



Electronic Banking

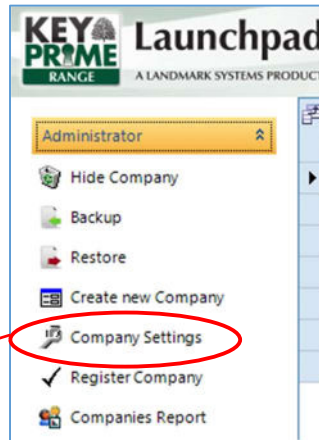
Registering the Module

Electronic Banking is included as part of KEYPrime Advanced and is an additional module for KEYPrime Accounts.

The module can be enabled in the Company Settings on the Launchpad which will then require a new Licence Key to be obtained from Landmark Systems. **Please only make these changes during normal office working hours, as once you save them you will not be able to access the data until you have received a new Licence key from Landmark.** It is a good idea to take a backup of your data prior to carrying out this process.

Here you can add the optional feature for the Electronic Banking.

Optional Features	
Selected	Description
<input type="checkbox"/>	BG Import
<input type="checkbox"/>	Client Accounting
<input type="checkbox"/>	Code Import Pack
<input type="checkbox"/>	Consolidator
<input type="checkbox"/>	Custom Reports
<input type="checkbox"/>	EARNIE Import
<input checked="" type="checkbox"/>	Electronic Banking
<input type="checkbox"/>	Electronic Receipts



When saving your additional modules you will be greeted with the following window.

Please note all optional features that were previously ticked should remain ticked.

Order form

Licence request no. Please make a note of this number.

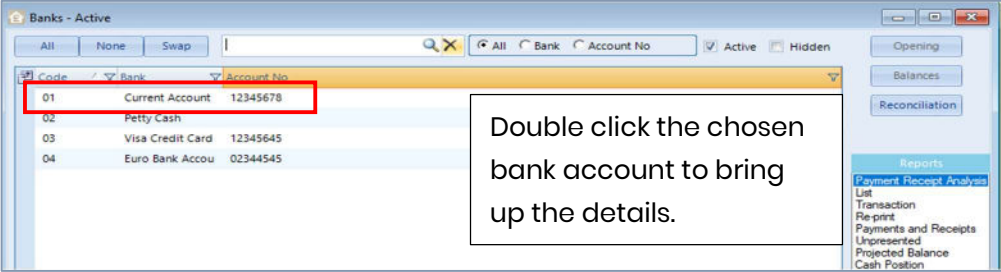
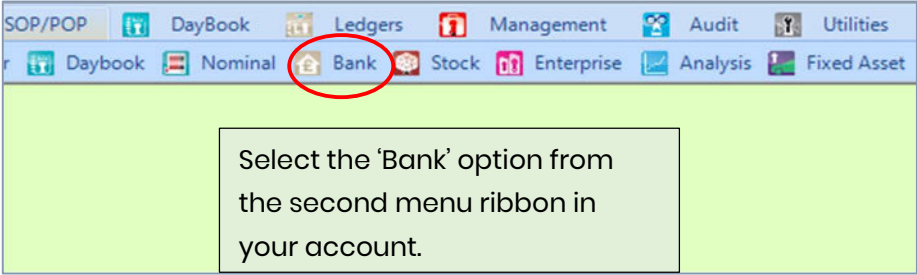
Before this company can be used it must be registered by obtaining an activation code from Landmark Systems Ltd.

- Print order form. Please make sure your printer is ready
- Email the order form
- Save changes without printing or emailing the order form
- Cancel changes

Email this order form to Landmark Systems; we will process this order form and after taking payment we will send back an activation code for KEYPrime which you will then need to register in the same way as when you registered your company originally.

Setup Bank

Next you will need to set up the electronic banking in the company itself. Firstly make sure that the bank account that you are using to make the electronic payments from is set up correctly.



In the selected bank account enter the details needed for using electronic banking.



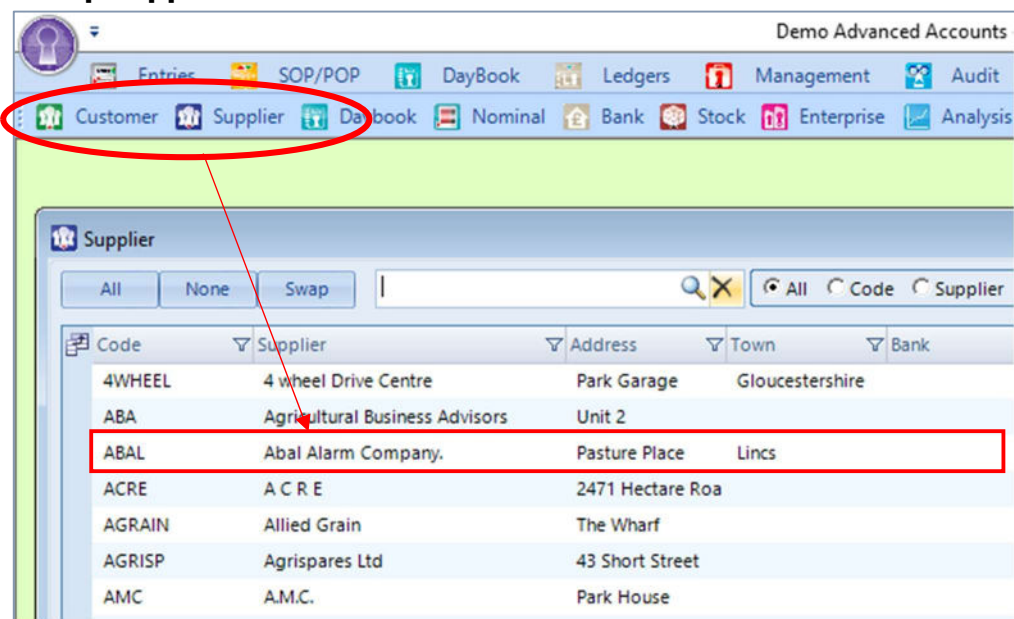
Electronic Export Format: This is the name of the bank that you have the account with and the type of account it is, simply choose your type of account from the drop down.

Reference: This is a reference that will be used by some Electronic Banking formats to identify the originator of payments.

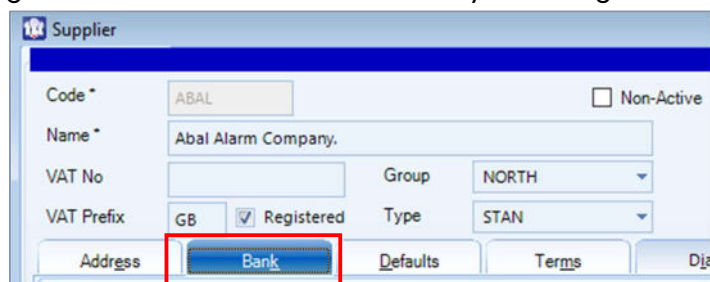
File Name: This will be the name of the file that is saved into the default electronic banking file folder.

Once you have added all of the required information, save.

Set up Suppliers



In the Supplier tab on the second menu ribbon double click the trader that you are wanting to amend. Add the bank details by selecting the Bank tab.



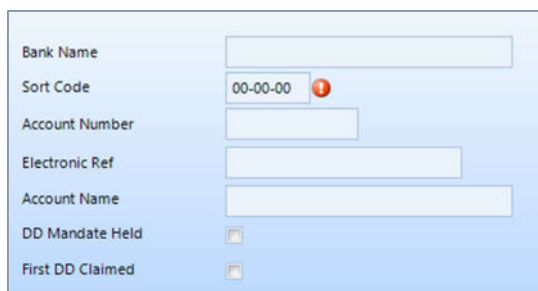
Bank Name: The name of the trader's bank.

Sort Code and Account Number:

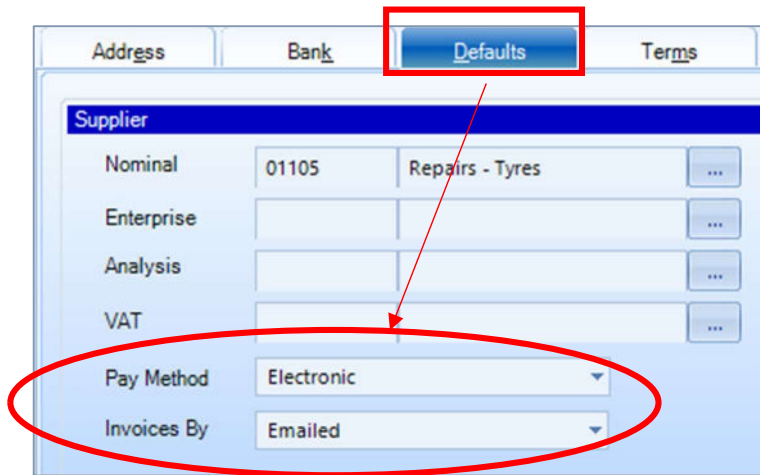
The trader's bank account details

Electronic Ref : This is the reference that will appear on your traders bank statement to identify that the payment is from you.

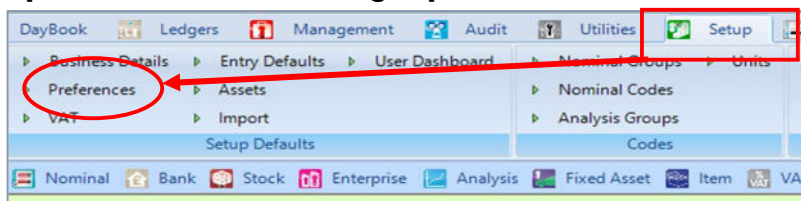
Account Name: The name that the account is held in.



You can also set the trader's pay method to Electronic by default; to do this click the Defaults tab in the trader details screen.

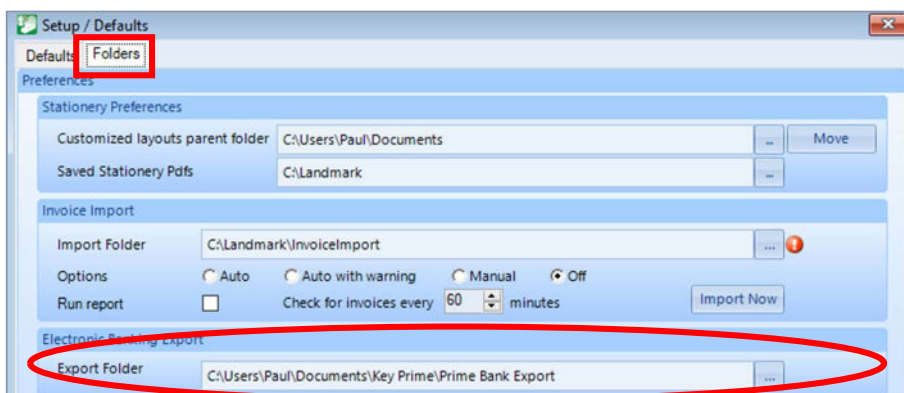


Set up the Electronic Banking Export folder



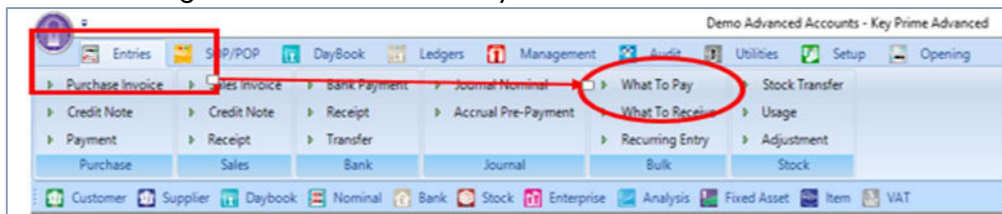
In Setup, Preferences, select the folders tab and this will provide you with the default location of the Electronic Banking Export, but this can be amended if required.

If you are on a network then you must make sure that this export folder is in the shared drive, so that everyone who needs to access this file on the network can see it. If you are on a standalone set up then this can be left as default.

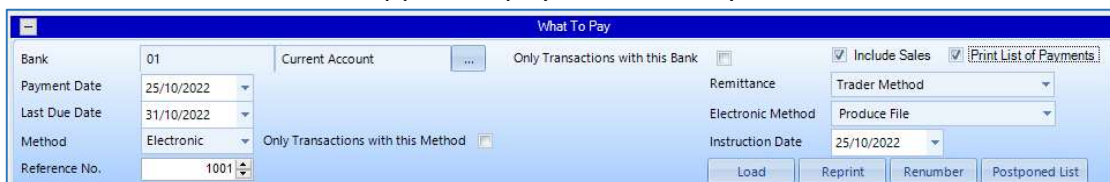


Running a What to Pay (WTP):

To run a WTP go to Entries, What to Pay.



The What To Pay screen will then open. It is here that information is key to getting the correct transactions to appear to pay electronically.



The important information on this screen is:

1. Payment Date: This is the date of the payment.
2. Last Due Date: This is the latest due date on the transactions to be included.
3. This is the method of payment, if paying electronically then this should be set to Electronic.
4. The WTP reference number.
5. This is the remittance that you require. It could be None if no remittance is required, Printed Cheque should be used for cheque payment method or Trader Method will refer to the default remittance type on the trader.
6. Electronic Method: You can choose to produce a bank file (which is what you require if you are paying by electronic banking), print a report or none.
7. Instruction Date: This is the date the payment will be leaving the bank account; this can be up to seven days after the Payment date but not dated before.
8. Then choose to load the pay run by selecting Load. There are also options to:
 - Reprint a previously exported bank file,
 - Renumber a selected bank file,
 - Bring up the last Postponed List.

In the top right hand corner there is the tick box option to Include Sales; if this is ticked then any 2 way traders with both purchase and sales invoices will have all the transactions shown so you can contra sales invoices against purchase invoices.

There is also a tick box option to Print list of payments which will create a list of the payments made on saving.

By selecting the correct Payment and Last Due by date and clicking the 'load' option, you will be shown the list of invoices that are set to pay electronically.

Hold	Trans. No.	Type	Code	Supplier	Invoice Date	Due Date	Invoice No.	Amount	Outstanding	Cheque N	Total	Remittance By	Bank	Payment Type
N	1374	PI	ATS	Associated Tyre Services	10/07/2020	28/08/2020	78968	23.50	23.50	1001	23.50	Emailed	01	ELEC
N	1468	PI	DOLTON	Banks Agriculture	28/06/2020	08/07/2020	89769	6462.50	6462.50	0	0.00	Printed	01	ELEC
N	1785	PA	DOLTON	Banks Agriculture	31/07/2020	31/07/2020	Contract 121	-841.25	-841.25	0	0.00	Printed	01	CHQ
N	1786	PI	DOLTON	Banks Agriculture	31/07/2020	08/08/2020	4554231	624.00	624.00	1001	624.00	Printed	01	ELEC
N	1688	PI	LANDMRKS	Landmark Fertiliser Supplie	15/07/2020	28/07/2020	lm14244	175.00	175.00	1001	175.00	Printed	01	ELEC

Those that can be paid will be ticked in the Pay column and the background will be blue. If the items are credit notes or contra payments with not enough in the pay run to cover them, then they will not be ticked and will still be white. Any item may be ticked or unticked as required.

At the bottom of the screen are the Current and New creditor balances plus the Current and New Bank balances. Also the overdraft limits and the amount being paid from the Purchase ledger.

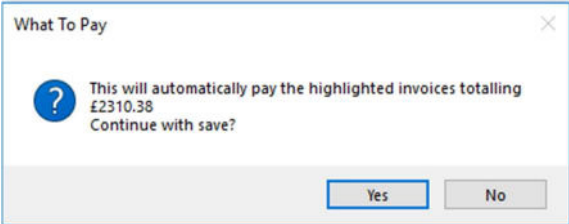
Balances	Current Creditors	31657.27	New Balance	30796.77	OD Limit	-20000.00	Selected Purchase Ledger	860.50
	Bank Balance	-113043.43	New Balance	-113903.93	Maximum re	-30000.00	Selected Total	860.50

Buttons: Save, Postpone, Reset No., None, Cancel, Exit

Save: This will save the payments and produce the electronic file for you to upload onto your online banking platform.

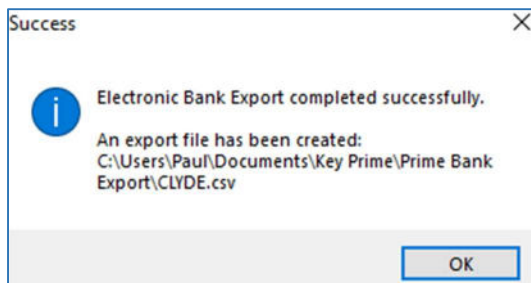
Postpone: This will not process the payments. If you postpone the WTP you can then choose to print a postponed list; this way you can get authorisation, if needed, on the payments that should be paid and those that should not.

If you are happy with the list and you wish to process the payments then choose the 'Save' option on the payments list screen.



WTP will then bring up a summary of the total amount to be paid and if this is correct click Yes to save the payments for the selected transactions.

On saving the WTP the next pop up will confirm that the Electronic Bank Export has been successfully completed and will give you the details of where this file has been saved.



This will be the default folder that you had entered in the Set Up, Preferences, Folders tab.

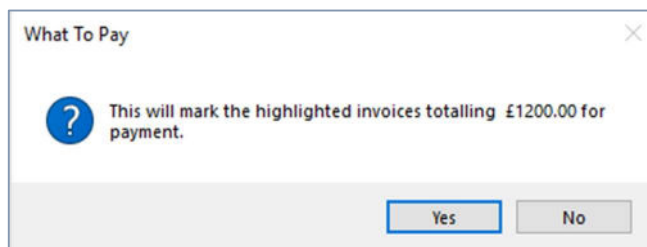
It is important to make sure you import this file into your banking software before you do another electronic payment run as the file will be overwritten next time. A warning is given when the file will overwrite a previous one of the same name, but this can be ignored if the file has already been imported into the banking software. If it has not then rename the file to create a new one.

Postponing a WTP

If rather than saving and processing the payments, you need to check that the correct invoices are being paid, or you need authority to pay the selected invoices on the WTP, you have the option to 'postpone' the payment.

This is done after you have loaded the invoices on the WTP screen by selecting the Postpone button in the bottom left of the screen.

The following window will appear informing you that although not paid, the selected invoices are marked for payment.



Click on Yes to mark for payment and postpone. You are then able to print the postponed list by selecting Postponed List from the main WTP screen.

This will then ask how you want the list:

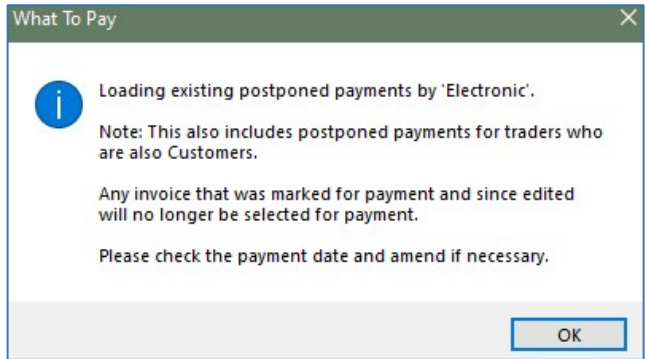
Summary is a list of payment values per trader and not a list of the actual invoices to be paid. If this is not ticked then a **Detailed** list will be produced.

All Pay Methods. If this is ticked the list will not be electronic banking specific and will include postponed payments from the selected date range for all payment methods.

Once the method is chosen, the selected postponed list will be shown with the options to print and save on the top left of the screen.

After you have done what you need to do with the postponed list, re-load the WTP run in order to process the payments that you need to make.

You do this on the main WTP screen; select Load, click OK to the message and check the dates. Click OK again and this will load up the existing postponed list.



To process the payment run click on Save. If the current postponed list is not actually needed it can be removed by clicking on the Remove Postponed button.

The following Electronic Export Formats are available from KEYPrime Accounts:

Bank	Format Supported
Adam & Co.	Adam & Co. Ad hoc collated
BACS	Albacs
Bank Of Scotland	Bank Of Scotland, Bank of Scotland Commercial, Bank of Scotland FPS
Barclays	Barclays, Barclays Internet, Barclays SDP
C. Hoare & Co.	
Clydesdale	Clydesdale, Clydesdale Fast Track
Coutts	Coutts, Collated Payments, Faster Payment
HSBC	HSBC, HSBC ACH single
Lloyds	Lloyds Commercial (Invref), Lloyds Commercial Online, Lloyds Link Online , Lloyds Faster Payment
Nat West	Nat West, Nat West Online, Nat West Online Bulk
Royal Bank Of Scotland	Bankline SDP, Bulk. Domestic, Roy Trade, Royline
Santander	Santander Multiple Payments, Santander Single Payments
Svenska Handelsbanken	Svenska
Weatherbys	Weatherbys Faster Payment