KEYPrime Intro

User Manual

Version 11.5

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1. Overview

KEYPrime Intro is designed to be a management information system with many features included to ease the daily workload. It is a rolling system which monitors the previous twelve months' cashflow, income & expenditure 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 Intro is an integrated accounts program consisting of **Sales** and **Nominal Ledgers** together with **Bank** and **Petty Cash** recording 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 Income & Expenditure reports
- Retrospective reports
- Recurring Entries

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.
- Transaction Import links which will import Orders, Invoices, Bank Receipt/Bank Payments via Microsoft Excel™ or .CSV file.
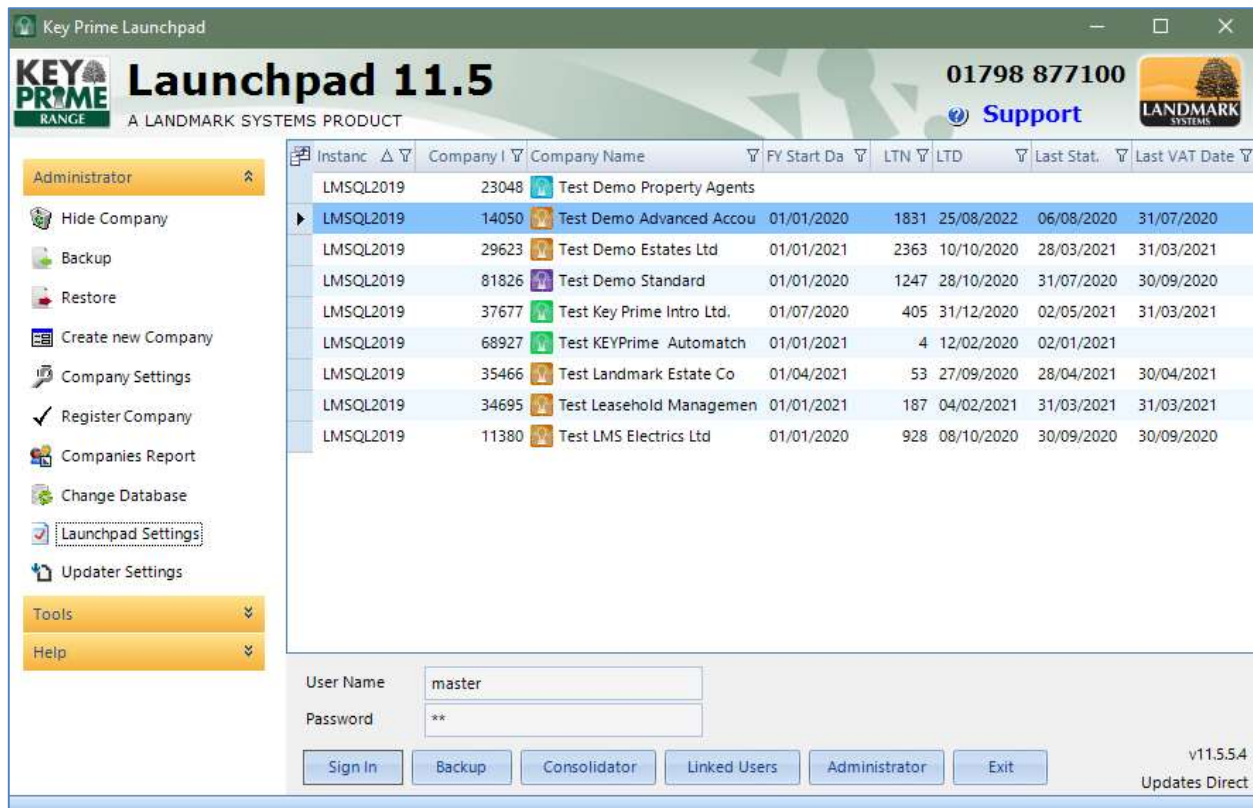
Launchpad

The KEYPrime Launchpad displays the companies for KEYPrime Intro showing the name, the Financial Year (FY) start date and Last Transaction Number (LTN).

Once KEYPrime has been installed it can be accessed by double clicking on the KEYPrime Icon.

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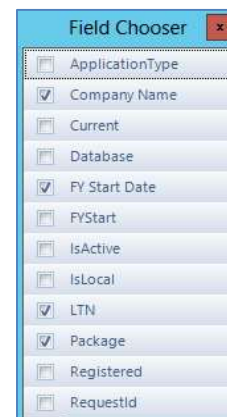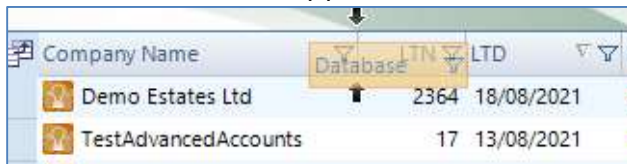
2 new fields have been introduced and can be shown on the Launchpad – the last Bank reconciliation date and the last VAT retrun date.

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

Support 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 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 Intro 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.

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:

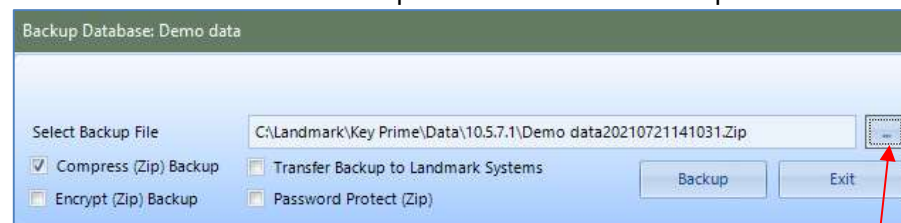Prime version 11.5.9.11 Data version 11.0.8.12 78.6%
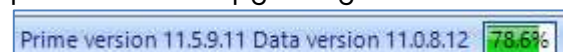
Backup

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

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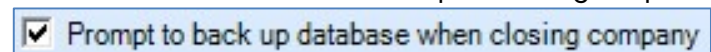
When backing up, a file name is created which includes the database name plus the date and time of the backup, to prevent accidental overwriting of past backups. This can of course be changed by the user so that an old backup can be overwritten if space is restricted.

Backup Database: Demo data

Select Backup File   C:\Landmark\Key Prime\Data\10.5.7.1\Demo data20210721141031.Zip   ...
☑ Compress (Zip) Backup   ☐ Transfer Backup to Landmark Systems   Backup   Exit
☐ Encrypt (Zip) Backup   ☐ Password Protect (Zip)

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 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, e.g. for sending a copy to your accountants. Or, 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.
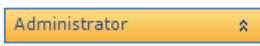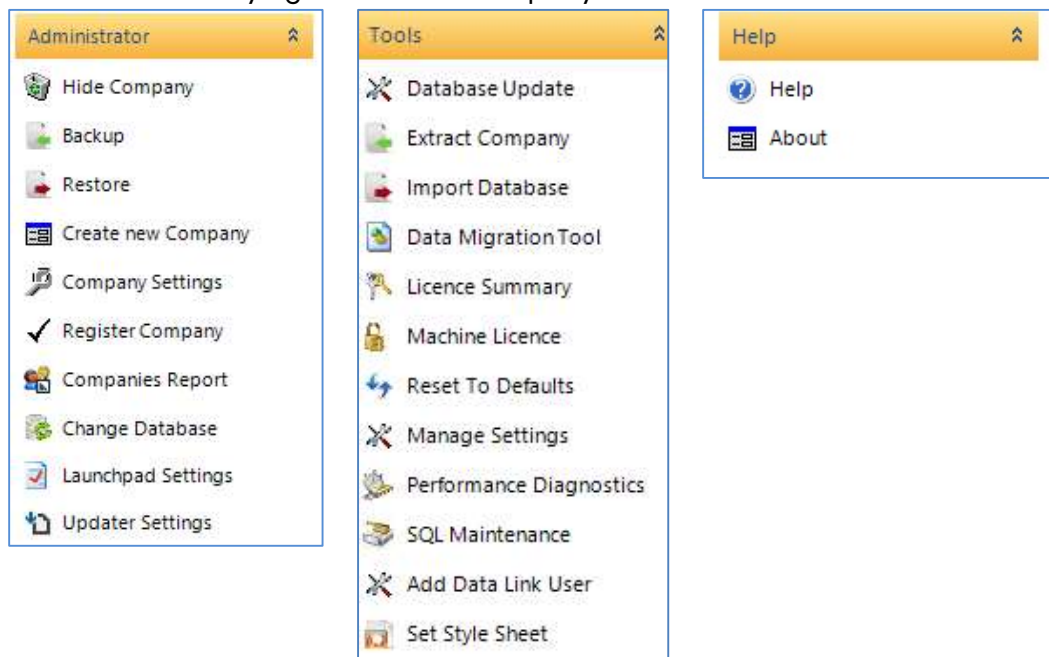
Linked Users

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.
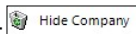
Automatic log out

KEYPrime Launchpad will now 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

The Administrator button provides access to functions that apply to Launchpad and data maintenance. Click on the Administrator button to display [Administrator ⨝] on the left. Use [⨝] 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.

Administrator	Tools	Help
Hide Company	Database Update	Help
Backup	Extract Company	About
Restore	Import Database	
Create new Company	Data Migration Tool	
Company Settings	Licence Summary	
Register Company	Machine Licence	
Companies Report	Reset To Defaults	
Change Database	Manage Settings	
Launchpad Settings	Performance Diagnostics	
Updater Settings	SQL Maintenance	
	Add Data Link User	
	Set Style Sheet	

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.
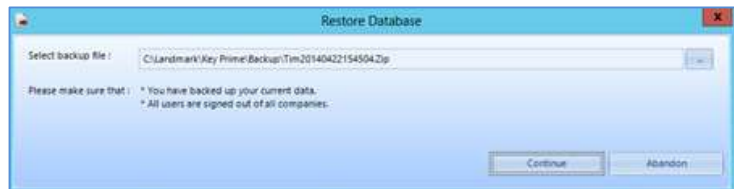
Restore

Click on [Restore] to restore a previously backed-up set of data. By default, restore will look at 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.

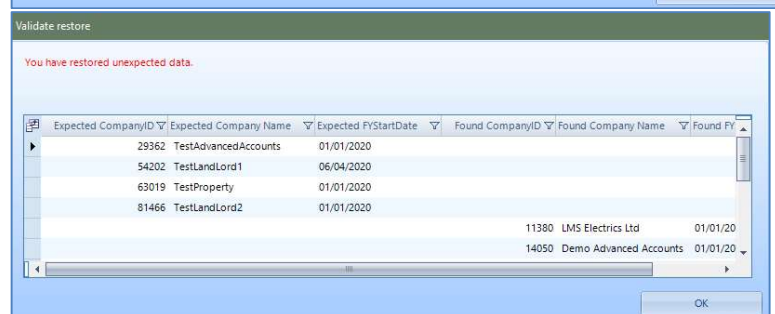The Date and time and Last Transaction of the backup will be displayed.
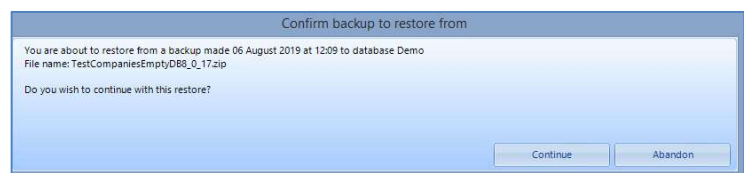
Select Continue to Restore or Abandon to return to the Launchpad.

A Validation message showing the Last Transaction, date and time will show; select OK.
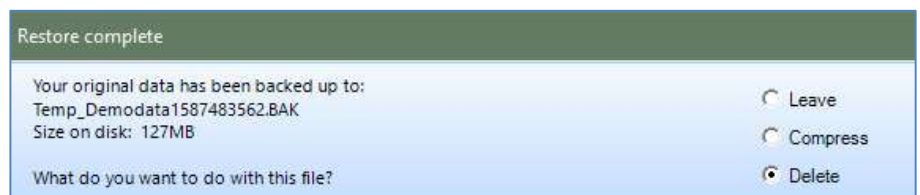
If you restore from a backup that contains different company data a warning will appear: 'You have restored unexpected data!'

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. Select Leave to keep the backup, Compress to save it as a zipped file or Delete to remove the temporary backup file.

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

When first used the KEYPrime Intro application will have no Companies created. Follow the procedures below in order to create a new company. A Create Company Request will need to be sent into the Landmark Helpline in order to purchase new companies.

1. Use Create new Company in Administrator on Launchpad
2. Enter user name and password for that company
3. Enter the Company details including year start and VAT details
4. Choose the Package Type, e.g. KEYPrime Intro.
5. Select any optional modules that have been purchased, e.g. budget import/export.
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.

Create Company

Enter the User name and password then click on [Next]. For recommendations on passwords 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 [▼].
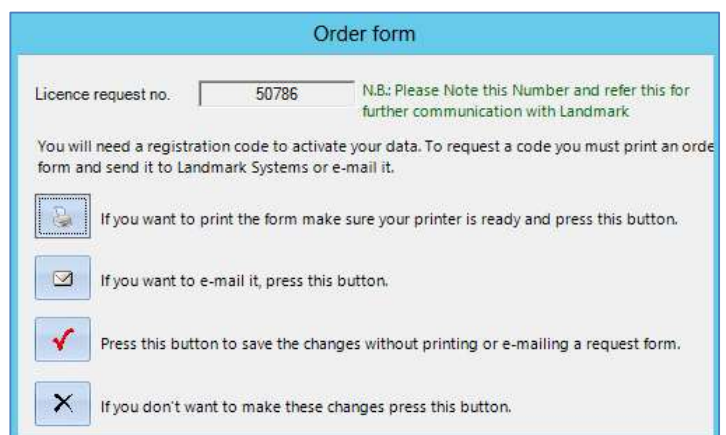
Once the package is selected a list of optional features will be displayed on the right-hand side. Fill in the rest of the company details. The Company Name and the Telephone fields are yellow because they are mandatory fields.

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, (see later section Register Company) if the Company name is changed then this will cause it to be unregistered. 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 no VAT amount will be able to be entered on invoices.
Optional Features	There are a number of 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 Intro 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.
Create standard codes	Tick this to have the standard list of nominal codes, appropriate to KEYPrime Intro, automatically set up.

Order Form

Once all the information has been entered 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 in order to receive a registration key.

	Order form
Licence request no.	50786 N.B.: Please Note this Number and refer this for further communication with Landmark
	You will need a registration code to activate your data. To request a code you must print an order form and send it to Landmark Systems or e-mail it.
🖨	If you want to print the form make sure your printer is ready and press this button.
✉	If you want to e-mail it, press this button.
✔	Press this button to save the changes without printing or e-mailing a request form.
✗	If you don't want to make these changes press this button.

This can be done by email, by clicking on ✉. An email will then be entered into Microsoft Outlook for sending to Landmark Systems Ltd. The request may also be faxed by selecting to print the form.
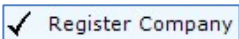
Company Settings

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 ✔ Register Company 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.
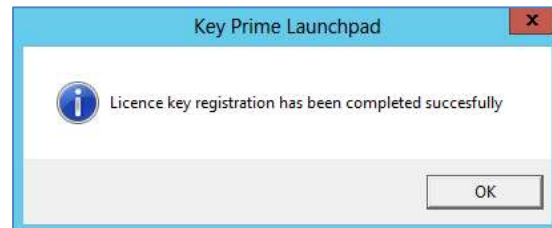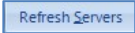
Companies Report

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 **Companies Report** 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 Server   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
Server Name `nb4a\LMKeyPrimeserver`. 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, e.g. it can show all companies on a network and it can remember a password and log into the same company each time.
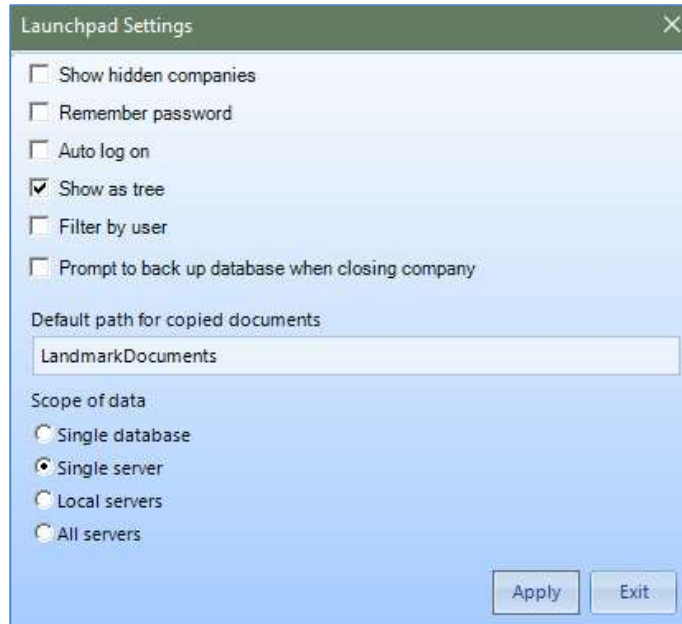

Options:

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 Administrator menu.
Remember Password	This will save the User Password for the next time Launchpad is opened. 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.
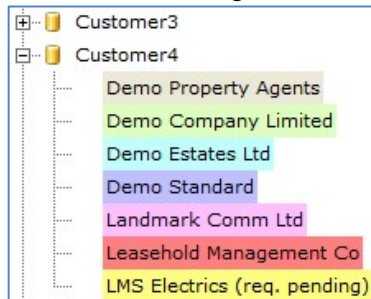
Hover over the Company name with the mouse to show the Year start and the last Transaction number.

Filter by User	Shows only those companies that are valid for the User Name that has been entered.
Prompt to back up database when closing company	Reminds user to backup when closing each company.
Default path for coped 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 from a single instance of SQL server.
	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 in order 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; 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.
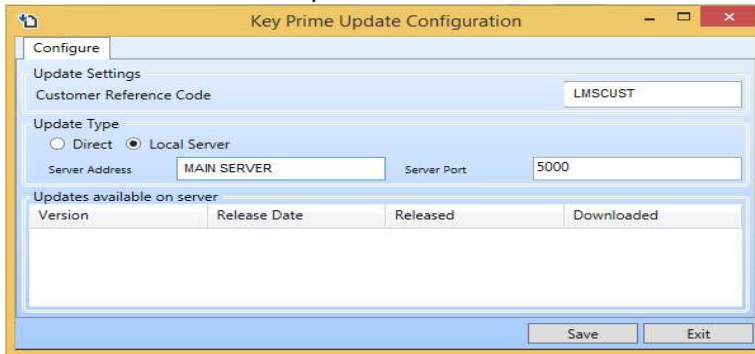
Any updates that have been delivered and authorised for install will show below the settings.

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 KEYPrime.

Enter the main database in use: for most sites there will be only one database, usually the default KEYPrime. 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.

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

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 to review. This makes a copy of all the data and then removes all the other companies from the copy before backing it up. A single company backup can be taken for any accounts company including those linked to a Property Landlord.

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.

Only a valid Admin user for the selected company can carry out this process.

Once the Backup is completed the file can be sent to the accountant. **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.

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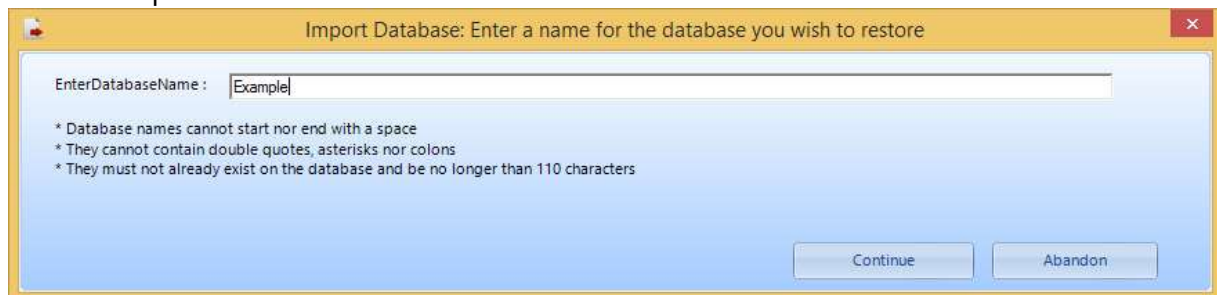
The name must not already exist. Use alphanumeric characters only, i.e. 0-9 and A-Z. The name can be up to 120 characters long, but it is recommended to keep it simple.

Select the backup file that is to be imported or type in the name and path and select continue.
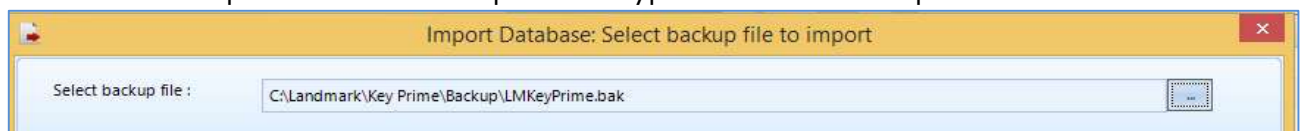
If you no longer wish to display all the databases on the Launchpad it is also possible to Remove databases. This is done by a right click on the database name and selecting Remove. To restore the name to the list, reselect it from the change database option. This option just removes the database from the Launchpad screen, it does not delete the database. To completely delete the database, see the Delete Database section below.

N.B.

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
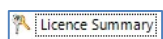
 The screen shows how many users can sign into the database at the same time, the total available is shown at the top of the screen. It shows who is currently logged into which company and gives details of the user names, IP address and the last time the user connected to the database (Last heartbeat).

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

A **History** report will show all 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. Additional user licences can be purchased from Landmark Systems.

Machine Licence

As part of licensing, each machine that has KEYPrime Intro installed will require a machine licence, if data other than our demonstration companies is to be accessed.

To request a licence, select the Machine Licence button then a special key is generated that should be emailed to Landmark.

Where a valid licence exists already a warning is given.
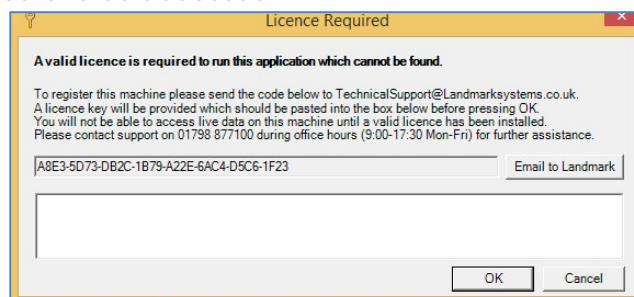
If the email option fails for any reason the Number should be copied to the clipboard and pasted into an email to Landmark Systems. A registration key will be returned which should be pasted into the lower section of the form and confirmed with the OK button.

Reset to Defaults (*not in Hosted mode*)

This allows you 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 is provided 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

Further options are available if you right click on the Database name. Most of the options 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.

Backup Database
Restore Database
Remove Database
Delete Database
Create Company
Companies Report
Apply Script
Import Database
Data Migration
Inquisitor
Document Path
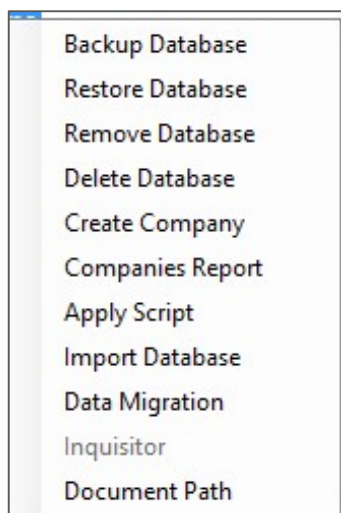
Remove Database

If you no longer wish to display all the databases on the Launchpad it is also possible to Remove them. 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. To access it, select 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 to version 6 or higher, and wish to permanently remove this from your Computer, please contact Landmark Technical Support.

Help Section

Help

This will open the Help feature which is an electronic copy of this document 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.

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.

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

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

About accessed on Launchpad   **About** accessed in Company

Launchpad Tips

Click on the word Launchpad and it will open the KEYPrime About window as above.

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. Click the link to access features like latest downloads, tips and hints, frequently asked questions and remote support options.

Accounts Menu

Structure and Navigation

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 cashflow Smartview, the Diary and the Documents icon.

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 menu options; it can also be collapsed by double clicking.

Main Menu

The Main Menu can be shown minimized as per the illustration below or maximised to show the complete menus as above. Click the arrow next to the purple Key icon, top left.

Entries

Transactions can be entered or edited through the entries menu which opens up the various entry screens. Multiple entry screens may be open at the same time. There is no separate means to enter Purchase Invoices and Credit Notes so they are entered using Bank Payments; the only occasion when a Purchase Payment can be made is to pay a VAT return invoice.

Bank Payment and Receipt entries start with the payment information which is then broken down into the Invoice information.
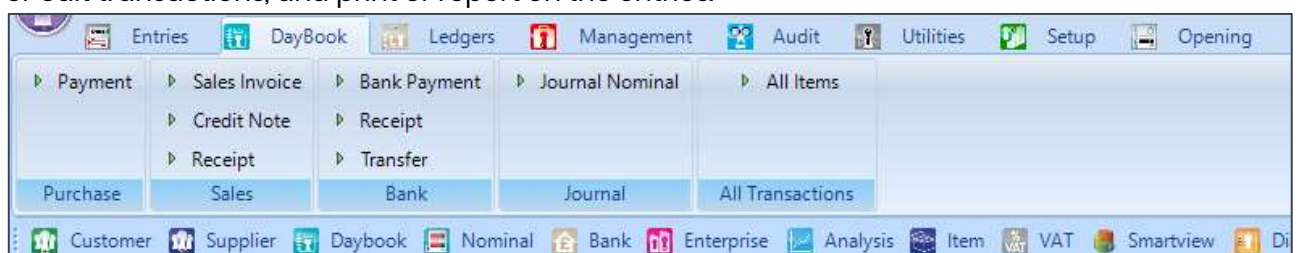
There are two ways to enter sales transactions; either by entering Sales Invoices and Credit notes which are then paid off with a separate Sales Receipt transaction, or they can be entered using a Bank Receipt that combines both invoice information and payment received in one transaction.

Menu Sections: Entry Type:

Purchase For payment of VAT to HMRC. When a VAT return is confirmed either a Purchase invoice or Sales invoice is automatically generated. The Payment button is used to pay any Purchase invoices created this way.

Sales Sales invoice, Credit Note and Payment. Entry of Customer Invoice and Credit note information for subsequent receipt by separate transaction.

Bank Bank Payment, Receipt and Transfer. A single transaction combining both invoice and payment information for Purchases (Bank Payment) and Sales (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 if required.

Bulk Batch Entry allows entries using a grid layout.
Recurring Entry allows templates to be created which, when processed, add copies of the same transaction details over several time periods, e.g. Monthly Standing Orders.

Daybook

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

Data Entry (except Opening Balances) can be carried out from this screen using the New button or by copying an existing transaction. You can edit a transaction by double clicking on it or by selecting an entry and choosing the Edit option.

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

There is also a right click menu that gives 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 day book and it is recommended to keep it as narrow as possible. 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.
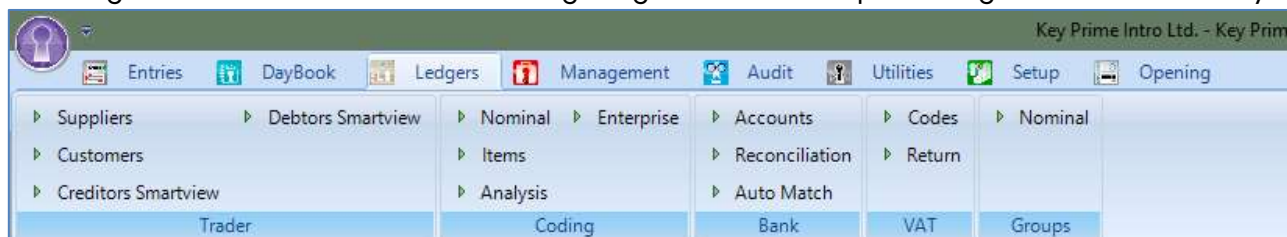
Ledgers can either be accessed from the Ledgers section of the Ribbon Menu, or by using the lower toolbar to go directly to Ledger screens.

The Ledger groupings are:

Traders	Suppliers, Customers and the Debtors/Creditors Smartview
Coding	Nominal, Items, Analysis and Enterprise Codes, *Property Lite*
Bank	Bank Accounts, Bank Reconciliation and Automatch
VAT	VAT Codes and VAT Returns
Groups	Nominal Groups

Management

The Management section is where reports on the business including Cashflow and Income & Expenditure can be produced. The business may be further analysed at Enterprise code level. Budgets are maintained here; these can be for any date range and be Invoice or Cashflow based or both.

Many reports may be exported into Excel for further analysis. If the Budget Import and Export module has been purchased the program allows budgets to be exported to Excel, edited there, then imported back into the program, saving hours of re-keying values.
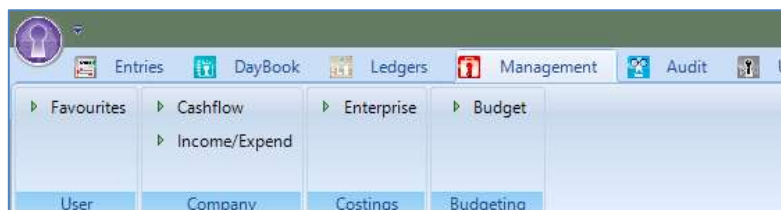
The Management report sections include:

Company Cashflow and Income/Expenditure for the whole business using the predetermined layouts.

Costings Enterprise provides reporting options for parts of the business, either on an Invoice or Payment date basis.

Budgeting Enter and maintain budgets.

Audit

Reports required for Audit purposes, in particular at Year end, are accessed through this menu.
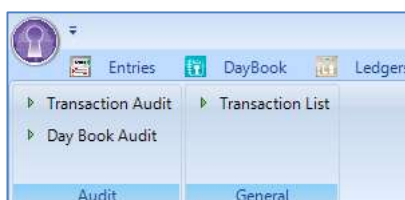
The Audit section includes:

Audit Transaction Audit shows the history of entry and edits on each transaction. Daybook Audit lists a selection of transactions, by transaction Type, without edits showing.

General The Transaction List provides a complete list of all transactions entered including edits.

Utilities

The Utilities menu provides options that include setting the Current accounting month for reporting and data entry control, 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.

Current Month	This where you can 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.
Year End	Clears down the trading nominals and closes the financial year.
Rollback Year End	Allows a year end processed in KEYPrime 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.
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	Allows the user to change an Analysis code that has been used in transactions and make it an Enterprise code instead.

Switch Enterprise to Analysis	Allows the user to change an Enterprise code that has been used in transactions and make it an Analysis code instead.
Import/ Export	These menu items all refer to Batch entry which provides the option to import transactions from external sources.

Setup

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

The Setup group sections include:

|	
Security	Roles report provides a list of roles with the sections and the permissions they have. Users – Maintenance of user details including login 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 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.
Codes	Nominal Groups and Nominal Codes - short cut to the Nominal and Group code listing screens, see ledger section. 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.
Trader Menu	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 Defaults	Sequences – setting for next Invoice number etc. for stationery. 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 invoices. Email templates -the list of default email templates which may be edited.

Opening

Where opening balance transactions have been allowed in the Entry Defaults of Setup, an Opening Balance menu will show: -
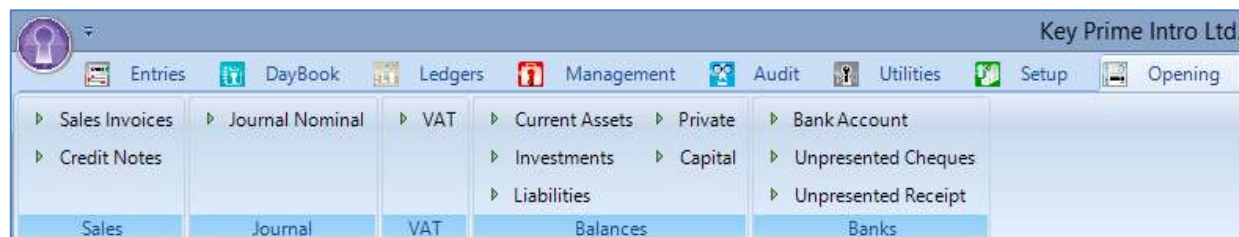
Sales	Sales Invoices and Credit Notes with an invoice date prior to the year start are entered and edited here.
Journal	Nominal Journals with a date before the current year start can be entered or edited here.
VAT	VAT balance due to/from HMRC – this allows the entry of the invoice to or from HMRC to be entered when first setting up the company.
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 option to show Opening Unpresented Cheques and Receipts is 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 Intro can be used. 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. Opening Bank Account balances.
5. Opening Sales 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.

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 31 for more details.

VAT Period

The company settings allow for either monthly or quarterly returns to be run which 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. 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 date of Invoice 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 HM Revenue. To access the VAT settings, choose ⚒ Setup then ▶ VAT from the Menu. For further information on the VAT ledger see "VAT" on page 75.

Nominal Code Structure

Nominal codes are used to identify what is being bought or sold so that a detailed analysis of the business can be carried out.

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 the Overview of the KEYPrime Intro Nominal Structure is read to ensure a thorough understanding of the relationship between Nominal Codes, Nominal Groups, Enterprise Codes and 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.

In order 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 purple key icon 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's 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.

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 Income & Expenditure and Cashflow reports. The predetermined Group Types are as follows:

- Sales
- Purchases
- Miscellaneous Receipts
- Fixed Direct Costs
- Overheads
- Investments
- Current Assets
- Liabilities
- Capital
- Control Accounts

In summary Groups:
- give the Nominal a type, e.g. whether it is a Sale or a Purchase.
- associate Nominal codes so that they appear together on reports.
- ensure that pre-determined Income & Expenditure and Cashflow 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

Nominal codes themselves are entered using the Nominal option on the ledger short cut toolbar
🔲 Nominal or by selecting Ledgers on the Menu Ribbon and choosing Nominal. In addition there is a link to the same Nominal list in the Codes section of the Setup menu. See "Smartview is included by default in all versions of KEYPrime and includes the filters to allow the user to create much more specific graphs.
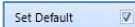Nominal" on page 53 for full details on Nominal Codes and how to set them up.

Bank

KEYPrime Intro allows any number of bank accounts to be set up. These banks can either be standard banks that have statements and require a reconciliation process, or Cash accounts

which have no formal reconciliation process. Credit Card accounts can be set up as either. See "Bank" on page 62 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 so that the correct bank has to be chosen on each entry.

Opening Balances

The following Opening balances will need to be entered:

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 60 for further information.

Analysis codes can be used to identify transactions for individual properties, machines, partners or job costing. See "Analysis" on page 61 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 Ledgers" on page 43.

Two Way Traders–It is possible to have a common record for a Supplier who is also a Customer in order to have a complete record of bank payments and bank receipts for that trader. It also allows a net payment to cover both Sales and Purchase invoices or credit notes. For example, KEYPrime Intro automatically creates a Two Way Trader called 'CUSTOM' for H.M. Revenue & Customs.

Only one record is created for both the Supplier and Customer.

Statements and Age of Debt or Age of Credit reports can be shown in both or only one ledger; this is set in the Ledger Record details.

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 purple key icon 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 font you have chosen 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 29.

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 a number of 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 section of KEYPrime Intro allows an Administrator to define business options, to control who has access to the program and monitor what changes have been made to the coding structure.
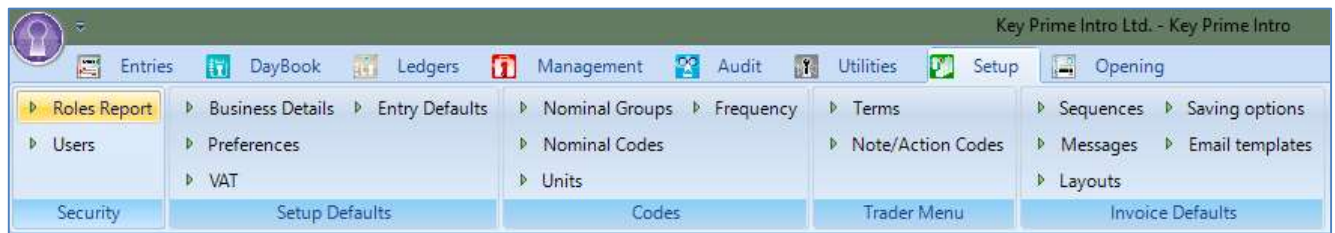
Security

Roles Report

This report lists all Users and the access they have to the program.

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.

Users

Additional users can be added to a company and each user must be assigned a role. Choose Users from the 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 previous page. 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.

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.

The Linked User option shows a list of users for each company in the selected database. It allows them to be linked to a single physical user record by ticking the link column next to the physical user name and then dragging the individual companies' user name into the same row.
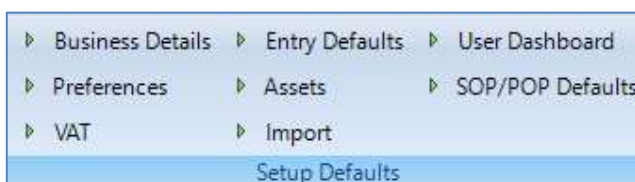
In the example below the user name 'Debbie Stilton' comes up as a user in more than 1 company. Also, the user 'Debbie' is in Leasehold Management, these user names are for the same physical user so can be linked.

Consolidated Name	Linked ☑	LMS Electrics Ltd	Demo Advanced Accounts	Demo Property Agents	Demo Estates Ltd	Leasehold Management Co	Landmark Comm Ltd	Demo Standard
▶ Administrator	☑	Administrator	Administrator	Administrator	Administrator	Administrator	Administrator	Administrator
ANDY	☑		Andrew Field	ANDY	Andrew Field			
Clerk	☑		Clerk					
demo	☑	demo	DEMO	Derek Emo	Landmark Demonstration	demo	demo	demo
Entry Only	☑	Entry Only	Entry Only		entry only	Entry Only	Entry Only	Entry Only
LMAdministrator	☑	LMAdministrator	LMAdministrator	LMAdministrator	LMAdministrator	LMAdministrator	LMAdministrator	LMAdministrator
manager	☑			DIARYM		manager	manager	
Read Only	☑	Read Only	Read Only	Read Only User	read	Read Only	Read only	read only
Debbie	☐					Debbie		
Debbie Stilton	☐		Debbie Stilton		Debbie Stilton		Debbie Stilton	
John Hogget	☐		John Hogget					
Unknown	☐							
＊ add a row...	☐							

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

▷ Business Details	▷ Entry Defaults	▷ User Dashboard
▷ Preferences	▷ Assets	▷ SOP/POP Defaults
▷ VAT	▷ Import	
	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.
Tel. Fax. Mobile.	Contact details that will appear on the company stationery.
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. 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 scope'.
VAT submission co.	If Group Vat returns are to be made for several companies with the same VAT code then one has to be set up as the Submission co.
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 [Open] provides a quick link to open the site.

| 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.

Payment Terms

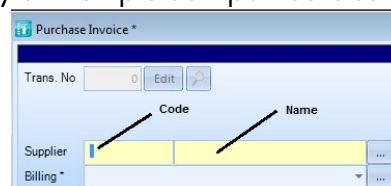See the Trader Menu section "Terms" on page 36 for more details.

Preferences

The preferences section is split into two tabs:

Defaults:
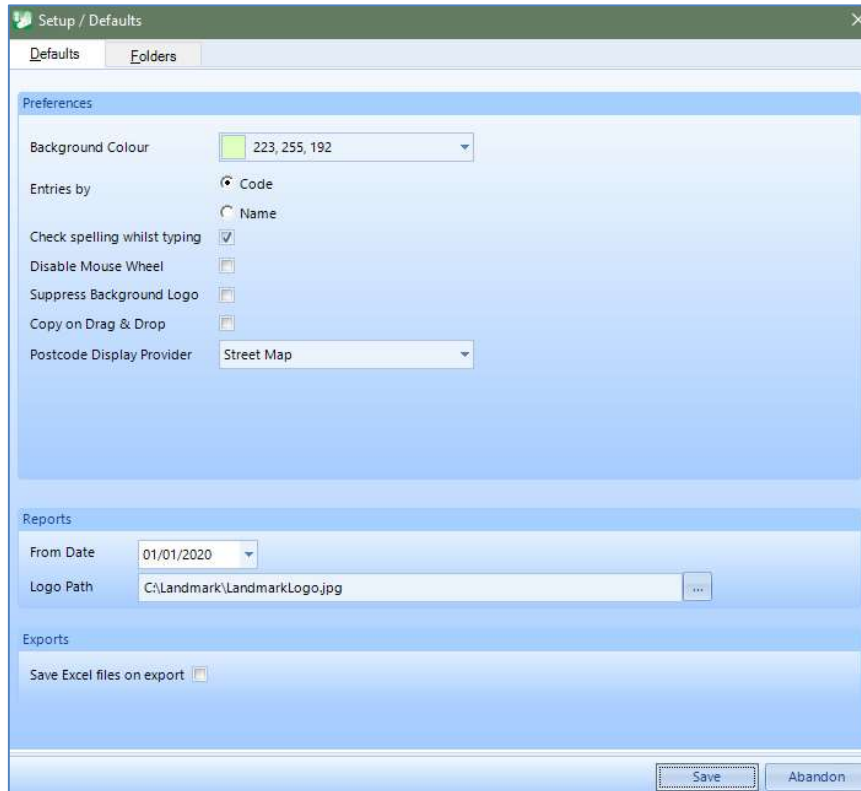
| Background Colour	Allows the background colour for the company to be changed. This helps to visibly distinguish between different companies. The colour is also used on the Launchpad when the tree view display of multiple companies is selected.
Entries by	When entering Transactions, the cursor will 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.
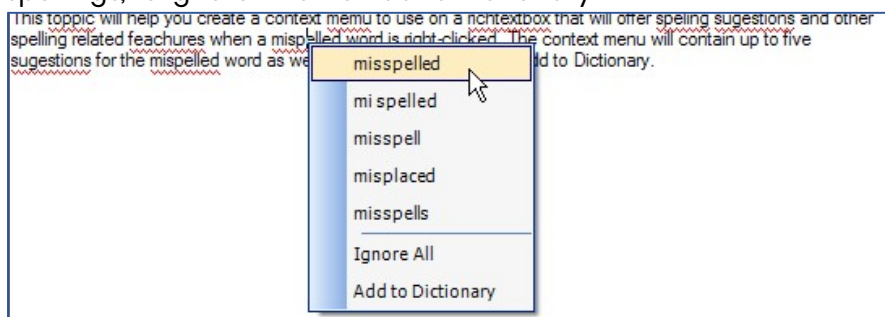
Disable Mouse Wheel	This prevents the mouse wheel from being used to scroll through Trader codes when entering or editing transactions. This is to ensure that the code is not changed by mistake.
Suppress Background Logo	The logo that appears on the background can be supressed by ticking this option.
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 Cashflow and Income & Expenditure management 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 KEYPrime 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: The Invoice Import section will be greyed out as this is not available at present in KEYPrime Intro.

Stationery Preferences - settings for when sharing Invoice layouts on a network and pdf copies of Invoices are exported.	
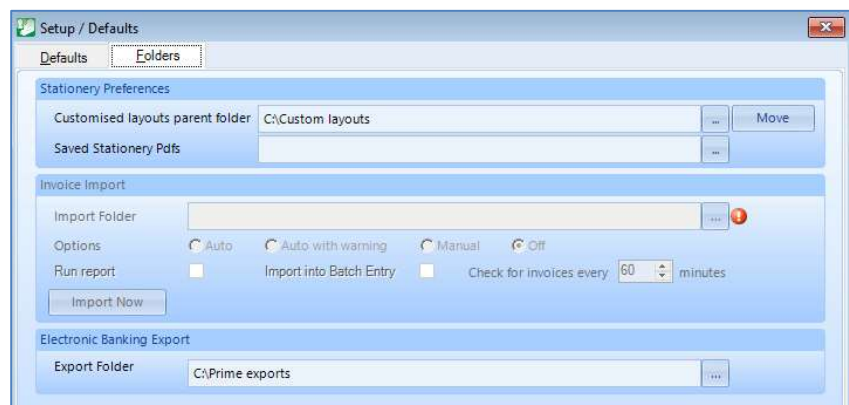
Customised layouts parent folder	Stationery Layouts can be customised and shared with all KEYPrime Intro users on a network. The default location for Stationery layouts is C:\Users\AllUsers\Landmark\KeyPrime\Stationery\accounts\123 45 (where 12345 is the company directory). This path will need to be set for each company on each PC that has KEYPrime Intro 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.
Geofolia Link	Will only show if the optional module has been purchased to link to the Geofolia program.

VAT

To setup the details for VAT Returns.

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 (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 terms, for the VAT invoice raised when the VAT return has been processed, are entered here. Where several companies exist which have a single Grouped VAT return, this screen will display whether it is a Submission or Subsidiary company. If it is a Subsidiary company, then the sections which are greyed out (above) are controlled by the Submission company.

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

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.

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.

Entries Defaults

KEYPrime Intro is delivered with the following defaults:
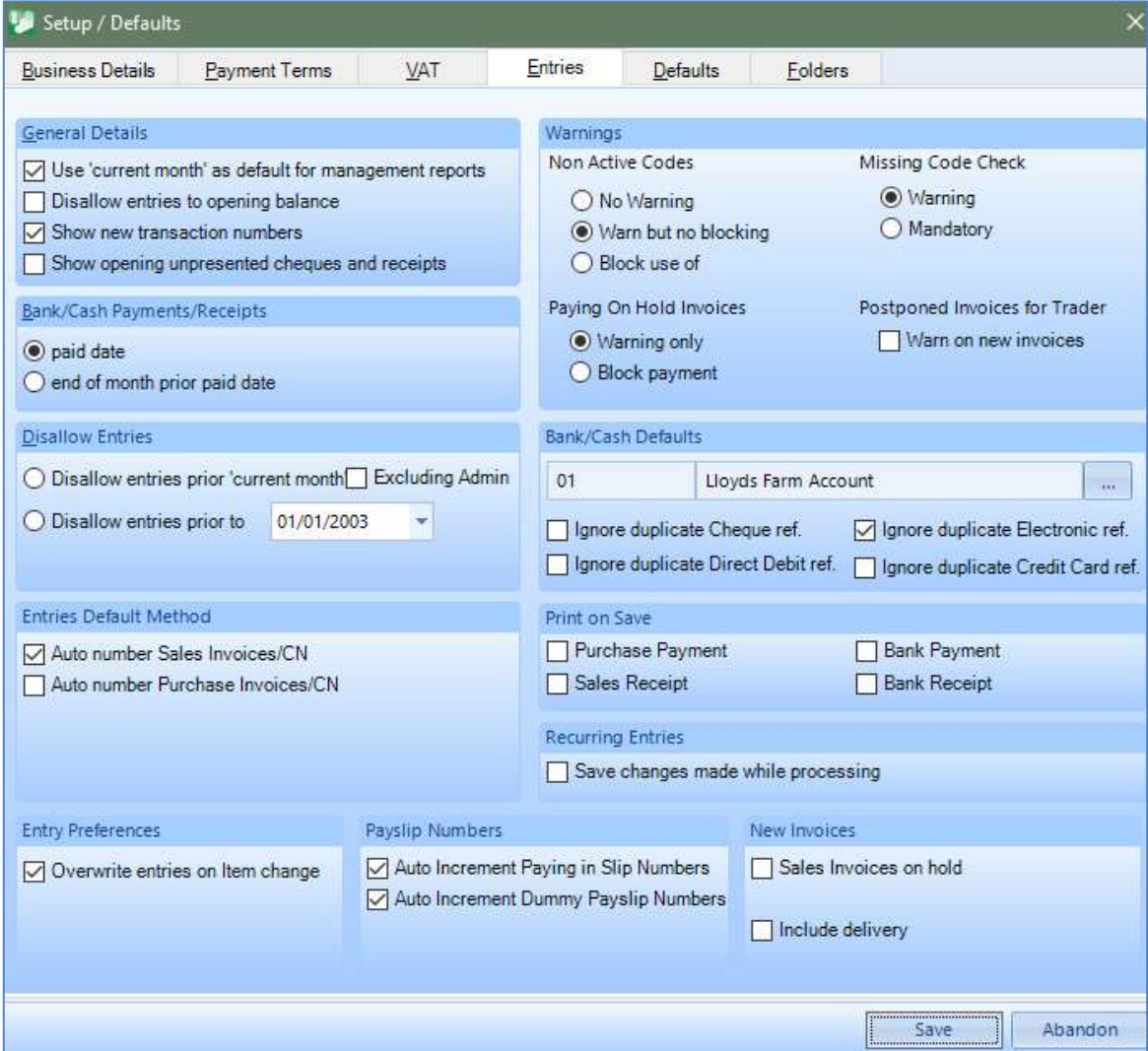
General Details

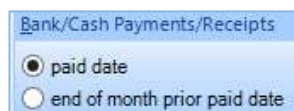| Use "current month" as default for Management Reports	When running management reports the defaults will use the accounts Year Start as the From date and, if this option is selected, the Current month (set in Utilities/Current Month) as the To date.
Disallow entries to opening balances	When the opening balances have been entered correctly 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.
Show new transaction numbers	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, invoices, cheques, payslips etc.

|	
Show opening un-presented cheques and receipts	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	Bank/Cash Payments/Receipts ● paid date ○ end of month prior paid date
Paid date. **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	Disallow Entries ○ Disallow entries prior 'current month' ☐ Excluding Admin ○ Disallow entries prior to 01/01/2018 ▼
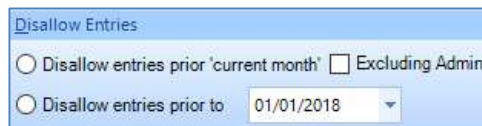
The option to block users from making entries or edits prior to certain dates. If Excluding Admin is ticked then an Admin user can enter and edit transactions on any date, though Opening transactions would still have to be through the Opening menu.
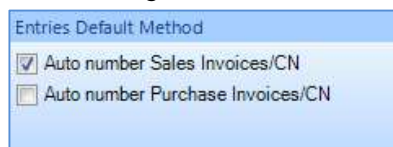
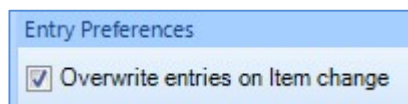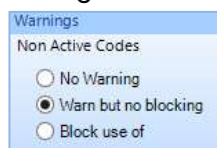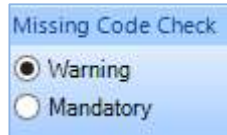|	
Disallow entries prior "current month"	When this option is set, entries may not be made with dates prior to the current month as set in Utilities, Current Month. This means that further entries cannot be made to previous months which could change Management Reports after they have been printed. This 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 after the figures have been sent to the accountant.
Entries Default Method	Entries Default Method ☑ Auto number Sales Invoices/CN ☐ Auto number Purchase Invoices/CN
Auto number Sales invoice/CN	When ticked, Sales Invoices/Credit Notes will auto generate their own Invoice number and total and will prompt for a print on saving.
Auto Number Purchase Invoices/CN	This defaults to unticked because a Purchase invoice is only entered automatically when a VAT Return has been filed and there is VAT due to HMRC.
Entry Preferences	Entry Preferences ☑ Overwrite entries on Item change
Overwrite entries on Item change	Allows you to determine the behaviour if 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.
Non Active Codes	Warnings Non Active Codes ○ No Warning ● Warn but no blocking ○ Block use of
No Warning	Use of a Non Active code is allowed without warning the user.
Warn but no blocking	Use of a Non Active Code produces a warning, but it is still possible to use the code in a new entry.

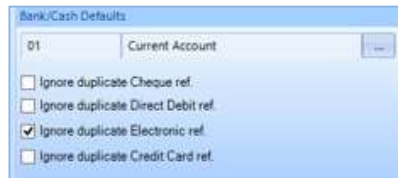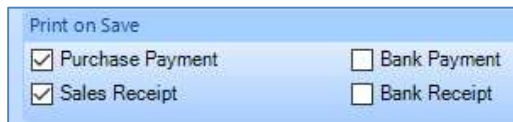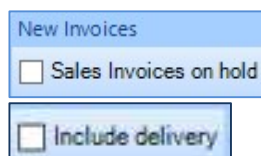|	
Block Use	Non Active codes may not be used in new entries.
Missing Code Check	 Missing Code Check ● Warning ○ Mandatory
Warning/ Mandatory	When the missing code check is set on a nominal code this is an option to force it to be used or just prompt with a warning or block the use of.
Paying on Hold	Paying On Hold Invoices ● Warning only ○ Block payment
Warning only	When paying Invoices or Credit Notes that are on Hold, show a warning but allow payment anyway, taking the invoice off Hold.
Block Payment	Stops users from paying any Invoice on Hold; an authorised user must first take the Invoice off Hold.
Postponed invoices	When a new sales invoice is raised this will warn if there are unpaid or postponed invoices outstanding for the trader.
Bank/Cash Defaults	Bank/Cash Defaults 01 Current Account ... ☐ Ignore duplicate Cheque ref. ☐ Ignore duplicate Direct Debit ref. ☑ Ignore duplicate Electronic ref. ☐ Ignore duplicate Credit Card ref.
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 more than 75% of transactions. Otherwise this may be left blank. This may also be set by ticking the Set Default box in the Bank details.
Print on Save	Print on Save ☑ Purchase Payment ☐ Bank Payment ☑ Sales Receipt ☐ Bank Receipt 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.
Duplicate references	Choose whether to ignore or disallow duplicate references for each of the payment types.
Recurring entries	Recurring Entries ☐ Save changes made while processing Tick this so that any changes made to recurring entries are automatically saved without reference to the user.
Payslip Numbers	Payslip Numbers ☐ Auto Increment Paying in Slip Numbers ☑ Auto Increment Dummy Payslip Numbers
Auto Increment Paying in Slip Numbers/ Dummy Payslip numbers	The payslip number is automatically increased on saving so that the next entry has the next number in sequence. With this unticked the Payslip number needs to be updated manually when necessary.
New invoices	New Invoices ☐ Sales Invoices on hold Tick this option if new invoices should be raised automatically On Hold. ☐ Include delivery Automatically include a Delivery Address for Sales invoices.

Codes

Nominal Group

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

Trading	Capital
Sales	Investments
Valuation Change	Current Assets
Purchases	Liabilities
Misc. Receipts	Capital
Fixed Direct Costs	Private
Overheads	

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. The description for the sub-group must be unique.
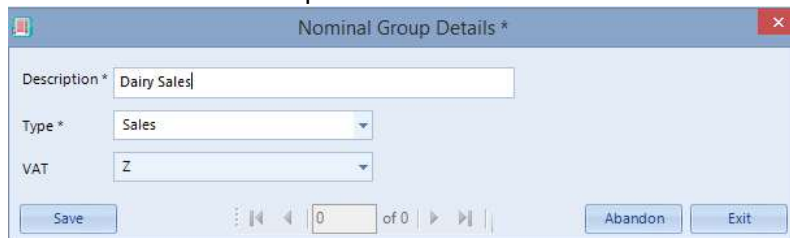

Type   This is the Group Type to which the new group belongs; it will determine the defaults and where the group will appear on all standard reports.

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 reordered within their Group if required. Once Sub-Groups have been created you may choose the order in which 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.
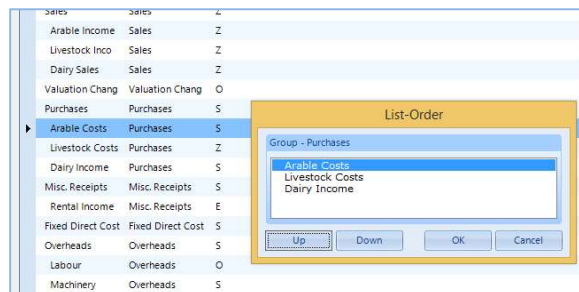
The main Group Types cannot be reordered.
Nominal codes will print in alphanumeric order according to their code within their group.
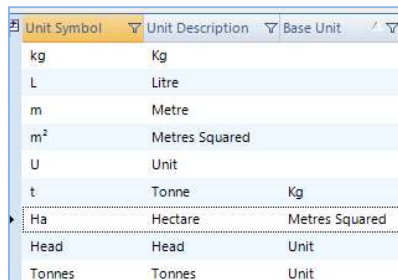
Nominal Codes

See Nominal creation and amendment in the "Adding or Editing a Nominal Code" on page 55.

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:-

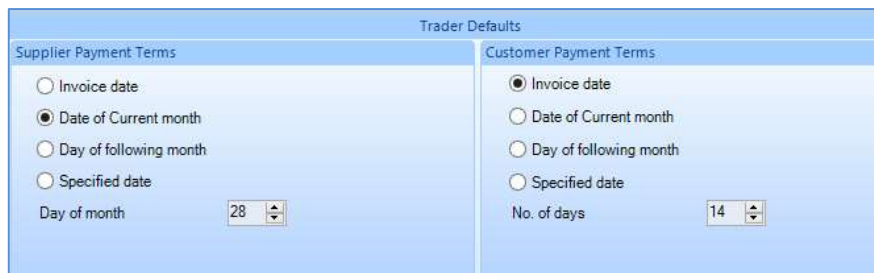| Unit Symbol	Unit Description	Base Unit
kg	Kg	
L	Litre	
m	Metre	
m²	Metres Squared	
U	Unit	
t	Tonne	Kg
Ha	Hectare	Metres Squared
Head	Head	Unit
Tonnes	Tonnes	Unit

Frequency

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

Trader Menu

Terms

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

Trader Defaults	
Supplier Payment Terms	**Customer Payment Terms**
○ Invoice date	◉ Invoice date
◉ Date of Current month	○ Date of Current month
○ Day of following month	○ Day of following month
○ Specified date	○ Specified date
Day of month 28	No. of days 14

Supplier/Customer Payment 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 that 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.
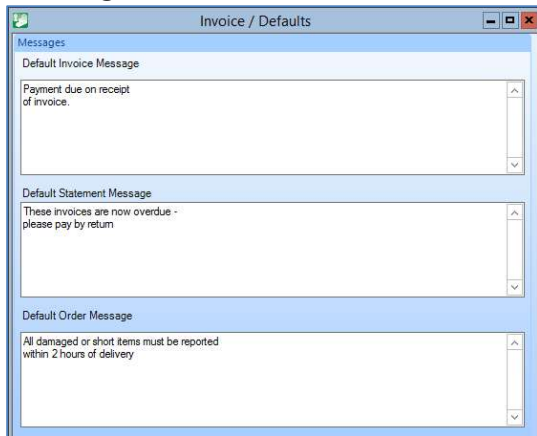
Invoice Defaults

Sequences

Set up a Prefix and the last number used for each sequence of Invoice and Credit notes. This sequence will be used on transactions in Auto mode.

N.B. Sales Order, Dispatch Note, and Purchase Order are greyed out as they are not available in KEYPrime Intro.

Messages

The default message that is to be shown on the various stationery layouts 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 Intro 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.
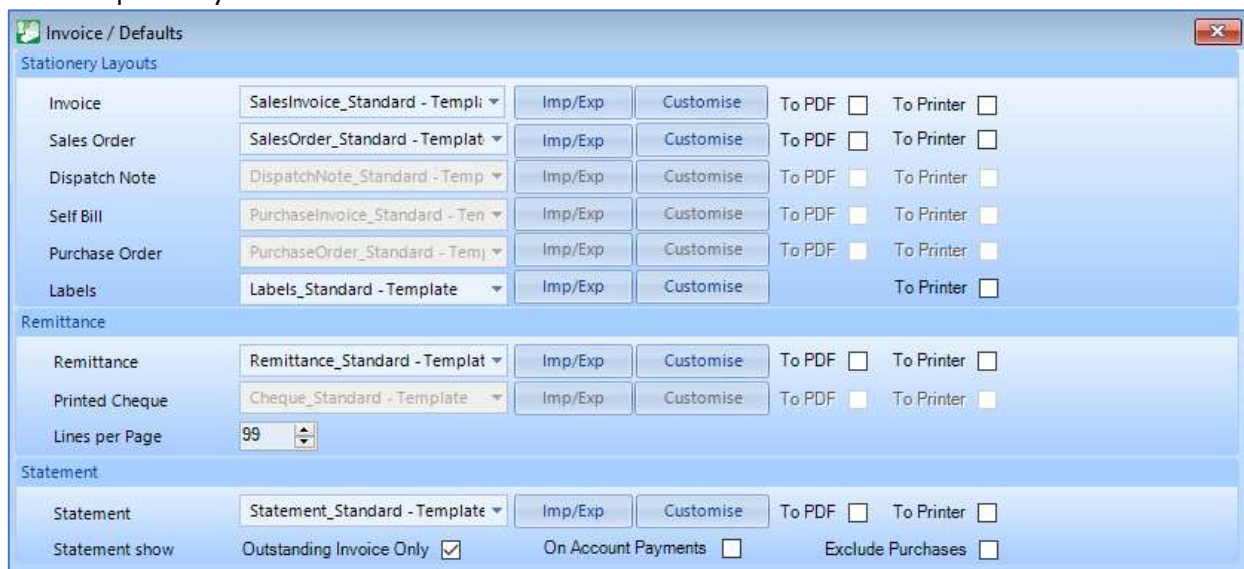
There are four basic Sales Invoice default layouts;

- 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 or they can be customised by selecting the Customise button. Customised layouts will automatically be saved with a new name so the original templates cannot be overwritten.
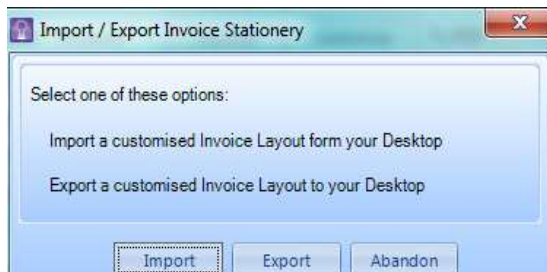
Customise – To launch the Report designing tool which gives too many features to include them all in this manual. This gives complete control over the design and content of the layout from the list of fields and information that KEYPrime provides for the report type. It is used at your own risk. See "Stationery customisation" on page 148 for further information.

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.

Stationary Layouts

Cannot determine which layout to use!

Click the link below and scroll down to the PRINTING AND STATIONERY section of our FAQ's

https://www.landmarksystems.co.uk/support/keyprime-accounts-keyprime-advanced

OK

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

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 / Export Invoice Stationery

Select one of these options:

Import a customised Invoice Layout form your Desktop

Export a customised Invoice Layout to your Desktop

Import   Export   Abandon

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 end of the file name as this can confuse the selection later.

To Printer – Invoices and orders 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, Folders.
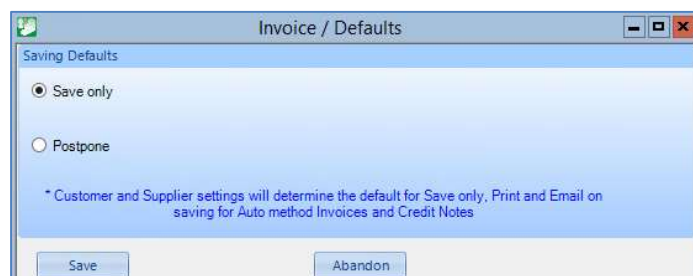
Remittance – Remittance advice layouts can include pre-printed cheques. Contact Landmark to ensure the design of your cheques is suitable for printing.

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.

Statement - For Statements there is an additional option to select whether to show only Outstanding Invoices and whether to include On Account Payments on the statement.

Saving Options

The default option to save invoices or postpone them can be set here, for the company.

Invoice / Defaults

Saving Defaults

◉ Save only

○ Postpone

* Customer and Supplier settings will determine the default for Save only, Print and Email on saving for Auto method Invoices and Credit Notes

Save   Abandon

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

Save only   When the Method on an Invoice is set to AUTO 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. It is no longer a requirement for postponed Invoices to use Items on all lines.

Postponed invoices that are not needed may be deleted from the daybook even if the date is in a previous year.

Email Templates

Standardised email templates are available for all the different transaction types. These may be customised 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 the current email layout is a customised 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.

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 containing that text. The All, Code and Description (Customer) options allow you to limit the columns on which the search is applied.
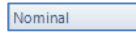
Use the ✕ to clear the filter or to refresh just edit the contents.

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
00070	Arable Income	Straw	Z	Tonnes	3
00080	Arable Income	Hay	Z	Tonnes	3
00090	Arable Income	IACS	E	HA	2
00100	Livestock Income	Cattle	Z	Head	0

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 `Group ▽` hold the left-hand mouse key down and move the mouse between the `Nominal ▽` `VAT Code ▽` 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.

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.
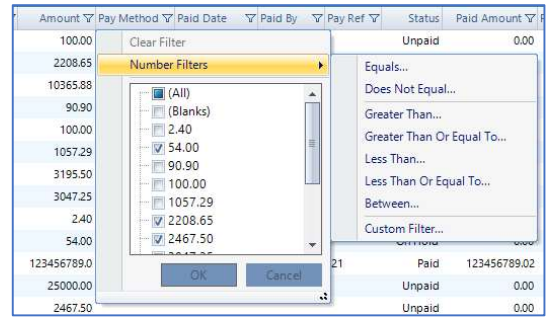
There is also a Text or Number Filter at the top of the list which allows you to select such options as Greater Than... Equals... or Less Than... Starts With...etc. There is also a Custom Filter at the bottom of that list. Many columns can be filtered at the same time. These filters are **not** saved when the screen is closed.

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 the purple key icon and choose Reset Active Window Layout.

Grouping

All listing screens can be grouped by column or series of columns. Right Click on the Column
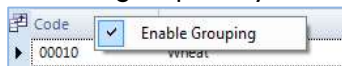
Header and tick Enable Grouping.

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 Customer screen grouped by County and Notes in ascending column order.

Click on the plus ⊞ key to display the codes within that group. The ⊟ will collapse the group.
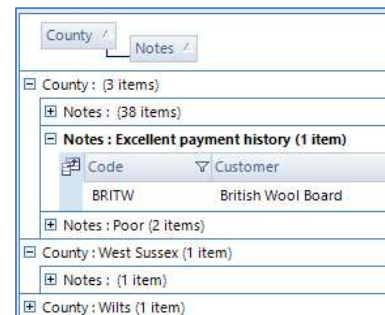
Drag the column header into the grouping area to rearrange the groups.

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

Reports

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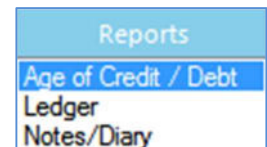
Editing Toolbar

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

A number of 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 entry, 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 items 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.

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		If a trader is both a Customer and a Supplier
Is Customer		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./   Enter the Trader's VAT number and VAT Prefix
VAT Prefix

Paperclip   The red paperclip opens a new screen to use for attaching documents to the trader.

Trader Group and Type are greyed out as they are not available in KEYPrime Intro.

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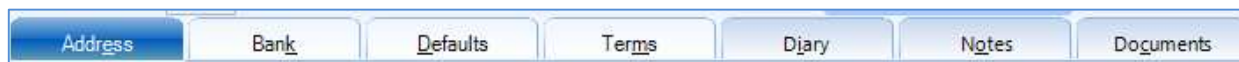
The tabs provide access to more specific details on the trader. Use the mouse or Alt then the underlined letter to tab between them.

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, Defaults tab.

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, then 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 character. 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 it 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 if you are likely to upgrade your version of KEYPrime Intro in the future and wish to use the electronic banking module.

There is also 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 details.

Defaults

Item	If the Trader usually supplies/receives the same type of goods the relevant Item may be entered as a default.
Nominal	If the Trader usually supplies/receives the same type of goods the relevant nominal may be entered as a default, 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 the supplier of Dairy Feed can be linked to the Dairy enterprise.
Analysis	As above a default analysis code may also be entered: useful, for example, the garage that services a particular vehicle.
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. Leaving the value blank will mean entering 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 93.

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 [Hold ☑] 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 37. They have a frequency so that regular actions are re-entered when one has been processed. Also, Reminders which can be used to alert the user when they log in to KEYPrime that certain jobs need doing.

The Diary [📙 Diary] icon on the top 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 pink 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 button, or through editing a trader and using the Diary tab.
However, the Diary icon on the 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

Documents (Word, Excel, PDFs, Emails and URLs) can be dragged and dropped into this area so that they can be easily retrieved when looking at the trader. If you click on the red paperclip icon this will open a new screen where you can select documents to attach to the trader. The files can be linked to the original or can be copied.
To link a file when using 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, but there is now the option to just save any attachment to an email rather than the whole email. If you prefer to have all documents Copied there is a tick box in Setup Defaults, Preferences to force Copy on Drag and Drop.

Address	Bank	Defaults	Terms	Diary	Notes	Documents

All	None	Swap	🔍 ✕	⦿ All ○ File Name ○ Description		Direct and Related

🗐 File Name ▽	Description	Path ▽	Doc Date ▽	Value ▽	Is Linked ▽	Tra
▶ PatchForPrime.docx	PatchForPrime.docx	C:\Prime info\	04/05/2011	0	☑	
Landmark Test - Pur	Landmark Test - Purchases.csv	C:\Testing\autoentry test\	10/02/2021	0	☑	

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. You can use a URL to a web page or other web resources as well as linking to a physical file. The Direct and Related button allows you to display documents which are linked to a related transaction or trader.
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.
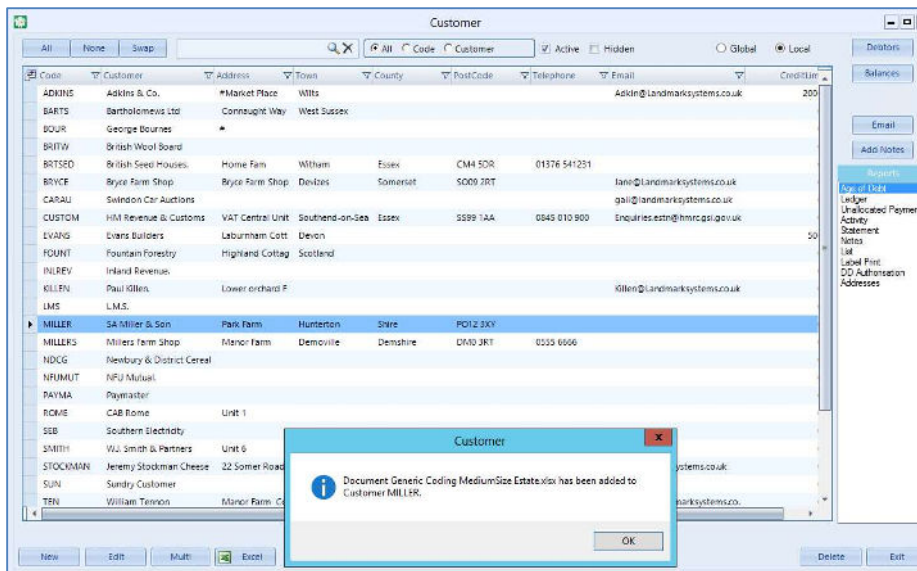
In this example a document is dragged and dropped over the Customer Miller, on the trader ledger window.

A message appears confirming that it has been added.

All documents can be viewed if you click on the Documents icon on the second toolbar. These can be filtered by the Parent Type. 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.

To make best use of this feature, 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.
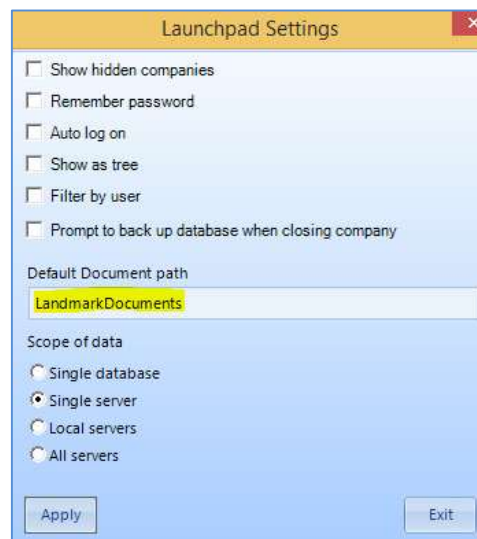
Editing Toolbar

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 a number of 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. Any of the Trader settings can be updated including turning the Customers into Suppliers or making them 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 and 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

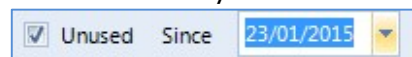 This can be used to identify codes that should be made non active, or identify Customers that should be contacted.

Right hand options
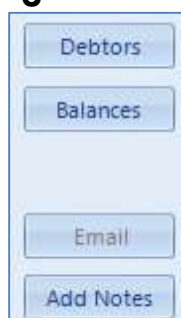
The **Debtors/Creditors** button provides access to a summary of the outstanding Invoices for either Customers or Suppliers at today's date. Where no trader has been selected all traders with outstanding balances are displayed. Double click on the rows to drill down to the detail and a further double 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	56.40	0.00	47.00	0.00	0.00	0.00	56.40	0.00	
CUSTOM	HM Revenue & C	904.21	904.21	0.00	13185.89	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	12440.31	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.

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 [Setup] then [Layouts] and include the number of copies, whether the statement should go to a pdf or straight to the printer, whether to show outstanding invoices only and only on account payments.

Statement							
Statement	Statement_Standard - Template ▾	Imp/Exp	Customise	To PDF ☐	To Printer ☑	No of Copies	1
Statement show	Outstanding Invoice Only ☑	On Account Payments ☑		Exclude Purchases ☐			

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.
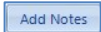
🕴 Balances						✕
Milk Buyer Ltd				Opening Balance		5985.32
				Current Balance		0.00
Year ▽	Month ▽	Trade ▽	Paid ▽	Due ▽		OnAcc ▽
2020	JUN	5985.32	0.00	0.00		0.00
2020	JUL	0.00	5985.32	5990.22		0.00
2020	AUG	5986.00	5986.00	5991.10		0.00
2020	SEP	4971.25	4971.25	4990.83		0.00
2020	OCT	3997.98	3997.98	4009.20		0.00
2020	NOV	8815.75	4215.76	4232.42		0.00
2020	DEC	0.00	4599.99	4613.65		0.00
2021	JAN	5134.44	4599.99	5148.10		0.00
2021	FEB	0.00	0.00	0.00		0.00
2021	MAR	0.00	0.00	0.00		0.00
2021	APR	0.00	534.45	0.00		0.00
Previous	Next	☑ Include VAT				Exit

Email   Select one or more traders with email addresses and click Email to send an email to 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?" This is so that recipients do not see anyone else's email addresses.

Add Notes   Trader notes can be added and edited 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

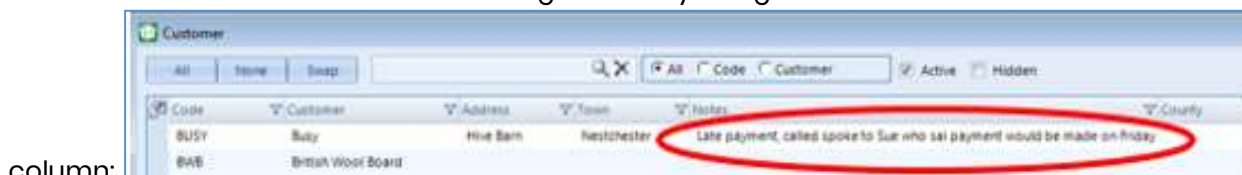In customers and suppliers click on the [Add Notes] button on the right-hand toolbar to enter trader notes. This feature has many potential uses, an example could be debt control; every time a customer is contacted regarding any monies owed, notes could be compiled creating a detailed report showing who was contacted and what the outcome was.

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 listing screen by using the field chooser to add the Notes

column:

Traders - Diary

In customers and suppliers click on the [Add Diary] button on the right-hand toolbar to enter trader Diary Action. The screen below will appear. Click on Action to enter a Diary Action.

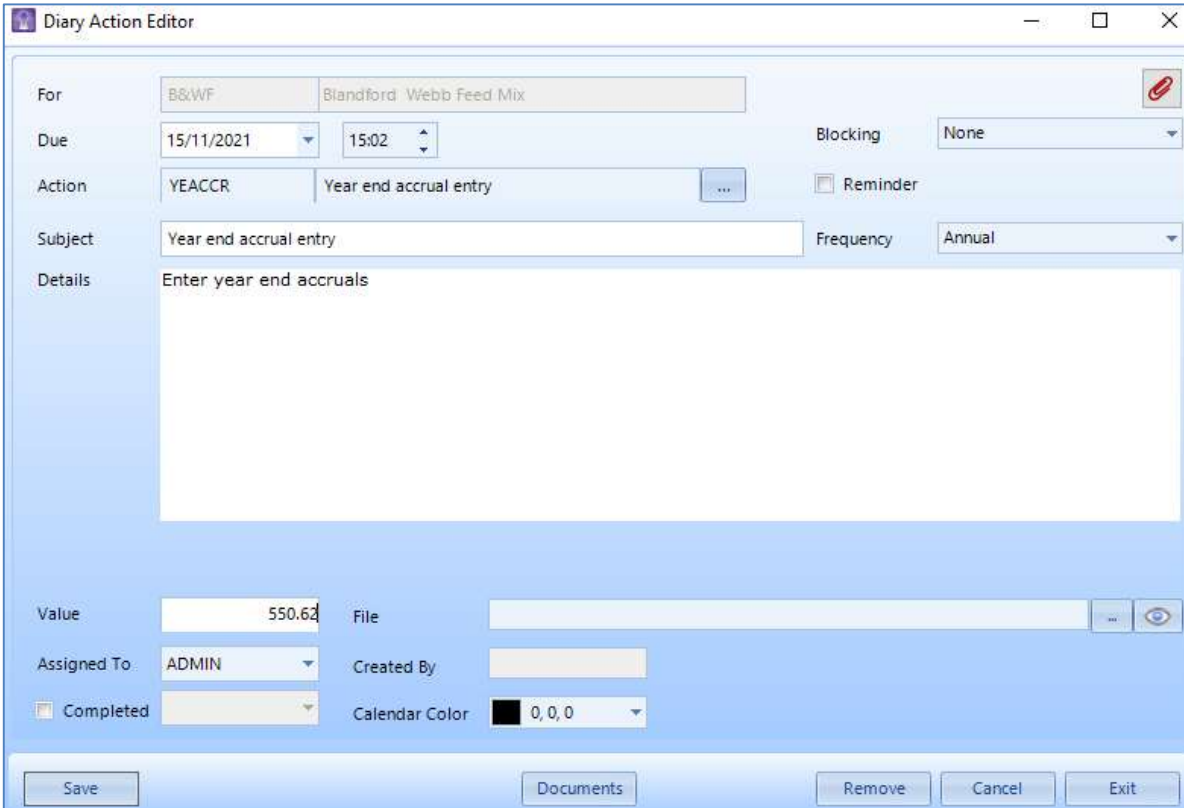The feature has many uses and acts as a reminder to ensure key dates are not overlooked. To report on these Diary Actions, go to Suppliers/Customer, Reports and then choose Notes/Diary from the Report Section. The criteria for this report allow selection of a single Diary Action to report on or show all, as well as set the date range and assignee.

Once a Diary actions has been completed it becomes a note.

Trader Reports

Reports can be printed for selected traders or the full list when none have been selected.
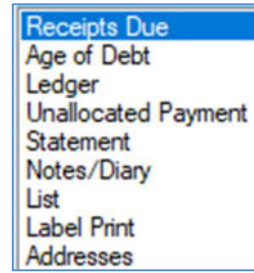
Receipts Due   This report is designed to help decide whether to chase customers for receipts. It shows outstanding invoices and provides options to filter out Invoices on Hold or those not yet due.

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.

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, then all transactions will be shown. Invoices that have been put on Hold can be reported on by selecting the Transactions on hold option.

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 Payment	Shows Payments or Receipts that have not been allocated to an Invoice as at the date of the report. When all traders have been reported on 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 Debt report.
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 when produced here will require a start and end date to report on, all other settings are respected.
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.
List	The list report gives options of producing a quick list of selected traders including: Phone numbers with a contact and whether the trader is valid for electronic payment, email address and 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 left of the page. If some of the labels on a page have already been used, place the cursor on the label field where the printing should start, this will apply to the first sheet only.
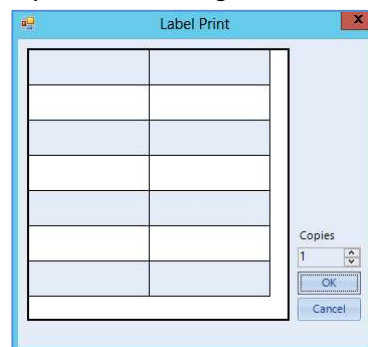
The label layouts can be customised to suit other label formats but the selection screen for where to start cannot, so it is recommended to use the labels as above. There is an option to set how many copies of each label is to be printed. Copies will be grouped together on the printout.

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.

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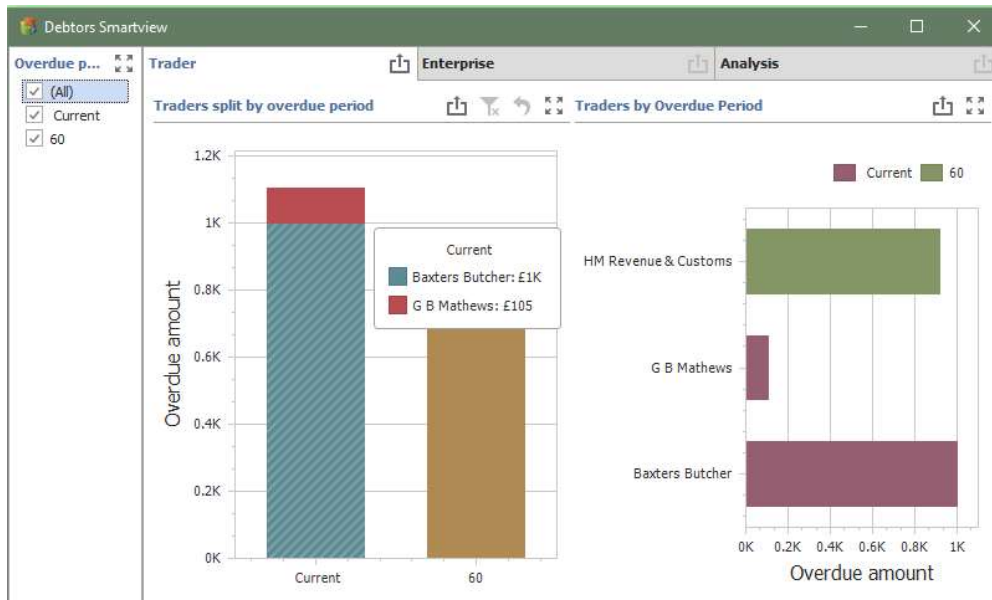
The left hand section allows you to filter by the Age of Debt or Age of Credit periods or to keep them all. The first graph displays the amount for each period and is colour coded by Trader. Hover over a section to show the names and actual values for that period.

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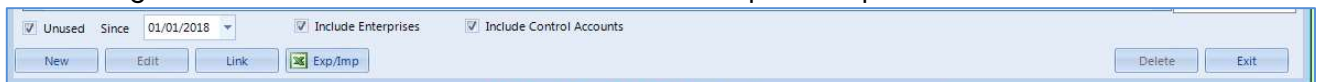
Smartview is included by default in all versions of KEYPrime and includes the filters to allow the user to create much more specific graphs.

Nominal

Nominal Groups and 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 or to check whether entries have been made against them.
Include Enterprises	This will display a line for each Enterprise Code linked to the Nominal Code. The Enterprise Code field will automatically 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 61.
Delete	Nominal codes may be deleted at any time provided that 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 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 Nominal with a summary by year and month of the Trade/Paid and Due, quantity and amount for the selected Nominal and Enterprise combination.

If a number of Nominal codes have been selected use [Previous] [Next] to move between them.

Groups Accesses the Nominal Group screen.

Enterprises Accesses the Enterprise Code Ledger.

Importing a Nominal code list

Where there are no codes 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**.

The Import screen will then be displayed. Browse to or enter the path of the Excel spreadsheet to be imported.
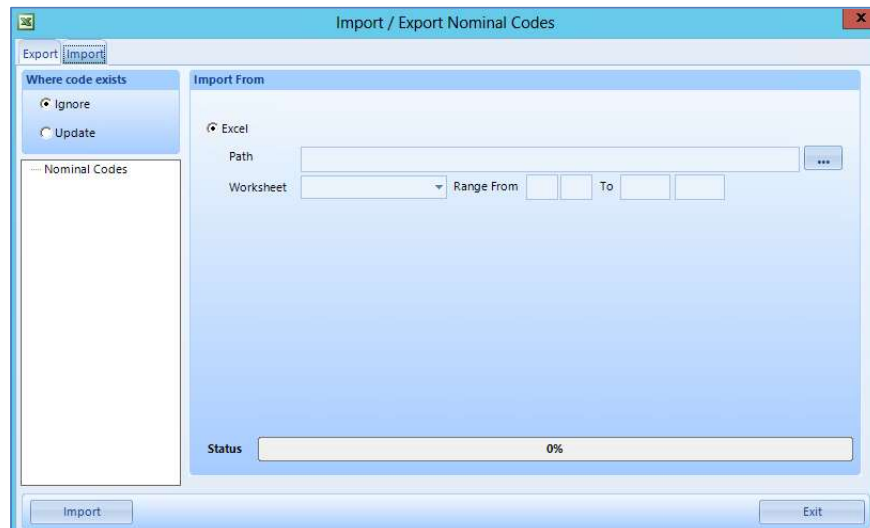
A standard Nominal code list with the most commonly used codes is provided in:
C:\Users\XXXXX\Documents\KeyPrime\Document Templates**Prime Intro Nominal Code List.**xlsx (where XXXX is the logged in Windows user). This can be customised as required before importing but please pay close attention to any 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 for 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 numbers so that extra Nominal codes may be inserted later if required. Once saved the code cannot be changed by editing, use code change in Utilities function if this is necessary.
Name*	A unique short description 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 is able to 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.
Type*	The type will default to Normal.
Units	The description of the quantity, e.g. tonnes, litres.
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 can be entered. This description will be used as the default text on a new Item line when entering the nominal. For example, the Nominal code Name may be set to Wages-Regular with a Description of "Salaries month" so that when entering a transaction all that is required is to add the month of the payroll. Remember only the first 25 characters of description will show on reports where space and presentation are 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 for selection 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 of Enterprise, Analysis Code and Quantity before saving a transaction with that specific nominal.
Mandatory fields	In common with the rest of the program fields that have a Yellow background and a * on the label must be completed.

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.

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 Ranges 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 select 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 code 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.

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 Income and Expenditure reports. **Cashflow based** (by payment date) will include entries according to the Payment date, it will exclude any Journals with method No Cashflow.

Landscape Print provides more space for details so that analysis codes and the full trader name are displayed on the report.

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

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.

Show Description allows the long description entered on the transaction, rather than the 25 character ledger text value to be shown on the report. Long descriptions are wrapped onto subsequent lines where necessary to show.

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 + or - sign of the value (whether income or expenditure) is ignored.

Report Sub Heading allows a user defined 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 entered. The layout is similar to an Extended Trial Balance or Balance Sheet and can be used for a selected range of Nominal Codes.

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 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. Once an Item is set up the type should not be changed without good reason.

All, apart from a Text Item, link a product code to a Nominal Code. Each item has a number of 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.

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.

There is an option to allow a Discount to be taken against certain items; see "Customer Discounts" on page 93.

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.

Editing Toolbar

The Editing toolbar at the bottom of the screen has the following options:
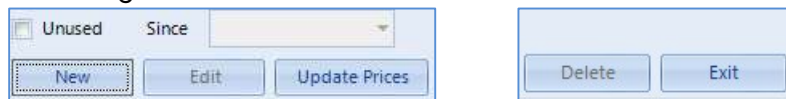
Unused Since	Tick this to show Item codes that have not been used since the date entered. This is useful for selecting codes to set them as non-active or to check whether entries have been made against them.
New	Create a new Item code.
Edit	Edit the selected Item code(s).
Update Prices	To update prices on individual or a number of Items by value or percentage.
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 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 to be printed on invoices.
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 feed straw bales, 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.
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.

Update Item Prices

This option allows the multi updating of selected items.

Item Reports

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

List   Prints 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. An additional filter is provided to restrict the report to information from one trader only.

Enterprise

The Enterprise screen can also be accessed from the Nominal or Groups list boxes 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 similar to that in Items. See "Editing Toolbar" on page 58.

Link	Link Nominal codes to Enterprises or vice versa. This option is better carried out here 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 can then be saved.

Enterprise Reports

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 55 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.

Analysis

Analysis codes can be used to identify transactions for individual properties, machines, partners or job costing. They can be selectively reported on through a wide range of options.

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.

Editing Toolbar

The Editing toolbar at the bottom of the screen is similar to the editing toolbar in Items. See "Editing Toolbar" on page 58.

Analysis Reports

Reports can be produced for the selected Analysis codes or all will be reported on if none are selected.

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.

List	Provides a list of the selected Analysis Codes with their name.

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. It is advisable to enter the complete bank details by selecting Opening 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:

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.
Statement Import Format	Format to use when using the Auto Match facility.
Non Active	Tick box to make the code Non Active and hide it from the default listing screen.
Set Default	Option to make this bank account the default offered when creating entries. Tick this if there is only one Bank Account in your company or if most transactions use this bank.
Setup Feed	Takes you to the setup process for using a Direct Feed from your bank for the automation of bank reconciliation.
Branch	Bank branch name for information purposes.
Sort Code	Sort Code of the bank for information.
Account No.	Bank account no. for information.

|	
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. The system automatically maintains a dummy cheque number for payments and a dummy payslip number for receipts.
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.
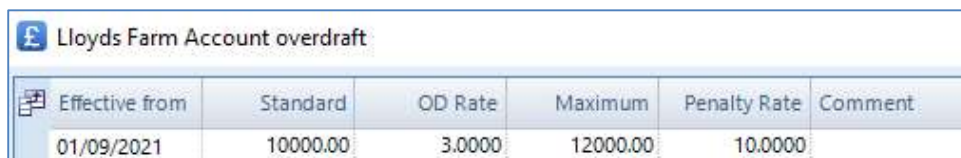
£ Lloyds Farm Account overdraft					
Effective from	Standard	OD Rate	Maximum	Penalty Rate	Comment
01/09/2021	10000.00	3.0000	12000.00	10.0000	

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

Right Hand Options
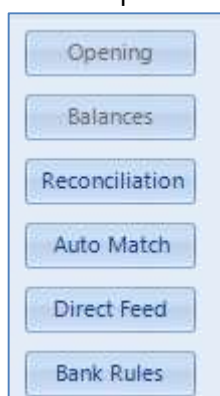
Opening	Is greyed out unless the screen has been selected from the Opening section on the menu ribbon.
Balances	This displays the opening Balance for the current financial year and monthly closing balances for the selected accounts. The total payments and receipts for each month are shown. At the bottom of the screen are buttons to move to the 'previous' and 'next' bank accounts if more than one has been selected.
Reconciliation	Provides access to Reconcile bank statements for the selected Bank Account (or default if none selected). See "Bank Reconciliation" on page 64 for more details.

Auto Match	This function allows you to import a bank statement and then either create new transactions or match existing transactions on the system. See "Auto Match Bank Statements" on page 67 for more details.
Direct Feed	When using Direct Feed bank reconciliations you will use this to open the reconciliation with the information directly entered from your bank. See "Direct Feed" on page 71.
Bank Rules	Rules can 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.
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. There is also the option to include Overdraft limits.
Transactions	Provides a number of 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 in order to display more information about each transaction.
Statement Reprint	Reprint provides a facility to generate a copy of the Bank Statement as reconciled on the program.
Un-presented	A list of Unpresented 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.
Cash Position	This report shows all 'actual' bank account balances together with unpresented 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 Reconciliation; 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, use the number and closing balance from the last statement of the batch.
	Gaps may be left in the numbering sequence, but the missing numbers cannot be used subsequently. To keep a record in the system that a number has been used, enter a closing balance that is the same as the opening balance, load and save the statement without reconciling any items.

A statement highlighted in red denotes a Postponed Statement.

The reconciliation number automatically clocks on to the next statement number.
NOTE: Some banks reset their statement numbers once a limit is reached. For example, once 999 is reached the next statement will be 1. KEYPrime Intro 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 unreconciled transactions dated up to the statement date for the selected bank account will be shown. Tick each transaction off against the physical statement.

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.

Reconciliation up to 08/04/2021

Date	Trans. No.	Type	Code	Trader	Pay/rct.No.	Debit Amt.	Credit Amt.	Reconciled	Method
02/04/2020	191	BP	AVONB	Avonbridge Machiner	11624	335.00		☑	C
03/05/2020	213	BT	Petty Cash	Bank transfer	11632	200.00		☑	C
05/05/2020	182	BP	LLOYDS	Lloyds	84	12.50		☑	D
07/05/2020	157	BP	BILL	Bill Watkins	69	189.00		☐	D
11/05/2020	178	BR	NFC	New Farmer Co-op	378		4599.99	☐	C
13/05/2020	188	BP	SCATS	SCATS	11623	1400.00		☑	C
13/05/2020	187	BP	VET	The Practice	11622	477.00		☑	C
14/05/2020	158	BP	BILL	Bill Watkins	70	189.00		☑	D
17/05/2020	136	BR	ALLIED	Allied Grain	376		850.00	☐	C
17/05/2020	135	BP	DALG	Dalgety Agriculture	11610	235.97		☑	C
17/05/2020	180	BP	LANDR	Landrover Repair Co.	82	476.00		☐	D
18/05/2020	212	BR	RBT	R B Taylors	392		822.83	☑	C
21/05/2020	159	BP	BILL	Bill Watkins	71	189.00		☑	D
22/05/2020	168	BP	GORDON	Derek Gordon	11616	1000.00		☑	C
26/05/2020	211	BP	MOLEV	Mole Valley Farmers	11631	45.00		☑	C
28/05/2020	160	BP	BILL	Bill Watkins	72	189.00		☐	D
30/05/2020	174	BP	VODAFO	Vodafone	80	33.17		☐	D
01/06/2020	198	BR	BAXTER	Baxters Butcher	381		1000.00	☐	C
01/06/2020	196	BP	DALG	Dalgety Agriculture	11626	2535.00		☐	C
01/06/2020	197	BP	LANDR	Landrover Repair Co.	11627	100.00		☐	C
04/06/2020	161	BP	BILL	Bill Watkins	73	189.00		☐	D
						4083.47	822.83		

| Save | Postpone | Statement Balance | 0.00 | To Allocate | -11903.15 | Calculated Balance | 11903.15 | OD Limit | 0.00 | Refresh | Abandon | Exit |

Note: where a + sign shows to the left of the date 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 ⊞. 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 unreconcile 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 unreconciling 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 of that transaction 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.

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.

Once the To Allocate balance is zero and there are no more items left on the bank statement to check off, the reconciliation 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 statement selected 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.
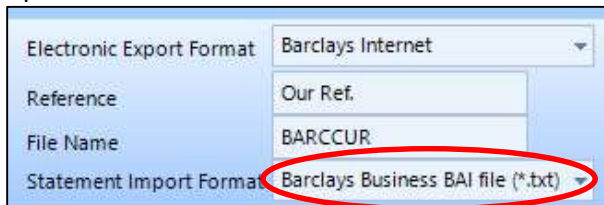
Bank Auto Match and Direct Feed

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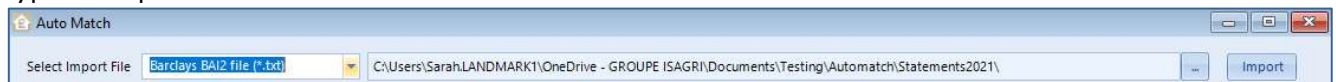
If your bank is not showing please contact Landmark. It may be that one of the other formats is compatible or we may need to specifically write the import for your bank.

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 ![Auto Match].

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.
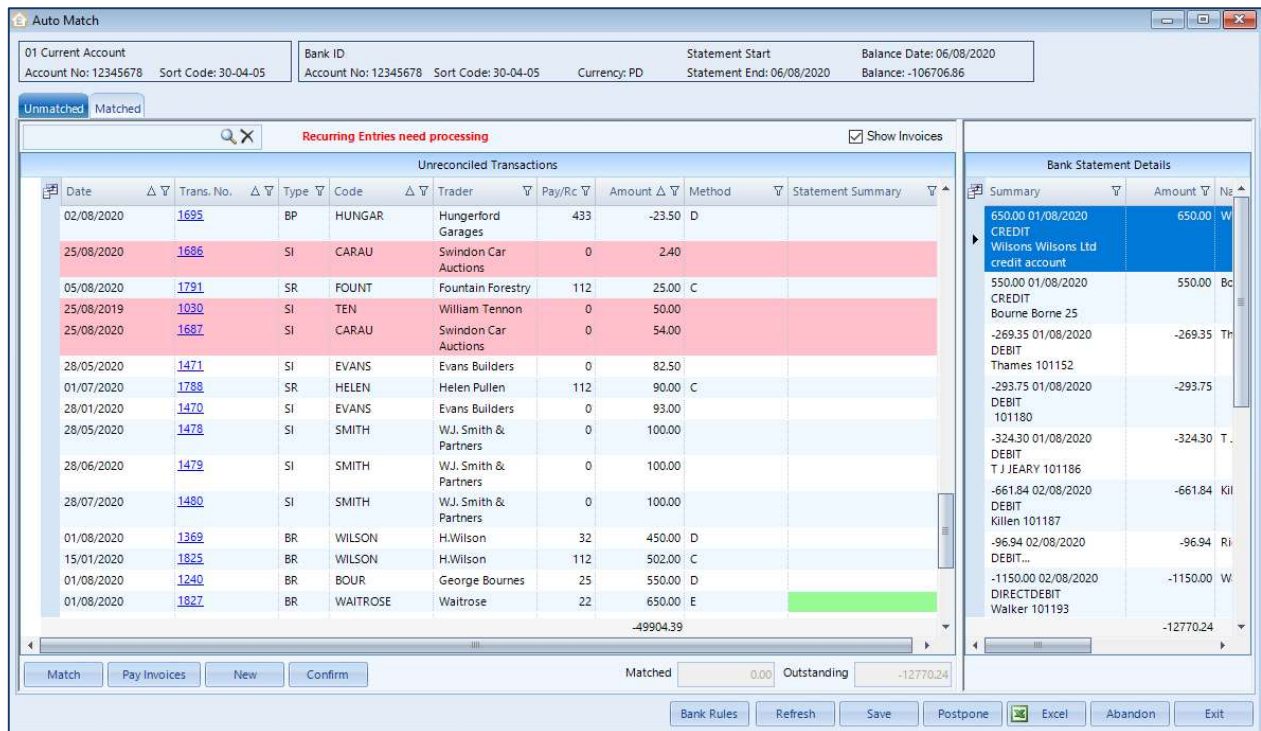
On the left will be all existing unreconciled transactions in KEYPrime for the bank account selected, dated up to the end of the statement. The downloaded statement details will be on the right.

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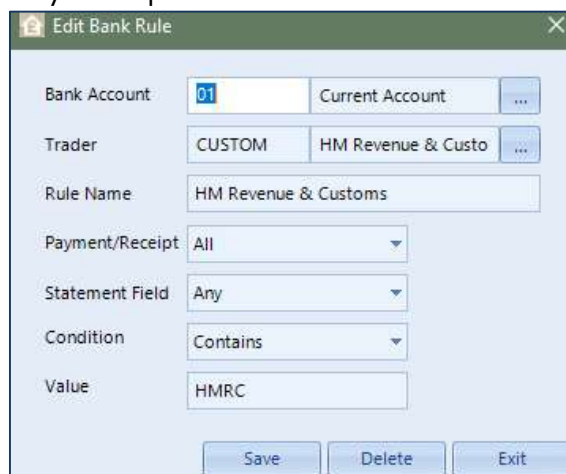
The rules may be applied to the imported statement fields: Any, Summary, Name or Amount.

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.

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:

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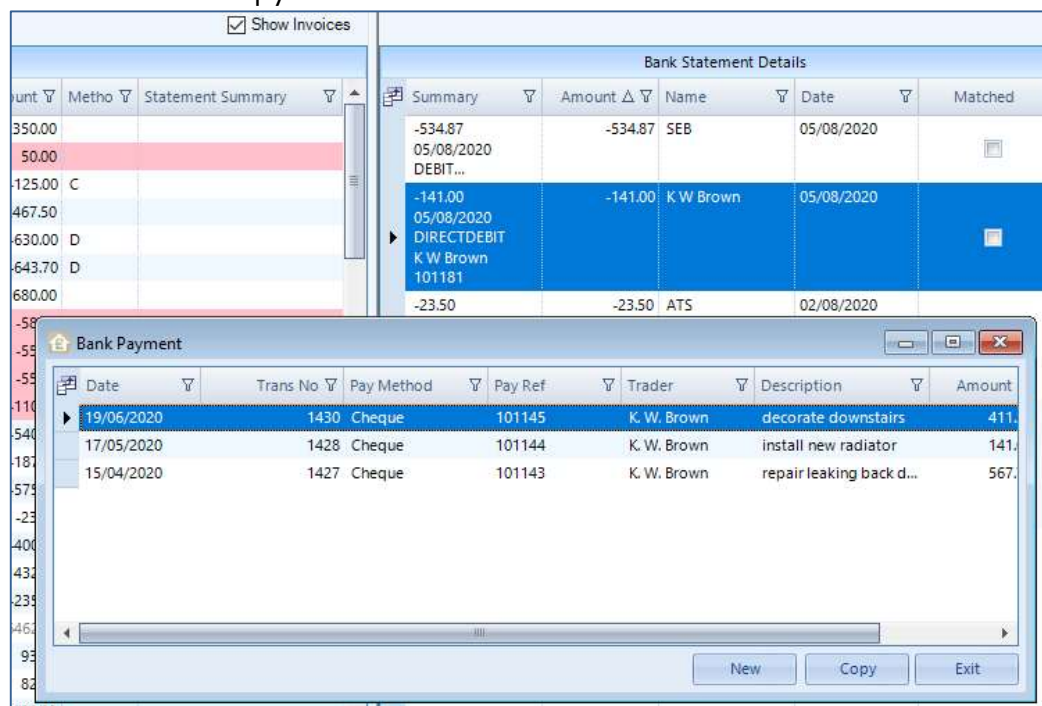
If there are no transactions for the trader or the program has not associated the reference with a trader previously, a new Bank Payment or Bank Receipt entry screen will open. This will be pre-loaded with the date and value of the entry. Add the trader and the details to complete the process.

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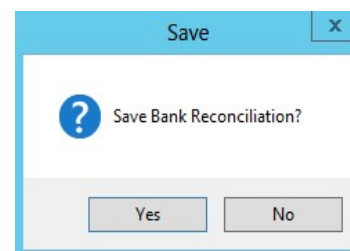
The imported statement is not deleted once it has been successfully reconciled. However, if you attempt to load it again you will get a warning message about overlapping dates. It is your decision as to whether you delete or retain the old files.

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:

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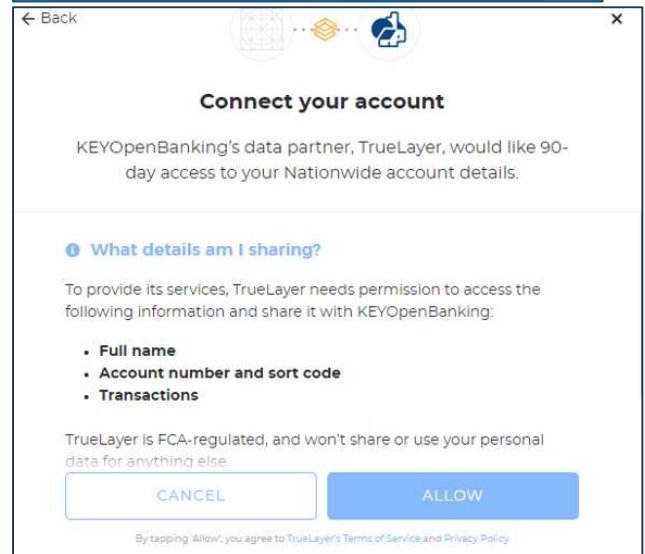
Bank login. Each bank will have their own screen for login, this is just a demo:
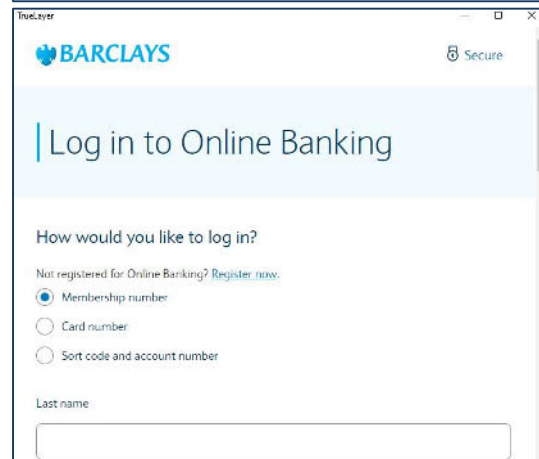
Once you have logged in you should see a list of your bank accounts which can connect to Truelayer. Tick or select all those you wish to use with Direct Feed. Each bank will have different setup procedures so they are not shown here. Once the accounts have been linked you will see the following screen.

Wait for this screen to disappear automatically, no user input is needed here.
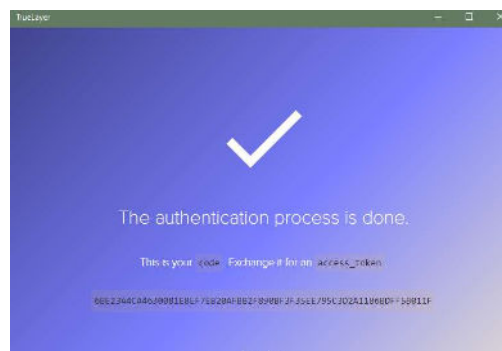
Then you will get this message:
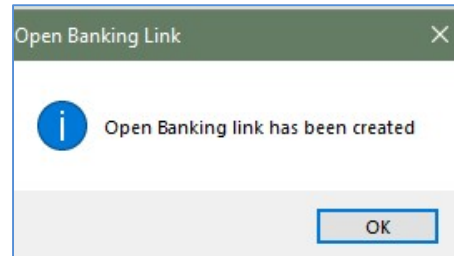
To start reconciling, enter the end date then download.

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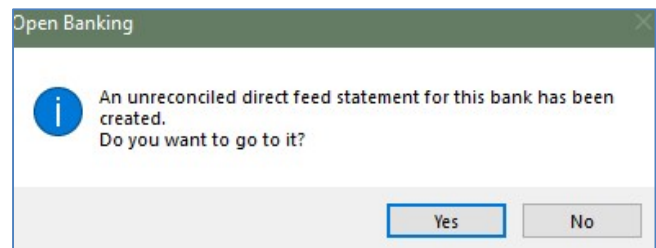
Once you click on Yes the same screen as Auto match opens with the transactions already downloaded.

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 28.

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 to abandon edits. Delete will delete a VAT code that has not yet been used by any transaction in any company.
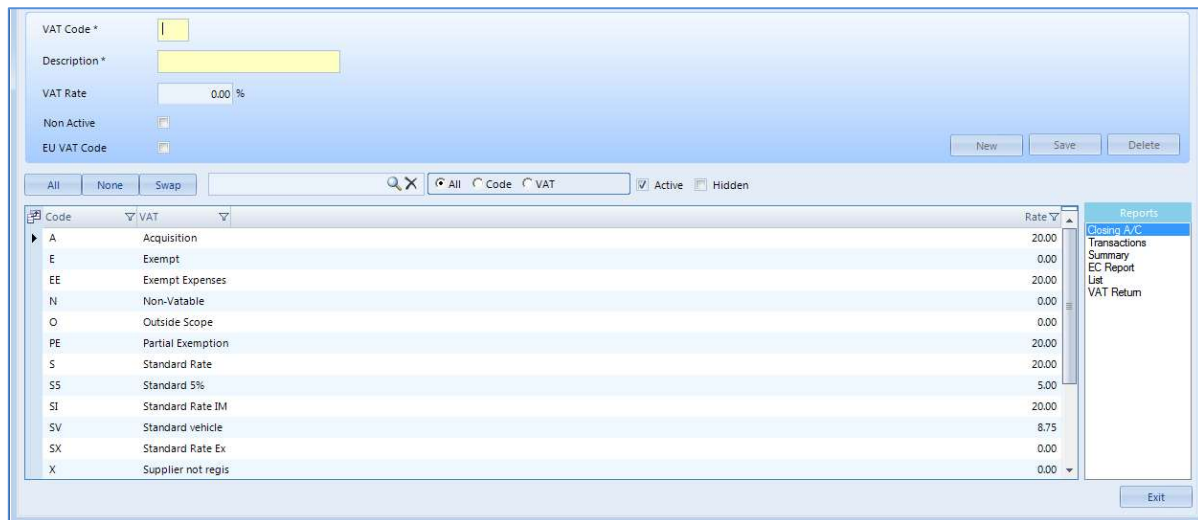
Code	A unique code up to 2 characters in length.
Description	This is used to describe the VAT code.
Rate	The percentage rate for the VAT code.
EC VAT Code	The tick box must be marked if this is an EC VAT Code for Imports and Exports.

KEYPrime Intro allows any number of VAT codes to be entered, including the option of whether a VAT code is used for EC-VAT.

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 Intro and some additions that may be useful.

A	Acquisition
E	Exempt
EE	Exempt Expenses
N	Non-Vatable (suggested addition if required)
O	Outside the scope, also not included in the turnover calculation.
PE	Partial Exemption
S	Standard Rate
S5	Standard Rate 5.0 %
SI	Standard Rate Import
SX	Standard Rate Export
X	Supplier not registered (suggested addition if required)
Z	Zero Rate
ZI	Zero Rate Import
ZX	Zero rate Export

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 the transaction has subsequently been included on a return.
Transactions	A list of all entries for All or Selected VAT codes for the date range. There are further filtering options available including by Enterprise, Trader or Analysis.

The report can be based on the Invoice date or Payment date (cashflow).

There is a VAT return based option to show only those transactions included on VAT returns for the date range.

This 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.

EC Report   The EC Report provides details of sales or transfers of goods and services to other VAT registered companies in the European Union.

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

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 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, 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.
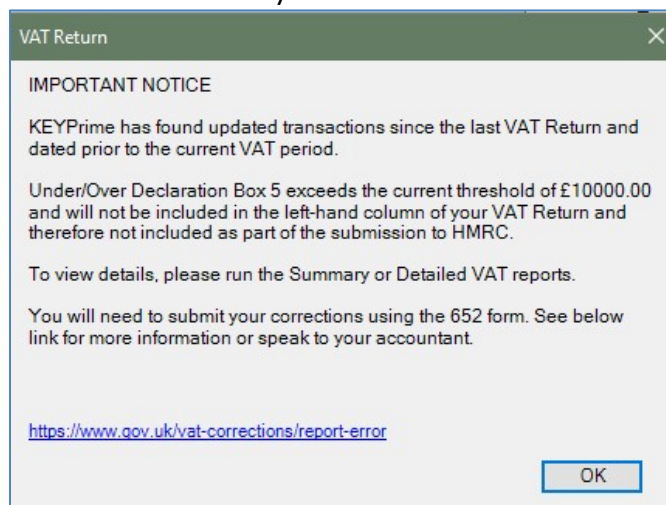
Right hand options

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. A warning message will flag this up.

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 also be included in the left hand column and only one VAT 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 and you will need to contact HMRC; a link is provided to the website:

VAT Return

IMPORTANT NOTICE

KEYPrime has found updated transactions since the last VAT Return and dated prior to the current VAT period.

Under/Over Declaration Box 5 exceeds the current threshold of £10000.00 and will not be included in the left-hand column of your VAT Return and therefore not included as part of the submission to HMRC.

To view details, please run the Summary or Detailed VAT reports.

You will need to submit your corrections using the 652 form. See below link for more information or speak to your accountant.

https://www.gov.uk/vat-corrections/report-error

OK

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 paid. This allows the VAT return to be recalculated if necessary. However, if the VAT return has been submitted then the unmark option should not be used.
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 owed to HMRC.
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

		Outputs		Inputs	
Including Under and Over Declarations					
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 company 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.
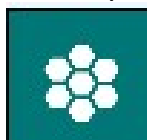
 It will show a different graphic in the place of the VAT links to indicate the company is a subsidiary. Click on this graphic to show details of the Submission company and VAT return settings:

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.

Unconfirmed VAT Returns for:
Leasehold Management Co

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.
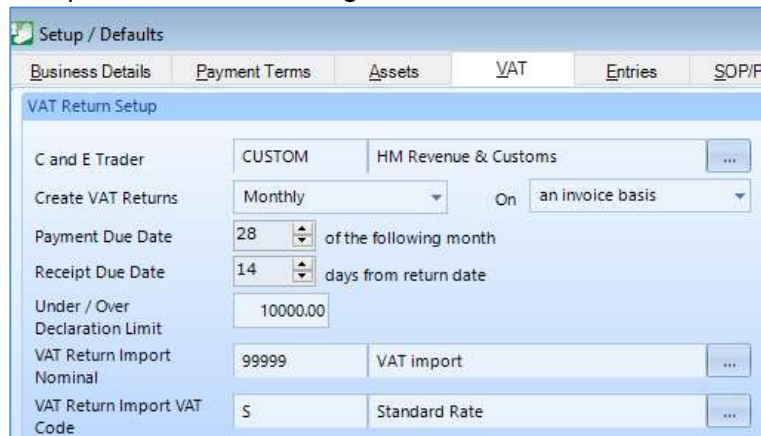
Note: Part-payment of a VAT return is **NOT** permitted. If more than one payment or receipt is required the initial amounts need to be saved without allocating to an invoice, i.e. as 'on account' (PA or SA). When the final payment/receipt is entered put Y against the invoice and all 'on account' amounts.

Payments of sums to or from HMRC for VAT should only be via this method. **DO NOT ENTER** VAT payments via Bank Payment 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 and Sum-it.

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.
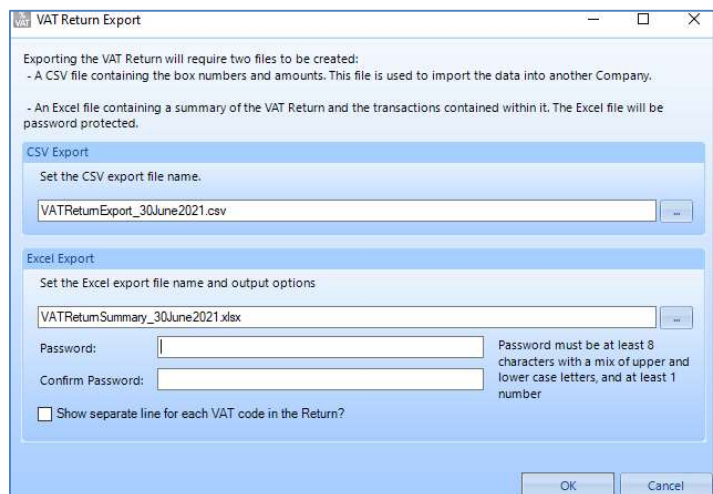
The VAT return import nominal will be a Balance sheet nominal.

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.
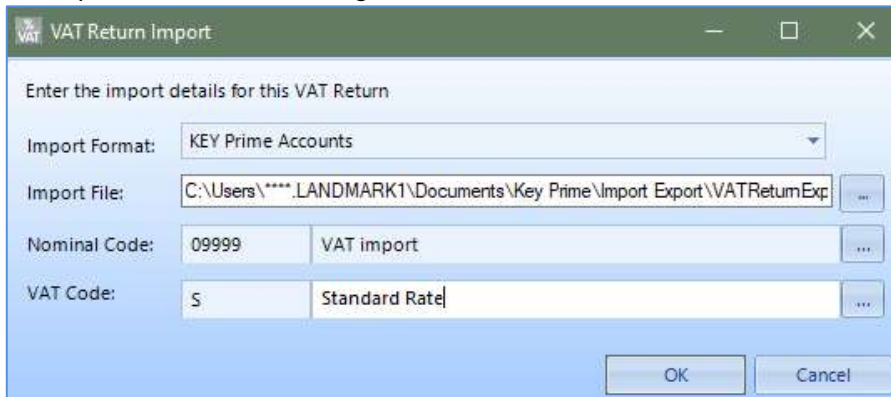
Once the file has been imported it will be renamed to have 'Imported' in the file name so the user does not duplicate the import.

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.

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 smartview is also available from the Management, P&L/Cashflow criteria screens. See "Cashflow Smartview" on page 129.

There are also a Debtors and Creditors Smartviews in the Trader ledger section. See ""Debtors and Creditors Smartview" on page 52 for further information.
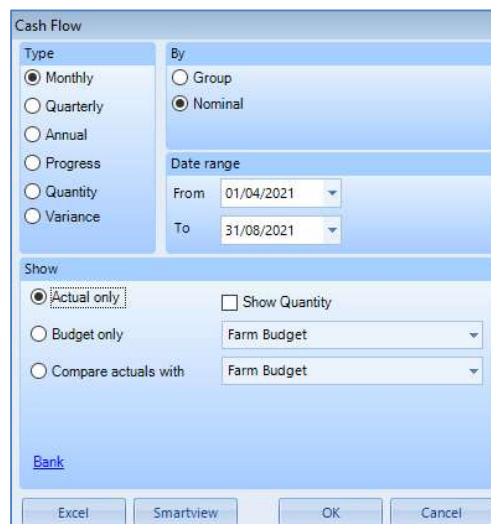
Diary

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.
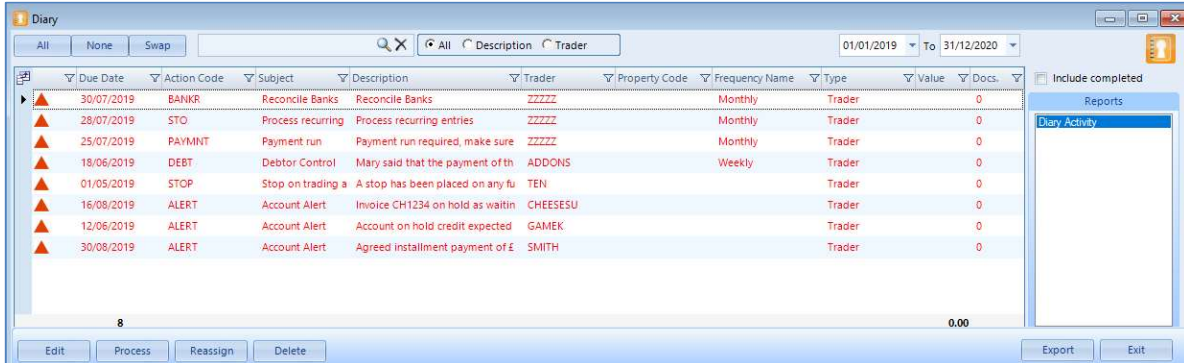

See the Trader ledger "Traders – Diary" on page 50 for further information on trader diary actions. Property type diary actions are only available for use with the optional module Property Lite. See separate module notes.

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.
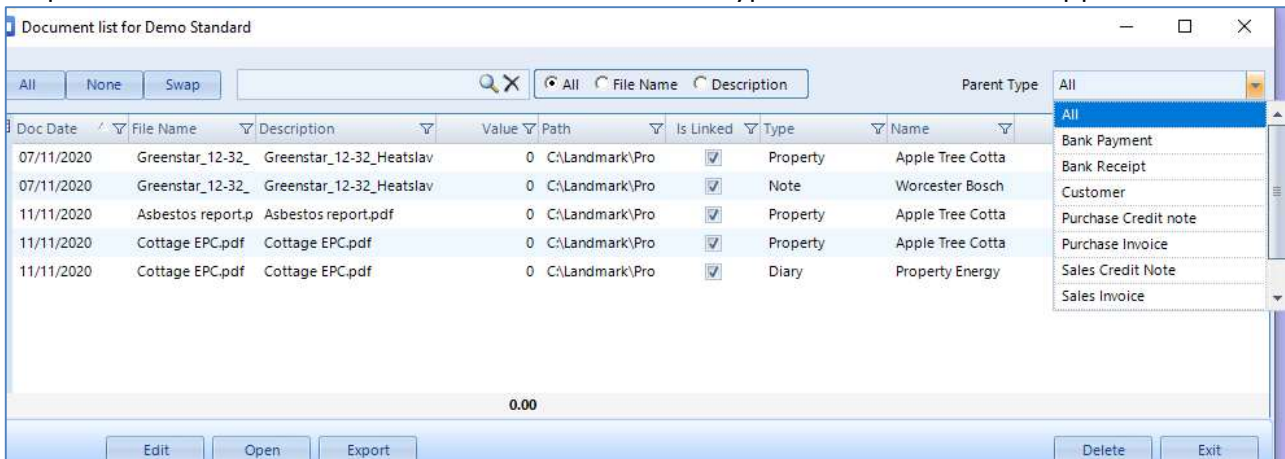
Documents can be Edited, Opened or Deleted from this screen but new ones must be added on a transaction or trader.

4. Opening Balances

All opening balances are entered by selecting [Opening] 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.

Sales - Opening Trader Balances

Click on either Sales Invoice or Credit Notes from the Opening section on the menu ribbon to enter outstanding invoices for customers. They are preferably entered individually with a complete analysis of each invoice, as this will show 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 Sales Invoices

The routine for entering an Opening invoice is similar to a standard invoice.

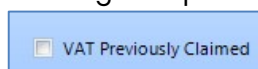|		
VAT previously claimed	[ ] VAT Previously Claimed	In the header section of opening invoices there is a tick box titled **VAT Previously Claimed**.
	Tick the box if the VAT has already been returned on a previous system. If the accounts are invoiced based this box should be pre-ticked. If cash based it will be not be available.	
	If the VAT is still to be 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** 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 so it cannot have been previously returned.
Bank Payments and **Receipts** entered in the current year do allow an invoice date 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, it will be assumed these have **not** been previously included on a VAT return so this method should not be used for any invoice where the VAT has already been claimed.
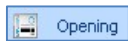
Opening Sales Credit Notes

These follow the same entry rules as for Opening 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.
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 and this will pop-up the entry box for a new bank account.

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. 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 unpresented receipts and subtracting the unpresented payments to the balance on the bank statement. DO NOT ENTER unpresented Cheques or Receipts here at this stage. Opening unpresented 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 Unpresented Cheques/Unpresented Receipts.

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.

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 the correct Group for the code. 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.

Information is displayed at the bottom to help ascertain whether debit or credit should be entered.

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.
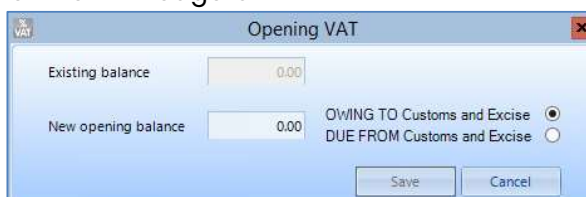
Where several codes have been selected the Next and Previous buttons can be used to scroll through the selection, otherwise entering a new value and pressing Save will take you through to the next balance.

Please remember that each balance is specific to the Nominal Code and Enterprise Code combination selected.

Opening VAT

The opening VAT invoices to or from HMRC **cannot** be entered as normal opening Invoices because they use reserved control codes. A special menu has been provided to allow the value to be entered whilst maintaining the integrity of the VAT ledgers.

Select Opening 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 when subsequent invoices are added, until the total balance outstanding matches what is expected. This will generate a number of individual invoices which can be paid off as the individual payments or receipts are made.

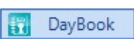These invoices can be paid just like any normal invoices by entering a Sales Receipt or Purchase Payment and entering the reserved VAT trader CUSTOMS to show these outstanding invoices.

Opening Journals – Journal Nominal

Opening Journals can be entered with a date in the previous financial year for transferring profit between nominal codes on Cashflow or balances around the Income and Expenditure codes.

5. Entries

The various data entry screens operate in a very similar way, so to avoid repetition a detailed explanation has been provided for the **Sales Invoice** transaction. Differences of operation are covered in the other transaction types.

Most entry of accounting data can be achieved by selecting [Entries] or [DayBook] 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. The Daybook data entry is well suited to those who like to look up and copy existing transactions when adding new entries. Neither is right or wrong it is purely personal preference and what benefit they can provide.

General points

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.
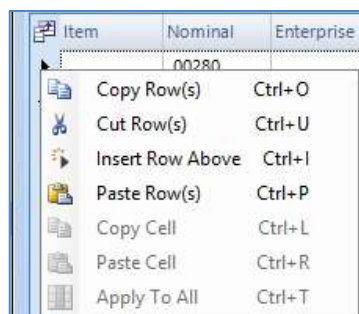
If you click the mouse on a field that has data in it then the copy and paste cell options and the Apply to all are available.

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 will change the view to navigate to a new month or year.
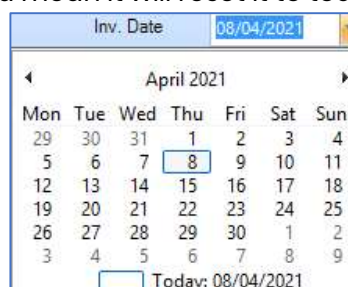
Red Date Warning

The background colour of the 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.

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 will execute that command, e.g. Alt x will Exit the screen.
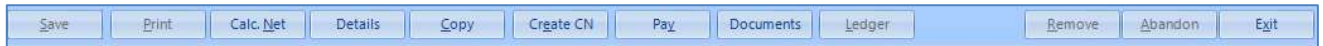
Save	To Save the current screen after entry or editing.
Print	Will only be live when the transaction has been saved, i.e. when editing.
Calc. Net	If the Net/VAT split is not known but the Gross amount is, type this amount in the Net field and press Calc.Net. This will calculate the Net and VAT according to the VAT code entered.
Details	Shows the details of any Comments which will appear on a printed version of the invoice.
Copy	Will bring up the Copy transaction screen with the highlighted 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.
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, 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.

Enter the search text to narrow the list based on the characters entered. Either 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.
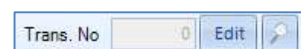
Where text has been entered in the code field, press **F2** to bring up the code list highlighting the first **Code** starting with those letters.

Pressing **F3** will do the same except the list will be filtered for those records where the **Description** contains the entered text.

Entering a Sales Invoice

Select [Entries] from the Menu Ribbon then Sales Invoice from the Sales section, or select **Sales Invoices** on the drop-down on **Daybook** and click on **New** on the bottom toolbar. This will pop up the Sales Invoice entry screen as below. The screen will open with the focus on the Customer 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 letters 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.

| Trans. No | 0 | Edit | 🔍 |

This is greyed out on a new transaction but can be used to **Edit** an existing one – see "Editing Invoices" on page 94.

The main invoice transaction details are entered on the Top section as follows:-

Customer *	The first field expected to be entered is the Customer Code. Depending on company settings under Preferences, the trader can either be entered in the code part of the field on the left, or from the name field on the right. As you type letters into the field Customers 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 above.
	A new customer record may be created in the code list by using the New button. Having selected the correct customer 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.
	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.
Method	This can either be set to Manual or Auto:-
	Manual: Use this method for Sales Invoices if you want to manually enter your own invoice number. This method allows a Total to be entered which is used to calculate the balance of the Sales Invoice 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 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 20 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 customer. There is an option to view that invoice if required.

Invoice Date   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 Customer as defined on the Customer Terms tab. 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.

Hold   A facility to enter a Sales Invoice and put it on hold is provided so that Invoices are logged on the system but not accidentally sent out when they should not be. This can be overruled at the time if required. Invoices on hold will appear on all reports and on the VAT return.

Customer on Hold   Customers themselves can be put on Hold to alert users to use caution with their invoices. When entering an invoice for a customer on hold an Alert icon appears next to the customer field as a warning which can be ignored if appropriate.
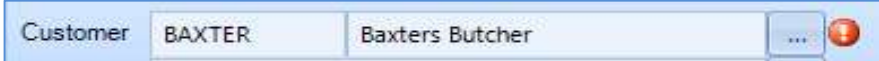
Comment   The Comment box can be used to enter comments for individual transactions. This can be displayed on the Daybook.

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 Customers not registered for VAT.

   Where a customer has a default VAT code the Invoice heading shows VAT and the code adjacent to the Trader Code:
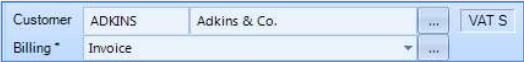
Paperclip   Click on the red paperclip icon to link documents to the transaction.

Invoice details can be entered in two different ways:

Either use the Grid and tab through each field entering required information where necessary. Further fields can also be added to the Grid by a user 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	
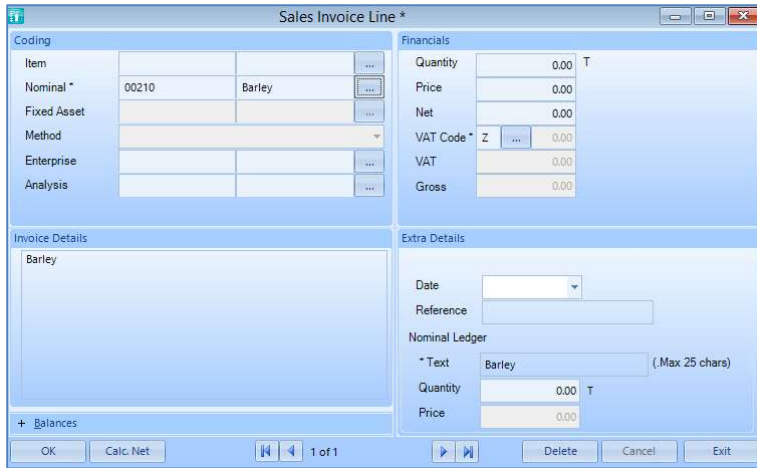
Or: Use the Item line entry form (back screen) by double clicking or pressing F8 with the cursor anywhere on the line of the grid. The Item Line entry form shows more information about the entry and some optional fields.

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 the 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 "Entries Defaults" on page 32.

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 at reports. 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 invoices.
Quantity	A quantity of goods sold can be recorded to assist with management reports. 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 57 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 only the gross amount is known, this figure may be entered in the Net column, then press the Calc. Net button to automatically back calculate the net and VAT.
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 afterwards. 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 or emailed once 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

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 customizable.

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
Enterprise	Optional Enterprise code for Enterprise or Departmental costing.
Analysis	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.

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 second item line will give the balance left to allocate. If only the gross amount is known, this figure may be entered in the Net column, then press the Calc. Net button to automatically back calculate the net and VAT..
Vat Code	The VAT code relating to the item, will default to the VAT code entered on the Nominal record. 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. It may be overwritten.
Reference	Customer reference.

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 code has been used the ledger quantity is automatically calculated by using the multiplier on the item quantity. The value can be overwritten if required. Particularly useful where wanting to record quantity of animals and their weight.

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:
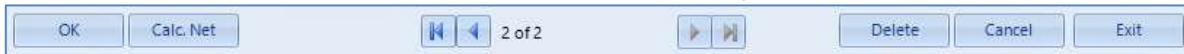
The indicates which item line is being displayed.

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, depending on the Method selected for the transaction and whether the balance has been cleared, may close the form.

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.

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. It is also available on Swiftbill.
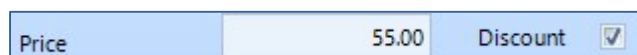
Customers

For Customers to be given discount you will need to add a % Discount Rate on their Defaults tab.
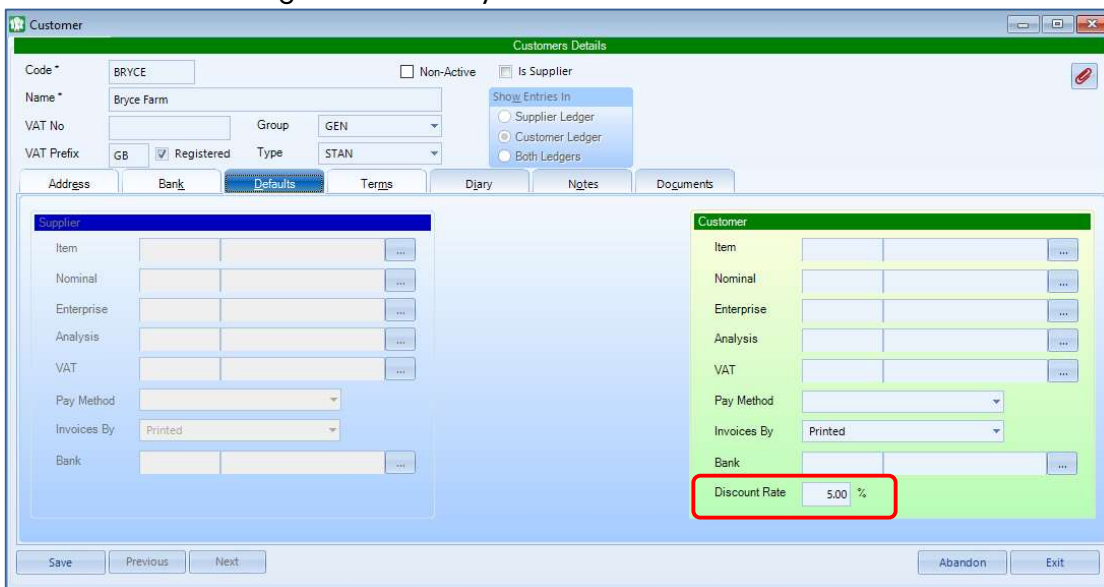
Items

Items on which discounts are offered have a new tick box beside the Price.

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.

Hover over the icon to see the % discount for that trader.

The discount will be applied to new item lines only, so editing an old invoice will not change the price unless the Item is changed.

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

	Item	Nominal	Description	Qty	List Price	Price	Net	V	VAT	Gross
▶	FORAGIN	01200	Contract foraging	125	55.00	52.25	6531.25	S	1306.25	7837.50
✳										

Invoices

The standard Sales Invoice 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.

Editing Invoices

Invoices can be edited by either selecting them from the daybook and choosing edit, or selecting edit from the Invoice entry screen and entering the Invoice number.

To search by Invoice No. click on the spy glass on the Invoice entry screen and enter the Invoice number in the Invoice No. field, 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 are 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 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 "Entries Defaults" on page 32.

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.
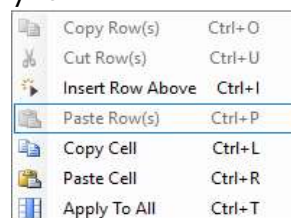
Copy a line

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 that it is to be copied to.

Useful Short cuts and copy functions are:

CTRL C (Copy) 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 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.
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.

The above functions can be entered using the mouse; right click on the row and select the relevant option.

|		
	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.
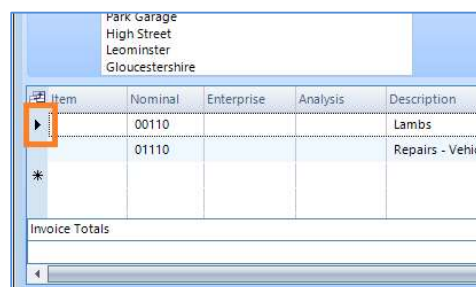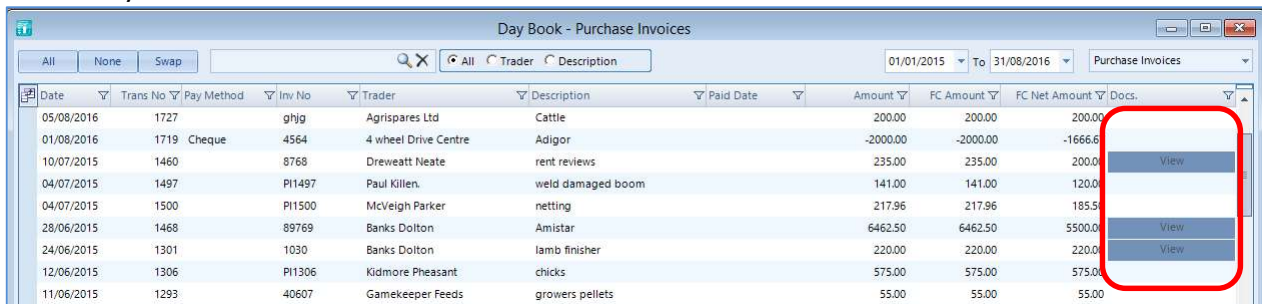

Alternatively, the pop up form can be displayed by selecting the row and pressing F8 or double clicking on the row; when the form is displayed the Delete button at the bottom may be used.

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.

Sales Credit Notes

To enter a **Sales Credit Note** either:-

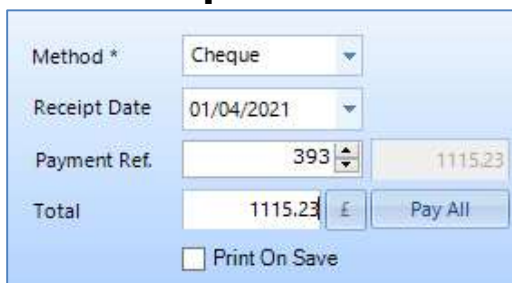a) Select [Entries] from the menu ribbon then Credit Note from the Sales section.
b) Select **Credit Note** from the drop-down on **Daybook** and click **New** on the bottom toolbar.
c) Select a Sales Invoice from the Sales Invoice Daybook and click on Create CN.
d) Create or edit a Sales Invoice and select the Create CN from the bottom toolbar.

They are entered in the same way as Sales Invoices. The payment Due Date ignores the trader terms and is set to be the same as the Inv. Date; it can of course be changed.

Sales Credit Notes are entered with positive values, the program knows to treat them as if they are negative Sales Invoices.

When using Auto Method, Sales Credit Notes have their own Self Billing Credit Note number sequence which can be set in the Sequences section of Invoice Defaults in Setup.

Sales Receipts
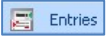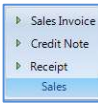

This option is used to Receipt payments against Invoices and Credit Notes on the system or to enter On Account payments from customers.

This is not to be confused with a **Bank Receipt** which is for entering a cash receipt, i.e. the invoice and payment details recorded in one entry.

The Sales Receipt is accessed by either:

- selecting [Entries] from the Menu Ribbon then [Sales] **Sales Receipts** from the Sales section,
- or select **Sales Receipts** from the drop-down on **Daybook** and click on **New** on the bottom toolbar,

- or using the Pay button at the bottom of the daybook or the entry screen.

The entry screen will open with the cursor in the Bank field unless a default bank account has been set for the company, when this field will be completed already and the cursor will skip it and appear in the Customer code field. To go back to the Bank Code field hold Shift and press Tab or use the mouse to click on it.

Enter the customer reference to display the customer name and address details. Tab from the customer field and any outstanding sales invoices due will be displayed.

The drop-down menu on the Method field allows selection of the payment method from either: Cheque, Direct Credit, Electronic or Only on Account.

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. A transaction entered using this method will not be displayed on a Bank Reconciliation.

Each method has its own number sequence for each bank (Direct Credit and Only On Account use the same dummy cheque sequence). This sequence is updated each time a Receipt is saved but can be reset by editing the specified Bank Account record.

Cash type banks do not show a Method as all transactions are treated as Cash.

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.

| Payment Ref. | 75000 | 4015.15 |

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.

The total value of the payment may be entered in the Total field. 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.

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 Payment of " on page 99 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 on saving, 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 but do not select Y or P for any transactions shown. Save and a warning will appear: -
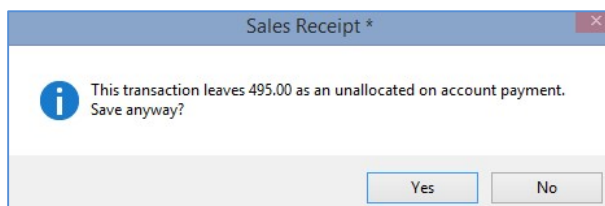
This means that the amount will appear in the trader ledger and on the bank reconciliation but has not paid any invoices. The transaction type will show as SA on the payment screen. Both On Account payments and Credit Notes will be shown as negative amounts and may be 'paid' by changing the 'N' to 'Y' 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

When 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.
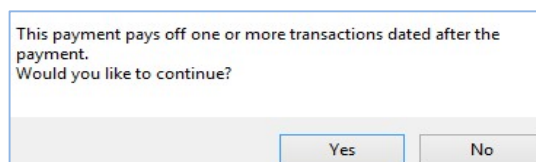
In Cashflow reports it will show what it is paid in the month of payment. In Income & Expenditure reports it will show at the invoice date.

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.
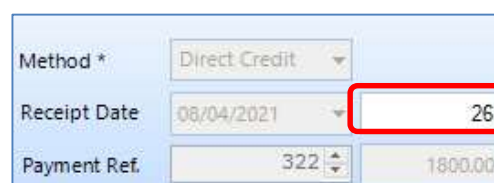
Purchase Payment

This option is used to pay HMRC VAT invoices only. Purchase Payments are accessed by either:

- Using the Pay button on the VAT return screen.
- Selecting **Entries** from the Menu Ribbon then **Purchase Payments** from the Purchase section.
- Selecting **Purchase Payments** from the drop-down on **Daybook** and click on **New** on the bottom toolbar.
- Using the Pay button at the bottom of the entry 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 will skip this and appear in the Supplier code field.
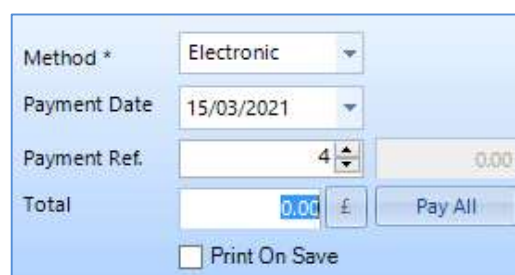
Enter the supplier reference CUSTOM to display the supplier name and address details. Tab from the supplier field and any outstanding VAT payments due will be displayed.
See Sales Receipts above for details on completing the transaction when refunds are due.

Part Payment of Invoices

KEYPrime Intro allows you to Part pay invoices and to allocate the 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.
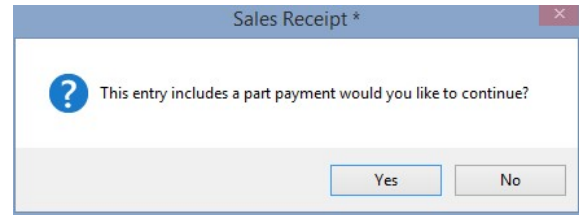
You will be given the new transaction number for the payment when it is saved.

When the invoice being part paid has more than one line on it, when you click on Save a new screen will open to show all the item lines. The part payment will have been allocated across the item lines pro rata. If this is correct then select OK and Save again.

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.

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.

Part payments can also be made against Sales on Account (SA) records.

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.

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.

	Outstanding				This Payment				
Description	Net	VAT	Gross	Qty	Net	VAT	Gross	Qty	
Wheat	650.00	0.00	650.00	5.00					
Part(Wheat)	-475.61	0.00	-475.61	-3.66					
▶ Part(Wheat)	174.39	0.00	174.39	1.34	79.27	0.00	79.27	0.61	☐
Wheat milling	1400.00	0.00	1400.00	10.00					
Part(Wheat milling)	-1024.39	0.00	-1024.39	-7.32					
Part(Wheat milling)	375.61	0.00	375.61	2.68	170.73	0.00	170.73	1.22	☐

Trans No. 406 Net 550.00 Payment 250.00
Inv No. 512 VAT 0.00
Date 07/09/2021 Total 550.00 To allocate 0.00

Grand Total: 250.00 | 0.00 | 250.00 | 1.83

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. 406 Net 2050.00 Payment 1050.00
Inv No. 512 VAT 0.00
Date 07/09/2021 Total 2050.00 To allocate 0.00

	Outstanding				This Payment				
Description	Net	VAT	Gross	Qty	Net	VAT	Gross	Qty	☑
Part(Wheat)	650.00	0.00	650.00	5.00	650.00	0.00	650.00	5.00	☑
▶ Part(Wheat milling)	1400.00	0.00	1400.00	10.00	400.00	0.00	400.00	2.86	☐

Grand Total: 1050.00 | 0.00 | 1050.00 | 7.86

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 wish to just pay the VAT part of an invoice it is possible to allocate the full amount of VAT by manual entry on the Part Payment item lines, 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 in Reports

How do reports work with Part Payments?

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:

Customer Ledger
From 01/01/2021 to 31/10/2021
All figures are in Pound Sterling

MILLER	SA Miller & Son			12 mth Activity 2050.00		Opn. Bal.	0.00	Receipt	Stat.
Hold	Date	Ty	No.	Reference	S.Invoices	Receipts	Discount	Balance	No.	No. / Paid
	07/09/21	SI	406	SI2	2050.00	0.00	0.00	2050.00		Part Paid
	15/09/21	SR	408	394	0.00	1400.00	0.00	650.00	408	
			Total		2050.00	1400.00	0.00	650.00		

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, Cashflow 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 Sales 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 been part paid. 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 two commonly used third party services. This allows transaction information to be imported directly into KEYPrime. See separate module notes.

Bank Payments and Receipts

Bank Payments/Receipts are used if a cash based accounting system is being run and where a payment or receipt is made for which no invoice is available, e.g. wages or interest. A Bank Payment/Receipt will enter the invoice and payment 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 111.

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 next to the Trans. No 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. Enter part of the trader name and press F3 to 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 trader has unpaid Sales Invoices a warning appears with an option to change to a Sales Receipt transaction instead. To continue with the entry as a Bank Receipt 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. Where 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. Dates in the future have a blue background.
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.
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 link documents to the transaction.

See "Entering a Sales Invoice" on page 88 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 more than one 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. If you prefer not to show the new transaction number on save this 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.

Delete an Item Line

To delete a line select it with the mouse by clicking on the row header (far left) 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
▶🖉	01110			Repairs - Vehicles	0.00	0.00	0.00	S3	0.00
✱									

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 abandoning the edit will restore the line.

Contra Entries

If a Bank Payment 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.

Copy Bank Payment

There is a button [Copy] 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.

Ledger

The Ledger button on the bottom toolbar gives direct access to the ledger report for the trader selected in the bank payment or receipt.

Adding Documents

Links to documents such as an Image or Pdf of the Invoice can be dragged and dropped on to either the entry screen, or the entry line on the specific daybook. If you hold down the Ctrl key when dragging the file it will create a copy of the file in the document storage folder you have defined, otherwise it will create a Link back to the original. Alternatively click on the red paperclip icon to browse for a document.

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 Payments		
FC Net Amount ▽	Docs. ▽	
300.00	View	
750.00		
100.00		
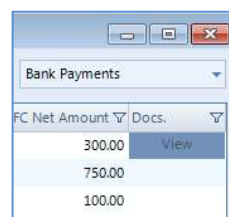
There is also the option to view all documents using the new Document icon on the second toolbar.

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/Total	This is the total of the amount being transferred.

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.

When the Save button is pressed the system will display the number for the new transaction.

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 Transfer 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.

Nominal Journals

A Nominal journal is used to transfer values between Nominal codes.

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.
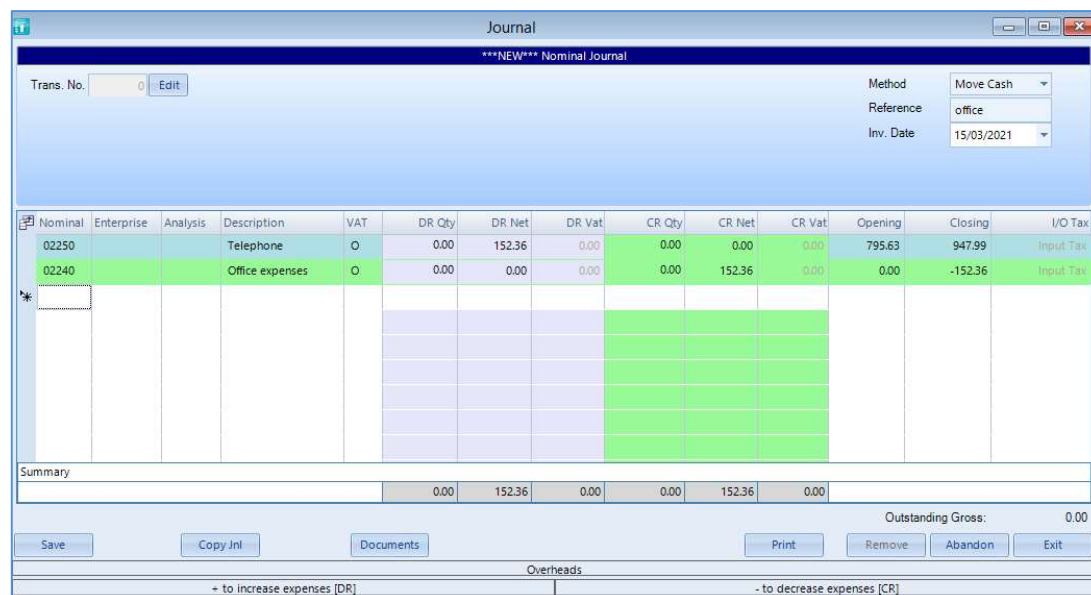
Opening and Closing balances for end of the day for the Nominal/Enterprise combination are shown on each item line so that the effect of the entry can be seen, this is very useful when trying to bring a Nominal code back to zero.

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.

Transaction item line details can be entered in two different ways. Either using the Grid or using 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

Nominal	Enterprise	Analysis	Description	VAT	DR Qty	DR Net	DR Vat	CR Qty	CR Net	CR Vat	Opening	Closing
02240			Office expenses	O	0.00	160.00	0.00	0.00	0	0.00	0.00	160.00
02250			Telephone	O	0.00	0.00	0.00	0.00	160.00	0.00	795.63	635.63
*												
Summary												
					0.00	160.00	0.00	0.00	160.00	0.00		

To use the grid, tab from the date and enter the data as detailed below.

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 90 Sales Invoice entry for more details.

Analysis   Optional Analysis code for Job, Machinery or Property costing, see Sales 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 where more than 25 characters are entered a reminder that only the first 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 selected, 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.
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. 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 " on page 91 for further details not covered in the notes below.
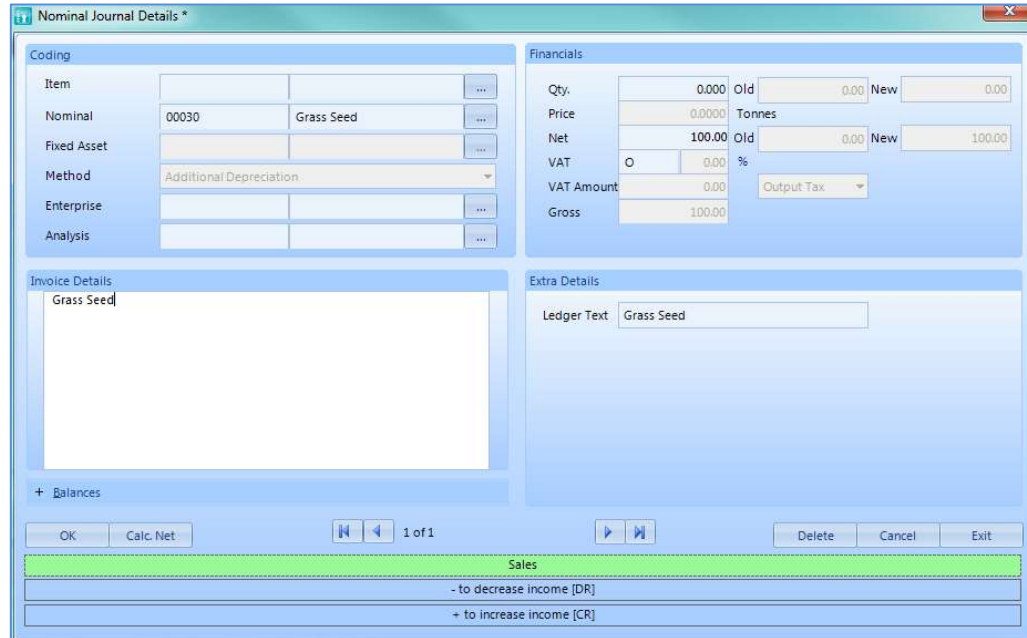
The financials section of a Nominal Journal entry form shows the Old and New balances for the Nominal and Enterprise combination selected adjacent to the Quantity and Net fields.

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.

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.

Batch Entry

The new Batch Entry menu item can be found in the Bulk Entries section of the toolbar:
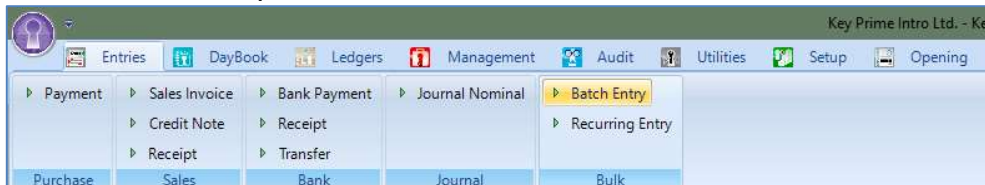
When you select Batch Entry this will open a listing screen of all current and previously entered batches. They will show on this screen whether they have been entered manually or imported and how many entries are on it. Users with the Basic role will only be able to see their own batches; Admin users 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:
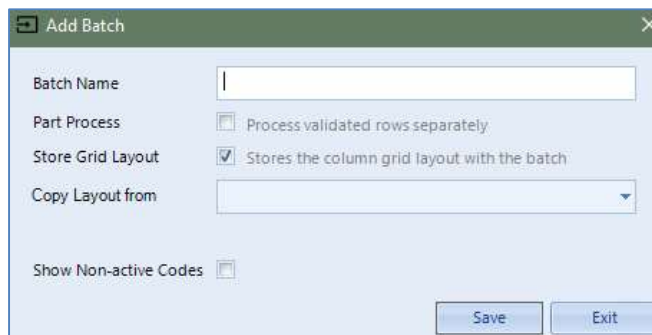
If you hover over the Part Process tick box you will be able to see a tool tip which explains the different ways it works.
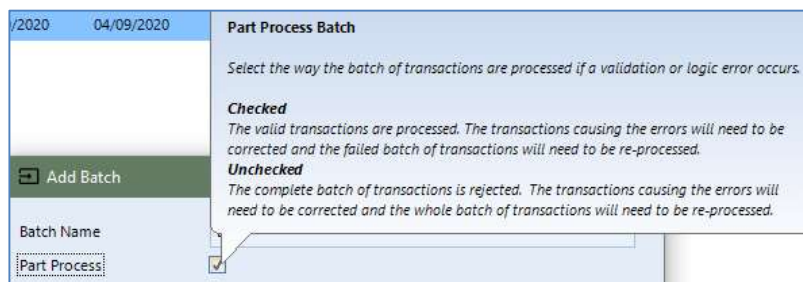
If Part Process is ticked then this will allow any validated lines of the batch to be imported into KEYPrime. If there are lines that have fields which need adjustment and cannot be imported, these will be left to be edited later.

If Part Process is not ticked and there are lines in the batch which fail validation then the whole batch will not be imported.

Templates

There are 2 templates already set up which provide the basic layout for Bank payments/receipts or Invoices. 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. If a field has data entered into it which is not used then it will be flagged up when you Validate the data.

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. 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.
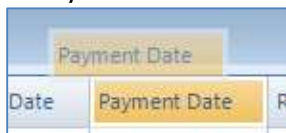
To remove a column, click on the column header and drag it into space where an X will appear, then let go.

The Copy Layout from dropdown menu has an Invoice template and a Bank Payments/Receipts template already included. There is also the 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.
The Part Process option allows you to reuse the layout and add more entries to a batch even when all previous items have been processed.

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.
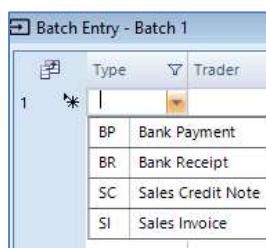
Documents can be dragged and dropped onto the grid. Make sure the DocumentURL field is on the grid and this will show the URL or link to the document.
Enter all the lines of data required. If you wish to use a code or date in all the lines you can highlight the cell, right click with the mouse and use Apply to All.

Highlight a cell or entire line and right click if you want to delete the information.
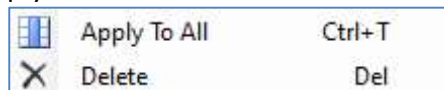
Rows can be copied by clicking on the line and dragging it to a new row, you may then make changes to that row to reflect what is required; this can save a lot of time when entering a multiline invoice.
If Show Non-active Codes has been ticked on the batch header then non-active codes can be selected 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.
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 forms by selecting a valid row (or rows) and choosing the Edit button. 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.

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 with to continue with the processing?
>
> Yes / No
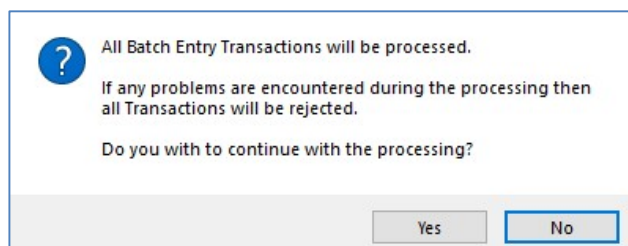
If you have selected to Part Process then this message will be shown:

> 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 with to continue with the processing?
>
> Yes / No
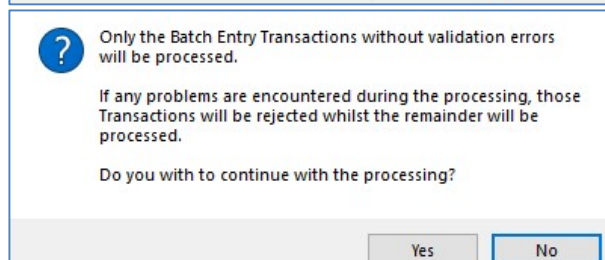
Once the batch has been processed you can revisit it. If you want to see any items that have been processed you will need to tick the Show Processed box ☑ Show Processed .

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 for Batch Entry Plus for further details.

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
- Bank Receipts
- Bank Transfers
- Nominal Journals
- Sales 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.
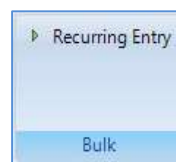
Recurring Entries Listing Screen

The Recurring Entry list 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.

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.
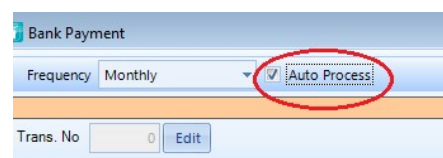
Process Process shows the date on which the next recurring entry will be created.

Trans. Type BP – Bank Payment, BR – Bank Receipt, JN – Nominal Journal, BT – Bank Transfer, SI – Sales 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 each transaction is displayed in the Details column.

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.
Multi update	Opens a new screen where all or several templates can be updated at once.
Delete	A Recurring Entry template 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. **List**, which gives a simple summary report of the selected templates; if none are selected then all templates will show in the report. **Detailed List** will show a breakdown of the details for each of the recurring entries including all codes 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:
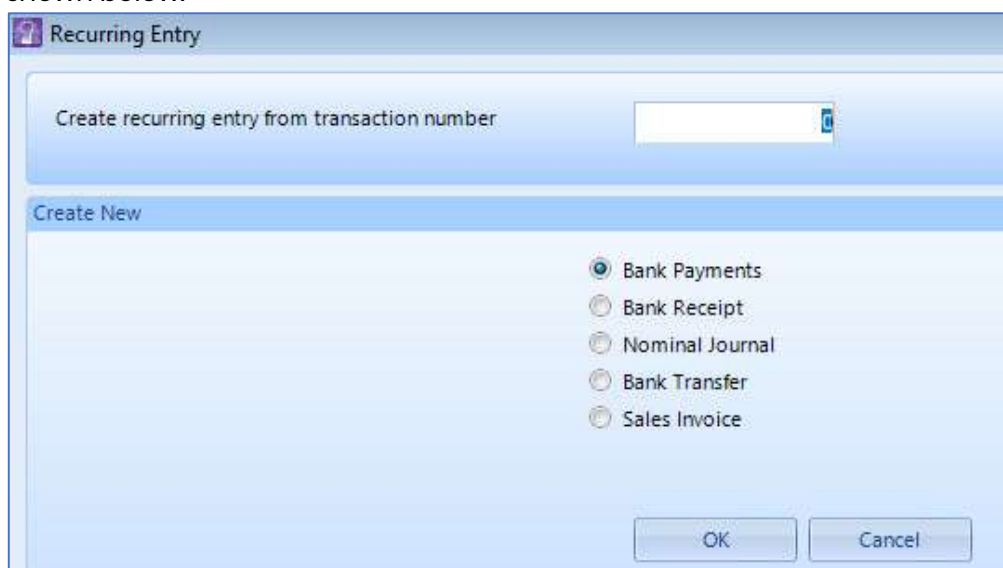
From here an existing transaction can be selected to use as a template or a new template can be created by selecting the transaction type from the list and pressing OK.

If creating from an existing transaction, enter the transaction number, press OK and then make any required changes.

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.

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	A batch report listing the transactions created.
Stationery Layout Selections	If Print Stationery is selected you can use the drop-down menu to select the stationery layouts for the selected transactions.

Where recurring entries have Non Active codes on them the processing will terminate 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.

6. Daybook

The Daybook shows a listing screen for all the different entry types which can be used to create, edit, copy and filter lists of entered transactions. Below is a list of transactions that can be managed through Daybook.

To enter the Daybook select from the top Menu Ribbon and the Transaction type from those shown. The screen will be displayed in this format:

The drop-down box in the top right corner allows the selection of All Transactions, Purchase Payments (VAT only), Sales Invoices, Sales Credit Notes, Sales Receipts, Bank Payment, Receipts or Transfers, Journal transactions, as well as Postponed Sales Invoices and Credit Notes.

The date range can be limited for ease of searching. The To and From dates are retained while the program remains open, but once closed the from date is remembered between each session with the to date defaulting 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.

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 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 Invoices 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 will sort by that column; clicking the same column twice will reverse the sort. By clicking a column, then holding shift and clicking additional columns, data can be sorted within a sort, 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.

Daybook - Sales Receipts

Date	Trans No	Pay Method	Pay Ref.	Trader	Description	Amount	Printe	Bank Code
08/04/2021	219	Direct Credit	322	Swindon Car Auctions	Sundry Income	1800.00	N	01
30/01/2020	109	Direct Credit	321	HM Revenue & Customs		1009.41	N	01
01/11/2019	107	Direct Credit	320	HM Revenue & Customs		726.26	N	01

Transactions can be created, edited and reported on from the various Daybook views. The options at the bottom of the grid are as follows:

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 Payment of " on page 99.

Create CN   For Sales 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.

Excel   This takes the content of the current list with its columns straight into a fresh copy of 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   This is a feature that allows selected fields to be exported to excel for all or highlighted transactions. The Import function is not available in KEYPrime Intro.

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.

Day book options will change according to the Transaction Type displayed at the time.
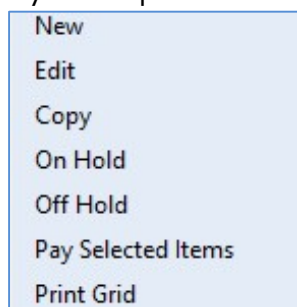
As an alternative to using the buttons at the bottom of the screen, you can Right click on any transaction to show the context menu which also provides the New, Edit and Copy options. Pay Selected Items shows on the invoice/credit note screens.
Also available on the context menu is the means to put transactions 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 effectively a screen shot of the data but includes records that are in the list but not currently showing.

Note

Postponed entries are created by postponing an auto method SI or SC; they cannot be created in the Postponed sections of the Daybook. Selecting any of the postponed options will simply load the postponed transaction type and you will need to remember to postpone this again or save it to create an actual invoice or credit note. Alternatively select several transactions and use the Create Invoices button.

Printing unprinted invoices

Any Daybook items can be printed either individually or as a batch by selecting several at a time. For Invoices and Credit notes a Printed column is displayed to show if the transaction has been printed. Therefore, a number of invoices can be produced throughout the day and then be printed off as a batch. Simply sort or filter on the column to 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 Sales Receipt screen.

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 field.

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	☐	N
1432.20	☑	N
540.00	☑	N
187.50	☑	N
58.00	☑	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 easier to see if any coding is missed or incorrect and transactions can quickly be identified for editing. The On Hold column is available from the field chooser in this screen.

Extra record information

The All Transactions daybook shows information linked to each 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. for the invoice line line it relates to.

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 has appeared which will place a tick to say 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. If you click 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
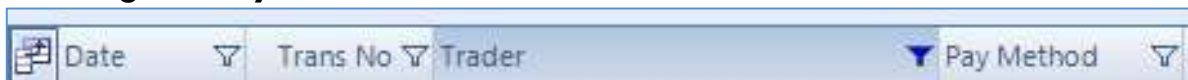
Click on the Funnel/Filter to filter the column by certain values, e.g. When you click the Trader filter and select Able Alarm Company you get the daybook to only show transactions for that trader. You should note that where filtering has been applied the Filter/Funnel turns blue

The Filters on columns in the listing screens including 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.
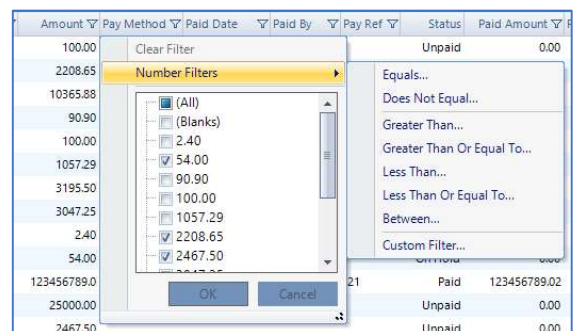
Custom allows for many combinations of filtering either including or excluding values or parts of values.
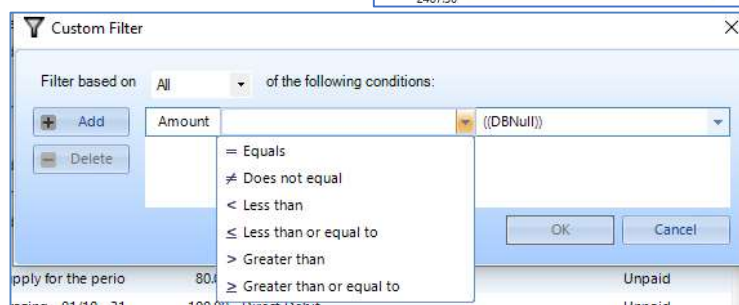
By clicking on any of the column headers the transaction lines will be sorted in ascending order, clicking the column again will reverse the order.

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.

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. If all conditions are met the transaction is removed from the live transactions list and a reversing entry is posted to the Audit records.

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 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 Intro provides **Cashflow** and **Income/Expenditure** Management Reports. In addition, parts of the business can be reported on a Trading/Profit & Loss or Cash basis using the Enterprise and/or Analysis codes.
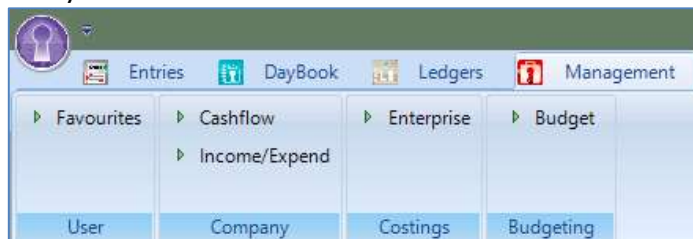
Intro users also have access to the Favourites reports section. This allows you to create a list of frequently used reports with your preferred options, other than the date range which is added when you run the reports. The list may be created from the Favourites menu or add reports using the ⭐ at the top of an open report.

Types of Report:

There are 2 main Company level rerports, Cashflow and Income/Expenditure.

Cashflow shows the breakdown of the payments and receipts for transactions at the date of payment and receipt. It shows the net cashflow 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 & Expenditure shows all committed expenditure and receipts on the date incurred, i.e. the Invoice (tax point) date. It includes all invoices for Capital, Private, Asset or Liability type transactions.

Enterprise reporting can be on the basis of either Trade (Profit and Loss) or Cashflow.

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.

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

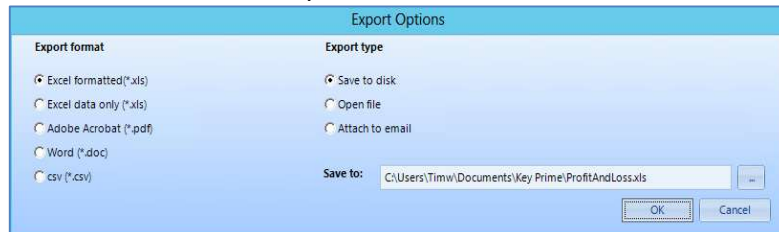The following toolbar is displayed when any report is on screen:

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.

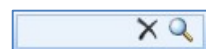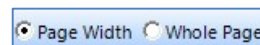|	
	Refresh will update any values on the report which have been changed through drilling down to and editing a transaction. It also brings you back to the first page of the report.
	Outline view: in tree form which shows how the report is made up by groups and headings. To go to areas of interest double click on them. Click on the icon again to close.
	Add to favourites which is not available in KEYPrime Intro.
	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 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.
	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.
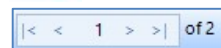
| **CTRL Page up and** | Holding Ctrl and the page down button will take you from the bottom of one |
| **CTRL Page down** | page to the bottom of the next. Page up works the same but in reverse. |
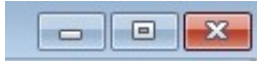
Minimise the report view with the [▭], maximise with the [▭]

Once a report is maximised, these controls move to the main menu section and become faint [_ ▢ X] . Any report or screen that is opened subsequently is automatically opened in this "maximised" mode.
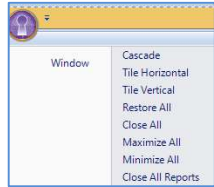
TIP: All Open reports and screens can be managed from a menu behind the logo at the top left of the program.

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.

Click on the value to produce a separate Transaction Report to show what that value includes:

The Transaction Report will also allow you to Drill Down further to the **actual** transaction by clicking on its transaction number.

Editing the transaction will not automatically update the reports, so use the Refresh button to see the effect of any changes.

Cashflow and Income/Expenditure reports

The Cashflow, Income & Expenditure, and some Enterprise reports provide similar options for producing reports. Depending on the selections some of the choices will change.

Type The type of report determines the columns to display

- **Monthly**: This will produce the monthly totals for each code providing up to 12 months per page, plus a total column on the right-hand side.
  Where a comparison has been selected a maximum of 6 months per page can be shown for Actuals against Budget or Last Year.
- **Quarterly**: The Quarterly layout will include the total of up to 3 months of values in each column. If the date range does not include exact quarters, then the final column may not be a full quarter as it will only include figures up to the To date.
- **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, along with 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 Intro 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 subtotals.

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 130 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.
- **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 notes can be produced at the same time.
- **By Bank** – for Cashflow reports there is an option to limit the report to a single Bank account only; selecting the option provides a list of Banks to select from.
- **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.

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 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. Smartview is also available on the Cashflow criteria as well as the main toolbar, see "Cashflow Smartview" on page 129.

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.

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.

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

In order to compare to budget 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. As such it is not sensible to produce a Progress report without choosing to compare it to something so 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 Cash Flow - 01/07/2020 to 31/05/2021
Compared to Budget 1 - Farm Budget

	May 21			To Date			Tot Bdgt
	Actual	Budget	Diff	Actual	Budget	Diff	
Sales							
Sales							
Wheat	877	750	127	10277	9450	827	9450
Barley	2800	3000	-200	6848	6100	748	6100
Oilseed Rape	0	0	0	4297	3500	797	3500
Potatoes	0	0	0	25	0	25	0
Milk Sales	4641	4500	141	52955	55300	-2345	59550
Store Cattle	0	0	0	367	300	67	300
Lambs	823	1400	-577	6953	6900	53	6900
Fat Cattle	0	800	-800	2900	3200	-300	3200
Calf Sales	0	0	0	747	700	47	850
Wool	0	500	-500	488	500	-13	500
Culls	0	0	0	2478	3400	-922	4400
Turkeys	0	0	0	1052	1000	52	1000
Sales	9141	10950	-1809	89387	90350	-963	95750

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 Cash Flow - 01/07/2020 to 31/05/2021
Compared to Budget 1 - Farm Budget

	May 21 Actual	May 21 Budget	Last Year	To Date Actual	To Date Budget	Last Year	Bud Diff	LY Diff	Tot Bdgt
Sales									
Sales									
Wheat	877	750	0	10277	9450	0	827	10277	9450
Barley	2800	3000	0	6848	6100	0	748	6848	6100
Oilseed Rape	0	0	0	4297	3500	0	797	4297	3500
Potatoes	0	0	0	25	0	0	25	25	0
Milk Sales	4641	4500	0	52955	55300	0	-2345	52955	59550
Store Cattle	0	0	0	367	300	0	67	367	300
Lambs	823	1400	0	6953	6900	0	53	6953	6900
Fat Cattle	0	800	0	2900	3200	0	-300	2900	3200
Calf Sales	0	0	0	747	700	0	47	747	850
Wool	0	500	0	488	500	0	-13	488	500
Culls	0	0	0	2478	3400	0	-922	2478	4400
Turkeys	0	0	0	1052	1000	0	52	1052	1000
Sales	9141	10950	0	89387	90350	0	-963	89387	95750

The Projected column will show as column 8 when selected:

Progress Cash Flow - 01/07/2020 to 31/05/2021
Compared to Budget 1 - Farm Budget

	May 21 Actual	May 21 Budget	Diff	To Date Actual	To Date Budget	Diff	Proj. Total	Tot Bdgt
Sales								
Sales								
Wheat	877	750	127	10277	9450	827	10277	9450
Barley	2800	3000	-200	6848	6100	748	6848	6100
Oilseed Rape	0	0	0	4297	3500	797	4297	3500
Potatoes	0	0	0	25	0	25	25	0
Milk Sales	4641	4500	141	52955	55300	-2345	57205	59550
Store Cattle	0	0	0	367	300	67	367	300
Lambs	823	1400	-577	6953	6900	53	6953	6900
Fat Cattle	0	800	-800	2900	3200	-300	2900	3200
Calf Sales	0	0	0	747	700	47	897	850
Wool	0	500	-500	488	500	-13	488	500
Culls	0	0	0	2478	3400	-922	3478	4400
Turkeys	0	0	0	1052	1000	52	1052	1000
Sales	9141	10950	-1809	89387	90350	-963	94787	95750

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. There is an option to show the Difference value as a %.

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 Actual	Aug 20 Budget	Diff	To Date Actual	To Date Budget	Diff	Per HEAD Actual	Per HEAD Budget	Tot Bdgt
CT - Cattle									
152.00 / 150.00 Head									
Sales									
Livestock Income									
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									
Arable Costs									
Marketing Costs	78	300	222	347	800	453	2.28	5.33	1050
Livestock Costs									
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 for 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.
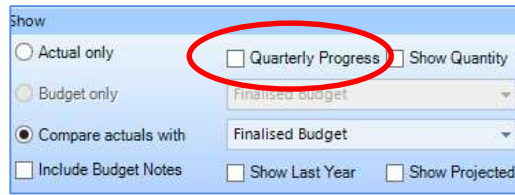
Quantity Reports

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, for the date range selected. 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. The report shows this for each Nominal code and Group with the Actual above the Budget and Variance. These are shown across the page with a total for the Annual Budget in the first column and a total for the Budget and Actual for the date range selected at the end of the monthly values.

Cash Flow - 01/07/2020 to 31/05/2021
Compared to Budget 1 - Farm Budget

|	Annual Budget	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	To Date
TOTAL SALES														
Budget	95750	9800	12025	7500	10200	5150	7625	5100	6500	7200	8300	10950	5400	90350
Actual		10900	11220	8078	10395	6416	7007	5008	5732	6790	8700	9141	0	89387
Variance		1100	-805	578	195	1266	-618	-92	-768	-410	400	-1809	0	-963

Cashflow by Bank

Cashflow reports include an option to report on a single bank. When this is ticked a drop-down menu appears so that the individual bank account can be selected.
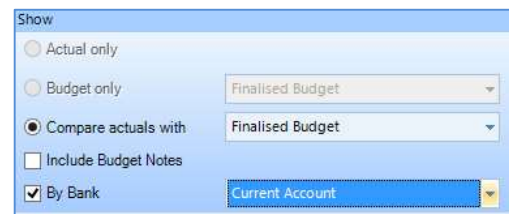
The report will then show the cashflow for just that bank. Actual figures may be compared with budget for a single bank account where a Budget is specifically prepared for that account.

Cashflow Smartview

Accessible from either the main toolbar or via the Management Cashflow report selection form. Smartview shows 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.
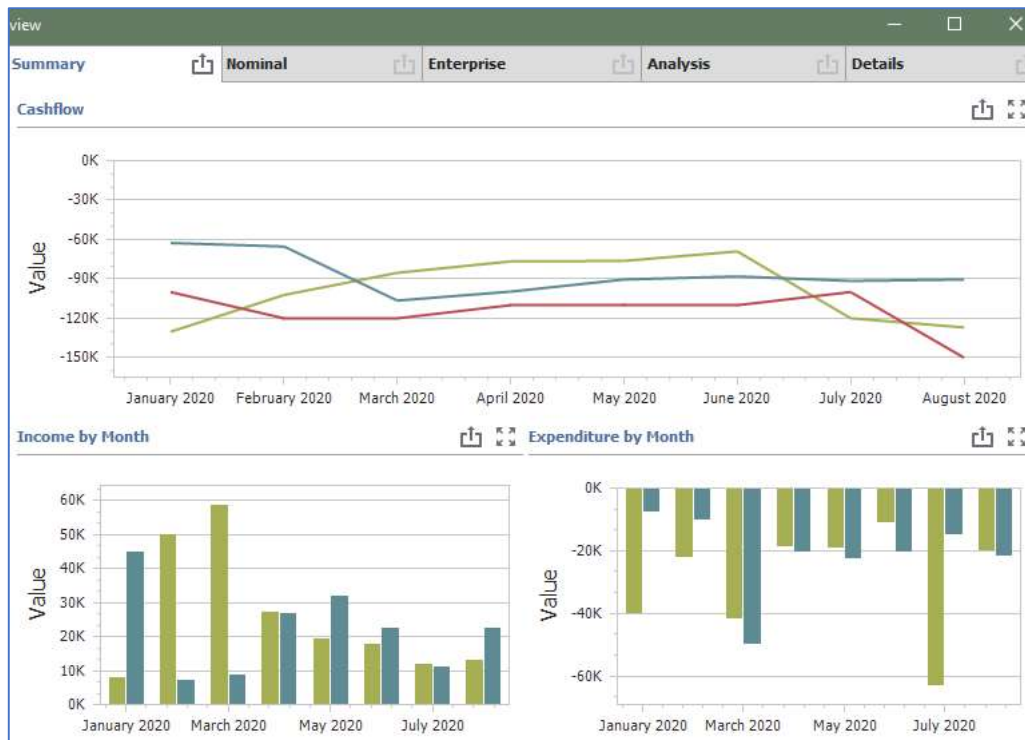
The graphs can be limited to specific nominals, enterprises or analysis codes. Smartview is included by default in all versions of KEYPrime and includes the filters to allow the user to create much more specific graphs.

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.

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.

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.

There is a dedicated section for reporting at Enterprise code level in the Management Reporting, Costings section:
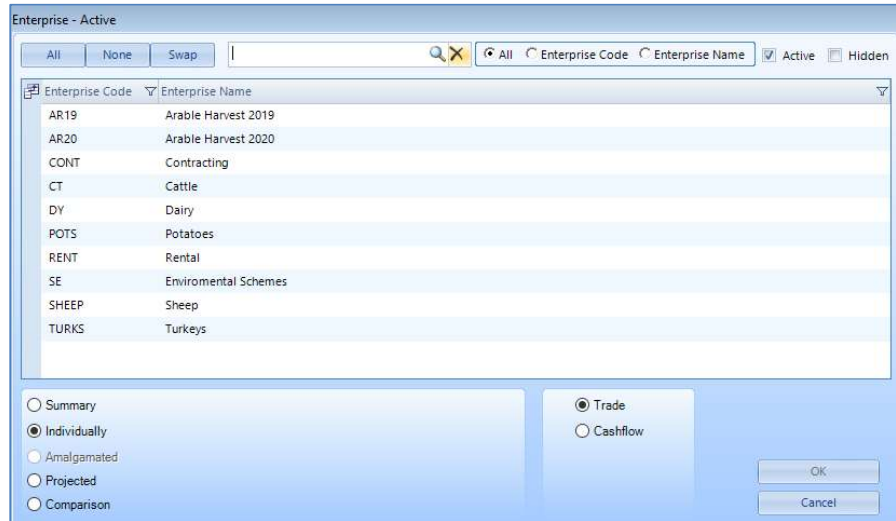
The list of Enterprise codes is shown, by default only active codes are displayed though hidden ones can also be reported on. There are a number of management reporting options for Enterprise codes as follows:
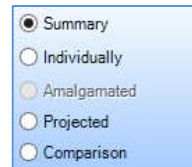
Summary	Summary option shows a whole business Profit and Loss or Cashflow report with the contribution from each Enterprise summarised.
Individual	Individual detailed enterprise reports can be produced for single or selected enterprises either by trade (P&L) or cashflow.
Amalgamated	Only available in KEYPrime Advanced.
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 projected trade (P&L) or cashflow report to compare actual figures between different Enterprises.

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 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 Report

When an Enterprise, or number of Enterprises, is highlighted the option to produce individual detailed reports for each is available.

Having selected the codes and report type Individually, choose Trade (P&L) or Cashflow and press OK to show further report options:

In the By section:

a) To display the results grouped by Enterprise then by Nominal group.

b) Grouped by Enterprise then by individual Nominal.

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:

Type	Monthly Quarterly Annual
By	Group 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, if you put a 12 month range in here there will be no projected budget figures.
Budget	You may choose here which budget to compare to. The default is the master budget.

Comparison Enterprise Report

This produces a report which compares Enterprises against each other in columns across the page. 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 radoi 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.
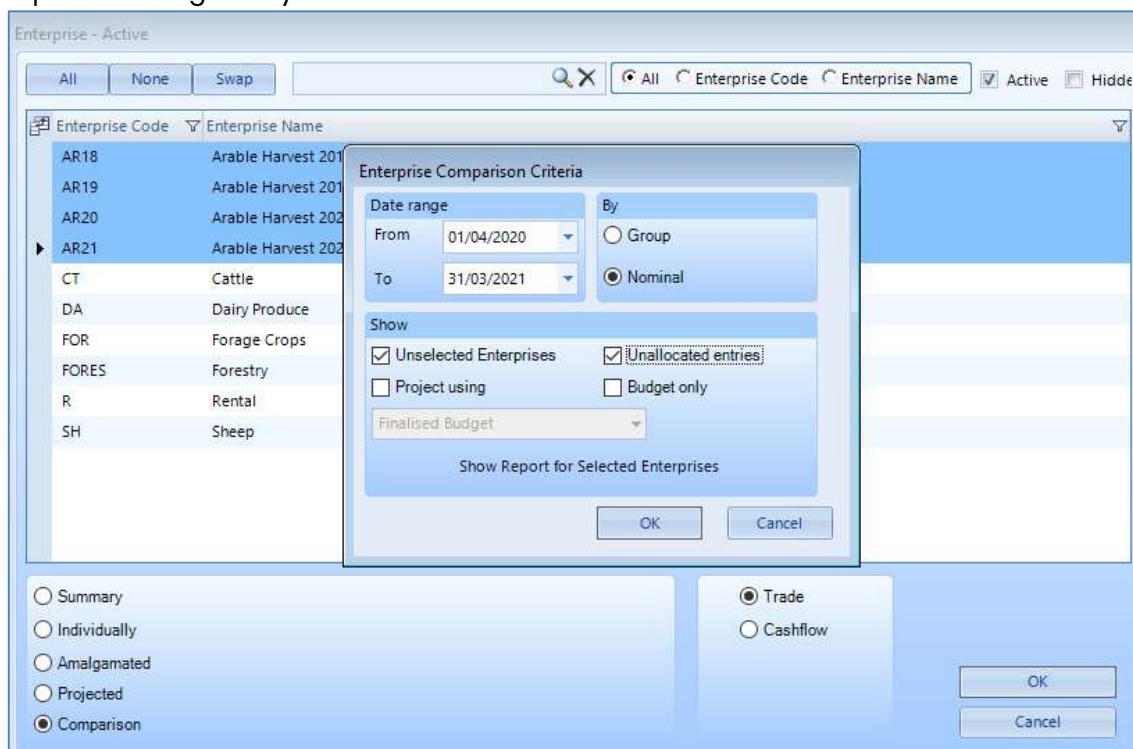
This will provide a report option screen to enter the date range, whether by Nominal or Nominal Group and whether the report should include a column for the values of the Unselected Enterprises and/or the entries with no Enterprise.

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 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. 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 the Projected using option and the budget you wish to extend the figure to 12 months with.

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 61.

8. Budgets
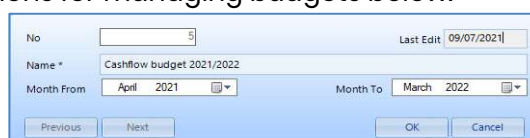
Cashflow and **Trading Budgeting** is often essential to help a business plan purchases and payments according to expected income. KEYPrime Budgeting facility provides the ability to either enter Budgets from scratch or Import/Export them from excel. Management reports can then compare the information to actuals on a monthly, quarterly or annual basis.

Simultaneous **Cashflow** and **Trading** budgeting is possible, and a time delay can be used to put Cashflow in later than Trading. 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 extend beyond a financial year. This means 6 month budgets or 24 month budgets can be entered.

Budget Setup Screen

To access Budgets select 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 entry screen for editing.
- **Cancel:** This closes the box.

Copy   Select a Budget then click on Copy. Edit the given name if required.
- **Copy Notes**: To Copy Budget Notes along with the budget select Yes.
- **OK:** Click on Ok to Copy the Budget. The new budget will appear on the Budget Screen for editing.

Maste r   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.

Excel   Allows budgets to be exported to Excel. They can also be imported from Excel using specific spreadsheet formats.

Entering a Budget

Budget figures may be entered on:
- Individual Nominal codes,
- All Nominal codes attached to an Enterprise,
- By selecting 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 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 pay attention to the bottom of the screen so that you are aware as to whether to enter expenses 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.

This **Budget Entry** screen example shows the budgeted expenditure on Nominal 00010 - Wheat Sales, for Enterprise AR21-Arable Harvest 2021.

In the example the T next to the nominal indicates the units are measured in Tonnes.

The **Price** number field at the top 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 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 notes help when reviewing the budget and can be printed out 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 quarterly 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.
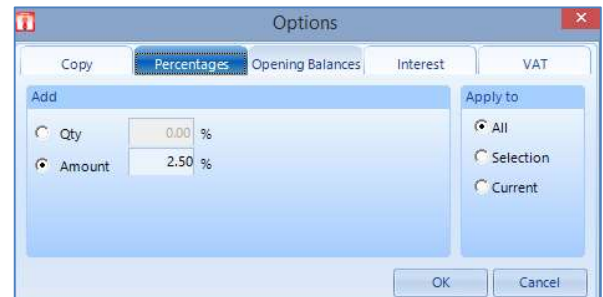
Selection

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.

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 Enterpise 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
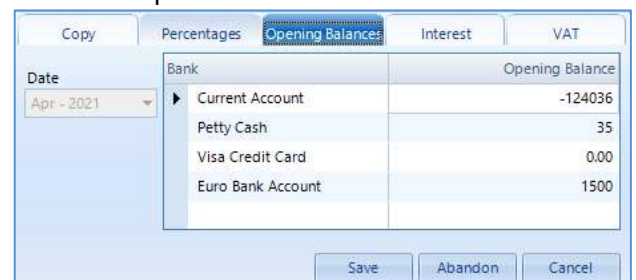
Existing values or quantities may be increased or decreased by a percentage, e.g. overhead costs imported from last year and then increased by a percentage to add inflation to these figures.

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.
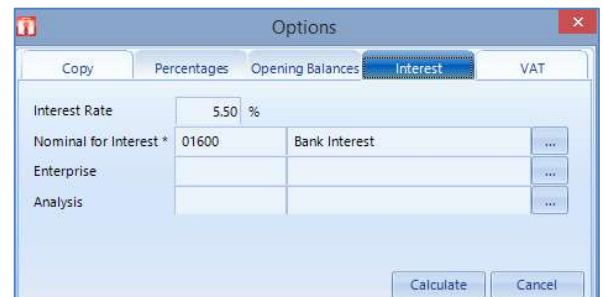
Whilst each bank account may have the individual values entered, the budget will consolidate these into one figure. It is not practical to allow for budgeting on an individual bank account basis within the same budget.

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.
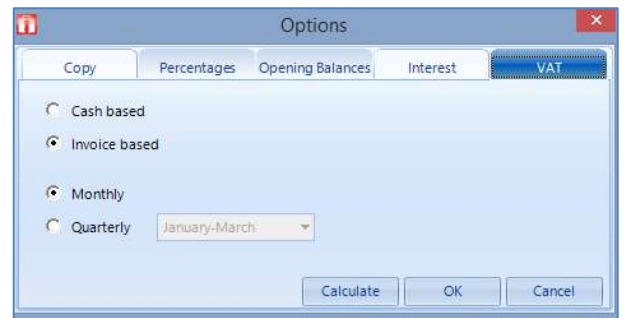
The figures are summed and posted to the SALE and PURC VAT control accounts.

Budget Export / Import

You can export a budget to Excel or create/amend a budget in Excel and then import it back into KEYPrime.

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.
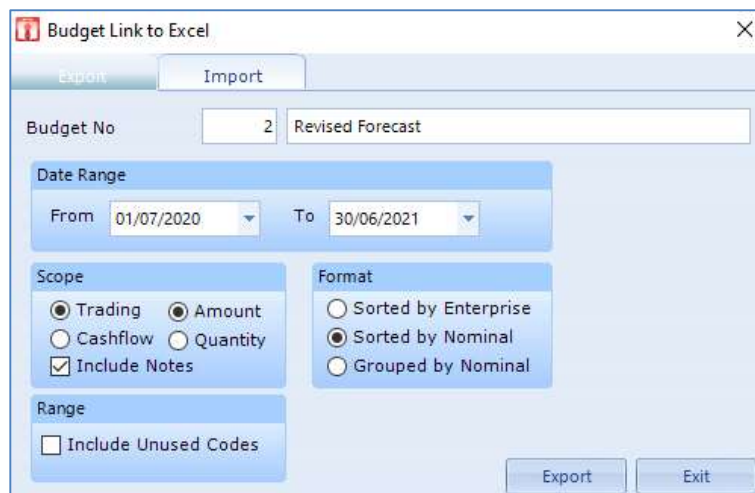
You can Export the highlighted budget so that it is sorted in any of three ways:

- 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 Values or Quantities. Notes attached to budgets can be exported to a separate worksheet.
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 KEYPrime. This is the same as the format created on Exporting a budget.
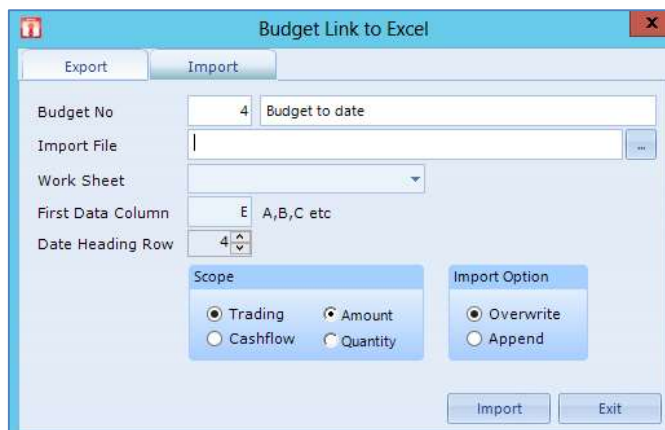
Exported budgets that are edited and then imported back into the data are therefore in the correct format so long as no edits have been made to the layout. **Note** there are several selections to be made prior to import – see screen print above.

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 on the budget 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. The powerful **Transaction Audit** and **Daybook** listings give you the facilities to interrogate the data and ensure complete accuracy.

The Following Options are available from the Ribbon Menu:

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.

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. The following details are printed on the end of the report to indicate any abbreviations:

VRN = VAT Return Number   St = Status: I= Unpaid, P=Paid, R=Revalue X= Edit, Z=Removed

10. Utilities

Current Month

The current month option is provided for two features: 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.
- 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.
- 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.

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.

In this example shown, Bank Statement 59 is postponed:

If it is one that is in progress this warning can be ignored, but it may be an old statement that has been re-opened so needs to be sorted.
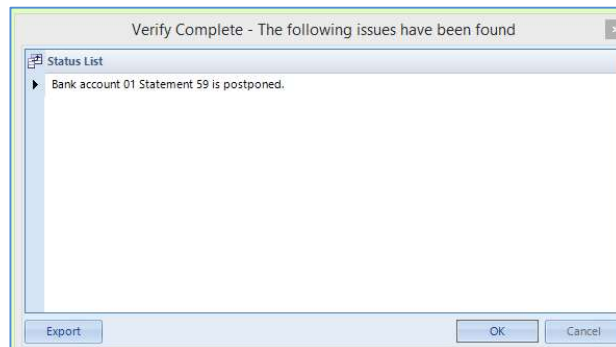
Running Verify does not affect other users and will not prevent you from using the program if it finds a problem. Where verify does find issues they will be displayed.

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.

Year End

The Year End option will close off your current financial year, blocking changes to past year transactions via regular menus. It is for this reason that it is strongly recommended that all edits have been made, **Opening Balances Recalculated** (see later) 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.

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 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.

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.

You will be forced to take a fresh **Backup** of the data before proceeding. We recommend that you 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 to.

A final sense check is made and year end journals posted for 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 Roll Back the year end you will lose any adjustments that have been made to opening balances through the Opening section, e.g. 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.

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, 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 your Launchpad settings view if your Launchpad setting is for Single Database.
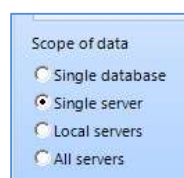
However, if your Launchpad settings are set to anything other than single database and you use the import database option, you will not need to use the change database option as Launchpad will automatically read all available databases for you.

To change the database click on the Administrator button from Launchpad – the Administrator menu will pop up on the left hand side of the Launchpad.

Select the Change Database. The screen displayed will appear: Click on Refresh DB.
Then select the database you restored the backup to from the drop-down list.
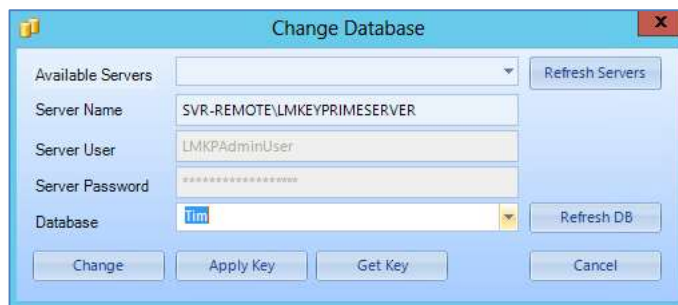
Launchpad will now show you the companies at the time of the year end. You may need to upgrade this database to the current build version. If you wish to take a new Backup, we would recommend that you save this to a new file so that you always have a copy of the data exactly as it was when the year end was carried out.

In order to protect yourself when you have a Prior Year Database, we recommend that you set all the Users to have the Read Only role, if the data is to be left in situ. 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 Intro 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.

Trader, Nominal (Nominal/Enterprise combinations), Enterprise, Analysis codes, Items and Notes can be changed to new codes or merged with existing ones.

VAT codes cannot be merged so must be changed to a new one. If the Property Lite module is activated the same applies to Properties and Tenancies.

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.
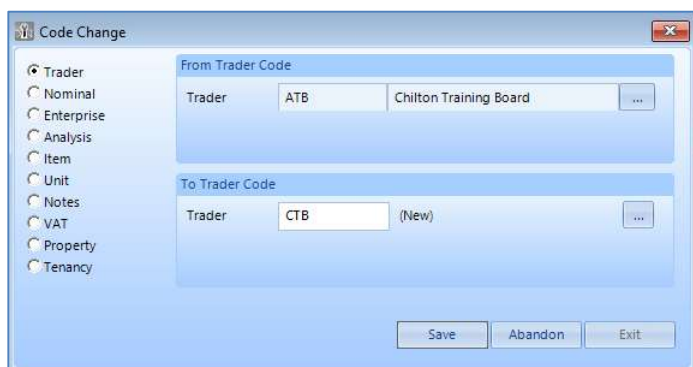
For Nominal Codes, each individual combination of Nominal and Enterprise may be changed to a New code combination. Alternatively, all Nominal/Enterprise combinations using that nominal can be changed to a new Nominal code using the Update Linked Enterprises option:
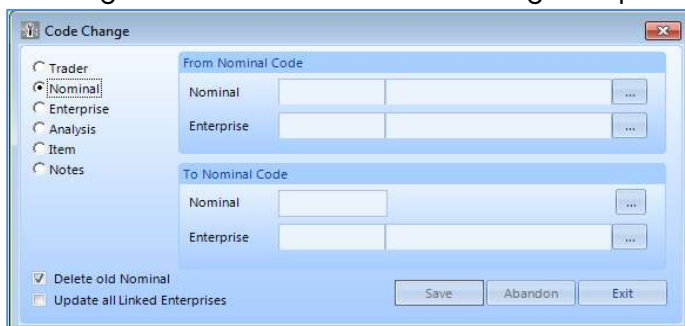
With Nominal codes there is an option to delete the old code after the change has been carried out.
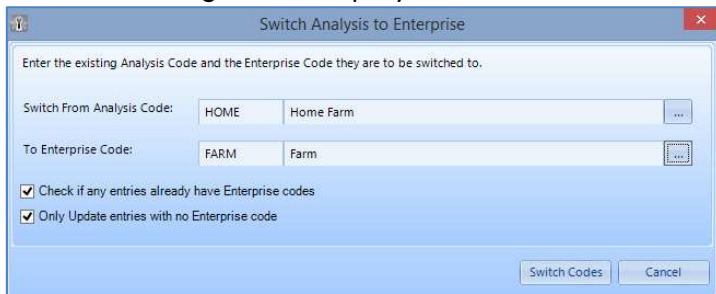
Recalc. Opening Balances

This feature will recalculate the Opening Balances for 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.
Also, this should be used before running your Year End procedures.
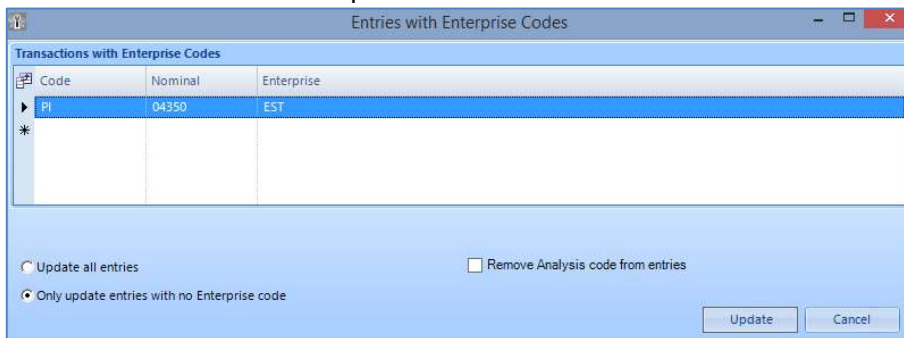
Switch Analysis to Enterprise

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

Import Purchases, Import Sales and Export Codes
These menu items refer to options to import transactions from external sources. See separate Transaction Import**Error! Not a valid bookmark self-reference.** module notes.

SNAPEntry provides the facility to import directly from .csv files such as AutoEntry, and Dext Prepare (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 109 and separate Batch Entry Plus**Error! Reference source not found.** module notes.

11. Appendix

Control Accounts and their meaning

Control Account Code	Details
@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 Pre Paid Receipts at any given date
@JPRE	Prepayments: shows the balance of Accrued Income and Pre Paid Expenditure at any given date
@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 = Delete**	**Alt X = Exit**

There are some cases where there is no label to show the highlighted letter on, these are in the code listing screens where the Search box can be accessed to **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 a number of 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 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.
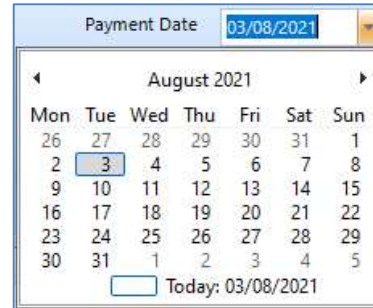
If you just want to move a date on one or two days, select the whole date field then use the up and down arrows to scroll through the days. Months and Years can also be scrolled through if just that part of the date field has been selected.

If the date entered is likely to be invalid 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 From date.
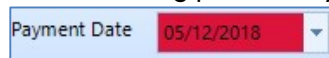
Where the date is in the future the back colour will show in Blue.
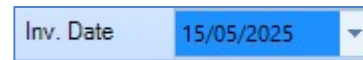
Stationery customisation

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.
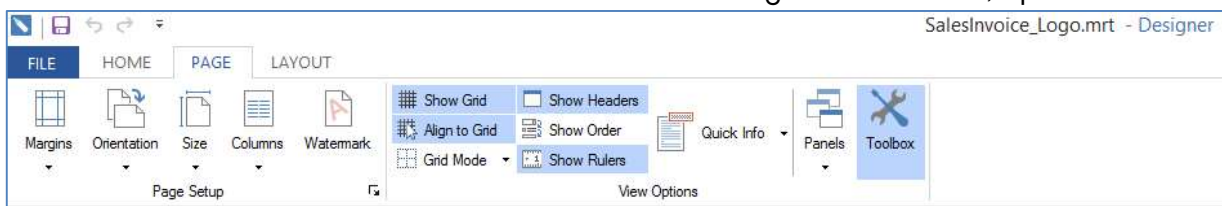
Back Up

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.
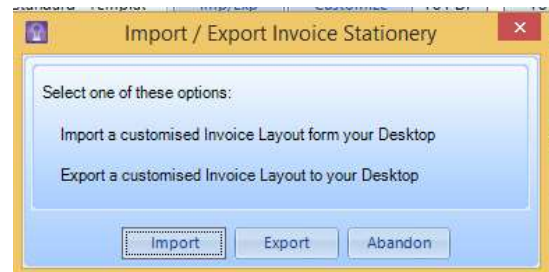
This will save the file Layout to your desk top with the file extension .MRT. Move this to a safe place before continuing. If you need to restore the layout, copy the file back to the desktop and reverse the process.

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 KEYPrime but shows the name and the handles in bold:

GroupHeaderBand2; Condition: {Invoice.InvNo}

From:- {Invoice.CompanyName}
{Invoice.CAddress}
{Invoice.CAddress1}
{Invoice.CAddress2}

To:- {Invoice.TraderName}
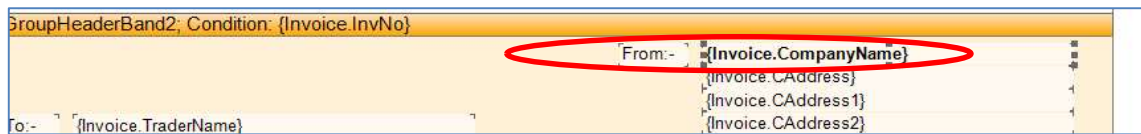
Having chosen your fields, you can change the format by selecting the font options at the top. If you increase the font size you may need to increase the field size.
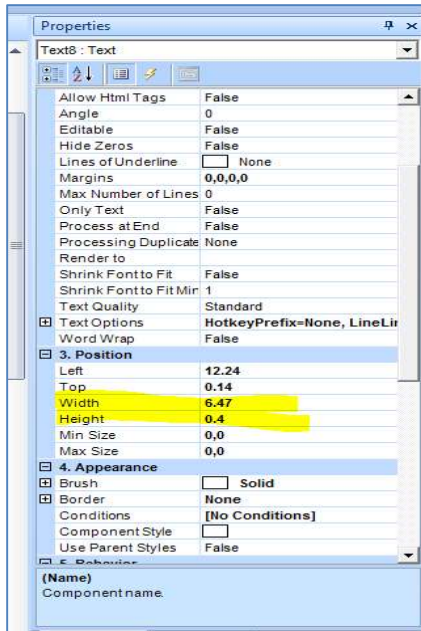
This can be done by dragging the handles of the selected field to the required size, although it is better to do this by right clicking the field and selecting Properties from the Page, Panel section and changing the Height and Width values.

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.
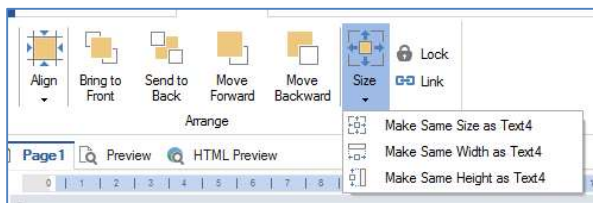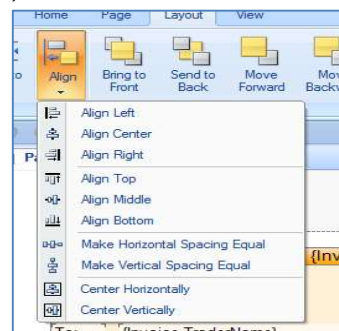
It is often useful to make all fields the same size first using the Size option.

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:
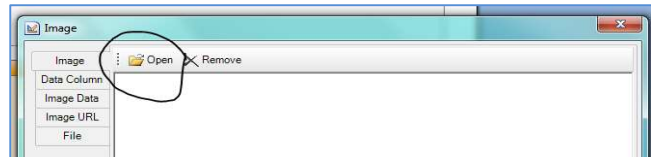
Select the open option and navigate to the image file you wish to include then save. To get the image to fit the field, ensure the Properties option is open; this can be chosen from the Panels menu on the Page tab or by right click on the mouse.

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.
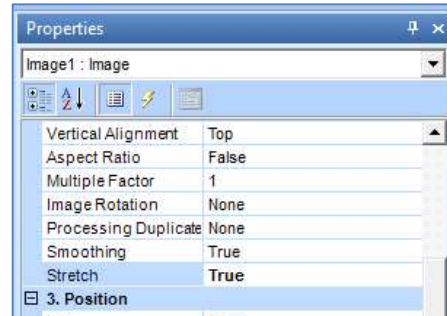
Adding a field to a layout

Fields can be added to a layout in 2 ways:
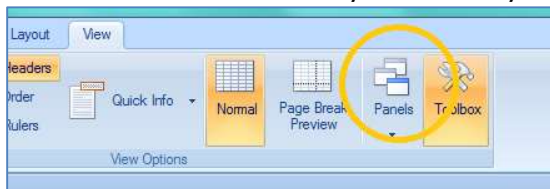
First by dragging them from the Dictionary panel which may be opened by selecting the Panels option on the View section of the menu.

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 trader's 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.
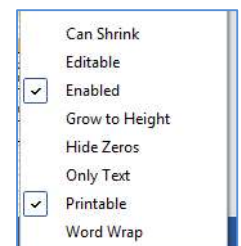
Hiding zeros

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 8

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.
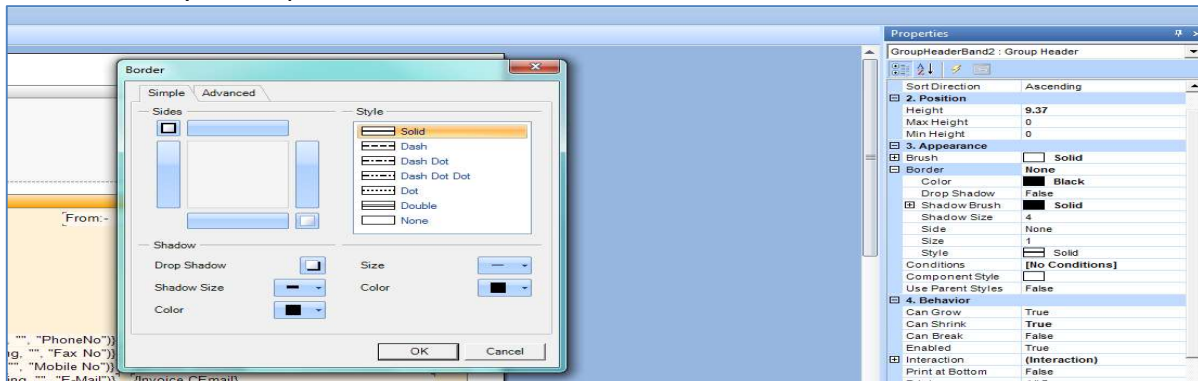
Putting in a condition

Often we wish this 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 that 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, in the future 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 the field (also known as Column), Open the dictionary and select one of the existing fields, select New Column from the field right click menu and then enter the field name supplied by Landmark into the form under both Name in Source and Name; Alias will auto fill.
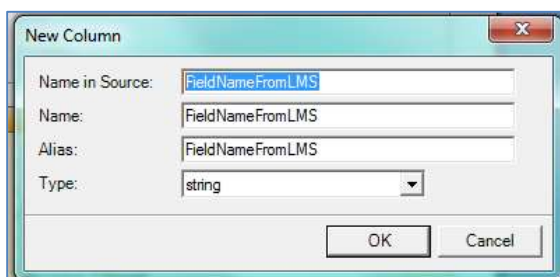
Once this is completed you may select OK and the field is then available for the layout. If there is an error and the Name in Source is wrong, you will find that no information appears on your report.

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 you will know that 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

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