Farmer	1500.00	01		<input checked="" type="checkbox"/>
Totals				8128.28			

Columns shown by Default:

Auto Process For recurring entries that are the same each time they are processed an Auto Process option can be set. For those recurring entries that require updating each time they are processed the option should be deselected and the template will be excluded from any auto process.

The tick on the Recurring Entries screen allows the list to be sorted and selected for those recurring entries that can be auto processed.



Process Process shows the date on which the next recurring entry will be created.

Trans.Type BP – Bank Payment, BT – Bank Transfer, BR – Bank Receipt, JN – Journal, SI – Sales Invoice, PI – Purchase Invoice

Trader This shows the Customer/ Supplier name for the transaction type where appropriate.

Details The description from the item line with the most significant value on the transaction.

Bank Bank account code for Bank Payments/Receipts.

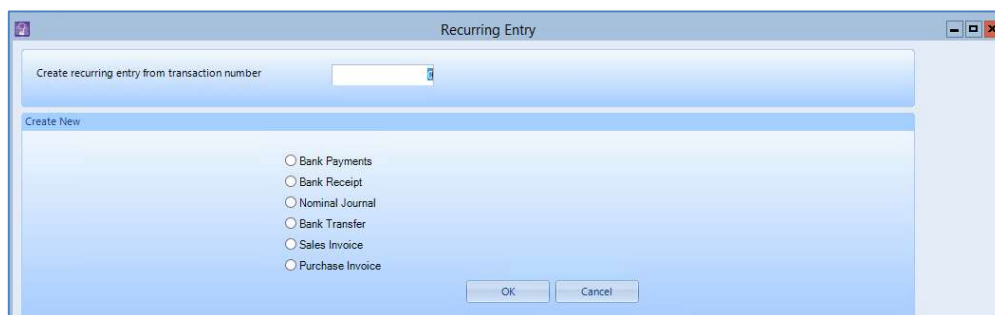
- Value** The Gross value of the transaction; in the case of Bank Transfers this is the value to be transferred.
- Ends** The last date on which the Template is to be processed; when blank this means that the recurring entry will run indefinitely.

Buttons at the bottom of the screen:

- New** Creates a new Recurring Entry Template from either a blank template or by copying the details from an existing transaction.
- Edit** To edit the Recurring Entry Template.
- Process** Process selected or all recurring entries in the order in which they are displayed.
- Meter** An optional module for entering meter readings and creating the resultant invoices.
- Multi update** Opens a new screen where all or several templates can be updated at once.
- Delete** Recurring entry templates can be deleted by an authorised user; this will not affect any of the transactions created from it, it simply removes the template from the list.
- Exit** Exits the recurring Entry screen.
- Reports** There are two reports available the **List**, which gives a simple summary report of the selected Templates; if none are selected then all templates will show in the report. The **Detailed List** will show a breakdown of the details for each of the recurring entries including all coding and description, plus frequency and end date where set.

New Recurring Entry

To setup a new Recurring Template entry Click **New** on the bottom toolbar. This displays the screen shown below:



From here an existing transaction can be selected to use as a Template or a new Template can be created by selecting the transaction type from the list and pressing OK.

If creating from an existing transaction, enter the transaction number press OK and then make any required changes to the template.

The Date defaults to a date that is one month on from the entry used and will automatically update depending on the frequency selected. When the Next Date or Transaction Date is changed the other date will follow. However any dates on the item lines will not follow the change but a warning message will show to remind you these may need changing.

Processing dates must be after the start of the current financial year.

Recurring Entry templates may be edited directly without the need to process them.

This is carried out by selecting a template and clicking on the Edit button, or double clicking a template. Template screens behave in the same way as regular entry screens except for the additional information above the header of the transaction.

Frequency The required frequency may be selected from the list by pressing the down arrow on the right of the drop-down list box. If 'Irregular' is selected the user will be prompted for a date when processing.

Auto Process Tick to include the template during Auto Process of Recurring Entries.

Next Date This is the date when the Recurring Entry is next due to be processed. If created from an existing transaction, it will automatically default to the payment date of the transaction that it was created from, plus the frequency, e.g. if the original entry had

a payment date of the 12th August and the frequency is monthly, then the next due date will default to 12th September. Otherwise, it will default to the current date.

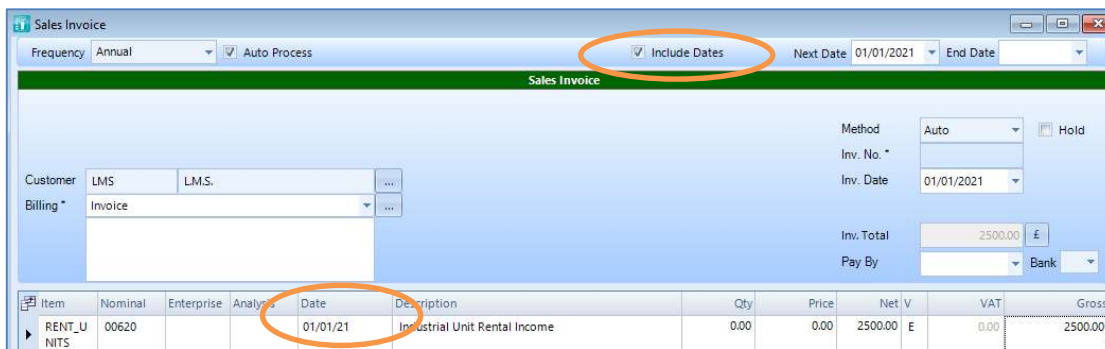
End Date This is the date when the Recurring Entry instruction is due to end. If it is not known or has no set end date then it may be left blank.

Auto Add Date Facility

For Sales Invoices there is a facility to add dates automatically to the description on the invoice, at processing. For example an Annual rent charge, when processing the Invoice can show Rent for 01/01/21-31/12/21 without the need to type in the dates. The dates reflect the Frequency (which must not be Irregular) and the item line must have the date field completed.

On the Entry Grid enter the item lines as for a regular Sales invoice making sure to enter a period start date on any item lines that require a date to be added to the description; this date does not need to coincide with the processing date.

In the example below the Rental Income would have the text 01/01/21-31/12/21 appended to the description.



If the Date field does not appear on the Entry grid, use the Column selector to add the field.

Example Invoice:

INVOICE						
Invoice No:	SI44	Date:	01/01/21	Due Date:	29/01/21	
Description	Date	Quantity	Unit Price	Amount	VAT%	VAT Amount
Industrial Unit Rental Income 01/01/2021 - 31/12/2021	01/01/21	0.00	0.00	450.00	0.00	0.00

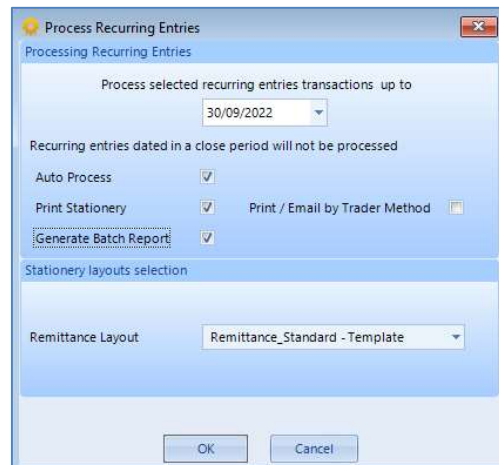
Processing Recurring Entries

First select the recurring entries to process, the list may be sorted and or filtered to assist this.

If nothing is selected all the recurring entries due up to the date selected will be processed.

Recurring entries are processed in the order in which they are sorted in the list.

Once the process button is selected processing options may be entered:



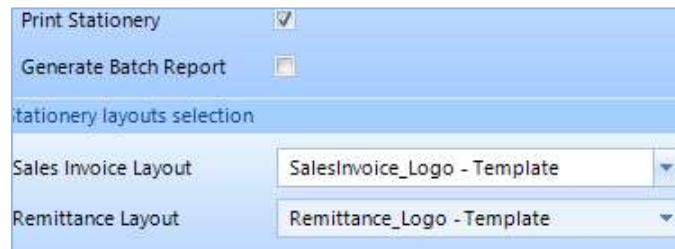
Process Date The date up to which to process recurring entries; multiple transactions will be created where the frequency repeats before the process date.

Auto Process

Whether to process all selected recurring entries without further user interaction. Not recommended for recurring entries that change. Where individual recurring entries that do not allow auto process have been selected, a warning is given, with an option to stop processing. Where Auto Process is not selected each recurring entry is presented to the screen as though entered manually with all the same options on saving. Changes may be made which can then be used for the next processing or discarded.

Print Stationery

There is an option to print the relevant stationery for all selected transactions.



Print/Email by Trader Method

When Auto process is selected and stationery is to be printed there is an option Print/Email By trader method. This then uses the method set in the trader defaults.

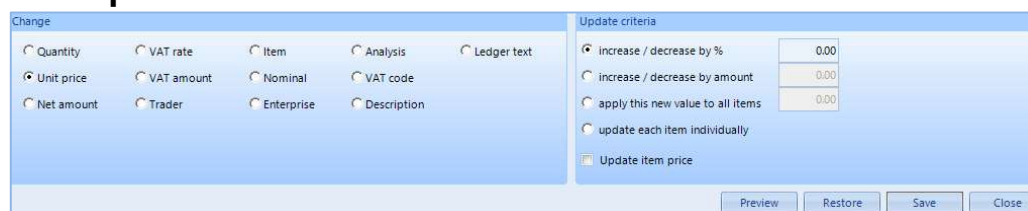
Generate Batch Report Stationery Layout Selections

A batch report listing the transactions created.

Use the drop-down menu to select the stationery layout for the selected transactions.

Where recurring entries have Non Active codes on them the processing will stop with a message so that the template affected may be edited.

Multi update



First select which templates are to be multi-edited – if none are selected then all will be included. Click on the Multi update button and all the details will be shown. These can be updated by selecting the appropriate radio button first, then using the Update criteria section to put the new values in. Click on Preview to show the new values and Restore if it is necessary to take them back to the original values.

Hints and tips

When using a Sales invoice as a recurring entry choose the Method auto so that an automatically generated invoice number will be created when processing. Otherwise where manual is used then the invoice number will need to be entered each time.

DO NOT use Fixed Assets or Stock Items on recurring entries.

Stock

Stock management in standard KEYPrime products is a manual process where adjustments to Stock Values can be made at any point in time. Where a more automated stock value update is required a Full Stocks module is available.

Setting up Stock

In the Setup/Defaults section for Assets set up default Stock Valuation Change nominal codes. The nominal 01799 for Valuation Change is already created in any new set of data and others can be created as needed. If the defaults are left blank then the code will need to be added in every stock transaction.

In Nominals, set up any Stock Type nominals needed. This may be just a single nominal called Stock or several nominals to identify different categories of stock such as Livestock, Consumable Stock, Crops in Store etc. Direct posting of transactions to these Nominal codes is not permitted so these Nominal codes will only be available when making stock entries.

In the Stock Ledger, set up the Stock Codes. As with the Stock Type nominals the stock codes may be as numerous as required. Several Stock Codes may be linked to a Stock Nominal, e.g. the Nominal is called Livestock but you may set up Sheep, Calves, Beef Cattle all linked to it. This will then show as just one value for Livestock on the Trial Balance and Balance Sheet. Reports for individual codes are in the Stock section.

Once these are all set up then Opening Stock can be entered using the Opening menu. Select each Stock in turn and enter the Quantity, Price and Total. If no quantity is needed then a Total can just be entered.

Description	Quantity	Each	Total
Existing balance	0.00	0.0000000	0.00
New opening balance	25.00	150.0000000	3750.00

Reason for change: Opening Trial Balance

If there is no opening value to the stock then a new value can be entered using the Stock Adjustment screen.

Stock Adjustment

Stock adjustments are used to set the value of a Stock item on the Balance Sheet and post the valuation change to the Profit and Loss, allocating it to an enterprise and/or analysis code if needed.

Valuation Change			
Quantity	Price	Value	
Current	0.00	0	1198.03
New	0.00	0	1198.03
Change	0.00	0	0.00

Stock * CON/SPRA Sprays

Nominal * 01799 Valuation Change

Enterprise

Analysis

Details Sprays

Stock Change (relative)

There are two methods of making a stock adjustment either using the known balance or the known change.

Trans No. Shows the transaction number for a saved entry. As the transaction number is allocated on saving this will show 0 for a new entry.

Date The date of the adjustment.

Reference A user defined reference for the transaction; this will show on Ledger Reports.

Stock* The stock code that is being adjusted.

The type of stock adjustment will determine how the entry is made and how it is subsequently affected by any other Stock entry:-

Stock Take (absolute) Stock Take (absolute) method allows the new quantity, price and value to be entered to calculate the valuation change. This sets the Stock value and quantity for the balance sheet at the end of the date entered. If you add or edit any entries with a date on or prior to this transaction for the stock code it will not change this New value of the stock; the valuation change will be updated to maintain this value. This is typically used when a closing valuation has been made and physical stocks and values are known.

Stock Change (relative) Stock Change (relative) allows changes to be entered with the New values updated accordingly. This is used where the movement in valuation is known and not necessarily the physical stock, for example to record the Birth or Death of a Stock Animal or a price increase. Any entry with a date on or prior to the transaction that is added will not affect the change part of this transaction, i.e. the new closing value of the stock will be adjusted.

Valuation Change:

These values represent the Stock Item values at the end of the day on the date of the transaction.

Current The Quantity, Price and Value before this transaction has been saved.

New The Quantity, Price and Value after the changes have been entered.

Change The Quantity, Price and Value of change being entered.

Nominal* The valuation change nominal code that will show the adjustment on the profit and loss.

Enterprise The Enterprise the adjustment is to be posted against where required.

Analysis The Analysis code the adjustment is to be posted against where required.

Details Details of up to 25 characters to show on reports; this is carried forward to the next stock adjustment entry.

Full Stocks (optional)

Full Stocks allows Stock to be entered on all entry screens so that adjustments to stock are carried out at the same time as the purchase or sale of stock.

Stocks may be used on Purchase and Sales Invoices or Credit Notes, Bank Payments or Receipts (BP & BR), Nominal Journals, Stock Adjustments, Transfers and Usages.

Accruals and Prepayments do not allow the use of Stock.

Further options within Full Stocks are Stock Transfer and Stock Usage. The Stock Transfer option allows the movement of value of one stock to another, or to multiple stock items.

Stock Usage is for writing off the value of stock items across multiple enterprises, or analysis codes, for example Usage of Fuel from stock by different departments. This should be used only where Stock items have been purchased into Store with no Enterprise.

See separate module notes for **Error! Reference source not found.** for further information.

Metering (Optional)

The Metering menu in Entries is one way of using the optional Metering module. As the meters are linked to properties which are shown as Analysis codes in KEYPrime Accounts then the same menus can be found on the Analysis listing screen as well. For full details see the separate Metering module notes.

Charge Manager (Optional)

An optional module which provides the facility for Property Managers to process Service Charge reconciliation across multiple tenancies or leaseholders for a single block of flats. The process will recharge a share of any expenses relating to the whole building across to the individual leaseholders of the building. There are other potential applications which include, for example, shared farming equipment.

This module also enables the Property Manager to fulfil the statutory requirement to provide a 12-month budget of expected expenses to the leaseholders. This is then included as a monthly payment, or other frequency depending on the contract, from the leaseholders to the property manager.

At the end of the year an annual service charge reconciliation is performed where the total cost for the period is calculated and any difference between the accrued income from the leaseholders and the year-end total is invoiced or credited back to the leaseholders.

This is available in :

KEYPrime Standard Accounts; KEYPrime Advanced Accounts; KEYPrime Property (not stand alone); KEYPrime Client Accounting.

See separate module notes for more information.

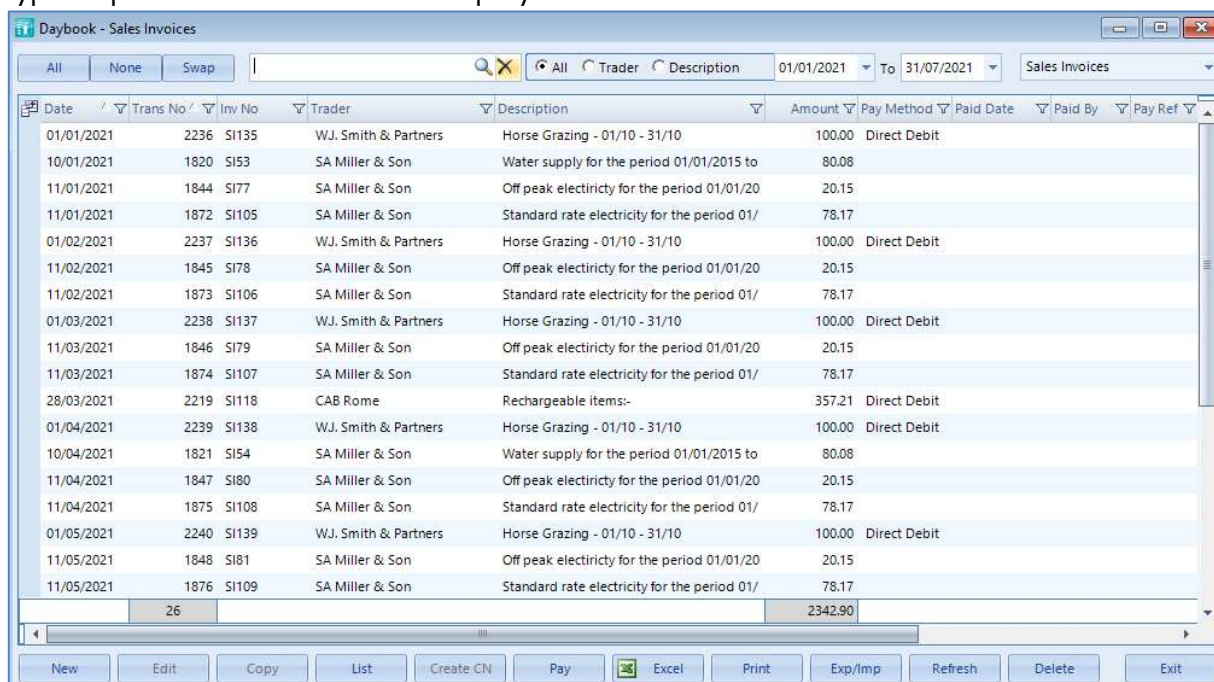
6. Daybook

The Daybook shows a Listing Screen for all the different Entry types and can be used to manage Invoices so they can easily be created, edited, printed, re-printed, copied, or listed. The Daybook can also be used to filter lists of entered transactions.

Transaction Types



To enter the Daybook select Daybook from the top Menu Ribbon and then select the Transaction type required. The screen will be displayed in this format:




The drop-down box in the top right corner allows the selection of Invoices, Credit Notes, Bank Payment or Receipts, Purchase Payments, Sales Receipts, Journal and Stock transactions, as well as Postponed Invoices and Credit Notes. There is also an All Transactions daybook which gives Item line detail.

The date range can be refined to limit selection for ease of searching. The To and From dates are retained while the program remains open. Once closed the From date is remembered between each session but the To date defaults to the end of the current calendar month. It is wise not to leave too wide a date range on closing as it will impact the speed at which the daybook next opens.

The information displayed depends on the transaction type selected. For example, payment records show bank details and the description from the most significant valued line on the Invoice(s) paid.

Sales and Purchase Invoice or Credit Notes show a column to indicate the paid status of the transaction, either Paid, Part Paid or Unpaid.

Columns may be added or removed from the screen by using the field chooser which can be found at the top left-hand corner of the grids .

Grids may be reset to factory defaults from the Launchpad (see Administrator menu), or just for the current screen from the menu under the logo at the top left of the main part of the program. Use the Reset Active Grid then close and reopen the current screen.

Click on a column heading to sort by that column; clicking the same column twice will reverse the sort. To sort data within a sort, click a column then hold shift and click additional columns, e.g. to sort by Trader and then date, click Trader column header then hold shift and click Date. You will see a faint arrow on each sorted column showing the direction of sort.



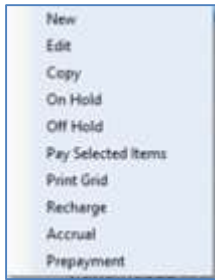
Transactions can be created, edited and reported on from the various Daybook views.

Totals are shown at the bottom of the listing screen which include a Count of the number of that transaction type as well as Total monetary values.

The options at the bottom of the grid

- New** Create a New transaction based on the current daybook selection.
- Edit** The Edit button becomes live when a single record is selected so that the transaction can be edited. Alternatively double click any transaction to open it in edit mode.
- Copy** The Copy option will also only apply to a single transaction when selected. It is not available for Sales Receipts or Purchase Payments.
- List** A summary or detailed report of the transactions can be produced by using the List button. There is an option to only included selected records in the report where some have been highlighted.
It also allows you to list the part payments made against an invoice: see "Part Payments/Receipts" on page 127.
There is also the option to print a list of Recharges for transactions.
- Create CN** For Sales and Purchase Invoices a create Credit Note option is available which will copy the selected transaction into a Credit Note form so a reversing entry can be created. The finer details can be amended as necessary.
- Pay** Unpaid Invoices may be selected and quickly paid using this method. For Electronic payment continue to use the WTP and WTR routines.
- Excel** This takes the content of the current list with its columns straight into Excel.
- Print** The Print button will show the print options for the selected transaction type, including whether to email or not, and which of the stationery layouts can be used. Multiple records can be selected and printed in a batch.
- Exp/Imp (option)** This is a feature that allows selected fields to be exported to excel for all or highlighted transactions. There is also an optional import of transaction information.
- Refresh** The refresh button updates the Daybook with any entries added by other users since the Daybook was opened.
- Delete** Deletes selected transaction, if allowed.
- Create Invoices** Postponed transactions have an option to convert them into a live transaction by using the Create Invoice button.

Day book options will change according to the Transaction Type displayed at the time.



As an alternative to using the buttons at the bottom of the screen, you can Right click on any transaction to show the context menu which also provides the New, Edit and Copy options. Pay Selected Items shows on the invoice/credit note screens.

Also available on the context menu is the means to put transactions On Hold or take them Off Hold.

Print Grid is a quick report showing the details of the records with the columns and order currently on the grid. This provides a screen shot of the data but also includes records that are in the list but not currently showing.

Recharge is available in Advanced to charge out a payment or receipt. See "Recharge" on page 122.

Accrual and Prepayment are a quick and easy way to create accrual or prepayment journals from actual transactions and can be found in the BP/BR/PI/PC/SI and SC screens. Note: as negative accruals and prepayments are not good practice, if you choose a PC it will open an acc/pre Income, and if you choose a SC it will take you to acc/pre Expenditure.

When the All Transactions Daybook is displayed the **New** option will look at the transaction type currently selected in order to determine which type of new transaction to create. When nothing is selected a screen will appear for you to choose the type.

Print from Daybook

Any Daybook items can be printed either individually or as a batch if you select several at a time. For Invoices and Credit notes a Printed column is displayed to show if the transaction has been printed yet. Therefore a number of invoices can be produced throughout the day and then be printed off as a batch. Simply sorting or filtering on the column will bring all the unprinted entries together for selection and then printing.

Quick Payment - Single Trader

On the Invoice and Credit Note Daybooks there is a quick pay option on the right click menu or **Pay** button at the bottom of the screen.

Where the invoices selected are for a single trader the Pay option will open the relevant Payment transaction screen, i.e. Purchase Payment for Purchase Invoices and Sales Receipt for Sales Invoices.

Trader: Kidmore Pheasant

Trans. No. [0] Edit

Bank * 01 Current Account Method * Cheque

Supplier * KIDMOR Kidmore Pheasant Payment Date 10/07/2021

Remittance * Invoice Payment Ref. 101204 727.50

Total 727.50 £ Pay All

Print On Save
 Cheque Layout

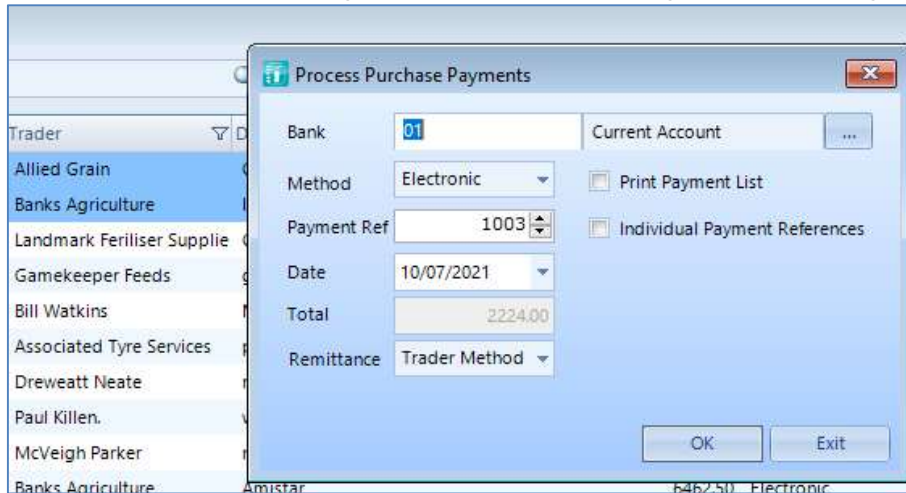
Hold	No.	Type	Total	Inv. No.	Unpaid	Y/N/P	Paid Amount	Discount
	1305	PI	187.50	PI1305	187.50	Y	187.50	0.00
	1304	PI	540.00	PI1304	540.00	Y	540.00	0.00
	1306	PI	575.00	PI1306	575.00	N	0.00	0.00

If there are other unpaid Invoices or Credit notes for the trader these will be shown but will not be marked for payment. These can be quickly included by using the Pay All option next to the Total

Total 727.50 £ Pay All

Quick Payment - Multiple Traders

Where Invoices for more than one trader have been selected, a screen to enter the Bank Account, Method of Payment, Reference and Date is displayed. This shows the total value of the selected Invoices for payment and gives the options with regards to printing remittances.



This payment screen allows the choice of whether to use the same payment reference for individual payments, or a separate one for each; this is regardless of the Payment method selected. The option will default to the standard behaviour expected but can be changed to suit. There is also an option to print off a cheque list.

Where the selection includes paid invoices or invoices on hold the program will stop quick pay with a warning. Only the full amount outstanding on each Invoice can be paid using this method.

On Hold/Off Hold

A number of Invoices may be put on, or taken off, hold simultaneously.

Select the Invoices, right click and then choose On Hold or Off Hold to change the setting. The Hold status of Invoices can be seen by adding the On Hold column to the daybook.

Amount	On Hold	Printed
58.75	<input type="checkbox"/>	N
1432.20	<input checked="" type="checkbox"/>	N
540.00	<input checked="" type="checkbox"/>	N
187.50	<input checked="" type="checkbox"/>	N

All Transactions Daybook

The All Transactions Daybook will display a full listing of each transaction for the date range at an Item line detailed level.

It is helpful for showing all purchased or sold items, regardless of whether on Invoice, Credit Note, Bank Payment/Receipt or Journal. This makes it easy to see if any coding is missed or incorrect and transactions can quickly be identified for editing. The On Hold column is available from field chooser in this screen.

Extra record information

The All transaction daybook can show information linked to a transaction item line, for example, the invoice that the Sales Receipt actually pays.

Dependant No. – shows the Transaction No. for the Invoice line it relates to.

Dependant Ref. – shows the Invoice No. ref. for the invoice line it relates to.

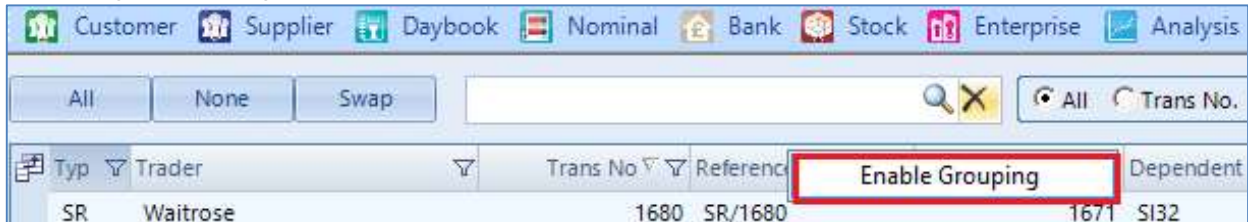
Type	Trader	Trans	Reference	Dependant No	Dependant Ref
SR	Bartholomews Ltd	1282	SR/1282	1275	85875
SR	Bartholomews Ltd	1282	SR/1282	1275	85875
SR	Bartholomews Ltd	1281	SR/1281	1276	89768706
SR	Bartholomews Ltd	1281	SR/1281	1276	89768706

Also displayed is the entry or edit date along with the user code for each; edit information will always be the last edit to the transaction. Full history details can be obtained from the Transaction Audit report. Documents can be added to transactions in this daybook – add the Docs field from the field chooser.

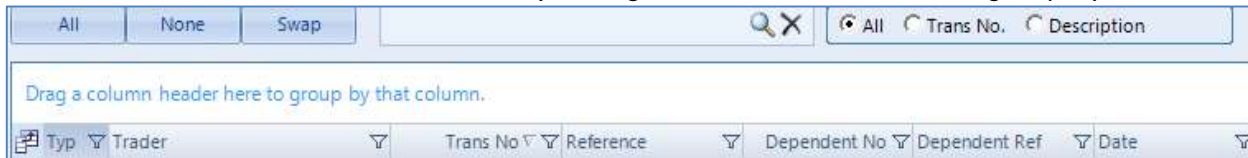
Grouping and Sorting the Daybook

Items can be grouped on any columns or sort order preferred; they can be filtered and searched, printed and exported to Excel.

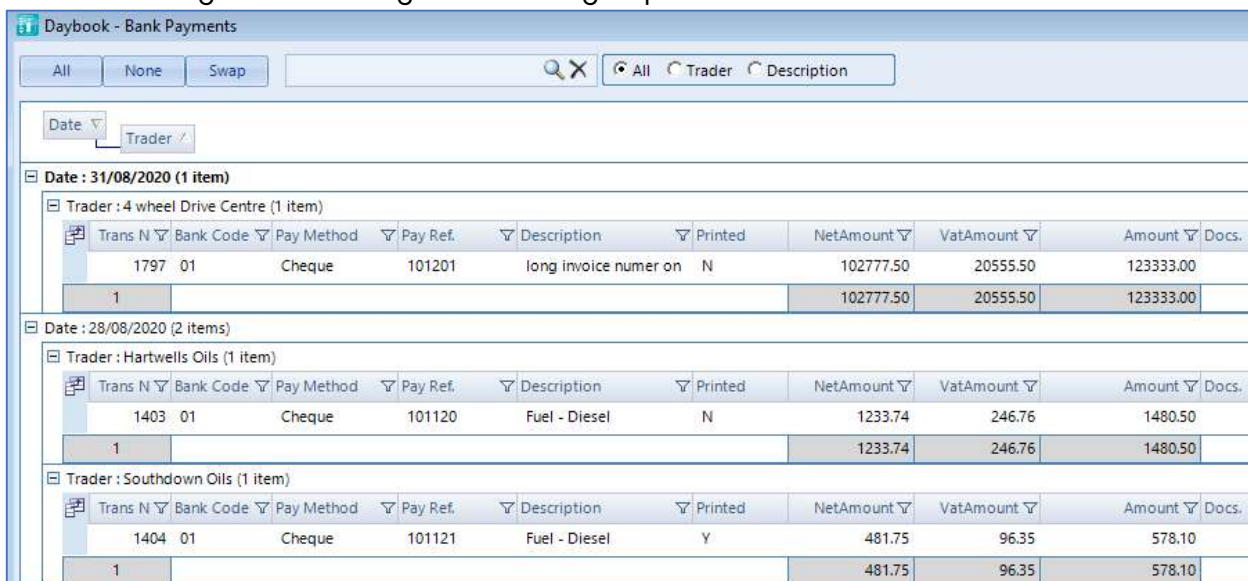
To group the listing screen, Right Click anywhere on the column heading and then select Enable Grouping by clicking into the box that appears. This will place a tick in it to show it is selected.



A grouping area will appear; click on any of the column headings, e.g. date, and drag and drop it with the mouse into the area where it says 'Drag a column header here to group by that column'.

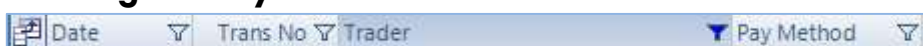


Several groups can be used in sequence, for example group by Date and Trader; you can now see all items entered by trader for a given date and the total. The columns can be dragged so that the sort order is Trader then Date. By clicking on the grouped headers the sort order can be changed from ascending to descending within each group.



To remove the group headers click on the heading and drag it out of the group section.

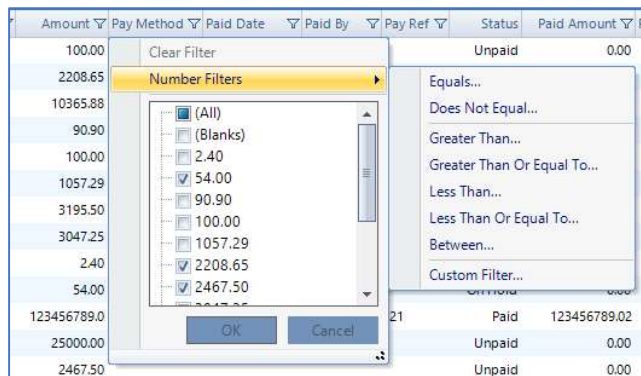
Filtering the Daybook



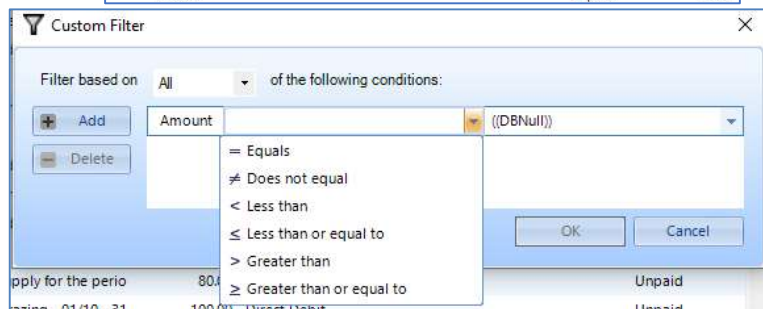
Click on the Funnel/Filter to filter the column by certain values, e.g. When you click the Trader filter and select Adkins & Co you get the daybook to only show transactions for that trader. You should note that where filtering has been applied the Filter/Funnel turns blue.

The Filters on columns in the listing screens plus the daybook 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.



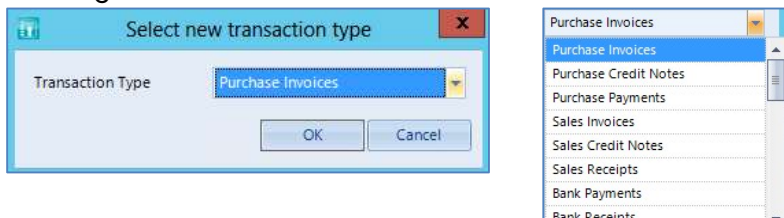
Custom allows for many combinations of filtering either including or excluding values or parts of values.



By clicking on any of the column headers the transaction lines will be sorted in ascending order, clicking the column again will reverse the order. Holding shift and selecting a number of columns will sort within each selection, for example sorting first by trader, then Nominal code, Enterprise and date.

New Entry in All Transactions Daybook

There are 2 ways to select the type of new transaction to be entered. Either select a line with the type of transaction you wish to create and select **New** so the relevant entry form is opened. Or without anything selected click **New** and a drop-down list will show the different transaction types available. Press F4 to see the list or click the down arrow on the right-hand side. The type can be selected by either entering it from the keyboard, arrowing down or scrolling with the mouse and selecting it.



Note: Although postponed entries show in the available list these can only be created by postponing the creation of the relevant transaction type. Selecting any of these options will simply load the planned transaction type and you will need to remember to postpone this on save.

Delete an Entry

Single entries may be selected and deleted using the Delete button provided that the user would be able to remove the entry through normal Edit and Remove. The user must be authorised; the entry must be dated in an open accounting period and nothing else must depend on it. A warning is given before the transaction is deleted and then validation checks are made to ensure that the entry is not reconciled on a Bank Statement or Paid by another Entry or in a closed accounting period.

If all conditions are met, the transaction is removed from the live transactions list and a reversing entry is posted to the Audit records.

If the information on the Entry was on a completed VAT return this will remain, but a correcting entry will appear on the next VAT return that is produced. A transaction once deleted cannot be restored, a new entry would need to be made which will have a new transaction number.

7. Management

KEYPrime provides a range of **Management Reports** including **Profit & Loss, Cashflow, Income and Expenditure, Balance sheet** and **Sources & Application of Funds** at a Company level. In addition parts of the business can be reported on a Profit & Loss or Cash basis using the Enterprise and/or Analysis codes.



Reports

There are 3 main Company level reports, Profit and Loss, Cashflow and Income and Expenditure.

Profit and Loss (P&L) shows Trading costs and income at the date they are incurred, most often determined by the Invoice date (tax point) of the transaction. In addition adjustments to profit and loss are made for any change in Valuation of Stock Items and depreciation of Fixed Assets. As a Trading report this excludes any Capital, Private, Asset or Liability payments and is always shown NET of any VAT.

Cashflow shows the breakdown of the payments and receipts for transactions at the date of payment and receipt. It shows the net cash flow for the period with the opening and closing bank positions. The figures on the report are also shown NET of VAT, with the VAT itself shown toward the bottom of the report so that it is included in the movement at the bank.

Income and Expenditure shows all committed expenditure and receipts on the date incurred, i.e. the Invoice (tax point) date. There is no adjustment for any change in Valuation of Stock Items, or for depreciation of Fixed Assets. However it includes all invoices for Capital, Private, Asset or Liability type transactions.

Enterprise and Analysis code reporting can be on the basis of either Trade (Profit and Loss) or Cashflow. There is also a Stock Adjusted P&L for users of full stocks.

Scope of Reports

Management reporting is not just limited to the current financial year. Reports can be run for any date range that has information entered. There are several formats which include Monthly, Quarterly or Annual reports as well as multi-year comparison reports.

Reports can be compared to Budget or the previous twelve month period, and where space allows both.

They can be at a Summary level which uses the Groups of nominal codes that make up the coding structure. Or they can be more detailed reporting on each Nominal code or, in some reports, to the Enterprise or Analysis allocation by nominal.

Management Reports use a common report viewer which shows the report on screen. Then, if necessary, a copy can be printed. The reporting tool includes many other functions to help you with managing and interrogating your business, including searching the report, exporting to PDF, Word or 2 Formats of Excel files. Many reports have a Drill Down function which allows you to see the transactions that make up the value on the report. This Drill Down can go further in taking you to the original entry if required. This can then be edited, copied and/or paid without exiting the report if required.

Excel

Some report formats include a direct export to Excel; where this is the case the Excel sheet produced will include the formulae for the totals so that amendments to any of the figures in Excel will flow through to the bottom line. It will also be able to show more than 2 decimal places according to what was used in the original entry.

Budgets

The Budget section provides the means to plan on either a Trading (P&L) or Cash basis or both, for values and quantities. There are options to copy past year Actuals or Budget figures to use as a start point, and to export to and import from Excel spreadsheets.

Report screen options

The following toolbar is displayed when any report is on screen.



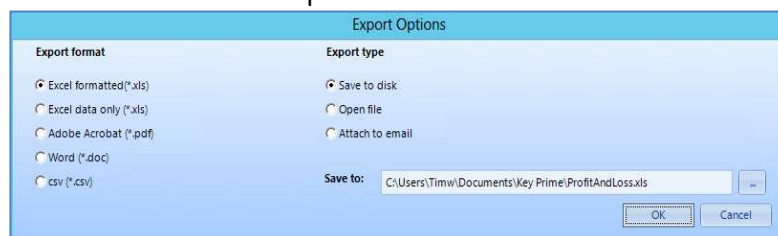
The options on the tool bar are as follows:



The printer icon: to select a printer and set the number of copies and quality before sending the report to be printed.



Export options: To export the report to a number of file formats as shown by the radio buttons below Export Format.



Save to Disk allows the report to be saved to a folder you select with a name of your choice.

Open File will open the file in the selected format, this includes an option to also save the file to disk which allows it to be renamed.

Attach to email will save the file in the selected format, open your Email package and attach the file to the Email. All you need do is enter the recipient and the email text. There is also a tickbox option to Save file to disk which will again allow you to rename and save the file in a selected folder at the same time.



Refresh will update any values on the report which have been changed through drilling down to and editing a transaction. It also brings you back to the first page of the report.



Outline view: in tree form which shows how the report is made up by groups and headings. To go to areas of interest double click on them. Click on the icon again to close.





Add to Favourites option. Press this and give the report a name. This will save all the criteria used for the current report except for the dates and can then be run from the Favourites menu option.



Arrows to navigate through the report, forwards and back and to the start or the end of the report.



A search option allows values or text to be found on the report. Enter the text to find and press  or return and the first instance of the text entered is found; press enter again will go to the next, and so on until the end of the report. If nothing is found the report will not change. It is important to start any search from the beginning of the report as the Search function only goes forwards. Press  to clear the search criteria field, or you can just type over the value for a new search.

Page Width Whole Page

Page width is the default so that reports open to use the maximum area of the screen within the control of the program, showing as much of the report as possible in readable format.

There is an option to quickly change to show the Whole Page if required.

Zoom 100%

The size of text on the screen can be increased or reduced by a slider to Zoom, or as a percentage which can be typed in.



Page up and page down

To move up and down the page and to scroll through pages; using the Page down takes you from the bottom of one page to the top of the next.

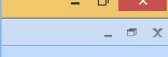
CTRL Page up and CTRL Page down

Holding Ctrl and the page down button will take you from the bottom of one page to the bottom of the next. Page up works the same but in reverse.



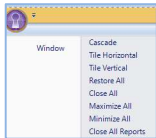
Minimise the report view with the , maximise with the 

Once a report is maximised, these controls move to the main menu section and

become faint . Any report or screen that is opened subsequently is automatically opened in this "maximised" mode.

TIP: All Open reports and screens can be managed from a menu behind the logo at the top left of the program.

Here you can organise, by cascading or tiling the open reports and screens, Close all, Resize All or just Close All Reports.



Drill Down

Most Management Reports allow you to Drill Down to the individual transactions that make up that report.

Where you can Drill Down to information the icon will change to a small hand



when you hover over the value.

Profit & Loss					
	Jan 20	Feb 20	Mar 20	Apr 20	May 20
Sales					
Arable Income			7722		
Wheat	18857	39062	7722	13150	13905
Barley	120	7721	22615		
Straw	18				
Hay	305				83
Arable Income	19300	46784	30337	13150	13988

Click on the value to produce a separate Transaction Report to show what that value includes:

Detailed Nominal VAT Analysis											
From 01/03/2020 to 31/03/2020											
No.	Tr	Inv date	Ref.	Est.	Trader	Description	Ledger Qty	Net	Each	VAT	Gross
WHEAT											
Arable Income											
Wheat											
					T	Opening Balance		0.00			
1275		09/03/20	85875	AR19	Bartholomews Ltd	Wheat	277.770	19722.22	71.00	0.00	19722.22
1275		09/03/20	85875	AR19	Bartholomews Ltd	less advance	0.000	-12000.00	0.00	0.00	-12000.00
Total Wheat							277.770	7722.22	27.80	0.00	7722.22

The Transaction Report will also allow you to Drill Down further to the **actual** transaction by clicking on its transaction number.

- **Annual:** This report produces one column of figures showing the total for the date range chosen. If a comparison to budget is chosen this will also show a difference column.

In addition to the comparison against budget there is an option to also include Last year; this will show the 12 months previous to the date range chosen on the report. Annual type also has a Multi-Year option; see below for further details.

- **Progress:** The Progress report will show the latest Month's Actuals with a comparison to a Budget (or Last Year) for this month and the variance. Then the Year to Date Actuals followed by the comparison to Budget (or Last Year) for the year to date and the variance. The Total Budget for the date range set on the budget itself is on the far right.

This report can also show Last Year figures as well as the comparison to a Budget, with the variance columns for the year to date as the 7th and 8th columns on the report. See below for further details.

- **Quantity:** This will give the actual quantity, value and value per unit compared to the budget or last year's actuals. See below for further details.
- **Variance:** In KEYPrime Advanced there is a Variance report on some sections which will show up to 12 months of actuals against budget, or last year, and the variance per code. See below for further details.

By Reports can be run at a Group or Nominal level; some reports also include the option to be produced at a Nominal/Enterprise or Nominal/Analysis level.

- **Group:** shows a single summarised value for all nominal codes included in a group, along with any sub-totals for groups within a group type.
- **Nominal:** shows the values of each nominal with group and group type sub-totals.
- **Nominal/Enterprise - Nominal/Analysis:** This option is available only from selected Enterprise or Analysis reports.

Shows a breakdown of each nominal to the enterprise or analysis code allocation.

Date Range Management reports can usually be run for any date range including prior to the current year. The date range will use company settings to determine the default. Once a report has been run the date range chosen will be used for subsequent reports. Variance reports can be run for no more than a 12 month period. See "Non Month End Reporting" on page 174 for details on non-month end reports.

Show The show section provides options on which figures to include on the report:

- **Actual only** – will show only the actual figures for the date range selected.
- **Budget only** – to show only the figures from a selected budget for the period.
- **Compare Actuals with** – gives an option to compare actual figures with a selected Budget or against the Last Year's actual figures.

Options Various additional reporting options are available depending on the type of report and other previous selections:

- **Show Quantity** – When Monthly type report is selected this option will show quantities rather than monetary value in this format. If Progress type is selected it will show quantities alongside the monetary values.
- **Progress Report** – for the Quantity report an option to show Quantities on a Progress layout is given; this will show the quantity below the value for each Nominal Code that has a quantity type set. The quantity figure is shown in *italics* to distinguish it from the value.
- **Multi Year** – annual type, where a date range is over 12 months the report can be shown broken down into 12 month periods.

- **Quarterly** – Where the type is Progress a Quarterly option is available to show the latest Quarter's Figures against comparison instead of the latest month which is shown on the standard progress report.
- **Show Projected** – On the Progress report there is an option to include the projected total column; this adds the remaining budgeted values to the actuals to provide a projected total against the Budgeted total.
- **Include Budget Notes** – where a budget has been included on the report a separate printout of the budget's notes can be produced at the same time.
- **Bank** – for Cashflow reports there is an option to limit the report to one or more Bank accounts only; clicking on the option provides a list of Banks to select.
- **Show Last Year** – where a comparison report is chosen for Annual or Progress, if Last Year is not chosen as the direct comparison there is an option to show Last Year figures so that Actuals, Budget and Last Year can appear on the same report.
- **Show Difference as %** – Progress reports can show the difference as a % rather than monetary value.

Note: There is no option to budget to a Bank Account within a single budget, however individual banks can be budgeted and compared separately. The budgets can then be merged into a single budget for overall comparison.

Press OK will run the report and bring it up on the screen. This is then ready for printing out if required or exporting to other programs.

Some reports also include an Excel option which will open the report in excel, with totals as calculated fields, so that if you change any detail figures in Excel it will update the report totals.

Multi-Year Annual Report

The Annual Report Type allows reporting on several years side by side for comparison.

When Annual is selected a tick box will appear to allow the report to be shown in multi-year format rather than the standard single figure for the whole date range.

The screenshot shows the 'Profit & Loss' configuration window. Under 'Type', 'Annual' is selected. Under 'By', 'Nominal' is selected. The 'Date range' section shows 'From 01/01/2018' and 'To 31/12/2020', with a red circle around the date range. Under 'Show', 'Actual only' is selected, and the 'Multi-year' checkbox is checked. There are also dropdown menus for 'Finalised Budget'.

Profit & Loss - 01/01/2018 to 31/12/2020			
Year Starting	Jan 18	Jan 19	Jan 20
Sales			
Arable Income			
Wheat	16834	116059	65641
Barley		32105	61901
Grass Seed		6205	
Straw		463	18
Hay		525	383
	16834	155357	127944

For example, setting a date range covering a 3 year period as above with the Multi-Year option selected, will produce this layout allowing comparison of the performance across the years.

In order to compare to budgets across the 3 year period, a single budget covering the date range is required; this can simply be created by copying the 3 years into one single budget spanning the period.

Progress Report

Progress reports are designed to compare actuals with budgets and/or last year figures and provide the difference for comparison purposes. Therefore the option to produce a Progress Budget alone is disabled.

The report shows 3 sets of figures, the Actuals, Budget and Difference for the latest accounting period either monthly as standard, or quarterly when chosen. Then the same 3 figures of Actual, Budget and Difference for the whole date range chosen for the report. Finally the total for the selected budget is displayed; this is the total for the budget over the entire date range set for that budget.

Progress Profit & Loss - 01/01/2020 to 31/08/2020							
Compared to Budget 2 - Finalised Budget							
	Aug 20			To Date			
	Actual	Budget	Diff	Actual	Budget	Diff	Tot Bdgt
Sales							
<u>Arable Income</u>							
Wheat	0	0	0	65641	49500	16141	89500
Barley	0	0	0	61901	35530	26371	35530
Grass Seed	0	0	0	0	2500	-2500	4800
Straw	0	235	-235	18	463	-445	2963
Hay	0	0	0	383	1950	-1567	3900
Arable Income	0	235	-235	127944	89943	38000	136693
<u>Livestock Income</u>							
Cattle	2105	12250	-10145	39420	30250	9170	39250
Lambs	6560	5250	1310	9945	7000	2945	14350
Wool	0	0	0	2071	2000	71	2000
Culls	0	100	-100	420	100	320	100
Livestock Income	8665	17600	-8935	51857	39350	12507	55700

Additional options are provided for Progress reports, these include the Show Last Year and Show Projected options. Only one of these can be chosen at a time and these can only be used if a genuine budget has been selected for comparison.

When Show Last Year is selected then the 3 values Actual, Budget and Last Year are shown adjacent to each other for the latest period, then for the report date ranges. The difference columns for Actual against Budget and Actual against Last Year are shown together in columns 7 and 8 on the report.

Progress Profit & Loss - 01/01/2020 to 31/08/2020									
Compared to Budget 2 - Finalised Budget									
	Aug 20			To Date					
	Actual	Budget	Last Year	Actual	Budget	Last Year	Bud Diff	LY Diff	Tot Bdgt
Sales									
<u>Arable Income</u>									
Wheat	0	0	0	65641	49500	66119	16141	-478	89500
Barley	0	0	0	61901	35530	32105	26371	29796	35530
Grass Seed	0	0	0	0	2500	2992	-2500	-2992	4800
Straw	0	235	235	18	463	463	-445	-445	2963
Hay	0	0	0	383	1950	525	-1567	-142	3900
Arable Income	0	235	235	127944	89943	102204	38000	25739	136693
<u>Livestock Income</u>									
Cattle	2105	12250	11357	39420	30250	40701	9170	-1280	39250
Lambs	6560	5250	6902	9945	7000	8184	2945	1761	14350
Wool	0	0	0	2071	2000	1709	71	362	2000
Culls	0	100	0	420	100	988	320	-568	100
Livestock Income	8665	17600	18259	51857	39350	51582	12507	274	55700

The Projected column will show as column 8 when selected:

Progress Profit & Loss - 01/01/2020 to 31/08/2020								
Compared to Budget 2 - Finalised Budget								
	Aug 20			To Date			Proj. Total	Tot Bdgt
	Actual	Budget	Diff	Actual	Budget	Diff		
Sales								
<u>Arable Income</u>								
Wheat	0	0	0	65641	49500	16141	105641	89500
Barley	0	0	0	61901	35530	26371	61901	35530
Grass Seed	0	0	0	0	2500	-2500	2300	4800
Straw	0	235	-235	18	463	-445	2518	2963
Hay	0	0	0	383	1950	-1567	2333	3900
Arable Income	0	235	-235	127944	89943	38000	174694	136693
<u>Livestock Income</u>								
Cattle	2105	12250	-10145	39420	30250	9170	48420	39250
Lambs	6560	5250	1310	9945	7000	2945	17295	14350
Wool	0	0	0	2071	2000	71	2071	2000
Culls	0	100	-100	420	100	320	420	100
Livestock Income	8665	17600	-8935	51857	39350	12507	68207	55700

Standard Progress reports have the option to show Quantity as well as value on the report, due to space limits this retracts the report to only be able to compare with budget. Progress reports can also 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.

When Progress reports are used for Enterprises and no additional options are selected, columns 7 and 8 on the report can be left to display a per unit value for the Actual and Budget values. This will only show if the selected Enterprise has a Unit type and Number of units entered in the code maintenance screen.

Individual Enterprise Progress cashflow - 01/01/2020 to 31/08/2020									
Compared to Budget 2 - Finalised Budget									
	Aug 20			To Date			Per HEAD		Tot Bdgt
	Actual	Budget	Diff	Actual	Budget	Diff	Actual	Budget	
CT - Cattle									
152.00 / 150.00 Head									
Sales									
<u>Livestock Income</u>									
Cattle	2105	12250	-10145	39420	30250	9170	259.35	201.67	39250
Sales	2105	12250	-10145	39420	30250	9170	259.35	201.67	39250
Purchases									
<u>Arable Costs</u>									
Marketing Costs	78	300	222	347	800	453	2.28	5.33	1050
<u>Livestock Costs</u>									
Feed Purchases	0	0	0	1560	2640	1080	10.26	17.60	4765
Livestock Purchases	0	0	0	18610	18000	-610	122.43	120.00	18000
Vet & Med	0	42	42	364	292	-72	2.39	1.94	458
Haulage	0	0	0	182	320	138	1.20	2.13	680
Stock Sundries	0	25	25	110	175	65	0.72	1.17	275
Livestock Costs	0	67	67	20826	21427	601	137.01	142.84	24178
Purchases	78	367	289	21173	22227	1054	139.29	148.18	25228
Gross Margin	2028	11883	-9856	18248	8023	10225	120.05	53.49	14022

Due to the restricted size of the fields available only 2 decimal places are allowed on the per unit columns; as such, where large number of units are to be entered on an Enterprise it is recommended that a factor of 100 is used for the Units, e.g. for Milk use a Hectolitre, to give P per litre, rather than £/litre.

Quarterly Progress

Progress reports may be run on a Quarterly basis rather than monthly if preferred.

The screenshot shows a 'show' dialog box with the following options:

- Actual only
- Quarterly Progress
- Show Quantity
- Budget only
- Finalised Budget (dropdown menu)
- Compare actuals with
- Finalised Budget (dropdown menu)
- Include Budget Notes
- Show Last Year
- Show Projected

Quantity Reports

Standard Quantity reports will show the Quantity, Value and Per Unit Price for each nominal code or group, in 3 adjacent columns on the page. A comparison with Budget and or Last Year Actuals for the same date range equivalent can be included.

Monthly reports for quantity rather than value can be produced by selecting the Monthly type with the quantity box ticked; these can be actual or budget only or a comparison between them.

The Quantity type has a Progress option; really this is a Quantity option on the Progress report as it uses the Progress format but shows the Quantity for Nominal codes that have a Unit type set. The quantity value is shown in Italics to avoid confusion with the financial values.

Variance Report

The Variance report shows Actual against Budget with variance on a monthly basis across a maximum of 12 months.

These are shown across the page with a total for the Annual Budget in the first column. On the right hand side there is a total for the Budget and Actual for the date range selected.

Profit & Loss - 01/01/2020 to 31/08/2020														
Compared to Budget 2 - Finalised Budget														
<u>Annual Budget</u>	<u>Jan 20</u>	<u>Feb 20</u>	<u>Mar 20</u>	<u>Apr 20</u>	<u>May 20</u>	<u>Jun 20</u>	<u>Jul 20</u>	<u>Aug 20</u>	<u>Sep 20</u>	<u>Oct 20</u>	<u>Nov 20</u>	<u>Dec 20</u>	<u>To Date</u>	
00010 Wheat														
Budget	89500	0	0	11250	20250	9000	4500	4500	0	10000	5000	5000	20000	49500
Actual		18857	39062	7722	0	0	0	0	0	0	0	0	0	65641
Variance		18857	39062	-3528	-20250	-9000	-4500	-4500	0	0	0	0	0	16141
% Variance		100	100	-31	-100	-100	-100	-100	0	0	0	0	0	33
00020 Barley														
Budget	35530	0	0	10500	10500	10500	0	4030	0	0	0	0	0	35530
Actual		120	7721	22615	13150	13905	180	4210	0	0	0	0	0	61901
Variance		120	7721	12115	2650	3405	180	180	0	0	0	0	0	26371
% Variance		100	100	115	25	32	100	4	0	0	0	0	0	74

For Advanced users the Variance report format includes the percentage variance value as well.

Cashflow by Bank

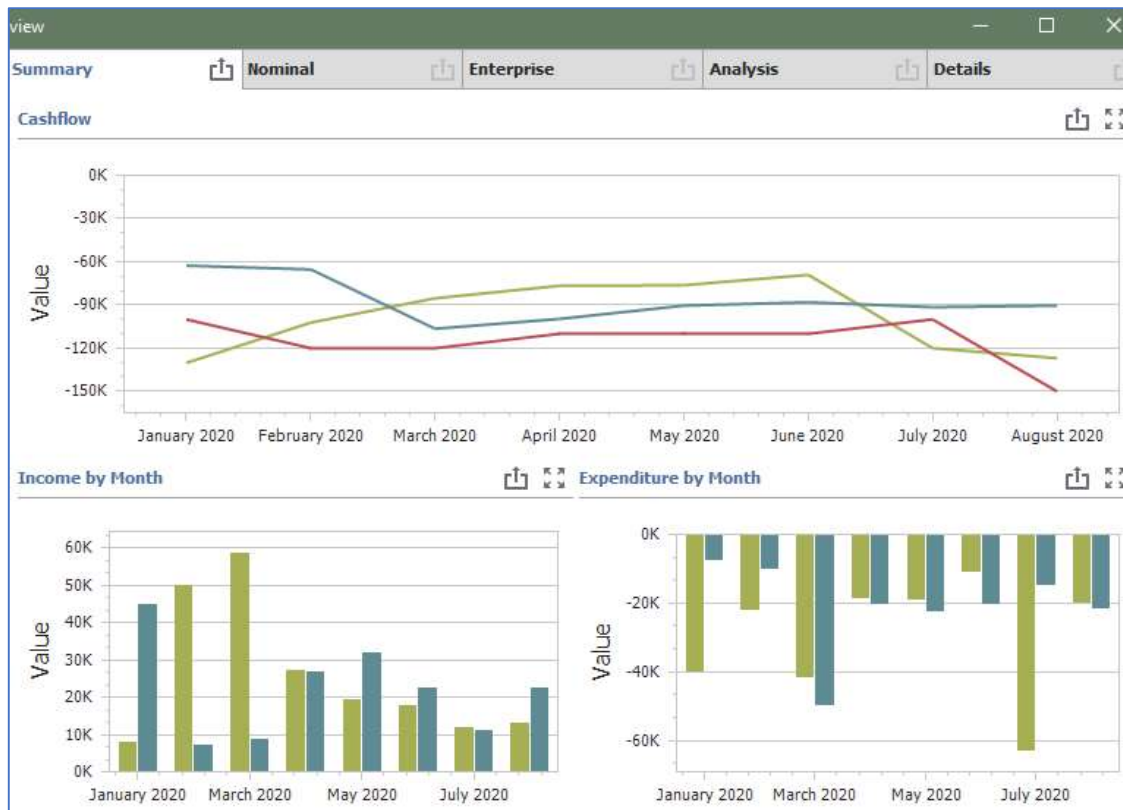
Cashflow reports include an option to report on a single bank or several banks together. Select the [Bank](#) link to open the list of available banks.

Highlight those required and the report will then show the cashflow for just those banks. Actual figures may be compared with budget for a single bank account where a Budget is specifically prepared for that account.

Smartview

The Cashflow Smartview is accessible from either the main toolbar or via the Management, Cashflow report selection form. A P&L Smartview is also available in the Management, Profit and Loss selection form.





Smartview shows a graphical representation of the cashflow or P&L and provides a comparison to the master budget values for a specific date range. By default, the report will show the cashflow or P&L from the start of the current financial year to the current month.

The graphs can be limited to specific nominals, enterprises or analysis codes. Smartview is included by default in all versions of KEYPrime and includes the filters to allow the user to create much more specific graphs.

Smartview has a Details tab alongside the Summary, Nominal, Enterprise and Analysis tabs. This shows the actual figures that are used to make up the graphs. There are also filters which allows the user to create much more specific graphs.

Budget Notes

The **Include budget notes** option displays when a budget has been selected for comparison. This produces a separate report of the notes from the selected budget at the same time as producing the report.

Show Last Year

Previous years' figures can be included in the comparison reports for both Annual and Progress layouts where a Budget rather than Last Year Actuals has been chosen. The reports will show the 3 sets of figures side by side and the difference between the Actual and Budget and Actual and Last Year.

Show Projected

There is an option to display a Projected total on the Progress comparison reports. This takes the actuals for the report to date and adds the remaining months of the budget being compared to and shows this adjacent to the budget total. The projected column cannot be used when the Show Last Year option has been selected.

Stock Adjusted (optional)

Where Full stocks is enabled a Stock Adjusted version of the Profit & Loss report is available. This provides many of the same options as the standard Profit and Loss report, but instead of showing the Valuation Change figures in the separate valuation change nominal codes, the valuation changes are offset against the nominal code that caused them. See example below:

Sell one Tonne of wheat from stock for £125 per Tonne, which was valued at £100 per Tonne. The stock adjusted report would show this as £25 against the Wheat sale nominal, the standard report

would show this as £125 against the Wheat sale nominal and -£100 against the Valuation change nominal code leaving a margin of £25.

	Standard P&L	Stock Adjusted P&L
Sales	125.00	25.00
Valuation Change	-100.00	0.00
Profit	<u>25.00</u>	<u>25.00</u>

The drilldown on this report will open the Stock Adjusted nominal transaction report.

Non Month End Reporting

Where reports are run to dates that are not month end the following needs to be taken into consideration.

For monthly reports, each month is for the full calendar month except for the start and end month which will be from or to the dates set, e.g. a report with dates 15/01-14/03 will have Jan column 15/01-31/01, Feb column 01/02-28/02 and Mar column 01/03-14/03.

Depreciation is posted on the last day of each month.

Budgets are entered on a monthly basis so always report the full month amount.

For Quarterly reports each quarter will be 3 monthly from the Start date of the report, i.e. a report from 06/04 to 31/12 would have the quarters as follows:

Qtr 1 06/04 to 05/07

Qtr 2 06/07 to 05/10

Qtr 3 06/10 to 31/12

In this case the Budget figures are moved so that they coincide with the report period start so that April's budget would be in the first quarter and so on.

Enterprise Reports

Enterprise Management Reports provide information on part of the business rather than the whole. The reporting options are the same as those available for whole business reporting plus several more specific to the use of one or more Enterprises. Values may be compared to budget where the budget is to enterprise level.

Enterprises can be fully costed, right down to depreciation, fixed assets and valuation change, as well as to current asset, liability, capital and private codes.

There is a dedicated section for reporting at Enterprise code level in the Management Reporting, Costings section:

The screenshot shows a software window titled "Enterprise - Active". At the top, there are buttons for "All", "None", and "Swap", followed by a search icon and a list of filters: "All", "Enterprise Code", "Enterprise Name", "Active", and "Hidden". Below this is a table with two columns: "Enterprise Code" and "Enterprise Name". The table contains the following entries:

Enterprise Code	Enterprise Name
AR20	Arable Harvest 2020
AR21	Arable 21
CT	Cattle
DA	Dairy Produce
FOR	Forage Crops
FORES	Forestry
R	Rental
SH	Sheep

Below the table, there are two groups of radio buttons. The first group includes "Summary", "Individually" (which is selected), "Amalgamated", "Projected", and "Comparison". The second group includes "Trade" (which is selected) and "Cashflow". At the bottom right of the window are "OK" and "Cancel" buttons.

The list of Enterprise codes is shown; by default only active codes are displayed though hidden ones can also be reported on. There are a number of management reporting options for Enterprise codes as follows:

- Summary** Summary option shows a whole business Profit and Loss or Cashflow report with the contribution from each Enterprise summarised.
- Individual** Individual detailed enterprise reports can be produced for single or selected enterprises either by trade (P&L) or cashflow.
- Amalgamated** A KEYPrime Advanced option to show multiple enterprises merged into a single detailed report with an optional user-defined heading. Income and expenditure that has no enterprise allocated can also be included on the report if required.
- Projected** A projected trade (P&L) or cashflow report to show actual figures for the date range selected and then budget figures for the remainder of the 12 month period.
- Comparison** A report which compares Enterprises against each other in columns across the page.

Summary Enterprise Report

The Summary Enterprise report shows as a single row of values for each Enterprise for the period covered by the report. The value shown is a sum of all the income and expenditure for the enterprise. The trade (P&L) version of this report shows only profit and loss nominal code allocations.

The report either shows the whole business Profit and Loss in the case of the Trade option or full Cashflow for the Cash option. Income or expenditure not allocated to an enterprise is shown separately in detail below the summarised values.

Individual Enterprise Reports

When an Enterprise, or number of Enterprises, is highlighted there is an option to produce individual detailed reports for each. Having selected the codes and report type Individually, choose Trade (P&L) or Cashflow and press OK to show further report options. These are the same as the main Management report options but include two more specific to enterprises as marked in red on the image:

Select the Nominal and Enterprise option to group by nominal and then enterprise in the “By” section.

Where the report is grouped by Nominal this will display each Enterprise in turn so there is also an option to insert a page break between each enterprise code. This produces individual Enterprise reports on their own page.

Amalgamated Enterprise Reports

KEYPrime Advanced users can combine more than one Enterprise into a single Amalgamated report using this option. The report includes an optional user-defined report heading to indicate what has been included, along with the ability to include entries not allocated to any enterprise. The report will only run if a number of enterprises are highlighted. If all enterprises are required use the All button at the top of the listing screen.

There is an option to show which codes are included in this report.

Projected Enterprise Report

A projected trade (P&L) or cashflow report can be produced to show actual figures for the date range selected and then budget figures for the remainder of the 12 month period. This can be shown on a Monthly, Quarterly or Annual basis.

A projected report can be produced for single or several Enterprises against budget.

Where multiple enterprises have been selected a single combined report is produced.

For Monthly and Quarterly options the Actual figures are displayed in a black font with budgeted figures in blue.

The same options are available for the Projected Enterprise report as are available for the complete business Projected report:

The screenshot shows a dialog box titled "Enterprise [Projected]". It contains the following controls:

- Type:** Radio buttons for "Monthly" (selected), "Quarterly", and "Annual".
- By:** Radio buttons for "Group" and "Nominal" (selected).
- Show:** A dropdown menu currently showing "Trade".
- Actuals Date Range:** "Date From" is 01/01/2021 and "Date To" is 31/07/2021.
- Budget:** A dropdown menu showing "Budget to date" and an unchecked checkbox labeled "Include Budget Notes".
- Buttons:** "Excel", "OK", and "Cancel" at the bottom.

Type Monthly, Quarterly or Annual.

By Group or Nominal.

Show This is a drop-down list box to choose either Trade (P&L) or Cashflow.

Actuals Date Range This is the date range you want for the **actuals**. Since this report can only go for 12 months this range is a maximum of 11 months.

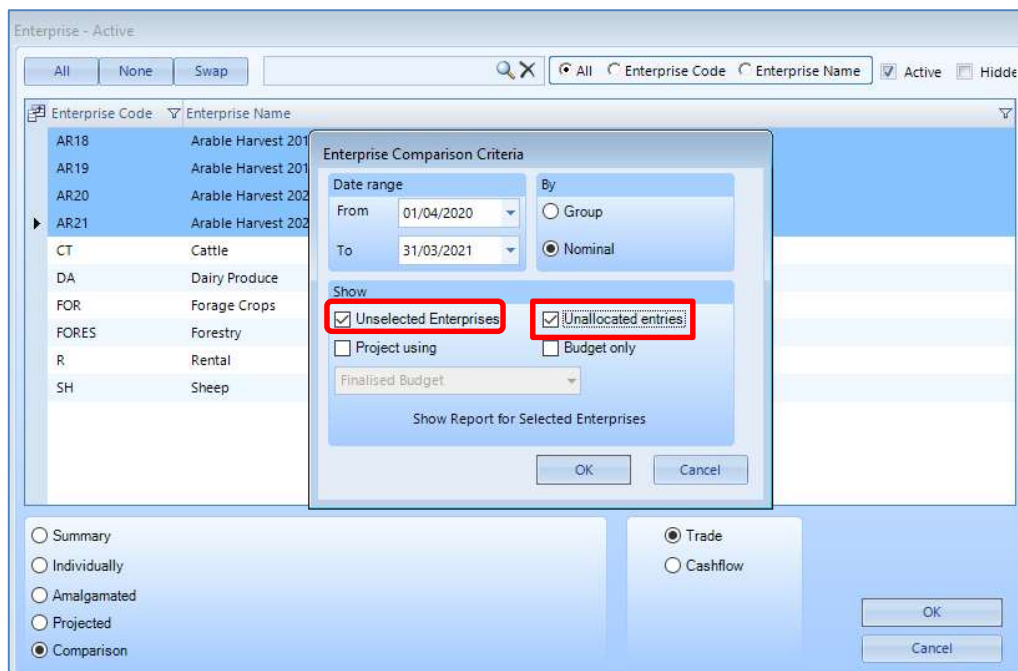
Budget You may choose here which budget to compare to. The default is the master budget.

Excel

Some report formats include a direct export to Excel; where this is the case the Excel sheet produced will include the formulae for the totals so that amendments to any of the figures in Excel will flow through to the bottom line. It will also be able to show more than 2 decimal places according to what was used in the original entry.

Comparison Enterprise Report

This produces a report which compares Enterprises against each other in columns across the page. It is available with the Summary, Individually and Amalgamated reports. There are also further options to compare them to the unselected enterprises or values which have no enterprise. Highlight a number of Enterprises and then choose either Trade (P&L) or Cashflow and tick the Comparison radio button. This will provide a report option screen to enter the date range, whether by Nominal or Nominal Group and whether the report should include a column for the values of the Unselected Enterprises and/or the entries with no Enterprise. There is also an option to run the report for Budget only.



Once the options have been set the report shows each Enterprise side by side with a total on the right-hand side. The unselected Enterprises will show as a column called Not Inc. (not included) whilst the entries with no enterprise will be shown in a column headed No Code. Where both options have been selected the report total will show the total business Trade (P&L) or Cashflow.

Projected Enterprise Comparison

A Projected Enterprise Comparison report for a 12 month period can be produced but this displays the figures in a different way to the normal Projected reports. In this case the budget is added to the actuals figure instead of an actuals column followed by a budget column with the figures in blue.

Enterprise Trading A/C 01/04/2020 to 31/08/2020			
Projected to 31/03/2021 with Budget 2 - Finalised Budget			
	<u>AR19</u>	<u>AR20</u>	<u>Total</u>
Sales			
Arable Income			
Wheat		40000	40000
Barley	27385	4060	31445
Grass Seed		2300	2300
Straw		2500	2500
Arable Income	27385	48860	76245

This gives a total projected figure for each nominal in a column for each enterprise. Drill down will show the actuals figures but not the budget. If there is a figure but drill down says 'No actual transactions exist for this selection' then the figure must be just budget.

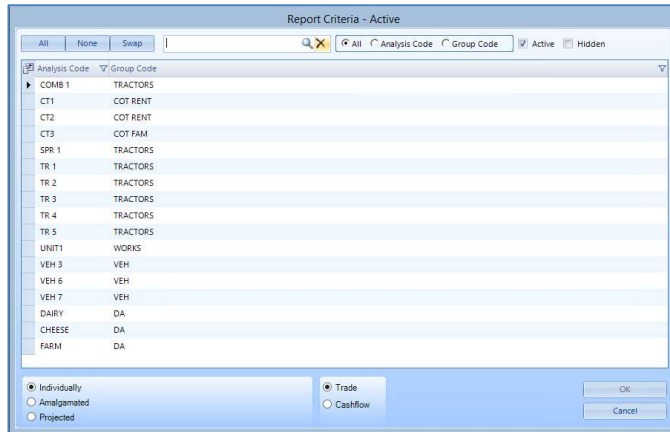
First select the relevant Enterprises and choose the Comparison report option. On the report criteria screen select the date range of the actual figures; this cannot be more than 11 months. Choose the level of detail, either Group or Nominal, whether to include Other Enterprises as a single column and Unallocated transactions. Then select Projected Using and enter the budget you wish use to make the figures up to 12 months.

In addition to the reports found in the Management section there are additional management type reports that can be found in the Reports list of the Enterprise code Ledger section. See "Enterprise Reports" on page 76.

Analysis

Analysis Management Reports provide information on part of the business. The options include those available for whole business reporting and several more specific to the use of one or more Analysis code.

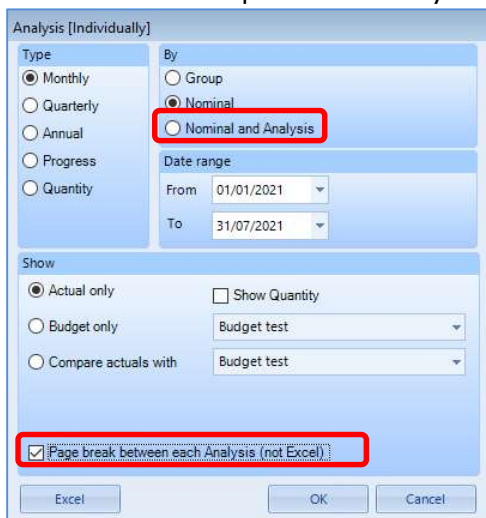
Analysis codes can be fully costed, right down to depreciation, fixed assets and valuation change, as well as to current asset, liability, capital and private codes. Values may be compared to budget where the budget is to analysis level.



Analysis Code Management reports are accessed through the Costing section of the Management menu. The list of active Analysis codes is shown by default though hidden ones can also be reported on. A single or multiple codes may be selected for reporting; when no code is selected this is generally assumed to be the same as selecting ALL. There are a number of management reporting options for Analysis codes as follows:

Individual Analysis Reports

Having selected the codes and report type Individually, choose Trade (P&L) or Cashflow and press OK to show further report options. These are the same as the main Management report options but include two more specific to Analysis as marked in red on the image.



Select the Nominal and Analysis option to group by nominal and then analysis in the “By” section.

Where the report is grouped by Nominal this will display each Analysis in turn so there is also an option to insert a page break between each analysis code. This produces individual Analysis reports on their own page.

Amalgamated Analysis Report

KEYPrime users can combine more than one Analysis code into a single Amalgamated report using this option. The report includes an optional user-defined report heading to identify the purpose of the report.

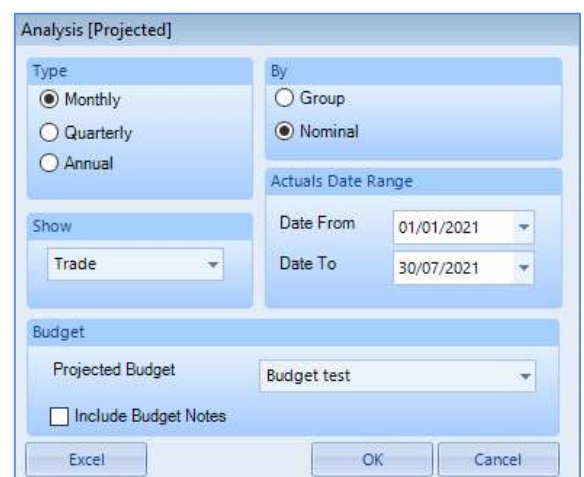
There is an option to show which Analysis codes are included in this report.

Projected Analysis Report

A projected report can be produced for single or selected Analysis codes against budget.

Where multiple Analysis codes have been selected a single combined report is produced.

The same options are available for the Projected Analysis report as are available for the complete business Projected report:



- Type** Monthly, Quarterly or Annual
- By** Group or Nominal
- Show** This is a drop-down list box to choose either Trade (P&L) or Cashflow.
- Actuals** This is the date range you want for the actuals. Since this report can only go for 12 months this range is a maximum of 11 months.
- Date Range** months this range is a maximum of 11 months.
- Budget** You may choose here which budget to compare to. The default is the master budget.

Excel

Some report formats include a direct export to Excel; where this is the case the Excel sheet produced will include the formulae for the totals so that amendments to any of the figures in Excel will flow through to the bottom line. It will also be able to show more than 2 decimal places according to what was used in the original entry.

Reporting via Analysis Code Ledger

In addition to the reports found in the Management section there are additional management type reports that can be found in the Reports list of the Analysis Code, Ledger section. See "Analysis Reports" on page 77.

Balance Sheet

Bal. Sheet - the Balance Sheet report shows the financial position at the opening date of the data to the closing date selected and the movement between the two dates.

A Balance Sheet can be produced for up to 24 months after the start of the current financial year.

Balance Sheet			
From 01/01/2020 to 31/08/2020 by Nominal			
	<u>Opening</u>	<u>Closing</u>	<u>Movement</u>
Fixed Assets			
Tractors	8802.00	30462.31	21660.31
Vehicles	28994.67	21647.73	-7346.94
Combines	4705.50	3921.25	-784.25
Implements	30480.17	27432.16	-3048.01
Office Equipment	4116.45	3430.37	-686.08
Total Fixed Assets	77098.79	86893.82	9795.03
Current Assets			
Crops in Store	107717.93	35603.15	-72114.78
Cattle Valuation	73968.70	76061.73	2093.03
Sheep Valuation	29758.00	46053.00	16295.00
Growing Crop Valuation	21239.47	29089.47	7850.00
Consumable Stocks	31851.96	34303.96	2452.00
BB & O Shares	10.00	10.00	0.00
ABCG Shares	20.00	20.00	0.00
Demo Farm	749358.89	749358.89	0.00
Debtor Control Account	21234.24	9425.89	-11808.35
Pre Payments	4000.00	0.00	-4000.00
Sales On Account	-2350.00	-1500.00	850.00
Petty Cash	67.37	138.53	71.16
Euro Bank Account	0.00	-2823.06	-2823.06
VAT Control Acc	0.00	4661.14	4661.14
Total Current Assets	1036876.56	980402.70	-56473.86

The report can be produced on a Group or Nominal level.

Where the balance sheet closing date is prior to the current financial year a warning indicator is provided, however the report will still run and will use the opening balance for the financial year immediately prior to the closing balance.

The details of the balance sheet are supported by the relevant reports from the other Ledgers, i.e. Fixed Assets, Stock, Supplier Age of Credit etc. Drilldown is available to take you directly to the reports.


Source/Application of Funds

The Source and Application of Funds report shows how the profit/loss relates to the cash movement of the business. It shows all the adjustments to the profit figure to account for non-trading cash receipts and payments, along with removing the non-cash elements on the Profit/Loss calculation such as valuation change and depreciation.

The short-term sources of cash from debtor and creditor movements are also eliminated to result in the movement between the opening and closing Bank positions. A detailed and summary version of the report are available.

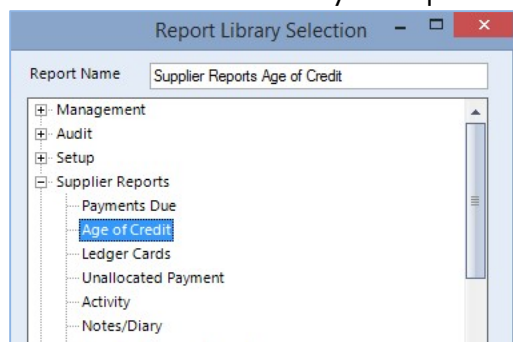
Favourite Reports

With many options available for running reports it can be difficult to remember which reports you usually produce and what options to select at the end of the Month or Year, or on behalf of a department manager.

A Favourite Reports section is provided to create a list of the various reports with your preferred options other than the date range. These may be created from the Favourites menu or added using the  icon on an open report.



A default list of typical month and year end reports is provided in the data, these can be deleted, amended or added to as you require.



Select NEW to display the Reports Library screen which shows the different sections of the accounts. Click on the "+" alongside a section to expand it and display the reports available.

Clicking on the required report sets a default description in the report name field. This can then be amended if required.

Save to add the report to the Favourites list. Highlight the report then set the Options.

Favourites can be Removed from the list by selecting them and choosing the Delete option.

Options

Highlight a report and click Options to display a similar Options (criteria) screen as when the report is run from the program normally. Any date fields can be ignored as this information will be provided when running the report through Preview.

Rename

The options will be specific to the saved report, so it may be useful to indicate this in the name. A report can be renamed at any time by using the Rename button.

Preview or Print

Single reports or a selection of reports can be produced as a batch by highlighting them and choosing either Preview, to display them on the screen, or Print to send them directly to a printer. On selecting either option a date range is provided to report across. For those reports that only accept one date the To date is used, e.g. Balance Sheet. For some reports, such as VAT returns, a number of reports may be produced for the date range set.

Import

Favourite reports may be imported from another company in the same database by choosing Import and selecting the company with the reports already set up. All the reports and their settings will be imported, those not required can be deleted.

Any reports that have been set to include Codes specific to the source company will need to have the options reset after importing, for example Nominal Transactions for certain nominal codes only, or Unpresented Cheque lists which specify a bank.

Custom comparison

The Custom comparison report is now available in the Management section. It works in a slightly different way if created through Favourites as it needs to be set up using the options; there is no default setting as there is on the other reports. If the report has been saved to favourites by running the report then using the star to save it, this will include the options that were used to set it up in the first place.

Custom Reports

KEYPrime Advanced includes an option to create Custom Reports. This is an optional module for KEYPrime Accounts.

The Custom Report tool allows you to create your own report layouts by selecting and grouping Nominal codes, if need be at Enterprise level, independently of the settings for standard reports. This allows you to have different groupings of Nominal codes to your normal set up, but you are still able to retain your existing layouts.

The codes included (or excluded) from these Custom Reports are controlled by you, therefore these Custom reports will have a disclaimer at the bottom as a reminder.

Custom Report Setup

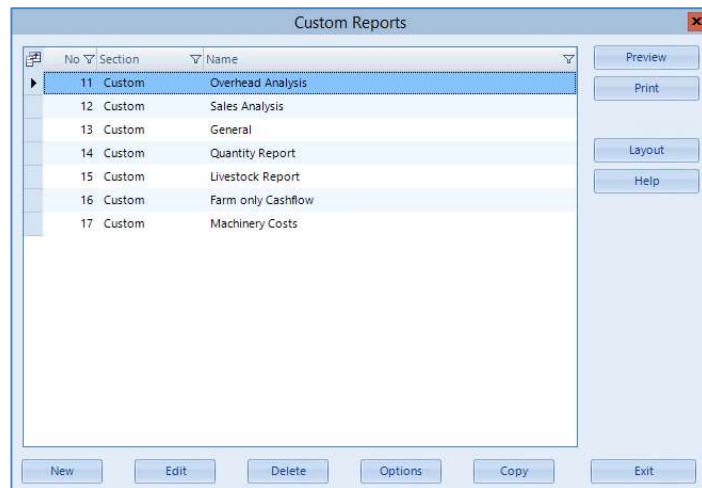
New Custom reports can be set up by either creating them from scratch or by copying the existing standard Profit and Loss, Cashflow or an existing custom report.

To create a Custom report from scratch first determine whether the report is going to be based around Profit and Loss, Cashflow or All nominals. The steps to create a Custom Report are:

1. Plan the report.
2. Select the type.
3. Name the report.
4. Show whether report is at Enterprise or Nominal level.
5. Add the Groups.
6. Add Sub-Groups.
7. Add Nominals or Nominal/Enterprise combinations to Sub-Groups.
8. Add Sub-Totals.
9. Save Report.
10. Set options.
11. Check the results.

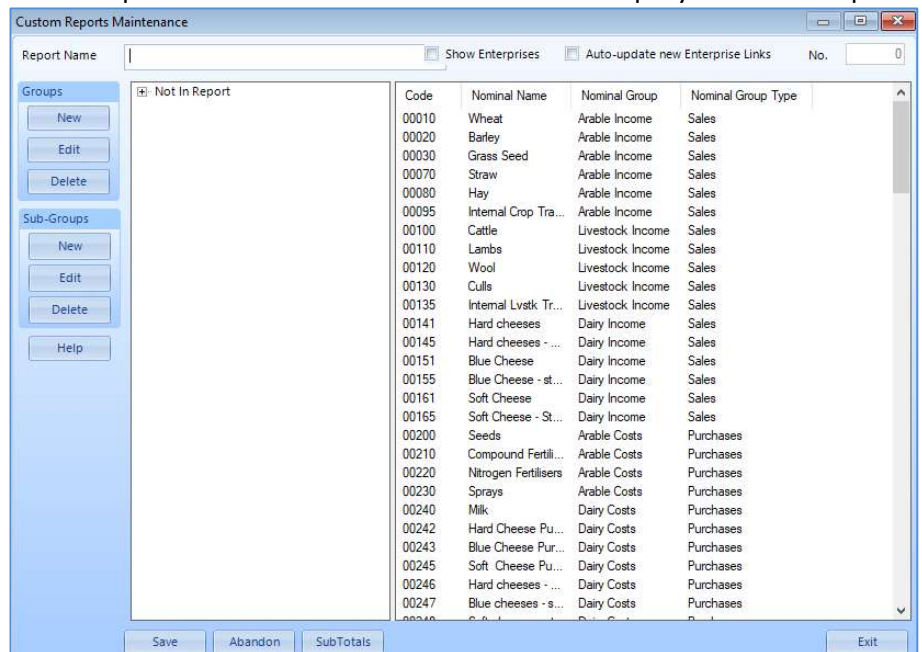
Creating a Custom Report

Select Management from the Menu Ribbon and select the Custom Report option from the Management, User section. Select New and choose one of the 3 options: Profit and Loss, Cashflow or All Nominals (Income and Expenditure).



It is important to select the Cashflow option if the Bank Balances are to be displayed on the report.

Once the type of report has been selected the set-up screen will open and show all the codes available in a Group called Not in Report. The focus will be in the Report Name field.



Report Name

Enter the Name for the report. This will appear in the heading of the printed report and will be used to identify it on the List. This name will also be used when exporting printouts to PDF or Excel so care should be taken to avoid characters that are not handled in File and Spreadsheet names, e.g. \ or ' as these may be removed when carrying out the exports.

Show Enterprise

Tick the option to show Enterprise codes if the report is going to include Nominal Codes linked to some enterprises and not others, either in the report or across groups. For example if you want to have a summary for one enterprise followed by another, you will require this option.

Auto update new Enterprise Links

Where the report is created at a Nominal Code level, with no reference to Enterprise codes, the Auto update new Enterprise Links option should be ticked. This is so that any new links that are created between an Enterprise and a Nominal code in the accounts will be added to the report layout the next time it is edited and saved.

This option is disabled once the Show Enterprise option has been selected.

Groups

Firstly click on New in the Groups section to create Groups for the totals you wish to show; as you enter each group they will be added below the currently selected group. To add groups quickly, enter them in the order you wish them to appear; press enter once to save each one and then again to create the next new one.

Group names can be changed by selecting the Group and using Edit from the left-hand Group options.

A group and all its contents can be removed from the report by selecting it and then choosing Delete from the Group options.

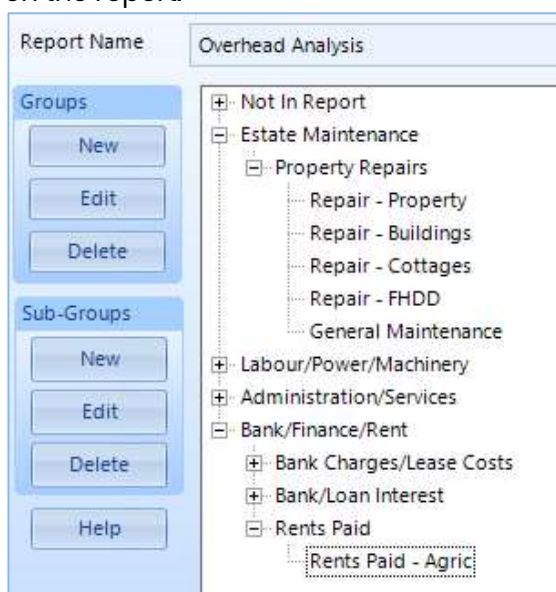
Sub-Groups

Sub-Groups are where the Nominals or Nominal/Enterprise code combinations sit. They are added, edited and deleted in the same way that Groups are, but from the Sub-Group section on the left-hand side of the screen.

When you add the first sub-group to a group this will show immediately below the group heading. If you still have the group highlighted when you add the next sub-group then this will show above the first sub-group. So if you want a sub-group to show below another sub-group, then highlight that sub-group first and click on New then add the next one. The order of the groups and sub-groups on the screen is the order they will appear on the report.

In this example the first Group is Estate Maintenance which has a sub-group of Property Repairs. In this sub-group are the nominals for the different repairs.

The last Group is Bank/Finance/Rent and has 3 sub-groups for Bank charges, Bank Interest and Rents paid.



Add Nominal/Enterprise Codes

Once the Sub-Groups have been created Nominal/Enterprise codes can be dragged from the Not in Report section to the Sub-Group name. When the Not in Report heading on the left-hand side is selected then all the available codes will show on the right-hand side. The list of Nominal/Enterprise codes can be sorted on any of the column headings by double clicking on the heading.

To add a nominal to the report, highlight it, and with the left mouse button held down, drag it to the sub-group in the left hand side, then release the mouse button.

Several codes can be selected at the same time using the standard Windows features of Shift Click and Ctrl Click. Once some codes are highlighted, click on any one of the highlighted codes, then drag the whole selection to the Sub-Group with the left mouse button held down, and then release.

Remove Nominal/Enterprise Codes

To remove Nominal codes from the report, click on the Sub-Group so that the Nominal Codes for the group appear in the right-hand window, select the Codes for removal and drag them to the Not in Report group on the left-hand side.

It is best to select all the codes you want to remove from a Sub-Group before dragging them, as once they are dropped on the Not in Report group the Not in Report group opens to show its contents. This will possibly mean that the sub-group disappears until you click on the – next to Not in Report to close it.

To remove the complete contents of a Sub-Group it may be easier to delete the Sub-Group and recreate it. However do not do this if Sub-Totals have been added to the report.

Once all the Groups, Sub-Groups and Nominal codes have been added to the report we recommend saving it before proceeding.

Add Sub-Totals

Sub-Totals of groups and sub-groups can be entered on the report through the Sub-Total option once the report has been saved.

The Sub-Total screen shows the groups with their sub-groups in a tree structure in the left-hand window.

By selecting a contiguous block of groups, or sub-groups within a single group, a Sub-Total can be added to the report.



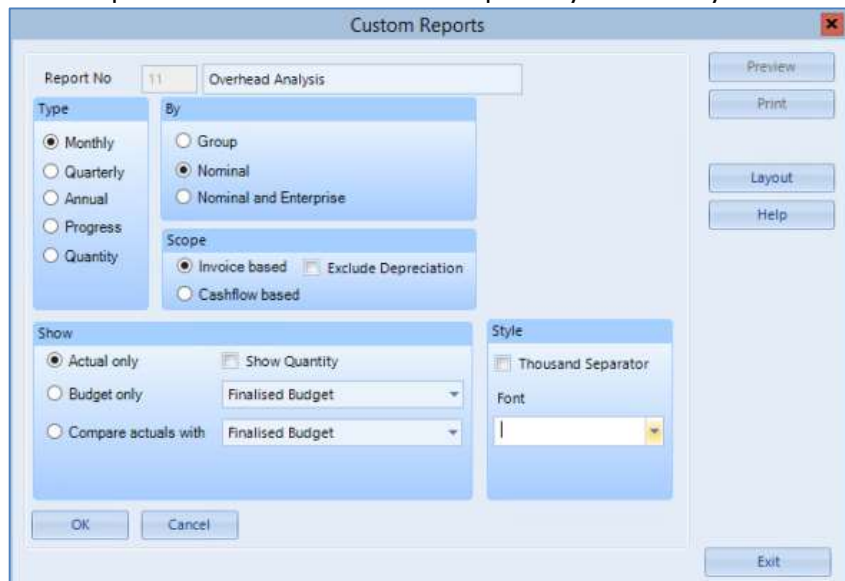
Press the Sub-Total button on the right of the screen and enter a name for the Sub-Total. This then shows against the groups in the right-hand section.

Report Options

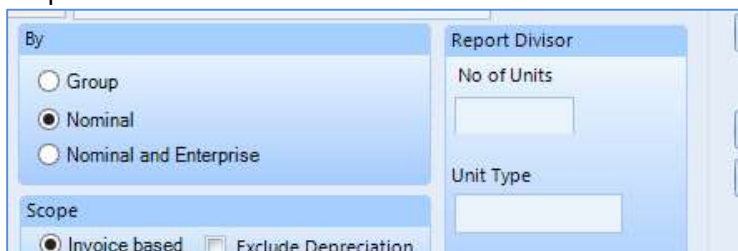
Save the report and return to the listing screen then set the options using the Options button at the bottom of the screen. These options are similar to those found when producing the standard reports with some additions, and a few exclusions such as Variance reports.

It is important to choose a Scope of report that matches its Type otherwise odd results will occur. For example if you wish to have a Cashflow report, set this as the Type when creating the report and choose Cashflow based on the option screen. This is not compulsory but it may save confusion.

The Scope of the report also allows Depreciation to be excluded from the report when in Invoice based mode.



There is an option to include a thousand separator and choose the font. The fonts available will be determined by your computer, so you must check that all Users have access to the same fonts and can print them.



Where the report type is Progress there is an option to enter a Report Divisor and Unit type for the per unit columns.

Bank Balances

Bank Balances may be included on Cashflow reports. The Bank nominal codes are dragged onto the report in the same way as the other nominals. To ensure the bank balances are displayed it is necessary to make sure that All the cashflow nominals available have been included on the report.

N.B. If any of the nominals are left in the Not in Report section then when the report is run it will not show the Bank Balances.

Preview or Print

To PREVIEW a report, highlight it and click on preview; once the date range is chosen the report will be generated. It can then be printed or exported from the screen.

To PRINT a report, highlight it and click on Print. Enter the date range and the report will show on screen but also be sent straight to the printer.

Copy

A copy of the standard Profit and Loss, Cashflow or any existing Custom Report can be made through this option. Once created the new layout should be amended to meet your requirements.

Layout

A report on the structure of the Custom Report can be produced by selecting the Report and choosing the Show Layout Report option. This will show the Groups, Sub-Groups and Codes and, where applicable, the Group Sub-Totals and Sub-Group Sub-Totals.

Codes not in Report

If you want a list of the codes not included in the report it can be produced by clicking on Layout and selecting the Codes not in Report option. This will show a list of codes that could be included on the report, due to its type, but are not.

Custom Report Reminders

Report Name Name of the report used in the report Title and Export file name; can be amended at any stage.

Units Optional per unit figures can be displayed where Units and Type entered on the Options. Can only be used on Progress type reports.

Style Custom reports allow you to choose the Font and whether numbers include thousand separator commas on the printouts. Fonts are controlled by what is installed on the PC, Landmark has no control over this.

Income & Expenditure type To produce this in the Custom report section use the All Nominal codes option when creating the report and use the Exclude Depreciation setting in the report options.

Drill Down Drill Down is available on Custom reports when run at a Nominal or Nominal/Enterprise basis, on Actual and Last Year values only.

Enterprise Links When a Nominal and Enterprise code are used together for the first time a link is created between them. These links need to be updated to existing Custom reports, either specifically where Enterprise level is used, or Automatically when the report is at a Nominal level and the Auto Add option is selected. Even where automatic, the report should be opened and resaved to ensure the codes are added to the correct group, before previewing or printing.

Protect Your Reports When making changes to a report we advise copying the original and then make the changes. Test the new report is as required before deleting the old version and renaming the new one.

Be extra careful when deleting any reports as when it is gone, it is gone, and we do ask twice. You cannot delete a custom report which you did not create unless you are an Administrator.

Importing Custom reports from one business to another is not an option due to the different coding structures.

Custom Comparison Report

Where Custom Reports is available there is another option to set up a report to compare up to 8 sets of figures of your own choosing. These figures may be Values or Quantities, Actuals or Budgets. There are 2 menus which give you choices to put in the columns: Value and Quantity. In both there are 4 options:

To Date Actuals

To Date Budget

Budget Total

To Date Last Year

There are also 2 special columns which can give the Difference of two adjacent columns or the Ratio of two adjacent columns. These difference columns will always apply to the two columns to the left.

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Actuals	Budget	Difference	Actual Qty	Budget Qty	Difference	Budget Total	Budget Total
	2 / Finalised			2 / Finalised		2 / Finalised	2 / Finalised

Firstly name the report; this can be quite detailed as there is space for up to 50 characters. To create the report, left click the mouse on the label and drag it up to the required column then drop it under the column heading. For Budget information there is a drop-down menu to select which budget is to be used. The report can be a mixture of Values and Quantities.

If any of the information is in the wrong column then select it and use Delete on the keyboard; then drag the label to the correct column.

Once the layout is set up, select the Type and Detail and Save. From the listing screen select the Preview button and put in the date range to run the report. Reports that are set up as Profit and Loss can be edited to run as Cashflow, or the Detail can be changed, but it must be saved each time a change is made.

Custom comparison reports can be saved into the list of Favourite reports by clicking on the star at the top of the report once run. From here it can also be added to the Report book if required.

Custom Balance Sheet

As part of the Custom Reports section there is a facility to create customised versions of the Balance Sheet.

These can be printed with the same options as the Standard Balance sheet, either by Group or Nominal level to a given date.

The report shows a closing balance sheet at the date entered and an opening balance for the start of the financial year immediately prior to the report date, with a movement between the two.

New Create a New Custom Balance Sheet report layout.

Edit Select an existing report layout and make changes with the edit option.

Delete Individual Layouts may be deleted, please use with caution as we do not keep copies.

Copy One or more existing layouts may be selected and copied, we recommend copying a layout when making changes so that the original can be reverted back to if needed.

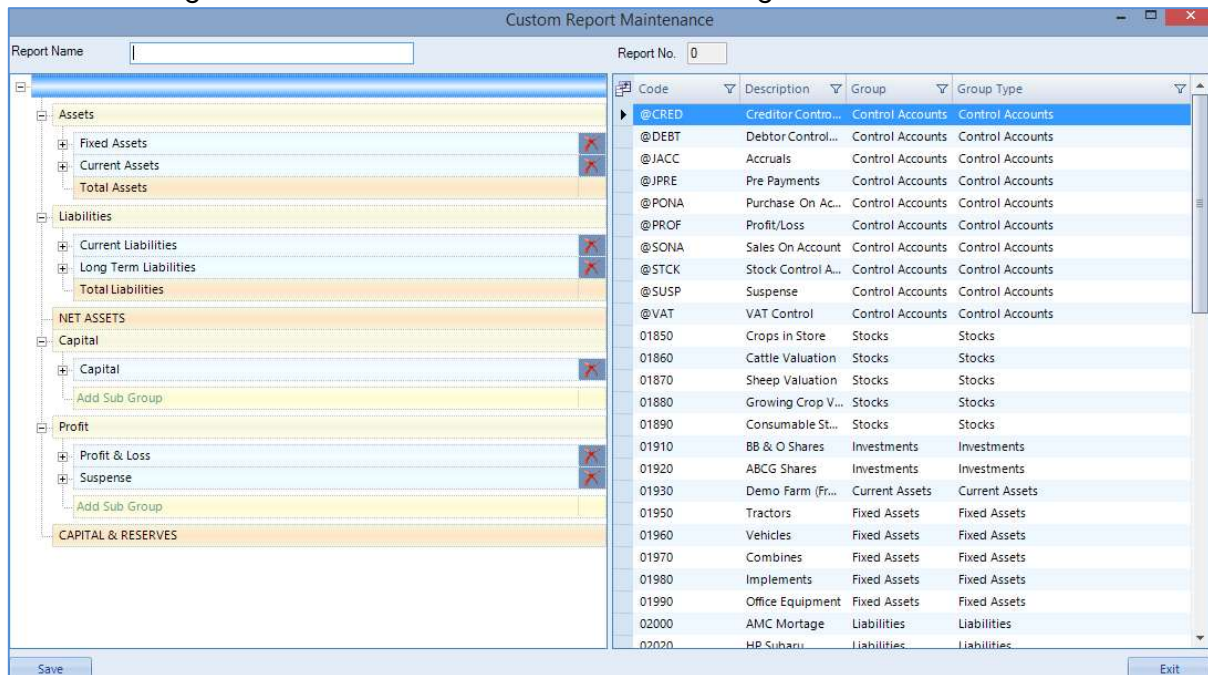
Exit Closes the sections.

Preview Enter end date and Preview the selected Balance Sheet on screen.

Print Enter end date and the printer options will open.

Create a Custom Balance Sheet

Click on New to create customised Balance Sheet. Existing Custom Balance Sheets can be individually Edited, Deleted or Printed whilst individual or multiple reports may be copied. When creating a new Custom Balance sheet the following screen is shown:



A Report Name must be added before the layout can be saved.

Beneath the name field the screen is split into two vertical sections; the left-hand side has the structure of the report and the right-hand side has the balance sheet nominal codes not yet added to the layout. A Report Layout cannot be saved until **all** codes have been allocated, this prevents any misleading balance sheet reports being produced.

Custom Balance Sheet Structure

The Left-hand screen has two sections; one is the total for Net Assets and one the total for Capital & Reserves.

Both of these are split into two with Net Assets showing subsections for Assets and Liabilities, while Capital & Reserves is divided into Capital and Profit. The structure of the report cannot be changed but all the section headings can be directly edited. Individual groups are shown within the subsections. These can be added or deleted, and the titles are user defined. These are the rows that have the red X.

Adding codes to Custom Balance Sheet

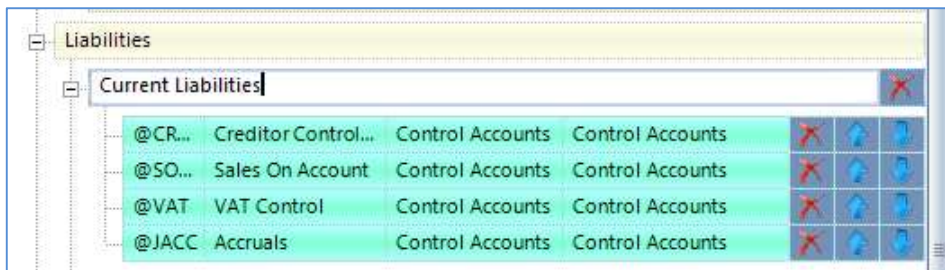
To add another group, right click on a group or total line and choose Insert group from the context menu; a box appears for a new name to be entered. Once confirmed the new group is inserted above the selected group.



Groups can easily be removed by clicking the red X, or by using the delete option on the right click context menu.

Balance Sheet codes can be dragged from the right-hand screen into the relevant Group on the left. The order that the codes are added to the group will determine how they are printed.

It is possible to set the order of the codes on the right-hand screen using the column sort feature and then to copy over a block of codes in the order you require.



On the left-hand side the position of each code can be changed by using the up and down arrows on the right.

To remove a code from a group, use the red X. If you delete a group it will also remove its codes but a warning is given first. Once a layout has all codes added, Save and Exit.

Note

Printing Custom Balance sheets will be blocked if a new balance sheet nominal code is added to the company and it has not been added to the layout.

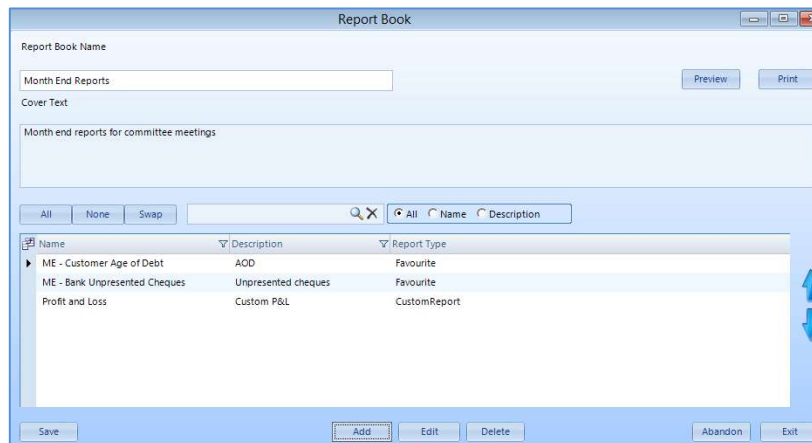
Report Library

The Report Books allow for several reports to be run together with a table of contents and a covering page. These are listed in the Report Library.



Click on the New button to create new Report Books. Each Report Book is given a Name and description which shows as the Cover text.

In the open report book click on Add to select a new report to add to the book.



These can be from Favourites or Custom reports. Once a report has been selected click on the Add to Book button:



Reports can be moved up and down the list with the arrows on the right of the listing screen to ensure the report book prints in the order required.

Click on Preview to display the report book in .pdf format on the screen. If you click on Print the report book will go directly to the printer.

8. Budgets

Cashflow and **Profit & Loss Budgeting** is often essential to help a business plan. KEYPrime Budgeting provides the facility to either enter Budgets from scratch, copy previous budgets to amend or Import/Export them from excel. Management reports can then compare the budget information to actuals.

Simultaneous Cashflow and Profit & Loss budgeting is possible and a time delay can be used to put Cashflow in later than P&L. Budgets can be entered to Enterprise and Analysis level and can include Quantity and Price.

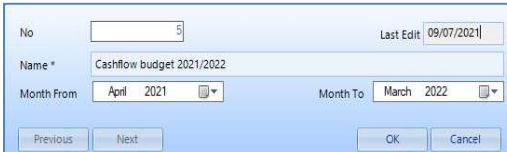
There is no limit to the number of budgets that can be set-up and the period range can be less than or extend beyond a financial year.

Budget Setup

To access Budgets select  Management then Budget from the Budgeting section.

The Budget Screen shows a list of existing budgets with options for managing budgets below:

New To create a new budget click on the New button at the bottom of the screen.



Then enter the name of the budget and the From and To dates. Click ok and this will take you to the budget entry screen.

Edit Click on a budget from the listing screen, press Edit to show details:

- **No:** Budget Number – cannot be edited.
- **Last Edit:** Date when last edit occurred – cannot be changed.
- **Name:** the name of the Budget.
- **Month From: and Month to:** The dates that the budget covers.
- **Previous and Next:** use these if multiple budgets have been selected.
- **OK:** Select OK to bring up the budget entry screen for editing.
- **Cancel:** This closes the box.

Copy Select a Budget then click on Copy. Re-name if required.

- **Copy Notes:** whether to Copy Budget Notes along with the budget.
- **OK:** Click on Ok to Copy the Budget. The new budget entry screen will appear for editing.

Master A budget can be set as the **Master Budget** which makes this the default budget for reports. Other budgets can be selected, when running reports, if required. To set a budget as the Master, highlight it and click on the **Master** button. A Master budget will also give a warning if you attempt to edit it, but this can be overruled if it definitely should be edited.

The Master budget is used in *Consolidator (optional module)*.

Excel Allows budgets to be exported to Excel or imported from Excel.

Entering a Budget

Budget figures may be entered on:

- Individual Nominal codes,
- All Nominal codes attached to an Enterprise,
- The first nominal in each Group if budgeting to Group level.

A budget can be as detailed as necessary so values can be put against:

- Nominal code only
- Nominal plus Enterprise code
- Nominal plus Analysis code
- Nominal plus Enterprise plus Analysis codes.

If you link a new enterprise to a nominal then when you press Save a message will ask if you want that link made.

Each Nominal may be typed in the yellow code field or selected using the browse button. If a Nominal is already linked to several Enterprises and you wish to enter values against these combinations then use the Selection button at the bottom. Highlight the Nominal and click ok. This will now let you use the Next button to tab through each existing combination of that Nominal/Enterprise.

When entering the values of each Nominal code please note the information to the right of the codes so that you are aware as to whether to enter figures as -ve or +ve values. For Overheads and Purchases you will enter the values as positives, however for Fixed Assets, Capital or Private you will need to identify expenditure using a negative.

The columns headed in Pink show the Trade (P&L) values and those in the columns headed in Blue are Cashflow. These may or may not have the same figures in the same months depending on whether you wish to show the cashflow later than the P&L.

The budget amount can be built up from putting in Quantity and Price.

The budget screen includes a summary total for each month for the selected nominal. The additional Read only columns show the total budget for the selected nominal regardless of enterprise and analysis codes.

Nominal *		Wheat		T	Sale
Enterprise		Arable Harvest 2021			+ for l
Analysis					- for t
Spread					
Monthly	0.00	0.00	0.00		
Trade					
	Qty	Price	Amount	Nom. Total	
Opening	0.00	0.00	0.00	0.00	
Jan - 2021	0.00	0.00	0.00	0.00	
Feb - 2021	0.00	0.00	0.00	0.00	
Mar - 2021	0.00	0.00	0.00	11250.00	
Apr - 2021	0.00	0.00	0.00	20250.00	
May - 2021	0.00	0.00	0.00	9000.00	
Jun - 2021	0.00	0.00	0.00	4500.00	
Jul - 2021	0.00	0.00	0.00	4500.00	
Aug - 2021	0.00	0.00	0.00	0.00	
Sep - 2021	50.00	100.00	5000.00	15000.00	
Oct - 2021	100.00	100.00	10000.00	15000.00	
Nov - 2021	25.00	100.00	2500.00	7500.00	
Dec - 2021	250.00	100.00	25000.00	45000.00	
Closing					
Total					
	425.00		42500.00	132000.00	

Budget No 5 Cashflow budget 2021/2022 *

Nominal * 00010 Wheat T Sales Price 2 Decimal Places
 Enterprise AR21 Arable 21 + for income Time Lag 0 Months
 Analysis - for Expenditure Include Control Accounts

Spread Monthly 0.00 0.00 0.00 0.00 0.00 0.00 0.00

Last Year
 Actuals Cash Flow
 Budget Trade

This **Budget Entry** screen example shows the budgeted expenditure on Nominal 00010 - Wheat Sales, for Enterprise AR21- Arable Harvest 2021.

In the above example the T next to the nominal indicates the units are measured in Tonnes.

The **Price** number field at the top right allows you to set the number of Decimal Places to display for the price on the budget. The quantity fields will show only 2 decimal places though up to 6 decimal places can be entered.

The **Time Lag** may be set to a number of months to show the cashflow of money may take place later than the invoice date. The time lag is retained for the next nominal but can be changed for each. If the time lag is 0 then trade and cashflow will show in the same month.

Include Control Accounts this option will show all Control Accounts in the list of available Nominal codes, but only the VAT Control Nominal codes should be budgeted for.

Notes can be added against each month; these may help when reviewing the budget and can be printed as an addendum to any report using the budget.

The **Last Year** options on the right of the grid allow you to show the values for the Nominal/Enterprise/Analysis for the 12 months prior to the budget either on a Cash or Trade (P&L) Basis. The Budget option here is only applicable if a budget has been extended for a further 12 months.

Spread

If the budget can be allocated evenly across all months or quarters then the Spread fields can be used. The default spread is Monthly but this can be changed using the drop-down arrow to Quarterly, starting in mth 1, 2 or 3. Once this has been selected enter the total for the whole budget for that nominal/ent/analysis. This will then be spread evenly for you. The spread can be used for the quantity as well as the value.

Trade				
	Qty	Price	Amount	Qty
Opening	0.00	0.00	0.00	
Apr - 2021	0.00	0.00	3750.00	0.00
May - 2021	0.00	0.00	3750.00	0.00
Jun - 2021	0.00	0.00	3750.00	0.00

Selection

Use the Selection button at the bottom of the screen to highlight a range of Nominal codes. You can then work through these in turn as you enter the budget values and Save. You can also make the selection from Enterprises or Groups as well.

Once codes are selected, each Nominal/Enterprise combination in the selection is shown, and as each is budgeted and saved the next is displayed. Once the last code combination has been saved the budget screen is closed.

There are 3 options for selecting, by Nominal, Enterprise or Group, and a further option to budget at a Summary or Detailed level.

Summary will use only the first Nominal code in the Group, Enterprise, or Nominal and Enterprise combination, to post values against.

Detailed mode will step through each combination of Nominal and Enterprise code for the selected Nominal, Enterprise or Group.

Only Nominal/Enterprise combinations that have already been linked will be shown.

Where a more detailed budget by Analysis code is required this option should not be used as there is no link between Nominals and Analysis codes.

Options

The Options button gives you 5 tabs with different functions; Copy, Percentages, Opening Balances, Interest and VAT.

Copy

You are able to copy Last Year's Budget or Last Year's Actuals into the current budget as the basis to start from.

Alternatively an existing budget can be updated to include this year's actual figures from and to a given date. All 3 options can be applied to All nominals or just those highlighted in the Selection.

Tick to Include Enterprises and Analysis will ensure that figures copied into the budget are at an Enterprise or Analysis level. Alternatively these may be ignored so that a summary of the nominal values regardless of Enterprise or Analysis code can be imported.

Percentages

Existing values or quantities may be increased or decreased by a percentage, e.g. overhead costs imported from last year and then increased by a percentage to add inflation to these figures.

This may be applied to All or a Selection of nominals. The percentage change may be applied to Quantity or Amount. Individual codes may still be edited as required.

Opening Balances

The Opening Bank balances for a specific month may be entered in this section. This balance will be used only when the report start date matches the date entered.

Bank	Opening Balance
Current Account	-124036
Petty Cash	35
Visa Credit Card	0.00
Euro Bank Account	1500

Whilst each bank account may have the individual values entered, the budget will consolidate these into one figure. It is not practical to allow for budgeting on an individual bank account basis within the same budget.

A separate budget for each bank account can be created if required. These may be merged into a single budget using the Excel Export and Import options.

Interest

This is provided to calculate the interest on any overdrawn budget and add it automatically to a selected nominal, enterprise and analysis combination.

The interest is calculated from any month where the total opening bank balance is overdrawn and is entered at 1/12 of the interest rate set.

VAT

This option allows VAT to be included in the budget on a Cash/Invoice base and either Monthly or Quarterly. On Calculate all budgeted figures would be multiplied by the VAT rate for the Nominal code unless overruled by any Analysis code.



The figures are summed and posted to the SALE and PURC VAT control accounts.

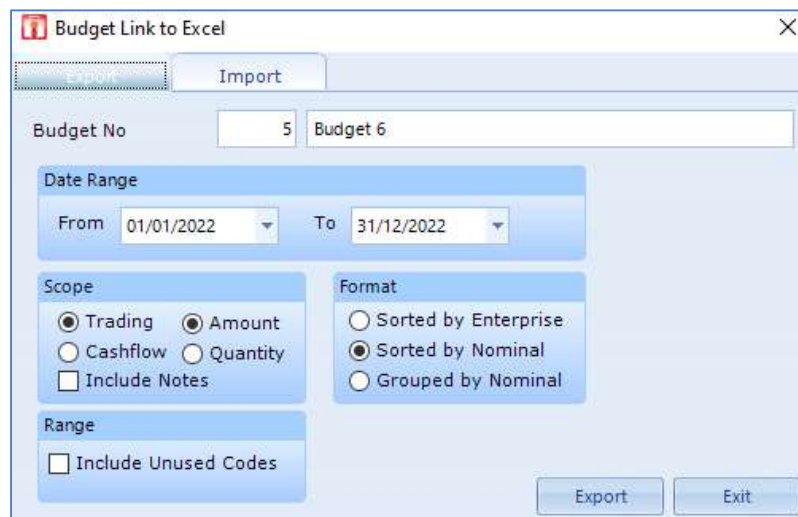
Tips Importing Depreciation: To help budget for depreciation a button can be found under Fixed Assets called Recalc. Depn. This can calculate the depreciation in advance for existing assets up to a chosen date. This then becomes actual depreciation (in advance) and can be copied into your budget by using the Copy Actuals option.

Budget Export / Import

You can export a budget to Excel or create/amend a budget in Excel and then import it back into Prime.

Export

The Excel button on the bottom toolbar of the main Budgets menu brings up the Budget link to Excel. This has 2 tabs to Export or Import a budget. You can Export the highlighted budget so that it is sorted in one of three ways:



- Sorted by Enterprise
- Sorted by Nominal
- Grouped by Nominal

When the Export button is clicked the Excel workbook will open and can be saved immediately. The budget can be exported to different Excel workbooks on a Trading (P&L) or Cashflow basis for Amount or Quantity. The export can include notes that were entered on the budget.

Note: if non-active nominal codes have value(s) in the budget these will also be exported.

The budget in Excel will include calculated fields for sub-totals and gross margins so that changes to the figures will update these totals.

Values on the exported spreadsheet will show negative values for expenditure and positive values for income. This convention must be followed when budgets are to be imported.

Where a budget has been created without any values entered this can be exported as a template by ticking the Include Unused codes before exporting. This will include only active codes.

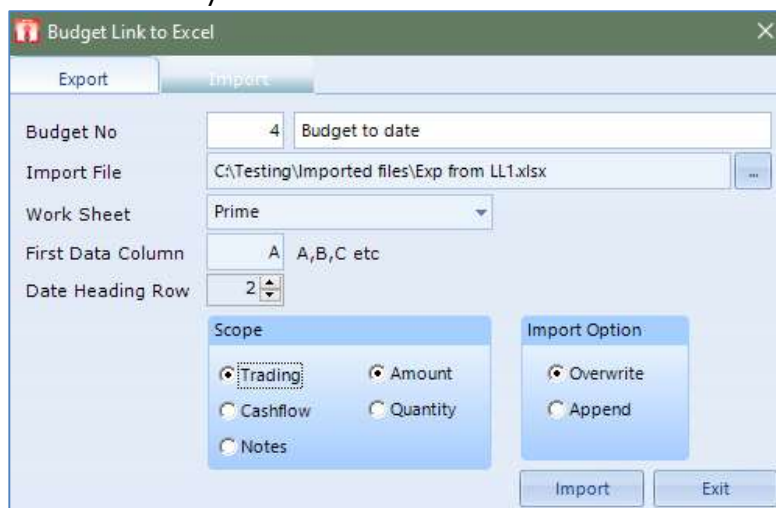
Sometimes you will find that the only way to know that the export has completed is that Excel icon is flashing on the task bar.

Import

Use the Import tab to import from an Excel worksheet. The format of the spreadsheet must match that required in Prime. This is the same as the format created on Exporting a budget. Exported

budgets that are edited and then imported back into the data are therefore in the correct format so long as no edits have been made to the layout.

Note there are several selections to be made prior to import. The Import option needs to be treated with care so we recommend always importing to a Copy of your budget.



If the imported figures on the copy are checked to be ok then it can be renamed and the original budget can be deleted.

There are 2 methods of Importing from a spreadsheet and it is very important to select the appropriate one:

- **Overwrite:** this option deletes all existing values on the budget for all Nominal codes and then imports the values from the spreadsheet.
- **Append:** this option retains all existing values for all Nominal codes and then **adds** the values from the spreadsheet.

The Append option allows you to merge budgets from different departments, or to bring budgets for Cashflow and Trade (P&L) values and/or Quantities into the same budget. Budget notes which have been saved on a separate spreadsheet can also be imported. Notes can be set up on a stand alone spreadsheet but must be in the same format as the export e.g. the date must be in text format. They will be imported separately from the budget figures.

Any Nominal or Enterprise Code combinations that are in the Excel sheet that have not been set up or used before will be created during import.

Individual Opening Bank Balances will be imported/exported from the spreadsheet for the first month of the budget.

Reminder Opening Bank balances can be set for each month but will only be used if the report is run from the date set. Where an Opening Balance has not been set for the start month of your report (i.e. a report from part way through the budget) this will show the opening balance as 0.

9. Audit

The Audit section provides an audit of any, or all, of your data between specified dates. This can be summarised reports or a detailed record of additions and edits to the data. Accurate **Trial Balance** information is integral to achieving a useful set of **Management Reports**. The powerful **Transaction Audit** and **Daybook** audit give you the facilities to interrogate the data and ensure complete accuracy.

The Following Options are available from the Ribbon Menu:



Trial Balance

Opening Trial Balance

This is a standard report on all Balance sheet nominals with an opening value including control accounts. It shows the balances of the accounts at the start of the financial year before any trading activity has taken place.

Figures appearing on this report will either have been entered as an Opening Balance or as entries with a date prior to the current year start.

The suspense nominal (@SUSP) value shows when the Opening Trial Balance has not been completely set-up. It is a balancing figure which is made up of the difference between Assets and Liabilities entered on the system. Once all the figures have been entered the @SUSP will disappear. If the @SUSP figure reappears this will be because of a change to an opening entry. Either an entry with an invoice date in the previous year has been added or edited, or one of the opening balance figures has been amended.

To prevent this, once the Opening Balances have been entered and agreed, there is a facility to block any further entries to opening values. This is done in the Setup menu; select Entries Defaults and tick the 'Disallow entries to opening balances'.

Trial Balance

The Trial Balance report can be produced in one of two formats, the **Standard** version or an **Extended** version. The standard layout shows the balance of all Nominal codes at the specified date. The detail can be confirmed within the **Ledger** section by running the Nominal Transactions report or by drilling down on the figures. Drilldown on Fixed Assets will include the depreciation charged to that date.

The Trial Balance report runs from the financial year start to the end of the month defined in the report criteria.

The standard and extended Trial Balance may be run for any date, although care must be taken when running the report prior to the first year start.

The Extended Trial Balance shows the opening balance on Nominal codes for the year start date of the data, a closing balance on all nominal codes at the date of the report and the movement on the codes for the period in between.

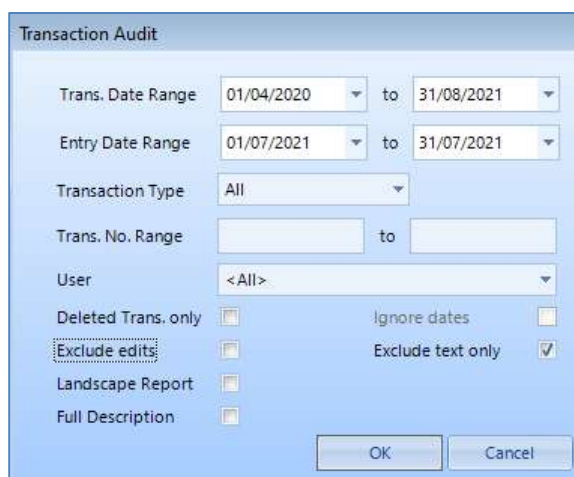
Where a Nominal code has no opening, closing or movement for the period it is not included in the report. There is however an option to run the Extended TB report showing ALL Nominal codes, **including those with ZERO balance**, allowing a consistent layout to be produced each time.

Audit

Transaction audit

This will produce a detailed listing of all the transactions between a range of transaction dates, and/or transaction numbers and/or entry dates. The results can be further filtered by User and/or Transaction Type. If the transaction number range is left as blank all transactions between the designated dates will be listed.

Options exist to show Deleted transactions only, exclude the edit history of transactions and to show the Full Description as opposed to the 25 characters of Ledger Text. When using the Landscape layout more information is provided including the date and time when edits and entries were made.



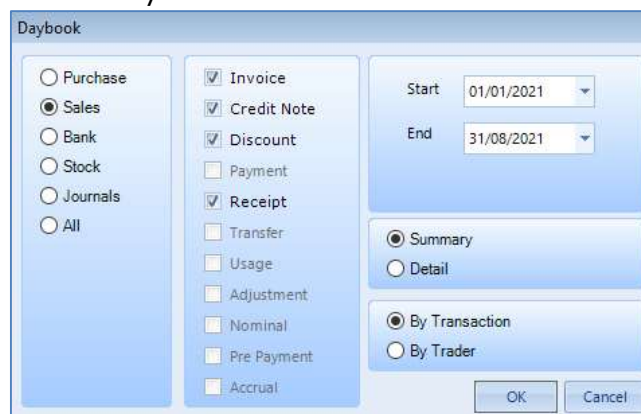
Dates can be ignored if looking for everything that has happened on a specific transaction. Any Text only typing lines included in transactions can also be excluded from the report if required. This means that all entries either created, edited or removed on a chosen date or range of dates can be listed. This could be a batch report of all work done for the day or relevant date range. If the Landscape option is selected additional columns are shown including the VAT return and Bank Statement number along with the user who made the entry and the actual date and time the entry was made.

Daybook Audit

The Day Book Audit produces a report for specific transaction types, over a given date range, with options to show in Summary or Detailed, and sorted either by Transaction number or trader.

In the criteria screen select from the Entry Type radio buttons. The available transaction types applicable to that entry type will be ticked in the right-hand column. These may be kept or unticked as required.

If All entry types are wanted select 'All' on the left-hand radio buttons. The tick boxes



on the right will be cleared as everything will be included in the report.

Enter the date range and select from the following options:

A **Summary** report will produce a listing of transactions, whilst the **Detail** report will show each transaction with all of its coding and detail.

By Transaction / By Trader to choose how the report should be sorted, either by Transaction Number or by Trader Code.

Prepayments/Accruals

Prepayments, Accruals or Combined

This report lists details of Journal Prepayments or Accruals at the date specified. They may be as separate reports or combined in a single one.

The individual reports can be added to the relevant Debtor or Creditor section of the year end reports. Accruals will include Accrued Expenses and Prepaid Income. Prepayments include Prepaid Expenses and Accrued Income.

For further information on the entry of Accrual and Prepayment journals please see the Entries section "Accruals/ Prepayments" on page 138.

General

Transaction Type

This Report produces a list of Transaction types and their short code:

<u>Code</u>	<u>Description</u>	<u>TRANSACTION TYPE LIST</u>
PI	Purchase Invoice	
PC	Purchase Credit Note	
PP	Purchase Payment	
SI	Sales Invoice	
SC	Sales Credit Note	
SR	Sales Receipt	
BP	Bank Payment	
BR	Bank Receipt	
BT	Bank Transfer	
JN	Journal Nominals	
JA	Journal Accruals	
JP	Journal Prepayments	
AS	Stock Adjustment	
TS	Stock Transfer	
US	Stock Usage	
SO	Sales Order	
PO	Purchase Order	

Transaction List

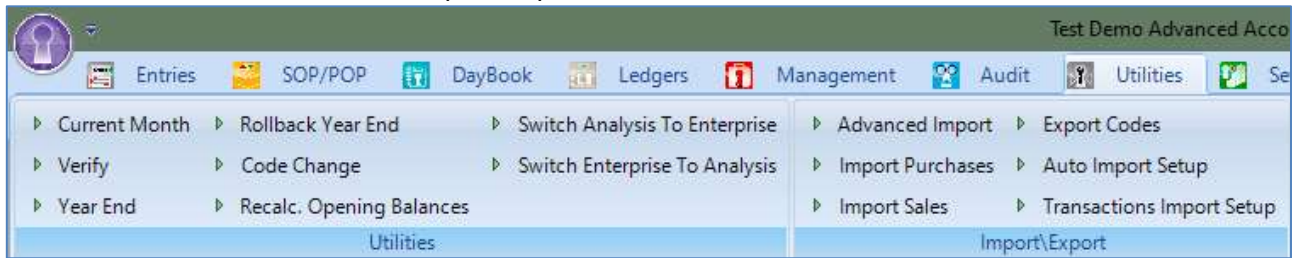
The Transaction List provides a complete report of all the current entries on the system; it was originally designed for the developers but we thought it may be useful to others so have left it in. It may take a while to run if there are numerous transactions on the system

Nominal

This option from the Menu Ribbon is a handy shortcut to the Nominal ledger screen. For full details of this feature see **Nominal codes** section in "Nominal" on page 67

10. Utilities

The Utilities menu includes the Import/Export features:



Current Month

The Current Month option is provided for two reasons: the first being as a default end date for producing reports, the second is to prevent accidental or deliberate posting of details into an accounting period that has been agreed and closed.

There is an option in Setup, Entry Defaults to tick so that the Current Month is used as the default for the Management report end date. Without this set the default end date will be the computers current date.

Within Setup, Entry Defaults there is also a setting to block entries prior to the Current Month. With this set a warning message will be displayed if you try to enter any transactions with a date prior to the first day of the current month and it will be blocked from edit or entry.

The Current Month for the company is displayed at the bottom right of the screen.

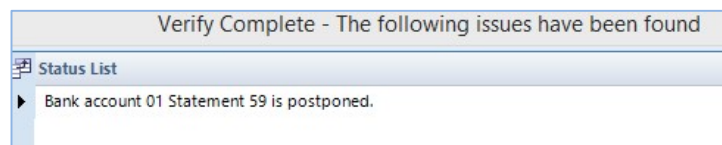
Verify

A data validation check that can be carried out at any time. Various checks on the data are performed including but not exclusively:

- That all transactions balance.
- The Trial Balance is in Balance.
- Entries dated in the future are highlighted; there is a tick box option to ignore transaction dates which will reduce the size of the report if a lot of data is entered in advance.
- That Reconciled Bank statements are not postponed, still balance and follow on logically from each other.
- All Nominal/Enterprise combinations used have been formally linked.
- Date order is correct on Budgets.
- Transactions with VAT code Outside the scope but with a VAT amount entered.

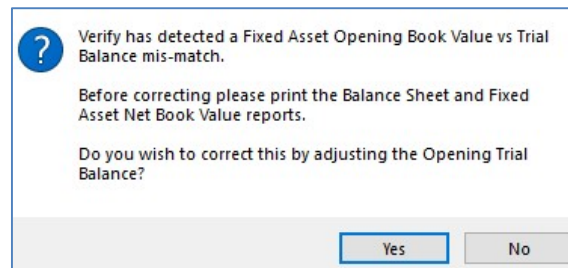
It is advised that Verify is run on a regular basis, e.g. as part of a month end procedure, and certainly before processing Year End. Running Verify does not affect other users and will not prevent you from using the program if it finds a problem. Where verify does find issues they will be displayed:

In this example Bank Statement 59 is postponed, if it is one that is in progress this warning can be ignored.



Take a note of the problems that need to be resolved and close the screen by pressing OK, or alternatively use the Export option to save the details to Excel.

Verify also provides the option to automatically fix OBV vs Trial Balance errors. It will also automatically fix various issues that affect Fixed Assets.



Year End

The Year End option will close off your current financial year and this will block changes to past year transactions via regular menus. It will reset the Opening Trial Balance.

It is for this reason that it is strongly recommended that prior to running the year end all known edits to transactions have been made, **Opening Balances Recalculated** (see later), **Fixed Asset Depreciation Recalculation** has been carried out and **Verify** has been run. All reports should be checked for accuracy before processing the year end.

Before running the Year End please make sure that **You have exclusive access** to the database, i.e. you are the only user in that data. Check the Licence Summary screen in Launchpad, Admin for other users who may be logged on. Please remember this includes Property.

To protect you further, when the Year End option is selected you are reminded to print off all the reports you need; this is because some reports such as Fixed Asset NBV report will only run from the current year start.

You may then enter the **Year End date**. This will default to a year after the financial year start date of the data but can be set as any date so you can either run an extended or short financial year, if your accountant has instructed you to do so.

If you are running an extended year it is even more important that you ensure the depreciation has been recalculated beyond that date before progressing.

Once the date has been set, checks for unreconciled Banks are made, and whether there are Recurring Entry transactions that should be processed. You will be warned if these exist; you can ignore the warning if you are comfortable that you will not need these in the closed year. It will also warn you if there are unprocessed orders and postponed invoices dating prior to the year end date set.

You will be asked if you wish to take a fresh **Backup** of the data before proceeding. We recommend that you do so and copy this to a safe place, preferably away from the office.

Once the **Backup** has been created the profit and loss figure is calculated and displayed as a check. A Capital type nominal code must then be selected to post the profit/loss to.

A final sense check is made and year end journals posted for depreciation, VAT Control accounts and Profit. The year start date is then updated, and the program closed for restarting.

It is possible to Exit the year end procedure at any stage of the process should it be necessary. HELP – Should you have any concerns or require assistance with running the Year End, Landmark offers an **On and Off Site Service** to help you with this. Part of the service is to help provide your Accountant with accurate and reliable information to reduce the amount of work they do in preparing the figures and so save you costs. Please contact the Support line for further details.

Rollback Year End

It is possible to rollback a year end and re-open a past year. This can only be carried out on Year Ends that were processed in KEYPrime. This should be done with caution.

Should you need to Rollback the year end you will lose any adjustments that have been made to opening balances through the Opening section, e.g. Stock opening balance changes and opening Capital Account adjustments. A warning is displayed if changes have been made which will be lost. Transactions which have been entered since the year end was run will **not** be removed.

Where an asset is split in the current year, it will not be possible to undo the last year end. Also where an opening Fixed Asset has been edited or an addition made the roll back is blocked.

Viewing Last Year's Data

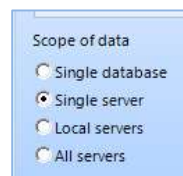
Previous years' data is accessible through the program as this is retained during year end, so it is possible to check much of the information from within the current financial year. Where the required information is not available, e.g. before opening edits were made, or reports such as Fixed Asset Netbook Value reports pre the current year, then the Year End Backup can be restored for checking.

There are two options for restoring the database: to an existing Database or by using the Import Database option on Launchpad to a new set of data.

We recommend restoring Past Year data to either a new database or over a dedicated Last Year database.

If you are overwriting an existing database please make sure you have a good backup before proceeding.

Once you have restored the Previous Year's data you may need to change you Launchpad settings view if your Launchpad setting is for Single Database.



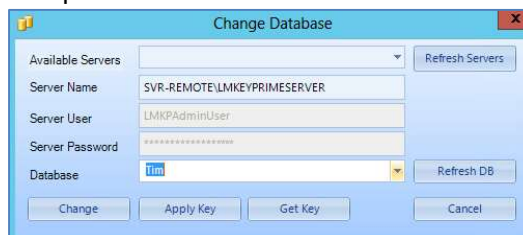
However, if your Launchpad settings are set to anything other than single database and you use the import database option, you will not need to use the change database option as Launchpad will automatically read all available databases for you.

To change the database click on the  button from Launchpad – the administrator menu will pop up on the left-hand side of the Launchpad.

Select the Change Database. This screen will appear:

Click on Refresh DB.

From the drop-down list, select the database you restored the backup to.



Launchpad will now show you the companies at the time of the year end. You may need to upgrade this database to the current build version. If you wish to take a new Backup we would recommend that you save this to a new file so that you always have a copy of the data exactly as it was when the year end was carried out.

In order to protect yourself when you have a Prior Year Database and the data is to be left in situ, we recommend that you set all the Users to have the Read Only role. Another trick is to set the back screen colour under Setup, Preferences to something obvious like bright red.

Once a database has been Created it can be Deleted by using the mouse right click menu on Launchpad. However it can also be removed from the list of visible databases on Launchpad by right clicking the database name and choosing the Remove option. See "Delete Database" on page 16.

Code Change

KEYPrime allows codes to be changed or merged so that the coding structure can be improved. The feature should be used with care as it is not possible to un-merge codes.

Ensure the data is backed up prior to using this option.

Before code change is carried out ensure other users have logged off the affected company (and Property if linked).

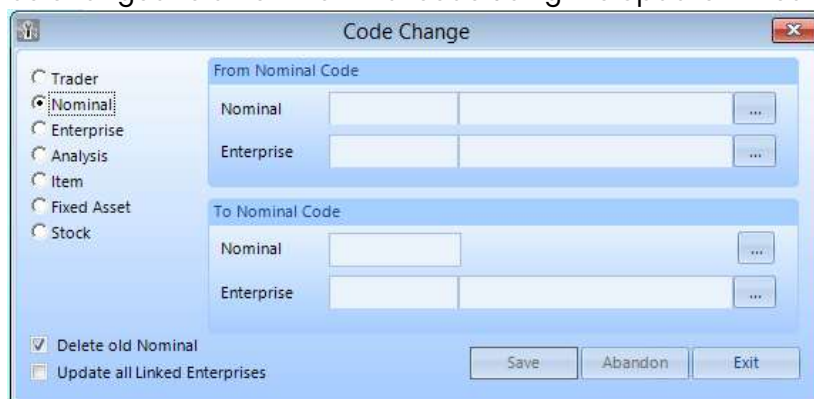
Trader, Nominal (Nominal/Enterprise combinations), Enterprise, Analysis, Items, Units and Notes can be changed to new codes or merged with existing ones.

Fixed Assets, Stock codes and VAT codes may only be changed to a New code.



Enter the original code in the From section either by typing it in or selecting it from the list, then enter the new code in the To field below. If the code already exists its details will be shown.

For Nominal Codes, each individual combination of Nominal and Enterprise may be changed to a New code combination. Alternatively all Nominal/Enterprise combinations using that nominal can be changed to a new Nominal code using the Update Linked Enterprises option.



With Nominal codes there is an option to delete the old code after the change has been carried out.

When Merging Nominal codes it is important to check any Custom Reports that may have been affected.

If an accounts code has a property record associated with it, either Property or Tenant, the code change will need to be carried out from within the relevant section of Property.

There are 2 further options in Utilities to Switch Analysis and Enterprise codes if they have been used in transactions but need to be changed to a different code type.

Recalc. Opening Balances

This feature will recalculate the Opening Balances for Stock, Nominal, Customers and Suppliers. It is a way of ensuring that the reporting on Opening Balances is correct especially after transactions have been input which will affect the opening figures.

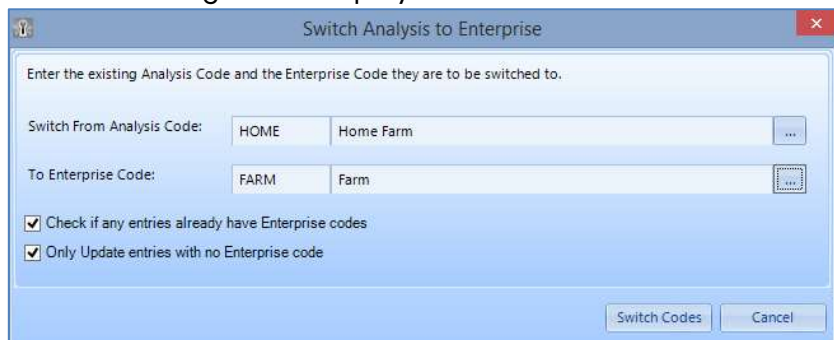
Use this if the figures on the Opening Trial Balance are not what is expected.

Also this should be used before running your Year End procedures.

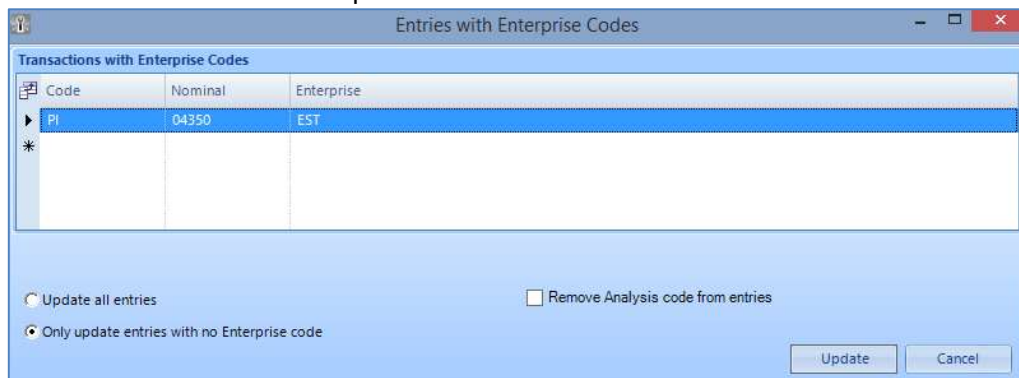
Switch Analysis to Enterprise

This option allows the user to change an Analysis code that has been used in transactions and make it an Enterprise code instead.

Select the Analysis code to be changed and enter the Enterprise code required. If the code already exists a warning will be displayed.



Click on Switch Codes and a screen will pop up listing any transactions with the Analysis code and will show the current Enterprise code.



You then have the options to Update all entries or Only update entries with no Enterprise code. There is also the option to Remove the Analysis code from the entries.

Switch Enterprise to Analysis

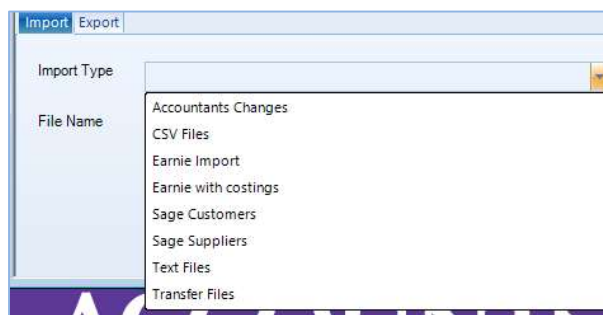
See details above.

Import /Export

Advanced Import

Transaction data from a copy of the same set of accounts held elsewhere can be imported using the Accountants Changes option. Optional modules exist to allow data from 3rd party programs to be imported into **KEYPrime**.

In both cases the import is through Utilities, Advanced Import. Click on the dropdown and select from the list available. 3rd party imports include CSV Files, Earnie Imports, Sage Imports, Text Files and Transfer Files.



Please contact Landmark if you wish to use this option as the guidance is specific to each import type and 3rd party product.

The **Accountants Changes** within this section allows **NEW** transactions generated off site to be added to the company. It is mainly used for pre-year end adjustments from your accountant. The accountant must be running his own copy of KEYPrime under licence from Landmark Systems Ltd. They must not edit transactions and they cannot add new transactions that affect Fixed Assets. The following details the procedures to carry out this operation and also its limitations:

Client Procedure

- 1) Complete the adjustments for the year-end.
- 2) Send a backup copy of the data to the accountant
- 3) After this, it is strongly recommended that you block entries prior to the date of the year end using Options, Setup/Defaults, Entry Defaults and set the Disallow entries prior to the first month of the new financial year. This is so that no more entries are made to the old financial year data that is still open.
- 4) Do NOT run the year-end until you have received the file of adjustments back from the accountant and imported it.

Accountant / Adviser Procedure

DO NOT:

- Edit any existing transactions.
 - Settle any Invoices with Sales Receipts or Purchase Payments.
 - Create any new codes.
 - Enter any opening balances.
 - Change depreciation rates or make additions or sales of Fixed Assets.
- 1) Restore the client's data on to your Prime launchpad.
 - 2) Note the actual date that you start making entries onto the client's data.
 - 3) Only NEW transactions may be put into the system. There is no warning or restriction on editing existing entries but edits will not be exported and therefore will not make the required adjustments. To carry out these adjustments enter a cancelling item (i.e. credit note for invoice or vice versa) and a replacement for the incorrect transaction or new journal entry.
 - 4) Opening balance adjustments will NOT be exported. The principle of this facility is that the opening trial balance has been agreed and is correct and the adjustments are for the closing trial balance; so everything must be dated in the current financial year or beyond.
 - 5) When all of the adjustments have been made, go to Utilities, Advanced Import. Select the Export tab, enter the start and end Entry dates of the transactions added and press the export button. You will be asked for a location and name for the file; choose something that helps identify the client and year. This will be automatically appended with the extension .AXP
 - 6) A report will display a list of any transactions that have not been exported, e.g. because they were edits.

- 7) When satisfied with the results the .AXP can be forwarded to the client to load on their data.

It is sensible to test the file yourself first by restoring the client's original data and then importing the file. Please remember that the client may have continued working on the data and there is nothing to stop them from duplicating any late invoices you may have discovered.

Client Import Procedure

- 1) Copy the AXP file from the accountant anywhere onto your computer.
- 2) Take a note of your LTN in the lower right-hand corner of the screen and then take a backup copy of your data before you start the import routine.
- 3) Run Verify to see if there are any issues that need to be addressed in your data before importing.
- 4) All other users need to be logged out of the company, including linked Property Users.

- 5) Ensure that entries for the whole financial year have been allowed by checking the Entry Defaults in Setup.
- 6) From the Utilities menu click on the Advanced Import option. On the Import section select Accountant's Import from the drop-down list. Browse to where you saved the Accountant's import file to select it, then choose Open.
- 7) If the details from the accountant's file do not match your company details, the import will be blocked and a warning given.
- 8) Once the import has been completed run a transaction audit report from the LTN previously noted to produce a record of the additions made.
- 9) Check your closing balances for the financial year against what is expected before continuing to either year end or just normal data entry.

Remote Access Options for Accountants

With improvements in technology there are increased options for remote access such as:

Wide area Network If you have a VPN (virtual private network) you can allow an accountant to run Prime on their computer and connect directly on to your data.

Remote Desktop Products such as Team Viewer (which we use for support) or Go to My PC can allow the Accountant to control a Work Station in your office.

Cloud computing For Hosted Versions of Prime, an accountant can be provided with the log in details and work on the data without leaving their offices.

Please contact Landmark to discuss your particular requirements and the options available.

Import Purchases, Import Sales and Export Codes

These menu items refer to options to import transactions from external sources. See the separate module notes on **Error! Reference source not found.** for further information.

Import Purchases and Import Sales provide the facility to import directly from .csv files such as AutoEntry, and Dext Prepare (previously ReceiptBank).

The user can also import into Batch entry using preconfigured templates for AutoEntry, Dext Prepare (ReceiptBank) and Rossum as well as certain other formats. See "Batch Entry" on page 141 and the separate module notes for **Error! Reference source not found.**

Auto Import Setup

For users with the Transaction Import pack, Invoice Import or Buying Group Import modules. Also for Auto Entry, Dext Prepare and Rossum imports.

See separate module notes for **Error! Reference source not found.** for further information.

Transactions Import Setup

See the notes for the optional module **Error! Reference source not found.** for further information.

11. Appendix

Control Accounts and their meaning

Control Account Code	
@CRED	Creditor control account: shows the Gross value of Purchase invoices and Credit Notes outstanding.
@DEBT	Debtor control account: shows the Gross value of Sales invoices and credit notes outstanding.
@JACC	Accruals: shows the balance of Accrued Expenditure and Prepaid Income.
@JPRE	Prepayments: shows the balance of Accrued Income and Prepaid Expenditure.
@PDIS	Purchases Discount: Shows all discounts taken on Purchases for the financial year to date; these are included in the Profit and Loss. Discounts on Capital Items should not be included
@PONA	Purchases On Account: Shows the value of Payments made to suppliers that have yet to be allocated to a specific Invoice.
@PURC	Purchase VAT control account: The value of Input VAT on transactions for the current financial year to date.
@PURV	Purchase VAT account: The value of Input VAT recovered from HMRC for the current financial year to date.
@SALE	Sales VAT control account: The value of Output VAT on transactions for the current financial year to date.
@SALV	Sales VAT account: The value of Output VAT repaid to HMRC for the current financial year to date.
@SDIS	Sales Discount: Shows all discounts taken on Sales for the financial year to date, these are included in the Profit and Loss. Discounts on Capital Items should not be included.
@SONA	Sales On Account: Shows the value of Receipts from customers that have yet to be allocated to a specific Invoice.
@SUSP	Suspense: The difference between the calculated Net Assets and the entered Capital and Reserves. Will show in the Opening Trial Balance until all the figures are entered and it balances.

Transaction Status (Transaction Audit)




Code	Meaning
I	Invoice unpaid
P	Paid
R	Valuation Record
X	Edited record
Z	Removed

Function Key designation

Function Key	Usage
F1	Show the help manual

F2	Show a list of available codes for the current field
F3	Search the list of available codes for the current field
F4	Show the available values for the current field
F5	Refresh the selected application
F7 – F6	No function
F8	Data entry grid show the Item Line data entry form view.
F9 – F12	No Function

Useful Keys

Ctrl + C	Copy selected text
Ctrl + X	Cut selected text
Ctrl + V	Paste copied text
Ctrl + D	Copy last saved value for current field; selected fields only.
 +E	Open File Explorer
 +D	Open Desktop
 +R	Open Run Command

Keyboard Short Cuts

KEYPrime has been designed to work with both the Keyboard and Mouse enthusiast in mind, although occasionally there are times that only one option is suitable.

Many menus have Keyboard short cuts which can be accessed using the Alt key; this will show one of the letters highlighted on the label of buttons or fields so that choosing that letter will be the same as clicking on the label. Occasionally a screen may have multiple labels with the same underlined letter in which case the program will cycle round the labels with the same letter on each press of the key. Care has been taken to ensure that none of the action buttons have the same letter as a field label.

Typical combinations are:

Alt S = Save Alt N = New Alt E = Edit Alt D = Alt X = Exit
Delete

There are some cases where there is no label on which to show the highlighted letter, these are in the code listing screens where the Search box can be accessed with **Alt + S** and the Grid with **Alt + G**. Using the Tab key will progress from one field to the next, occasionally skipping over some optional fields. Using Shift Tab will take the focus back to a previous field.

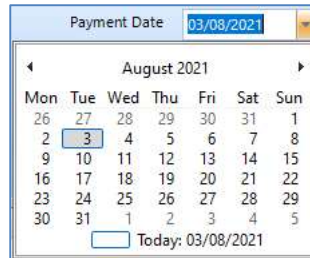
The Return key (Enter) is generally reserved for saving an entry so that as soon as the required data has been entered, and without having to visit every field on the screen or pick up the mouse, using Return will attempt to save the entry.

Date fields

Where date fields are used there are several ways to change the content. The simplest method is to type in the desired date from the keyboard; the program will fill in the date from the minimum of information. For example, if you type in 26, the date field will add the current system month and year for you. If you enter 2602 it will assume you want the 26th of February in the current year. If the date field cannot determine what you require it will use the current date, so for example if you enter 3002 (30th of February) the current system date will be used.

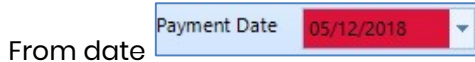
A calendar is provided for those who prefer using the mouse; click the arrow next to the date field.

Click on the Month or year to change the view to navigate to a new month or year.

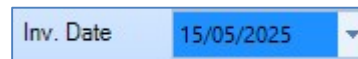


If you just want to move a date on one or two days, select the whole date field then use the up and down arrows to scroll through the days. Months and Years can also be scrolled through if just that part of the date field has been selected.

If the date entered cannot be used the back colour of the field will turn red; this may be because it is in a closed accounting period or you are trying to run a report with a To date that is before the

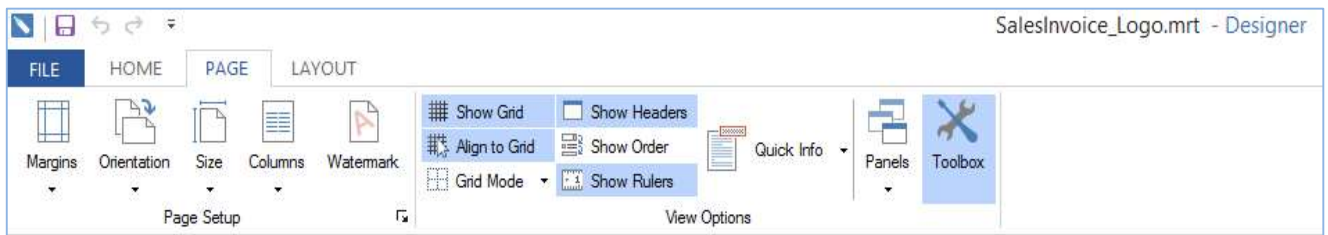


Where the date is in the future the back colour will show in Blue.



Stationery customisation

The following guide is designed to help a user do some of the typical customisation tasks on a stationery layout in KEYPrime. The ribbon layout at the top of the screen should be as shown below. Contact Landmark if this is not the case as it can be changed from the File, Options menu.

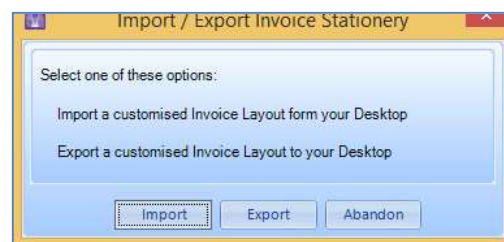


Back Up

Before changing your customised layout make sure you have a backup of it. Do not worry about the standard Templates as these do not get over written. The simplest way to back up stationery is to use the Launchpad Admin, Tools, Manage Settings, Backup Settings option. This copies all the files to a compressed file for safe keeping and will tell you where the files have been saved once it has finished.

To take a copy of a specific Layout use the Imp/Export option in Stationery Layouts.

Press the Imp/Exp button next to the layout you are about to edit then choose export.



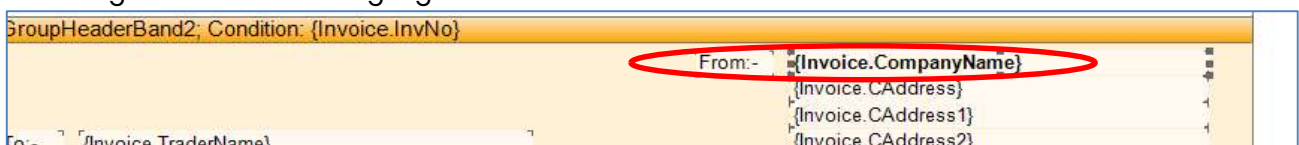
This will save the file Layout to your desk top with the file extension .MRT. Move this to a safe place before continuing.

If you need to restore the layout, copy the file back to the desktop and reverse the process.

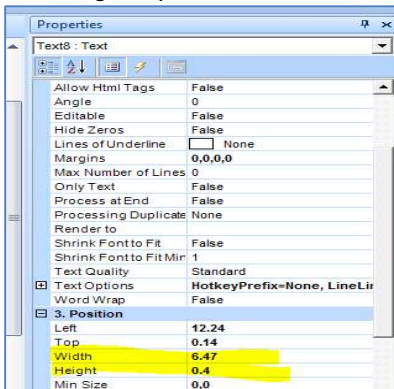
Changing a Font

Left click the mouse to select the field that you wish to change; if multiple fields are to be formatted select the first field and then hold the ctrl key and select all the other fields to be formatted.

Selecting a field does not highlight it as in Prime but shows the name and the handles in bold:



Having chosen your fields, you can change the format by selecting the font options at the top. If you increase the font size you may need to increase the field size. This can be done by dragging the handles of the selected field to the required size. It can also be done by right clicking the field and selecting Properties from the Page, Panel section and changing the Height and Width values:



Be careful of overlapping; add the Height to the Top value to see where the top of the next field below can start, similarly for the Left and Width values on the same row.

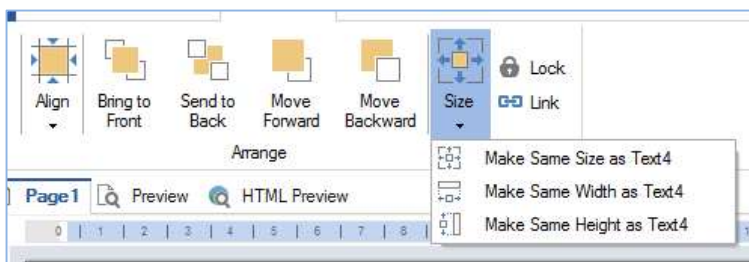
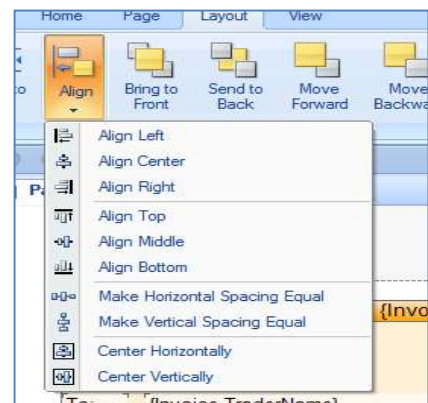
Moving a field

Fields can be moved by either dragging them or by editing the Top and Left values of the fields' properties; this ensures that you line up blocks of text accurately. Remember to always keep fields in the same bands on the report.

Aligning a field

Aligning fields is possible by editing left and right values, however short cuts are available. Select all the fields that you wish to align through ctrl and left click. Then click on the Align option from the Layout tab on the main menu. You can also just right click and select Align.

Align left will align all fields to the field that is the furthest to the left etc.



It is often useful to make all fields the same size first using the Size option. This will give an option to make the fields the same size as the field that was selected first. Height, Width or Both can be chosen.

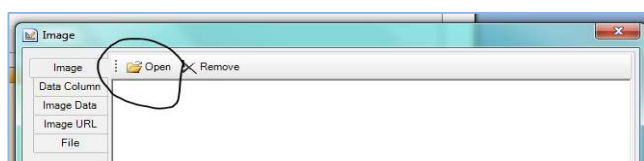
Adding an Image

Images can be added to the layout by selecting the image field option from the left-hand menu.



This will display a pencil icon.

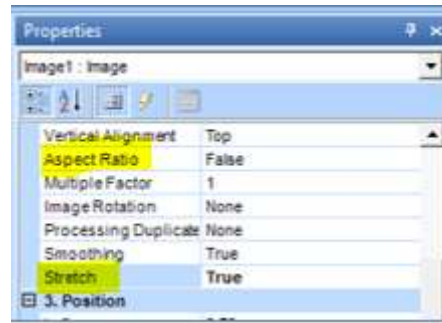
Draw a box on the layout where the image is to sit; this will automatically bring up an image selection screen:



Select the open option and navigate to the image file you wish to include then save.

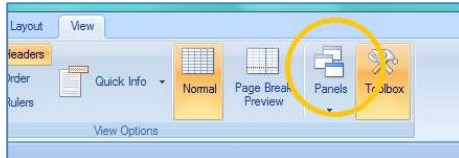
To get the image to fit the field, ensure the Properties option is open; this can be chosen from the Panels menu on the Page tab or by right click on the mouse.

The properties for each selected field are shown on the right-hand side. Left click on the image and then set the Stretch option to True. If the image seems distorted because it does not exactly fit the box then set the Aspect Ratio to True as well.




Adding a field to a layout

Fields can be added to a layout in 2 ways:



First by dragging them from the Dictionary panel which may be opened by selecting the Panels option on the View section of the menu.

When this method is used both the field details and label are added to the layout. The font used for each field will default to the last font used.

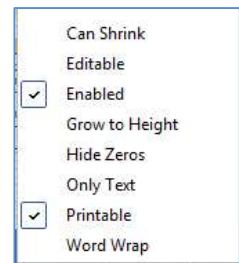
Alternatively the text field option can be selected  and the field drawn on the layout where required. The name of the field or the text to appear on the stationery can be manually added into the Expression section of the text field editor.

Additional information fields have been added to the dictionary of the standard stationery templates. This includes fields such as the traders' bank detail information, so that confirmation of which bank payments are going to be made or taken from can be given.

The full detail from the most significant value line on an Invoice is now available in the data dictionary for Statements the field is called Details.

Hiding a field

Fields can be removed from the layout just by deleting them, however hiding them is also a useful option. This is done by removing the tick from the Enabled property on the right click menu. Be careful because it is not obvious that a field has been disabled so we recommend changing the font to a pale colour at the same time.



Hiding zeros

For number fields the right click menu gives an option to hide zeros which allows the suppression of 0 values during printing.

Date Format

For date time fields you can force the field to show long, short or British format. This is done by editing the date field and adding the format command around the field name in this case the field name is PrintOrders.TrnDate

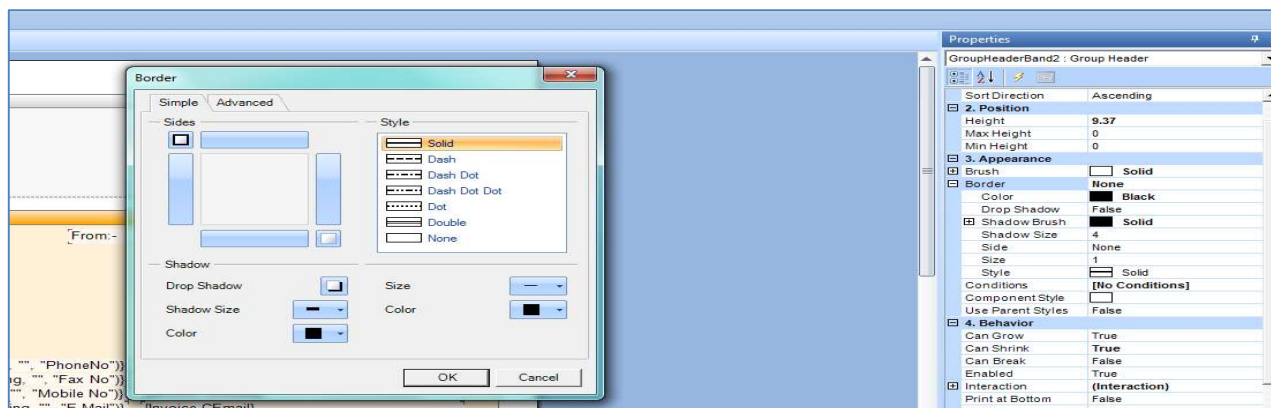
`{Format("{0:dd/MM/yy}", PrintOrders.TrnDate)}` = 31/03/18

`{Format("{0:dd/MM/yyyy}", PrintOrders.TrnDate)}` = 31/03/2018

`{Format("{0:dd MMMM yyyy}", PrintOrders.TrnDate)}` = 31 March 2018

Adding borders

Borders are best added to Fields by selecting the field and choosing the border options from the menu. To add borders to a Section it is best to select the border setting on the properties panel and choose the style and position of borders from here.



Putting in a condition

Often we wish information to appear in certain ways, depending on what the stationery is showing, for example if we wish to draw attention to the fact that an Invoice is in a currency other than Sterling then we may put some text in a field that only appears when the currency is not sterling. This is done by adding a text field to the layout and entering the condition: {IIF(Invoice.Currency = "Pound Sterling", "","Warning this invoice is not a Sterling Invoice!")}

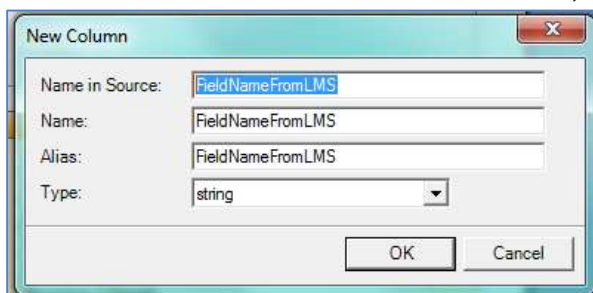
This works as follows {IIF(Test, Result for test is true, result for test is false) }

The example used tests the result for the Invoice Currency field value and if it says Pound Sterling then a blank space is printed. If it is false then the text 'Warning this invoice is not a Sterling Invoice' is printed, i.e. everything between the double quotes.

There are many more features that can be explored but there is no space for them in this simple guide.

Adding fields to the dictionary

Because development continues all the time additional fields may become available to the report that were not there when the original customisation took place. These fields will need to be added to the report Dictionary before they can be used. The field names must be obtained from Landmark. To add a field (also known as Column), open the dictionary and select one of the existing fields. Right click and select New Column and then enter the field name supplied by Landmark into the form under both Name in Source and Name; Alias will auto fill.



Once this is completed you may select OK and the field is then available for the layout.

If there is an error and the Name in Source is wrong you will find that no information appears on your report.

Testing your layout

When changes are made to a layout it is important to test each one works before progressing further. A quick check, to see that the report will run, is to select the Preview option; this will not show you a sample of your report but if it shows a blank page it means there are no errors that will prevent the report from running. You can then go on to test the layout with your data through normal printing options.

Warnings

Do not add or remove bands on the report or change the grouping or ordering on sections; do not allow fields to overlap bands.

If it all looks too daunting Landmark offers a stationery customisation service which is chargeable by the hour; please discuss with our support line, and to save time and money ensure you have clear instructions of what is required and preferably some word document mock ups.

NOW BACKUP YOUR LAYOUT AGAIN!

INDEX

- About, 17
- Accruals/ Prepayments, 130
- Administrator, 6
- Advanced Import, 195
- Analysis, 25, 69, 169
- Analysis Groups, 40
- Assets, 38, 39
- Audit, 21, 188
- Auto Add Date Facility, 144
- Auto Match Bank Statements, 82
- Backup, 5
- Balance Sheet, 171
- Bank, 25, 76
 - Reconciliation, 80
- Bank Details, 77
- Bank Payments and Receipts, 122
- Bank Transfers, 126
- Banks - opening balances, 100
- Batch Entry, 133
- Budget Import, 186
- Budget Notes, 165
- Budgets, 182
- Cash flow, 159
- Charge Manager, 148
- Co.Reg.No, 31
- Code Change, 193
- Codes, 39
- Column Header, 46
- Contra, 113
- Control Accounts and their meaning, 198
- Currency (optional), 96
- Current Bank Account, 25
- Current Month, 35, 191
- Custom Comparison Report, 178
- Custom Reports, 173
- Customised Balance Sheet, 178
- Date fields, 199
- Day book options, 151
- Daybook, 19, 150
- Daybook Audit, 189
- Debtors and Creditors Smartview, 58
- Depreciation, 71
- Diary, 97
- Documents, 51, 97
- Drill Down, 158
- Editing Invoices, 112
- Entering a discount, 117
- Enterprise, 25, 68, 166
- Entries, 18, 104
- Entry
 - Defaults, 34
- Excel, 20, 32, 60, 156, 168, 171, 186
- Favourite Reports, 172
- Fixed Assets, 26, 70
- Full Stocks (optional), 148
- Function Key designation, 198
- Global Traders (optional), 58
- Group VAT, 94
- Grouping, 47
- Help Section, 17
- Hide Company, 7
- Importing a Nominal code list, 61
- Income & Expenditure, 159
- Invoice
 - Defaults, 43
- Items, 65
- Keyboard Short Cuts, 199
- Launchpad, 3
- Launchpad Settings, 11
- Layouts, 43
- Ledgers, 19, 46
- Linked Users, 6
- Main Menu, 18
- Main Toolbar, 46
- Management, 20, 156
- Manual or Auto, 106
- Menu Ribbon, 18
- Metering, 148
- Nominal, 19, 59
- Nominal Code, 40
- Nominal Coding Structure, 24
- Nominal Group, 39
- Nominal Groups, 24
- Nominal Journals, 127
- Nominal Maintenance, 66
- Non Month End Reporting, 166
- Note/Action Codes, 42
- Opening, 23
- Opening Balances, 25, 99, 101
- Opening Book Value, 71
- Opening Fixed Assets, 73, 101
- Opening Journals, 102
- Opening Purchase Invoice, 99
- Opening Stocks, 100
- Opening Trial Balance, 188
- Opening VAT, 102
- Part Payments/Receipts, 119
- Password Recommendations, 5

Payment Terms, 42
Preferences, 31
Prepayments/Accruals, 189
Print VAT, 92
Profit & Loss, 159
Progress Report, 161
Purchase Credit Notes, 115
Purchase Invoice, 106, 122, 142
Purchase Payments, 115
Quantity Reports, 164
Recalc. Opening Balances, 194
Recurring Entries, 142
Register Company, 10
Report Library, 180
Report Preferences, 26
Report screen options, 157
Reports, 47
Residual Value, 71
Restore, 7
Roles, 27
Rollback Year End, 192
Sales Credit Notes, 119
Sales Invoices, 117
Sales Receipt, 119
Setup, 22, 27
Show Last Year, 165
Show Projected, 165
Smartview, 97
Source/Application of Funds, 172
Split, 72
Stationery customisation, 200
Stock, 25, 74, 146
Stock Adjusted (optional), 165
Stock Adjustment, 147
Style Sheet, 26
Switch Analysis to Enterprise, 194
Switch Enterprise to Analysis, 195
Tools, 13
Trader Group, 41
Trader Ledger, 26, 48
Trader Terms, 41, 42
Trader Type, 41
Transaction audit, 189
Transaction Status, 198
Trial Balance, 188
Two Way Traders, 26
Units, 41
Upgrade, 5
Useful Keys, 199
User Dashboard, 39
Users, 29
Using F2/F3 to search for codes, 105
Utilities, 21, 191
Variance Report, 164
VAT, 33, 90
VAT Period, 24
VAT Receipt/Payment, 94
VAT Registration Number, 24
VAT Return, 92
Verify, 191
What to Pay, 136
What To Receive, 141
Write Off, 73
Year End, 192
Year Start, 30