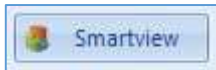




Smartview



Smartview provides users of KEYPrime Accounts and Property the option to view certain reports in a graphical format. It also allows the user to filter the results and create more specific graphs. In Accounts, Smartview shows a graphical representation of the Cashflow which provides a comparison to the master budget and overdraft for a specific date range. There are also the Debtors and Creditors Smartviews which provide a summary of the overall debt and credit at a specified date for all customers and suppliers.

In KEYPrime Property the Smartview buttons are situated in the criteria screens for the Property Voids report and the Time to Collect Rent report. There is also a Smartview for the Compliance report.

Please note, you should double check the values in the main reports before making any business decisions from them.

Cashflow Smartview

The Cashflow Smartview icon can be found on the top toolbar:



When run from the top toolbar icon the Cashflow Smartview will default to show the cashflow from the start of the current financial year to the current month.

It is also found in the Management, Cashflow criteria screen and is live when using any of the Monthly reports.

When run from the management, cashflow criteria screen it uses the dates set in the form.

Cash Flow

Type

- Monthly
- Quarterly
- Annual
- Progress
- Quantity
- Variance

By

- Group
- Nominal

Date range

From: 01/01/2020

To: 31/08/2020

Show

- Actual only
- Budget only
- Compare actuals with
- Include Budget Notes

Show Quantity

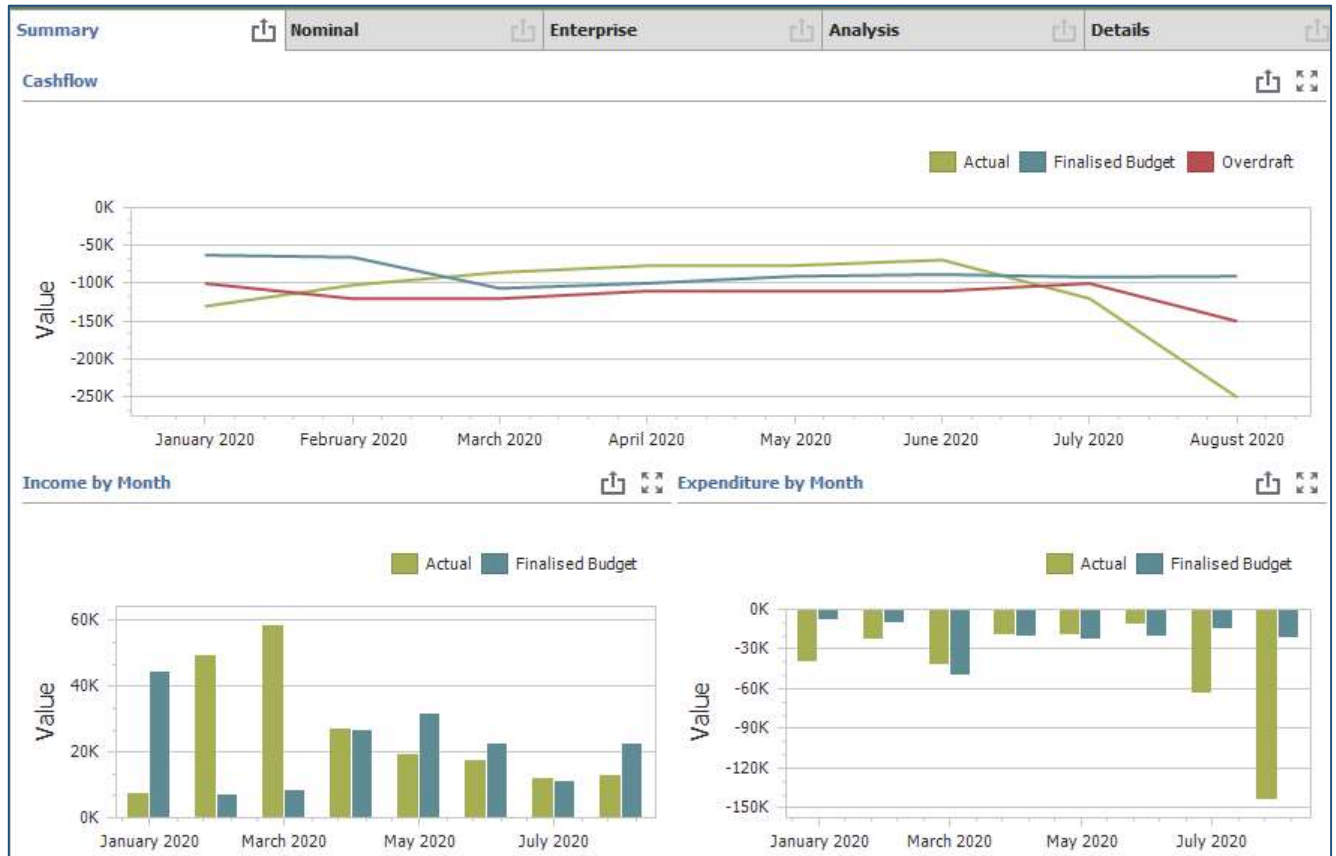
Finalised Budget

Finalised Budget

Bank

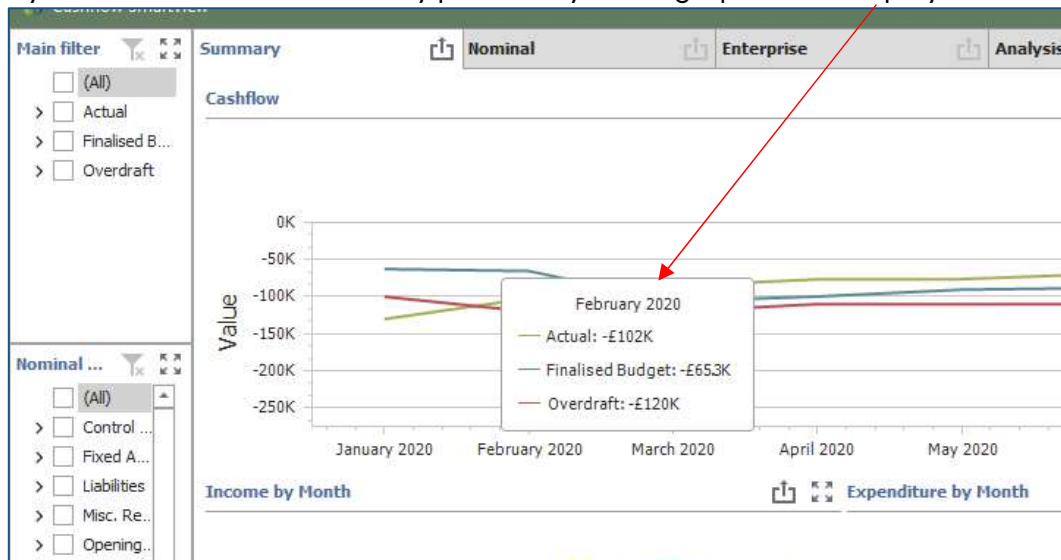
Excel Smartview OK Cancel

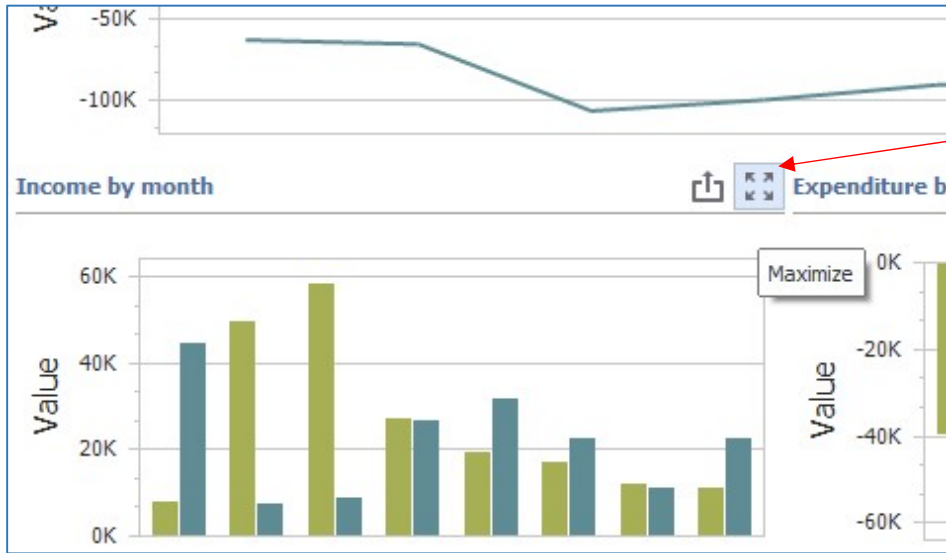
Cashflow Smartview defaults to the Summary screen when first opened:




The top graph shows the overall monthly cashflow, budget and overdraft. The 2 lower graphs show Income by month and Expenditure by month, compared to budget. The screen can be resized to view more detail.

If you hover the mouse over any part of any of the graphs it will display the values at that point.





Each graph can be Maximized using the 4 arrow icon in the top right corner of the graph.

The  icon allows you to export the graph to:
 Print Preview
 PDF
 Image
 or Excel.



There are 3 tabs at the top of the screen which allow the information to be presented in Nominal Groups, by Nominal, by Enterprise or by Analysis code. In the Nominal screen the top graph shows the cashflow for each nominal group and the bottom graph show the same information monthly compared to budget.

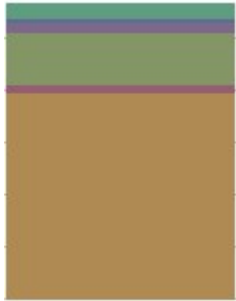
In the Enterprise and Analysis tabs the top graph shows the cashflow by nominal groups but this is split up into the individual enterprise or analysis codes.



Again, if you hover the mouse over any section of the graph it will display the actual or budget figures.

If you click on any specific code area of the top graph the bottom graph will change to present the monthly figures for just that Nominal Group, Enterprise, or Analysis code. The code that has been selected will display as hatched so you know which one is being shown on the bottom graph.

No enterprise selected



Arable enterprise selected

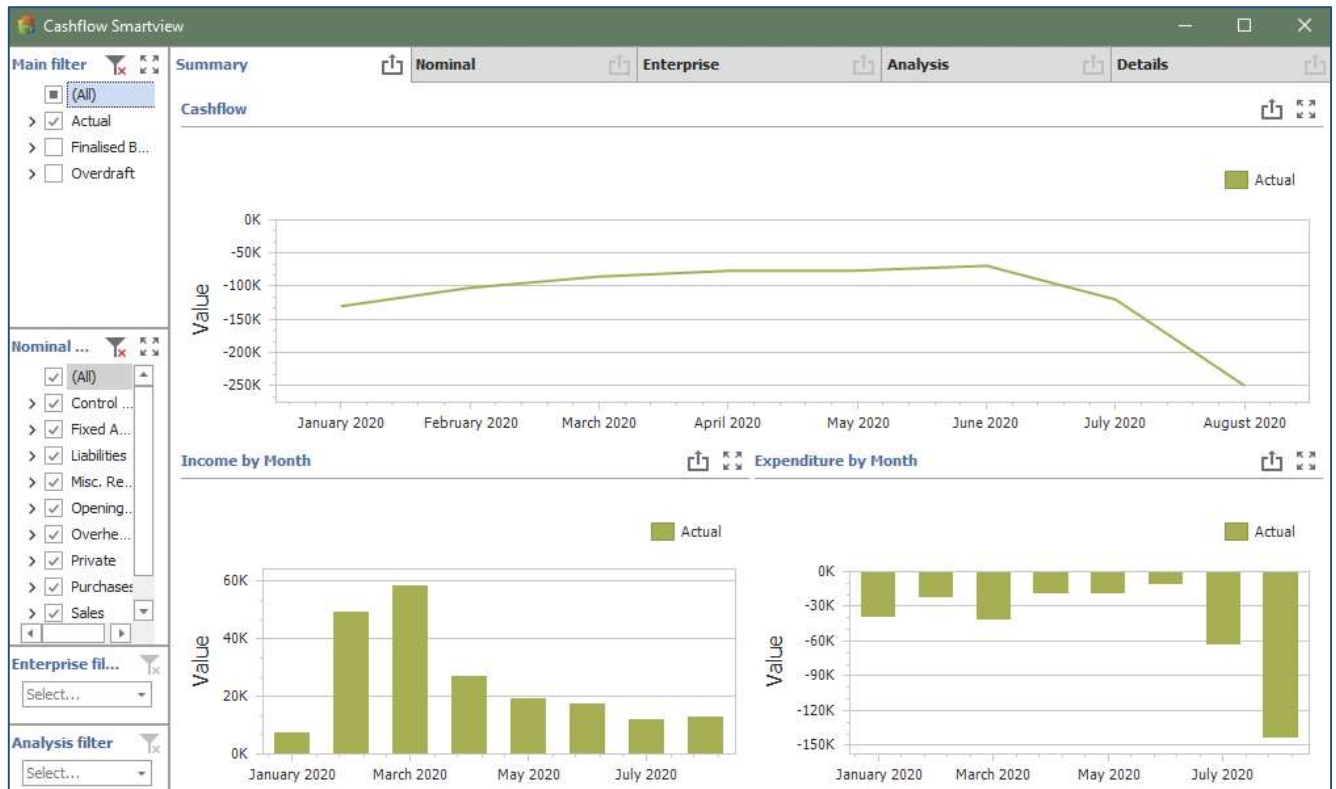


To further drill down e.g. on a specific enterprise, double click on the section required and that will change the top graph to show the nominals attached to the enterprise - see illustration below. Again, if you click on one of the nominals in the top graph the area shown will change to hatched and the bottom graph will just show values for that nominal and enterprise combination.



To return to the previous graph press the Up arrow  in the top right of the screen and to clear any filtering from the display, click on .

Cashflow filters



The Main filter allows you to choose which of the Actual, Budget and Overdraft figures appear on the Cashflow line graph. The Income and Expenditure by month graphs will also only display Actuals and Budget if they are both ticked.

The Nominal filter allows you to filter by Nominal Group e.g. only display Purchases and Sales:



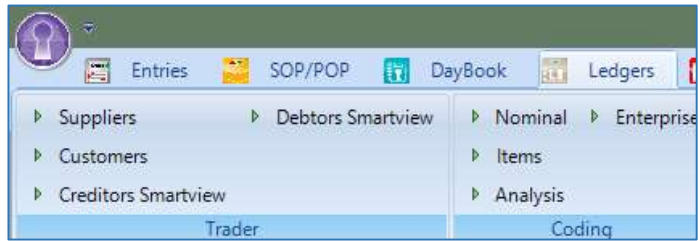
If the Control Accounts nominal group is not selected, then the Overdraft will not show on the top chart even if selected in the Main filter.

Further filtering may be done by Enterprise and/or Analysis codes.

The filters will carry through to the Nominal, Enterprise, and Analysis tabs.

Debtors and Creditors Smartview

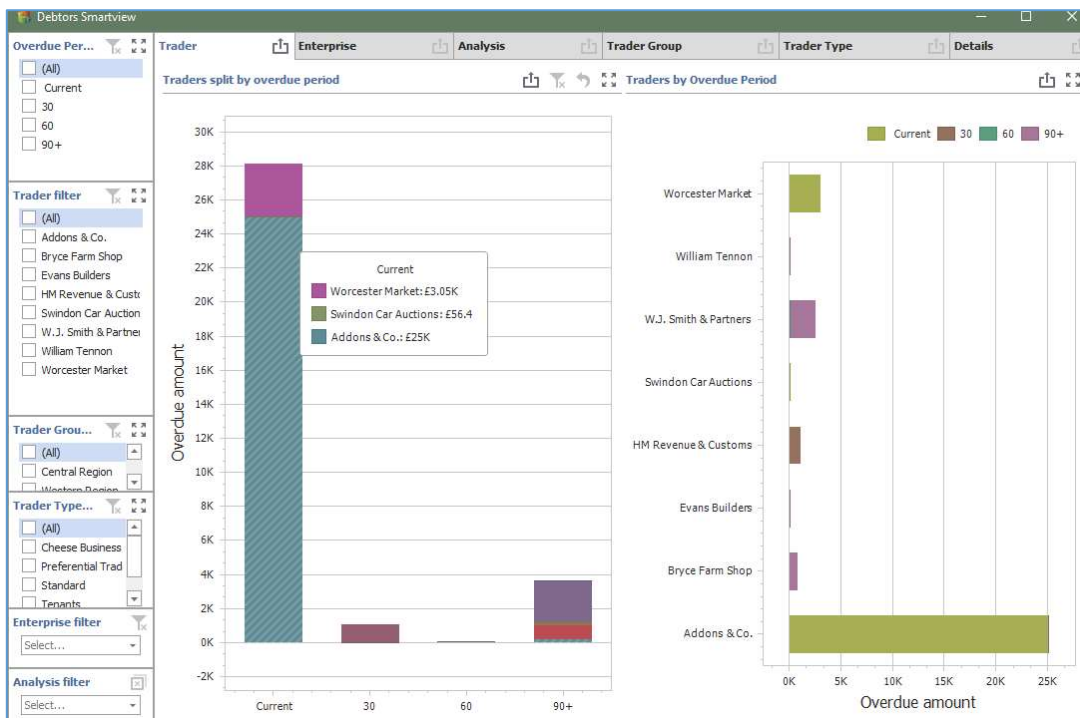
The Debtors and Creditors Smartview are accessed from the Trader Ledger menu:



Enter the date the required and select OK.

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

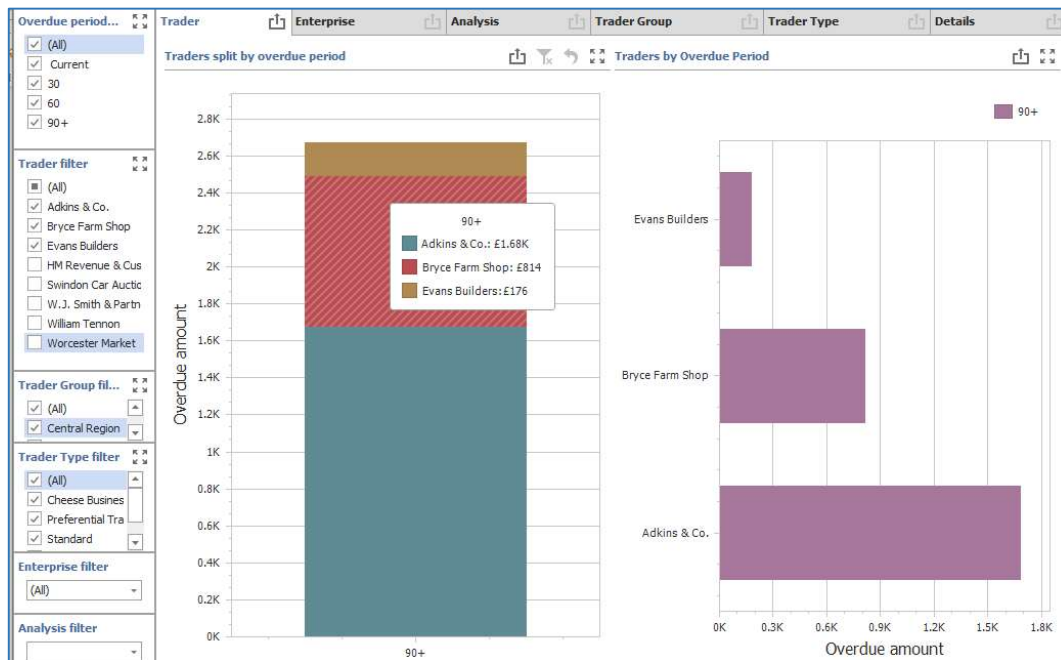
The right hand chart lists the individual traders and shows their values which are colour coded by period. If you click on one of the traders in the left hand graph this will filter the right hand graph to show only the selected trader.



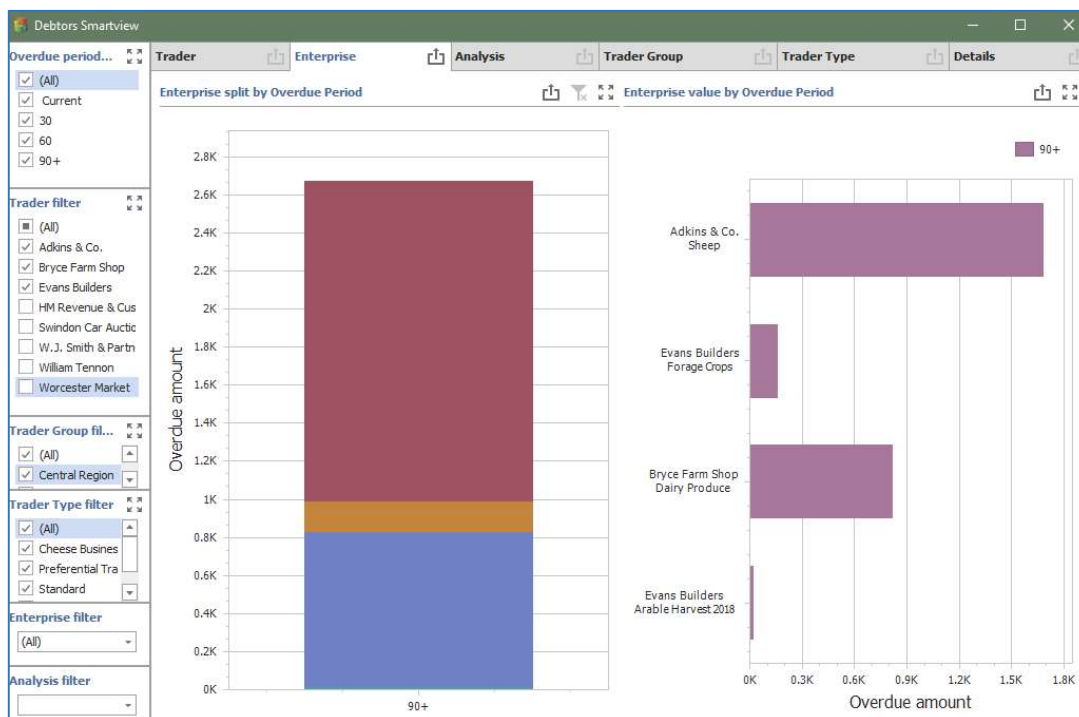
Further tabs allow you to present the information by Enterprise or Analysis code. Also, in KEYPrime Advanced there is the option to present it by Trader Type and Trader Group.

Debtors and Creditors filters

There is an Overdue period filter but also the display can be limited to specific Traders, Trader Groups and Trader Types, as well as by Enterprise or Analysis codes.



Again, the filtering will be carried over to the other tabs. See below the filter for just 3 traders but shown on the Enterprise tab so that Evans Builders is shown with both Forage Crops and Arable Harvest enterprises:



Smartview in Property

There are 2 Smartview reports in the Properties section of KEYPrime Property. These are graphical representations of the Property Voids report and the Time to collect rent report. There is also a Smartview for the Compliance section and the Diary screen.

Property Voids Report

Create report using

Selected properties

Current list

All properties

Sort printed report by (not applicable to smartview)

Property code Include 100% occupied

Property name

Date range

Start date: 01/08/2020 End date: 31/03/2021

Smartview

Time Taken To Collect Rent Report

Create report using

Selected

Current list

All properties

Sort report by / show code or name in smartview

Property code

Property name

Time taken to collect rent criteria

Start date: 01/08/2020 End date: 31/03/2021

Based on invoice date Based on invoice due date

Detailed (n/a smartview) Summary (n/a smartview)

Items to include

Rent type Non rent type All types

Smartview

Property Voids

This report is run for a specified date range and defaults to showing the Percentage of that time period that the property was occupied or empty.

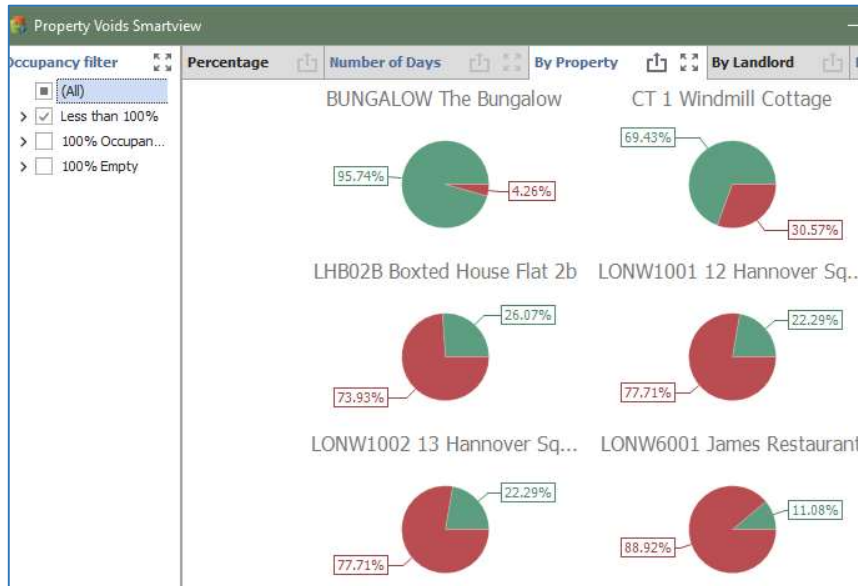


The bar chart on the left shows the Total of all properties and the individual properties show on the right. Hover the cursor over any of the bars to show the values.

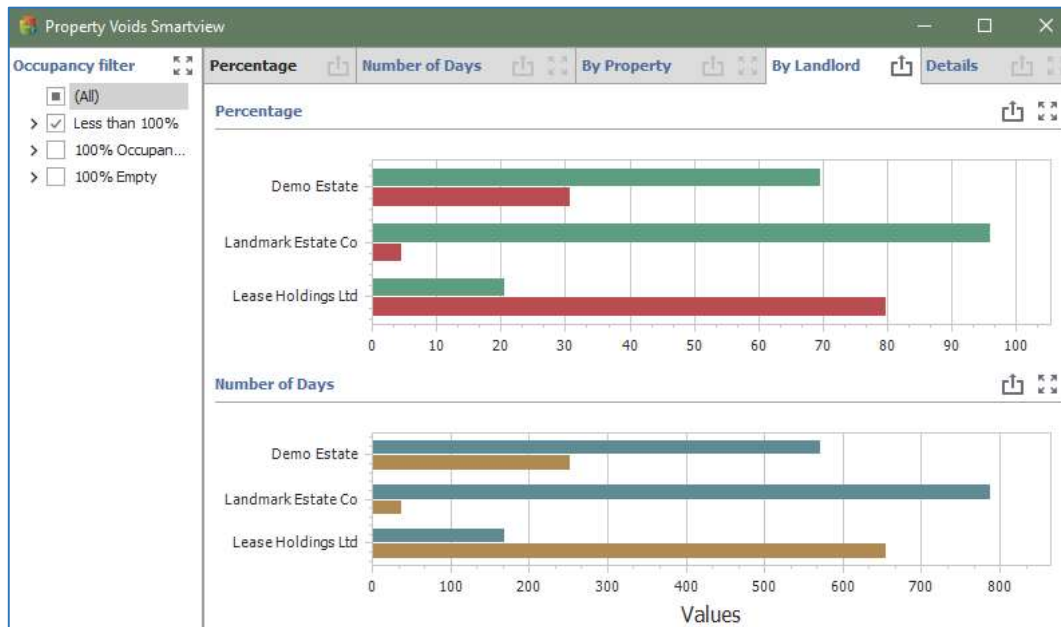
The tick boxes on the left hand side allow you to filter out some of the properties e.g. to exclude those with 100% occupancy.

The graph of individual properties is also displayed on the second tab and the values shown are in Number of Days rather than percentage.

The By Property tab displays a pie chart for each property the percentage values:



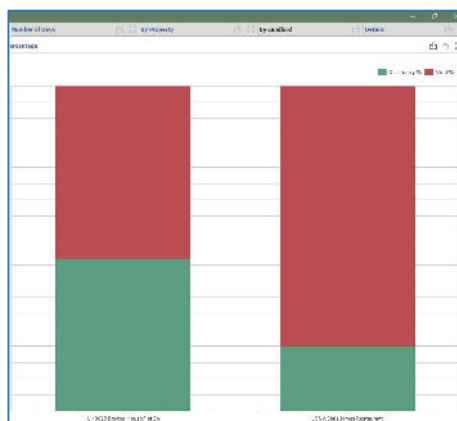
The By Landlord displays both percentage and number of days for the all or filtered properties belonging to each landlord:



Property Voids filters

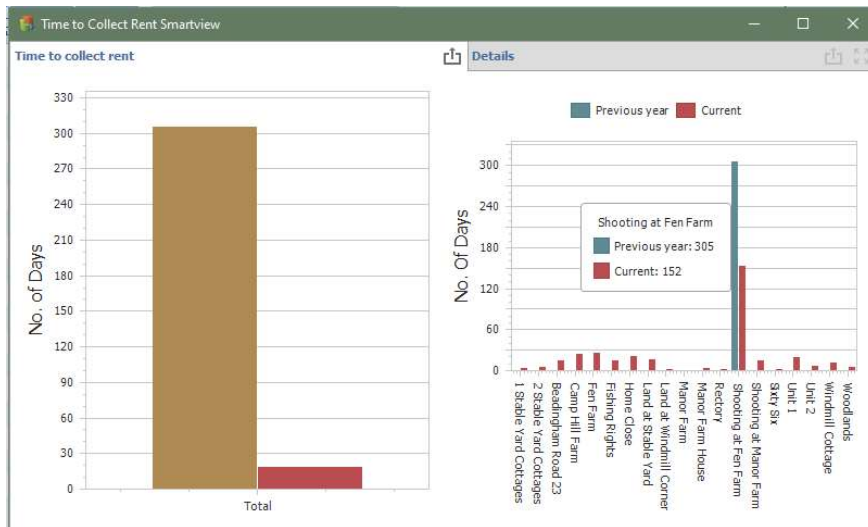
The main Occupancy percentage filter is available in all KEYPrime Property versions. With the filters module enabled there is the further choice to filter by Landlord and/or individual properties.

- Beadingham Road 25
- Beadingham Road 27
- Boxted House
- Boxted House 1
- Boxted House Flat 1a
- Boxted House Flat 1b
- Boxted House Flat 2
- Boxted House Flat 2a
- Boxted House Flat 2b
- Bridge Farm
- Brookfield
- Camp Hill Farm
- Cat and Fiddle
- Demo Estate House
- Estate Farm Buildings
- Estate Woodland
- Fen Farm
- Fishing Rights
- Grange Farm
- Grey Gables
- Home Close
- Home Farm
- Honeysuckle Cottage
- In Hand Land
- James Restaurant
- Land at Stable Yard



Time to collect rent

This graphic has a criteria screen to filter the information before running the graph:



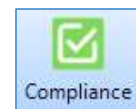
The graphs will display Previous and Current years in Total and by each Property.

Filters

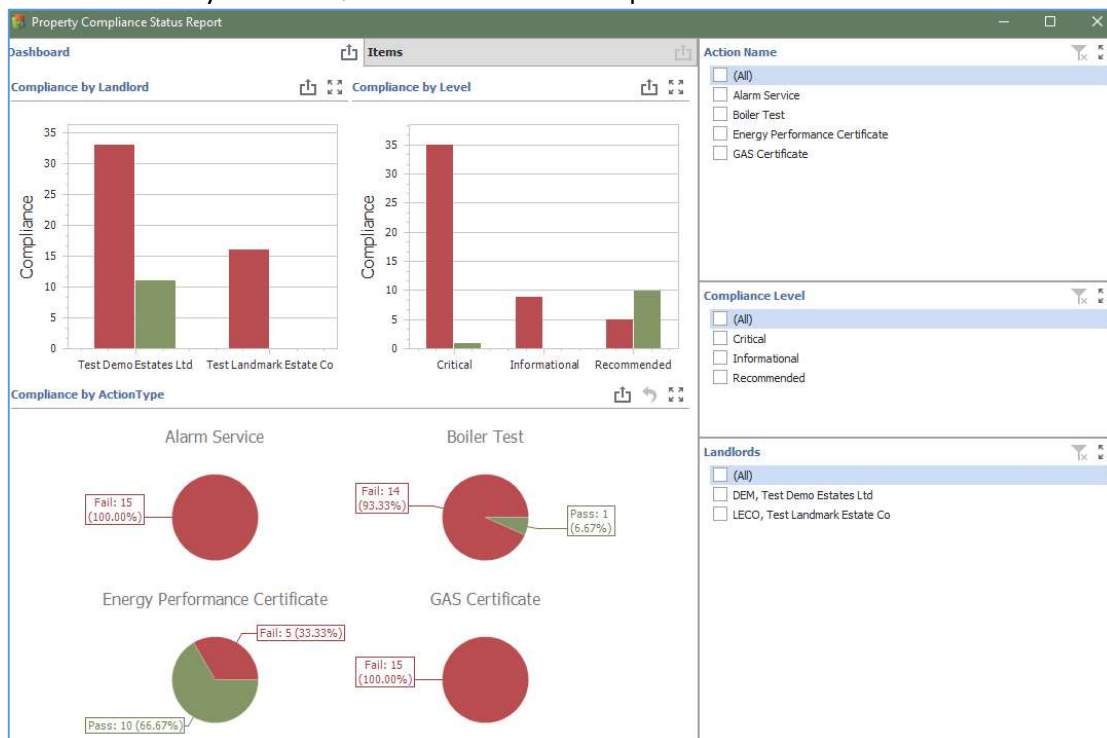
There are no further filters on this graph as they are already included in the criteria screen shown when you open the report.

Compliance

When you click on the Compliance icon in the top toolbar it opens a screen list of dairy actions and tasks which are included for Compliance checking.



The options along the bottom of this screen include printing as a report, exporting to excel and viewing in Smartview. As with some of the other Smartview screens this can be filtered. The filters available are by Landlord, Action name or Compliance level.



Diary

The Smartview button on the Diary listing screen displays the diary in a grid format. This can be filtered by Landlord, Action types or whether a property has any actions set.

If the tick is entered in both the Action set and No action set then it will display all properties including those with no diary actions on them.

There is an option to exclude non-active properties which have diary actions on them (Active properties = True), or to show the grid with only the non-active properties (Active properties = False).

If a **non-active** property has **no** diary actions it will not be shown on the grid at all.

If there are no non-active properties with diary actions on them then the False option will not be displayed.



The image shows a small window titled "Active Properties" with three radio button options: "(All)", "False", and "True". The "True" option is selected, indicated by a checkmark and a blue highlight.

Active Properties	
<input type="radio"/>	(All)
<input type="radio"/>	False
<input checked="" type="radio"/>	True