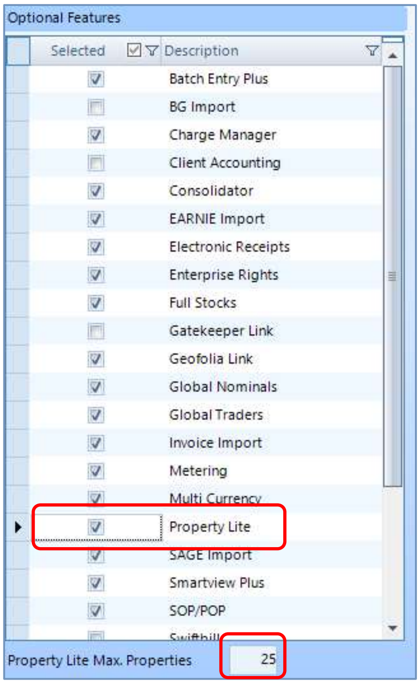
KEYPrime Property Lite

Overview

Property Lite is an optional module that can be included with the KEYPrime Accounts packages to provide basic property functionality. The application allows the creation of properties and tenancies from within KEYPrime Accounts.

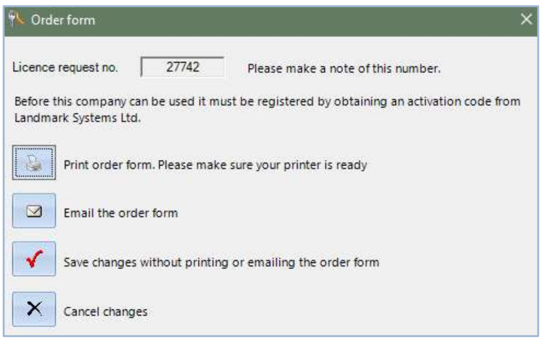
Property Lite is an additional module available for Intro, Standard and Advanced Accounts.



To add this module to your accounts you will need to go to the Administrator drop down menu on your Launchpad and select the 'Company Settings' option. Here you can add the optional feature for Property Lite.

Note the default Max. number of Properties is 25. Should you need more than this you can increase the number but there is a charge.

When saving your required additional modules you will be greeted with the following window (Please note all options that were previously ticked should remain ticked.)



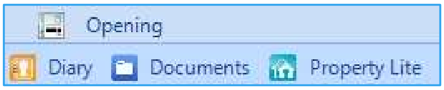
You will need to email this order form to Landmark Systems; we will then process it and after taking payment we will send back an activation code for KEYPrime which you will need to register in the same way as when you registered your company originally.

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.

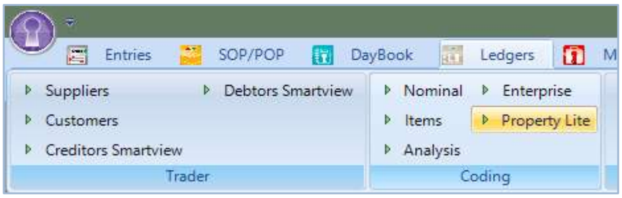
Each accounts company with the module enabled will be tied to a hidden version of property, so that it will be simple to upgrade to the full version of KEYPrime Property if required later.

Property Lite is limited to 25 properties per accounts company, with an option to purchase additional properties.

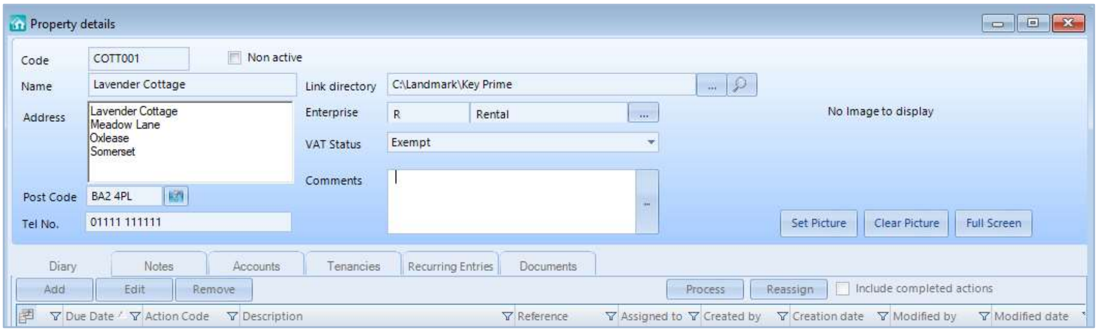
Set Up

Property Lite is accessed from the toolbar 

or from the Ledgers menu, Coding section:



Open the Property Lite screen and click on New to start entering Properties:



Enter a unique property code up to 8 characters long. Enter the Name of the property which will automatically update the first line of the Address. If the property already exists as an Analysis code then the details of the name will be filled in automatically. It is also possible to use the Import Analysis button on the bottom toolbar to import any analysis codes for properties that have already been set up.

Complete the address using Ctl+Enter to add new lines; the postcode can be typed in as part of the address and when identified by its pattern it will automatically update the postcode field.

The Link Directory does not need to be filled in but it can provide a shortcut to a folder that contains documents and other information specific to the property.

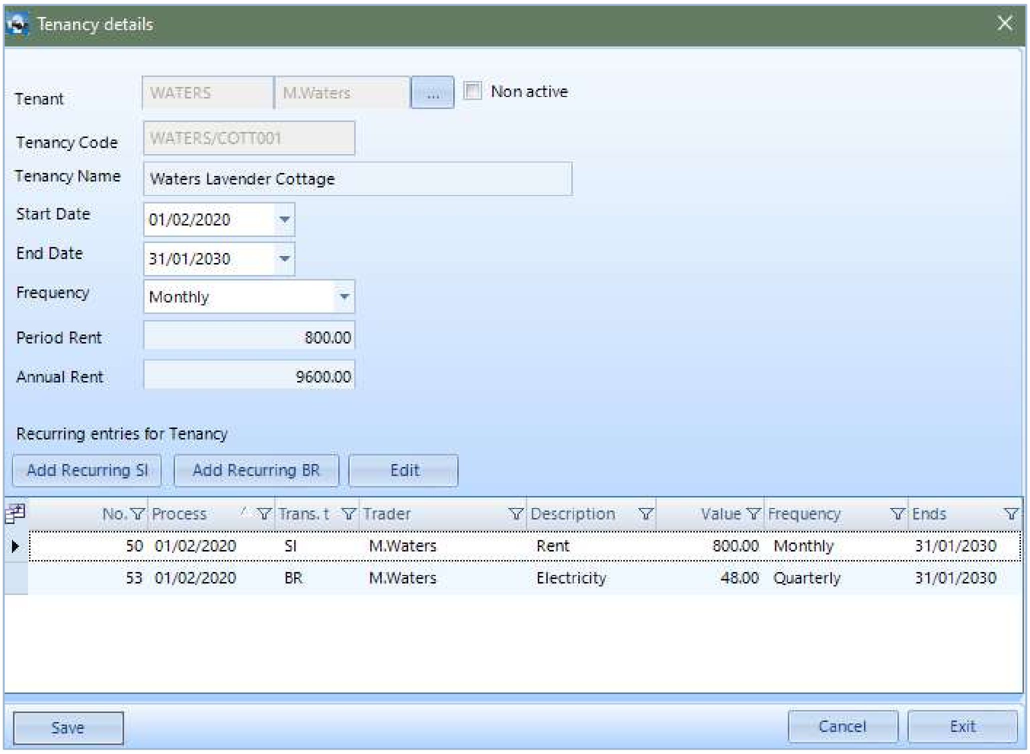
It is also possible to include a picture of the property on the screen by using the Set Picture button.

Creating a new Property code will automatically create a new Analysis code. This will have the **Is Property** field ticked which shows on the Analysis listing screen.

Once the Property details have been saved the tabs become live for Diary, Notes, Accounts, Tenancies, Recurring Entries and Documents.

Tenancies

Click on the Tenancies tab to set up the tenancy details.



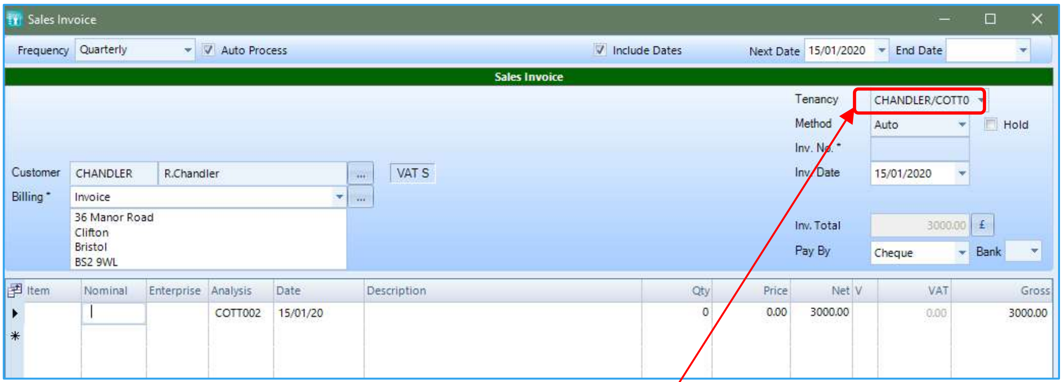
Use the browse button to select the Tenant name or set up a new tenant. Tenants are also Customers so clicking on the browse button will take you to the customer list.

Enter a Tenancy code which can be up to 21 characters and a Tenancy name. Enter the Start date that the tenancy will be charged from. There is the option to enter an End date but this can be left blank.

Use the drop down arrow to select the Frequency that the rent will be charged

Enter either the rent for the Period or the Annual rent: the program calculates the one that has not been filled in using the value entered and the frequency.

It is now possible to create the recurring Sales Invoice or Bank Receipt, whichever is required. The template will include all the relevant details from the Tenancy but you will have to fill in the Nominal:



Note that the Sales Invoice or Bank Receipt created from Property Lite will include the Tenancy code in the top right corner. The Tenancy field has a drop down list available when the selected customer is an existing tenant. Any SI or BR set up in recurring entries will also show in Property Lite when this tenancy code has been included.

If a separate Service Charge needs to be set up then click on the Add Recurring SI or Add Recurring BR button again and edit the details, including the Total, as necessary.

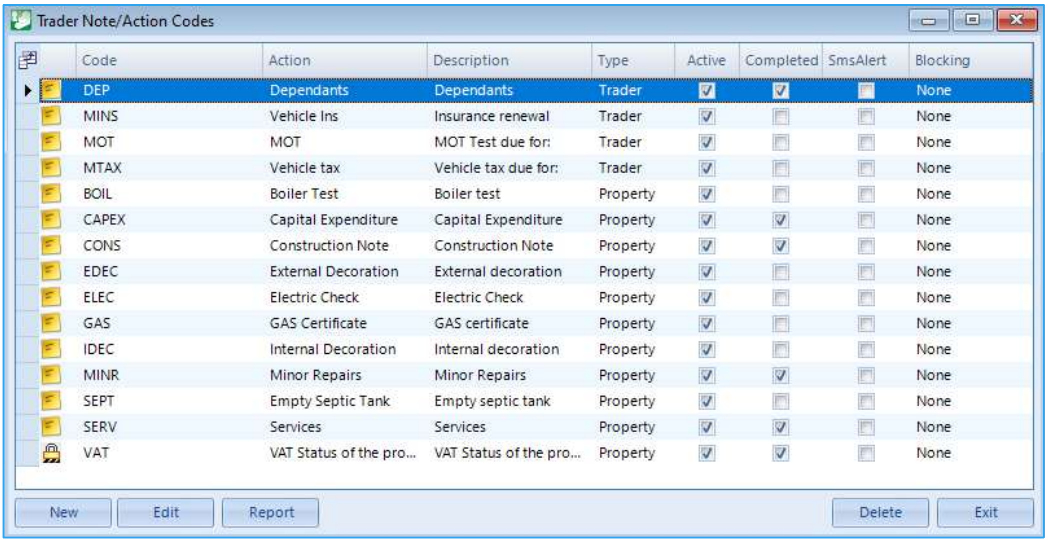
It is possible to add other fields to the Recurring entries section of the Tenancy screen by using the field chooser in the top left corner, so such fields as the Frequency can be added to the list screen.

Recurring Sales Invoices and Recurring Bank Receipts may be edited in both the Tenancy and Recurring Entries tabs within the Property Details or in the main menu Entries, Recurring Entry screen.

Also on the Tenancies tab there is a Rentbook button which will take you to the Tenancy rent book criteria screen so you can run a Summary or Detailed report. This shows rent demands raised and payments received for the tenancy for a given period.

Diary

Diary actions can be set up as reminders for both regular and irregular dates. They can be linked to either the Property or the Tenant/Trader. In KEYPrime Property Lite some actions for Properties and Traders are already set up; these can be viewed in Setup, Notes/Action codes:



Trader Note/Action Codes

Code	Action	Description	Type	Active	Completed	SmsAlert	Blocking
DEP	Dependants	Dependants	Trader	✓	✓		None
MINS	Vehicle Ins	Insurance renewal	Trader	✓			None
MOT	MOT	MOT Test due for:	Trader	✓			None
MTAX	Vehicle tax	Vehicle tax due for:	Trader	✓			None
BOIL	Boiler Test	Boiler test	Property	✓			None
CAPEX	Capital Expenditure	Capital Expenditure	Property	✓	✓		None
CONS	Construction Note	Construction Note	Property	✓	✓		None
EDEC	External Decoration	External decoration	Property	✓			None
ELEC	Electric Check	Electric Check	Property	✓			None
GAS	GAS Certificate	GAS certificate	Property	✓			None
IDEC	Internal Decoration	Internal decoration	Property	✓			None
MINR	Minor Repairs	Minor Repairs	Property	✓	✓		None
SEPT	Empty Septic Tank	Empty septic tank	Property	✓			None
SERV	Services	Services	Property	✓	✓		None
VAT	VAT Status of the pro...	VAT Status of the pro...	Property	✓	✓		None

New Edit Report Delete Exit

Diary actions can be added, edited or deleted in this screen in Setup or in the Diary tabs in the Properties and Traders. New diary actions which may be required for Property Lite are such things as Tenancy End date or Review date for rent reviews.

The Diary tab in each Property shows a list of the Diary actions for that Property. To view actions for the Tenants use the Customer Diary report or view the Diary tab in the Customer details.

You can view All Diary actions using the 

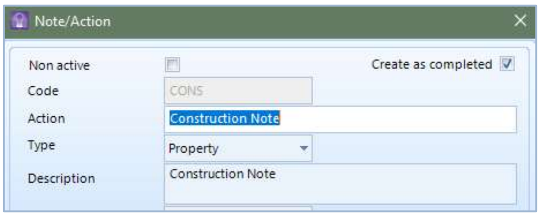
icon in the top toolbar.

Once a Diary action has been completed then it is necessary to Process it so that it is no longer outstanding. Highlight the action in either the Property, Customer or Diary screen and click on the Process button. This will open the action with a tick in Complete on today's date; the date and details can be changed if required.

Click on Process again and you will see a message asking if you want to create a follow-up action. If you say No to this it will close the action and go back to the listing screen. If you say Yes to this message it will show a new action, exactly the same as the original, but with a new date depending on the Frequency set. This may be edited before you save this to create your future diary action. Once a Diary Action has been processed a Note will be created as a record of this and will show in the Notes tab of the Property.

Notes

Notes are similar to Diary actions but are for information only and are not processed. They are set up in the same place but are created as Complete so they do not appear in the Diary:



Notes may be used to record useful information about each Customer or Property such as where the fuse box or meters are located.

Accounts

The Accounts tab shows a list of all income and expenditure transactions that have the Property code on them. Expenditure shows as negative values and Income as positive so that any totals are the net position.

The screen shows several columns including the nominal and enterprise codes, the trader name, net value, quantity, VAT and descriptions. The payment date of each invoice may be shown so it is easy to check on what is still outstanding.

Recurring Entries

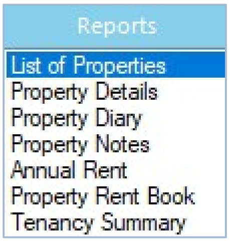
Lists any recurring Sales Invoices or Bank Receipts raised for the Property. Details such as the next Process date, Frequency, End date and Auto process may be added to this screen from the field chooser.

Documents

This tab shows all documents and emails that have been dragged and dropped on to the Property. These can be viewed, removed or updated from this screen.

Reports

Reports are accessed in the usual way from the right hand side:



List of Properties

Gives a list of all or selected properties sorted by property code or name. It can be run for all or specific postcodes or part of a postcode.

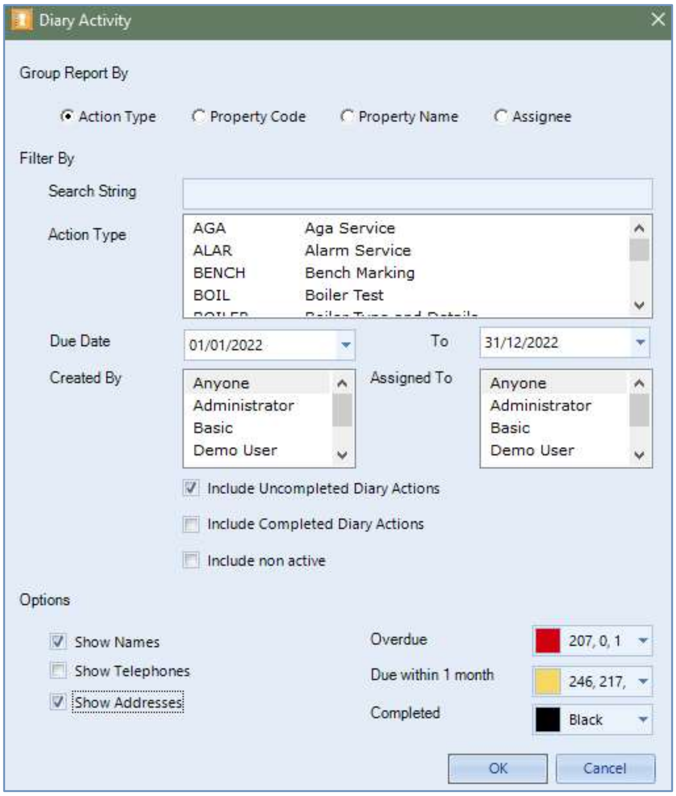
It includes the Tenant, Tenancy code, Annual and Period rent.

Property Details

The Property Details report provides a comprehensive selection of options for reporting on all or selected properties. There are options to include Diary actions, Tenancy details, Notes and the Picture.

Property Diary

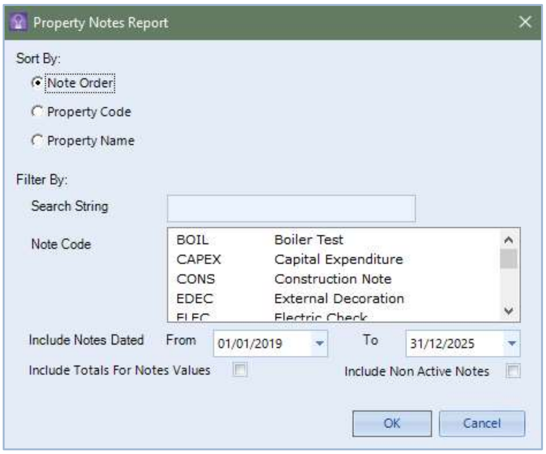
The Property Diary report allows all or selected diary activities to be reported for all or selected properties. If you wish to find actions with specific text in the Description then enter the text in the Search box and only diary actions with that text will be displayed.



There are many options such as whether to list them by Action Type, Property or Assignee, to include Completed or Uncompleted actions, to include only those assigned to a specific person and to show names, telephone numbers and addresses.

It is also possible to select different colour text for actions that are Overdue, Due within 1 month or Completed.

Property Notes



Similar to the Property Diary report the Property Notes report can be run for all or selected notes on all or selected properties.

It has several options to sort by and whether to include Note values and non-active note codes.

Annual Rent

This report gives the scheduled rent due on a monthly basis for the 12 months from the date entered.

Property Rent Book

The Property Rent Book will show all the income transactions linked to the properties for a date range. This can be in Summary or Detail.

Where the report has been run in Detail there is the facility to drill down to further information. If you hover the cursor over the Property or Tenant code or name, it will change to a hand, and clicking on it will open up the detail screen for that Property or Tenant. Similarly if you hover over the transaction number for an Invoice or Bank Receipt it will drill-down to open the entry screen.

Tenancy Summary

This gives the basic details of the Tenancy with the Property and Tenant names, Start and End dates, Rent frequency and amount.