

KEYPrime Intro

User Manual

Version 7.5



Contents

1. OVERVIEW	5
LAUNCHPAD.....	6
ACCOUNTS MENU.....	27
MAIN MENU.....	28
HOW TO SETUP THE SYSTEM.....	34
2. SETUP.....	40
SECURITY.....	40
SETUP DEFAULTS.....	42
CODES.....	51
TRADER MENU.....	52
INVOICE DEFAULTS.....	54
3. LEDGERS	60
TRADER LEDGERS.....	63
NOMINAL.....	77
ITEMS.....	83
ENTERPRISE.....	87
ANALYSIS.....	89
BANK.....	90
AUTO MATCH BANK STATEMENTS.....	97
VAT.....	102
4. OPENING BALANCES	110
SALES – OPENING TRADER BALANCES.....	110
BANKS – OPENING BALANCES.....	111
OPENING BALANCES.....	112
OPENING VAT.....	113
OPENING JOURNALS – JOURNAL NOMINAL.....	114
5. ENTRIES.....	115
ENTERING SALES INVOICES.....	118
SALES CREDIT NOTES.....	131
SALES RECEIPTS.....	131
PURCHASE PAYMENT.....	134
PART PAYMENT OF INVOICES.....	135
BANK PAYMENTS AND RECEIPTS.....	139
BANK RECEIPTS.....	146

BANK TRANSFERS	146
NOMINAL JOURNALS	149
RECURRING ENTRIES	153
6. DAYBOOK	160
7. MANAGEMENT	168
CASHFLOW AND INCOME & EXPENDITURE REPORTS.....	173
ENTERPRISE REPORTS.....	182
8. BUDGETS	186
9. AUDIT	197
10. UTILITIES	200
11.OPTIONAL FEATURES	206
12. APPENDIX.....	208
CONTROL ACCOUNTS AND THEIR MEANING.....	208
TRANSACTION STATUS (TRANSACTION AUDIT)	210
FUNCTION KEY DESIGNATION	210
USEFUL KEYS.....	210
KEYBOARD SHORT CUTS	211
DATE FIELDS.....	211
STATIONERY CUSTOMISATION	212
INDEX	219

1. Overview

KEYPrime Intro is designed to be a management information system with many features incorporated to ease the daily workload. It is a rolling system which monitors the previous twelve month's cashflow, income and 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 has been written for the Windows Vista™, Windows 7™ and Window 8.X™, Window 10™ compatible operating systems and uses all of the latest programming facilities.

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 and 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.

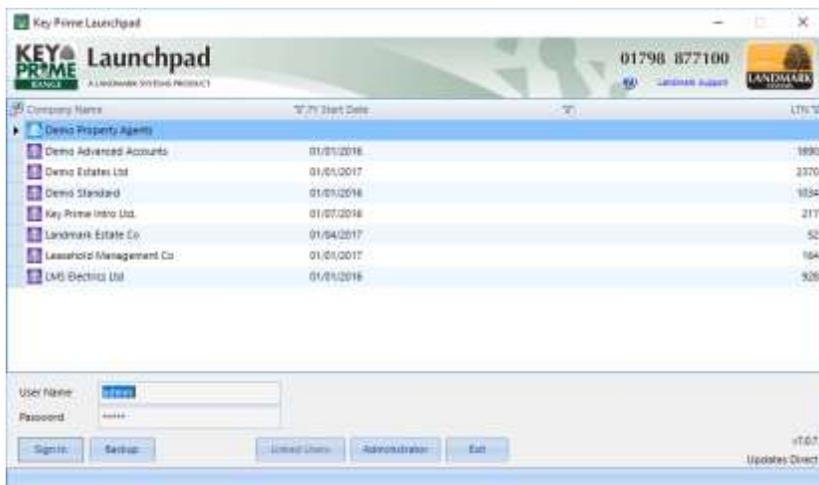
Launchpad

The KEYPrime Launchpad displays the companies for KEYPrime Intro Accounts, 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 displayed in the bottom right hand corner along with the update option.



Launchpad can be customised by using the Field

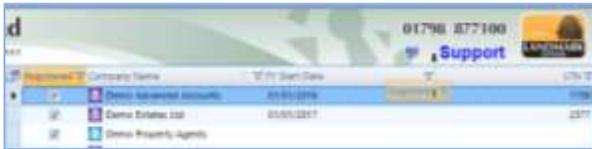


Chooser located in the top left hand of the Launchpad grid (not available in tree view mode). Tick each field you wish to show and untick those you wish to hide.

Columns can be displayed in a different order by dragging the column header where it is wanted. See below, the orange highlighted "Registered" column is to be moved to the right of the Company



Name column, when the black arrows show, the column can be dropped.



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



This is a direct link to the Support section of the Landmark Systems website.

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

Hosted Mode

Where KEYPrime 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.

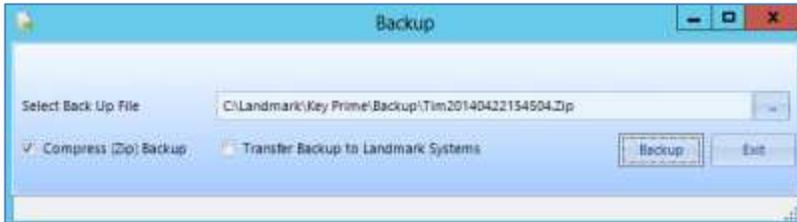
Backup

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 when backing up, to prevent accidental overwriting of past backups. This can of course be changed by the user so that an old backup can be overwritten if space is restricted.



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

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

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

When taking backups there is now an option to encrypt the backup so that should it fall into the wrong hands it cannot be read. This is part of the ongoing development to improve protection of personal data under GDPR obligations.

When you back up you will see an option to Encrypt the data. You may either use the Landmark Default encryption which will mean that any user with a KEYPrime Launchpad version 7.5 or above will be able to decrypt and restore the data, e.g. sending a copy to your accountants. If you use your own password protection the recipient will also need this, they will not be able to restore the data without it, neither will Landmark staff so you will need to keep the passwords safe.

The progress of the backup is displayed on the screen and a message to confirm a successful back up, plus the file name and location is provided. A backup can be carried out whilst other users are still logged into the data, however any subsequent changes will not be included in the backed up data.

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

If there are multiple databases on the Launchpad each one will backup 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.

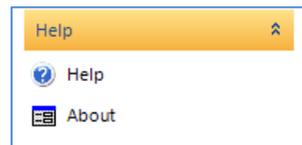
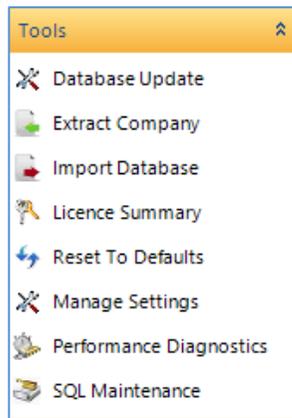
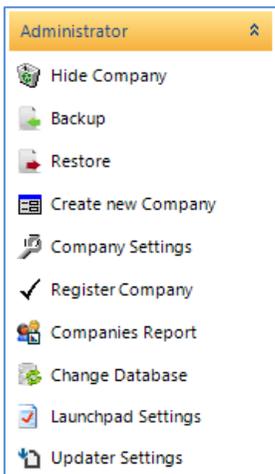
Linked Users

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.

Administrator

The Administrator button provides access to functions that apply to Launchpad and data maintenance. Click on the Administrator button to display

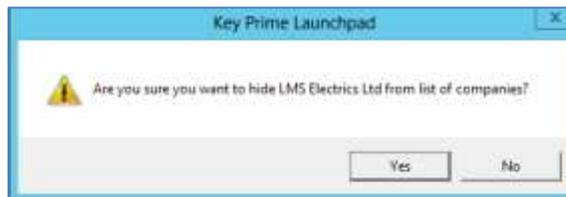
 on the left. Use  to display or hide the contents of the menu sections. In addition to the menu some of these options can be accessed by right click on a company or database name.



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 . 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.

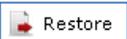


In order to unhide a company, Launchpad settings need to be set to show hidden companies, see “Launchpad Settings” on page 17.

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 8.

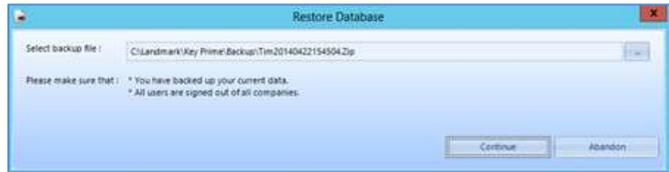
Restore

Click on  to restore a previously backed-up set of data. By default restore will look to the last directory that a backup was taken to, e.g. C:\landmark\KEYPrime\Backup\LMKEYPrime.bak. – *If the KEYPrime database is installed on a Network then this procedure maybe provided by a Network Administrator.*

Click on the browse button  to select the backup file to restore; the Backup file can either have an extension of .BAK or .ZIP, then click on Open.

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

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



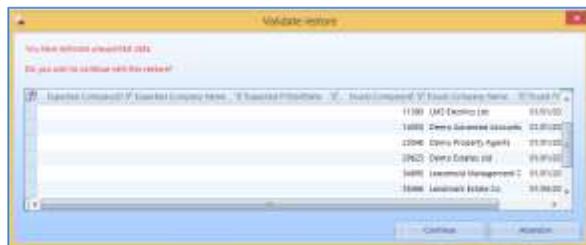
The Date and time and Last Transaction of the backup will be displayed. Select Continue to Restore or Abandon to return to the Launchpad.



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



If you restore from a backup that contains different company data a warning will appear. 'You have restored unexpected data! Do you wish to continue with this restore?' A list showing the companies you are trying to restore over your data is displayed.



Select OK if this is correct, Abandon will roll back to the original data.

Closing the screen with the red cross will be the same as OK but will not update the Launchpad.

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

By default 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. Create a new Company 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 Accounts.
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 . For recommendations on passwords see "Opening a set of Company Accounts" on page 7.

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.

The screenshot shows the 'Create Company' window with the following details:

- Administrator of the new Company:**
 - User Name: Admin
 - Password: admin
 - Re-enter Password: admin
- Company Details:**
 - Application: Accounts
 - Package: Key Prime Intro
 - Company Name: [Yellow field]
 - Address: [Yellow field]
 - Post Code: [Field]
 - Tel / Fax: [Yellow field]
 - Contact: [Field]
 - Salutation: [Field]
 - Mobile: [Field]
 - E-mail: [Field]
 - CC: [Field]
 - Web Site: [Field] (with 'Open' button)
 - VAT Reg. No.: GB
 - VAT Returns: Monthly, On invoice basis
 - Submission Co.: [Field]
 - Company Reg. No.: [Field]
 - Year Start: 01/01/2018
 - Default Bank: 01 Current Account
 - Create Standard Codes
- Optional Features:**

Selected	Description
<input type="checkbox"/>	Budget Import and Export
<input type="checkbox"/>	Gatekeeper Link
<input type="checkbox"/>	Geofila Link
<input type="checkbox"/>	Virtual Cabinet

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 Accounts can run accounts from any day of the month and is not limited to a twelve month cycle. This date can be changed by selecting Setup, then Business Details as long as NO transactions have been entered.

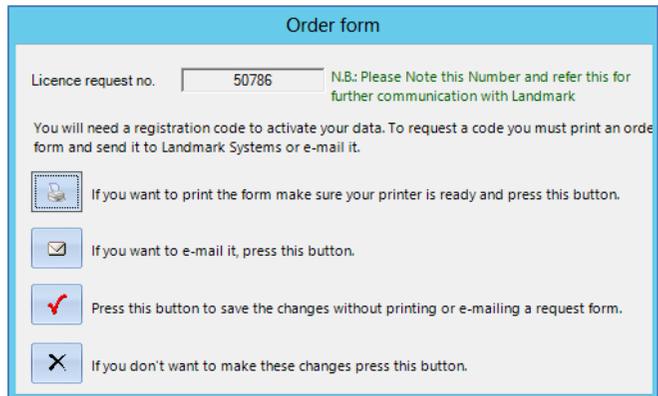
Create standard codes Tick this to have the standard list of nominal codes, appropriate to KEYPrime Intro, automatically set up.

Order Form

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

Licence request no. 87503

. This request number, along with the Company Details, will need to be sent to Landmark in order to receive a registration key. This can be done by email, by clicking on . An email will then be entered into Microsoft Outlook for sending to Landmark



Systems Ltd. The request may also be faxed by selecting  to print the form.

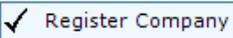
Company Settings

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  or right click to register.
3. The popup to enter the Registration key will appear.



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

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

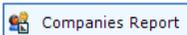
The message telling you the registration has been successful should be displayed. Should registration fail, contact the Landmark Systems Ltd. Helpline.



Companies Report

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

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



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



Change Database (*not in Hosted mode*)

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



Refresh Server

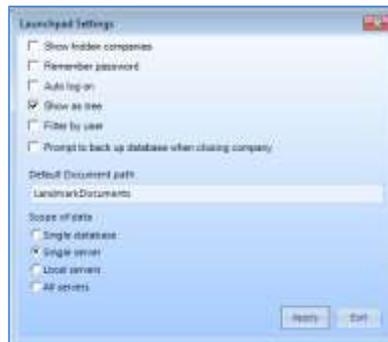
Click on  to see a list of available servers on the network, or if the path and name of the server is known then

enter it in the Server Name field . The default name should be xx\LMKEYPrimeserver where xx is the name of the PC. The PC name can be found by looking at the Computer name in Control Panel then selecting Systems settings. Hosted systems will need to contact Landmark.

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

Launchpad Settings

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

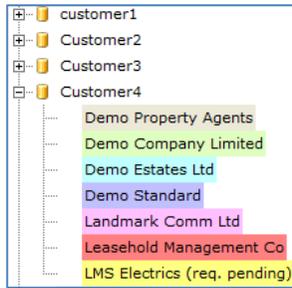


Options:

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 Document Path 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.

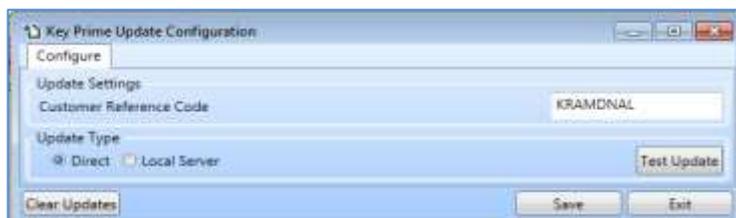
All Servers – Allows connection to Multiple databases including connections to Servers outside of the local network. Used for remote operators logging through VPN.

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.



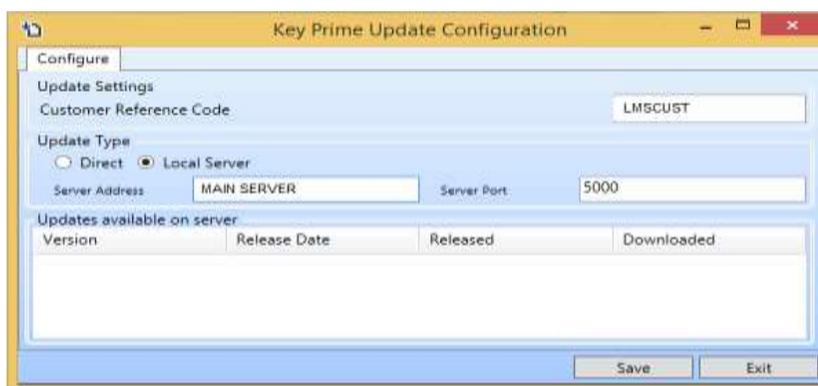
For Single User sites, or where all users work on separate sets of data, the **Direct** option should be selected.

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 Intro 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 screenshot shows a 'Configure' dialog box with the following sections:

- Update Settings:** Customer Reference Code: LMSCUST
- Update Type:** Direct (unchecked), Local Server (checked)
- Server Address:** MAIN SERVER
- DB Server/Instance:** SVR\LMKEYPRIMESERVER
- User Name:** LMKPAdminUser
- Server Port:** 5000
- Database Name:** LMKeyPrime
- Password:** (empty)
- Use Default Credentials:** (button)
- Email Configuration:**
 - Enable Email notification
 - Email Server:** smtp.office365.com
 - Port:** 587
 - User name:** Admin.User@OurDomain.co.uk
 - Password:** (empty)
 - From Address:** Postmaster@serveraccount.co.uk
 - To Address:** myaccount@ourdomain.co.uk
 - Test Email:** (button)
- Updates available on server:**

Version	Release Date	Released	Downloaded
- Buttons:** Save, Exit

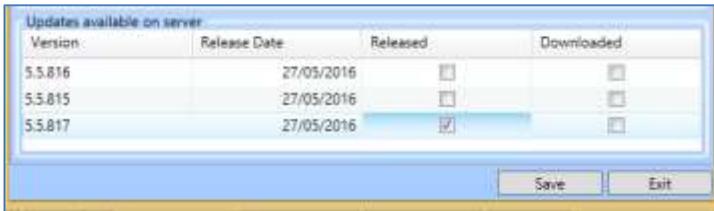
The DB Server /Instance is the server set up when initially installing KEYPrime.

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

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

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

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



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.



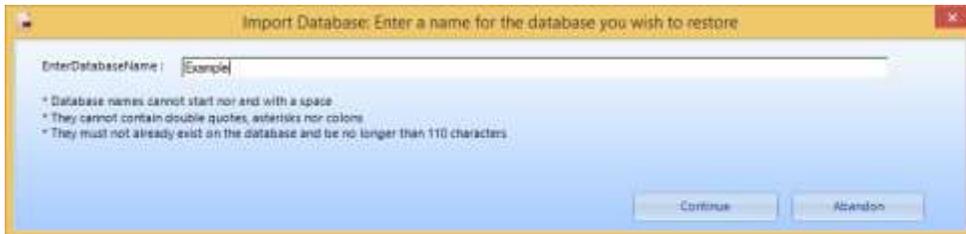
Once a company has been selected and the Extract Company option chosen, a reminder is shown with a field to enter the usual back up details and options. Only a valid Admin user for the selected company can carry out this process.

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.**

Import Database (*not in Hosted mode*)

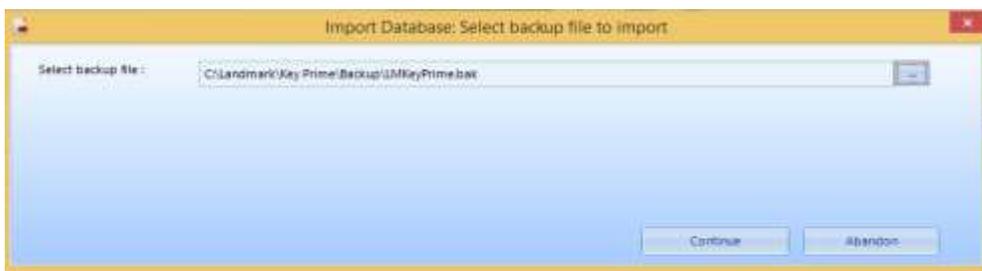
Import Database allows a new database to be created from a backup. For example, adding a database for a previous year by restoring the backup taken before the year end process, or where an Accountant wishes to restore data sent by a new client.

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.

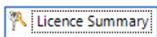


If you no longer wish to display all the databases on the Launchpad it is also possible to Remove databases. This is done by a right click on the database name and selecting Remove. To restore the name to the list, reselect it from the change database option. This option just removes the database from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

Note

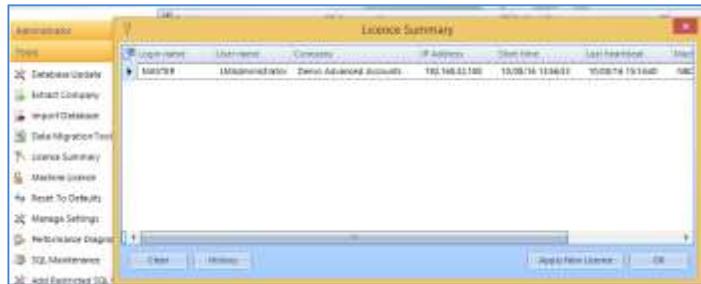
Using the import option with the Launchpad set to show anything other than a single database will result in all available databases being displayed on the Launchpad list.

Licence Summary



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

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



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

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

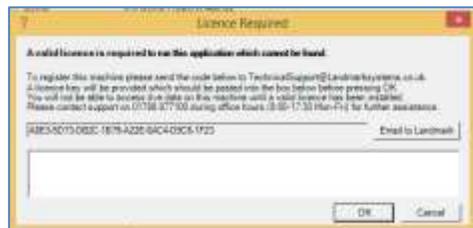
Additional user licences can be purchased from Landmark Systems.

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 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.



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.



Remove Database

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. 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.

Before a Database can be deleted it needs to be Upgraded to version 6.0 or above.

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

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

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

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 Version window.

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

Support provides quick access to the support pages of Landmark Systems Ltd web page. 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 Shortcut Tool Bar provides quick access to Ledgers and the All Transaction daybook.

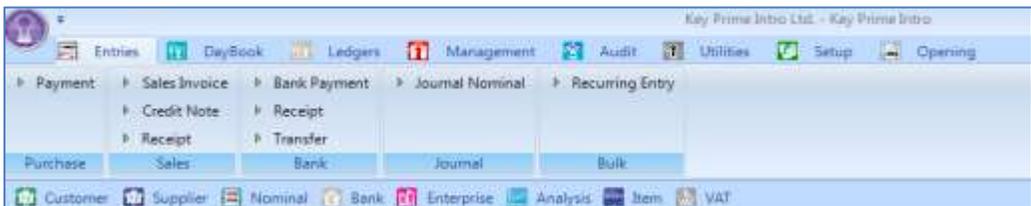


The Lower Tool bar may be customised to suit your preferences and once set these changes are maintained for each company. As such this is not recommended where there are a mixture of different package types on the same PC.



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. 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.

Supplier Invoices and Credit Notes are entered using the single screen entry transaction Bank Payment. 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 Invoices and Credit notes which are then paid off with a separate Sales Receipt transaction or through a single screen Bank Receipt that combines both payment received and invoice information in one transaction.

Menu Sections: Entry Type:

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

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 Suppliers (Bank Payment) and Customers (Bank Receipts). Bank transfers; a single transaction to pay money from one bank account to another with no need to use trader ledgers.

Journal Nominal Journals are for the internal transfers of costs and income across nominal codes or cost centres; these can be set to show in the cashflow if required.

Recurring Entry Recurring Entry allows templates to be created which, when processed, add multiple 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 a right click menu that also 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, so 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

Coding Nominal, Items, Analysis Codes, Enterprise Codes

Bank Bank Accounts and Bank Reconciliation

VAT VAT Codes and VAT Returns

Groups Nominal Groups, Analysis Groups

Management

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



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 group 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 including calculating cashflow requirements.

Audit

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



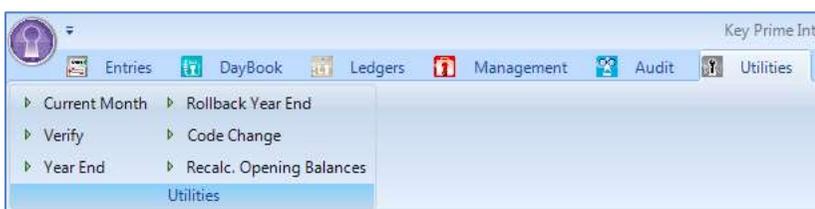
The Audit group sections include:

Audit Transaction Audit shows the history of entry and edits on each transaction. Daybook Audit allows a selection of transactions to be audited 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 Change the current accounting month which is the default for reporting and data entry.

Verify Checks for anomalies in the data and creates a report to show if there are items such as postponed bank statements or transactions entered with dates in the future. Can also fix some issues with posting Fixed Assets.

- Year End** Clears down the profit and loss 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.

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 log in password and role within the current company.
- Setup Default** Business Details – the company address and VAT number information used on reports and stationery is maintained here.
- s** 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.

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 Sequences – setting for next Invoice number etc. for stationery.

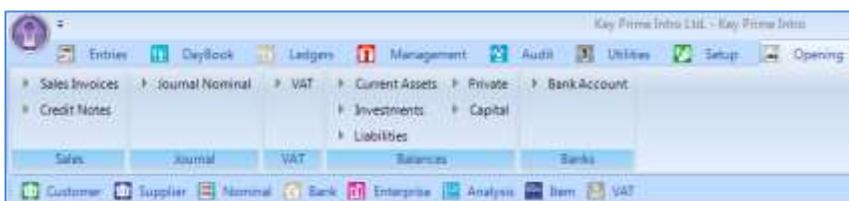
Default Messages – default messages for Invoices and Statements are entered here.

Layouts – section for selecting, customising and printing various stationery layouts for the company.

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

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.

Un-presented Cheques and Receipts – by default the option to show Opening Un-presented 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 Accounts 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 46 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. 06/04/2018. 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  then  from the Menu.

For further information on the VAT ledger see “VAT” on page 102.

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  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, i.e. 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.

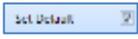
Nominal Codes

Nominal codes themselves are entered using the Nominal option on the ledger short cut toolbar  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 “Nominal” section on page 77 Ledgers for full details on Nominal Codes and how to set them up.

Bank

KEYPrime Intro Accounts 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 90 for further details.

Default Bank Account

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

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

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

Opening Balances

The following Opening balances will need to be entered:

- Sales** Invoices/credit notes which were not fully paid by the start
Invoices 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 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 87 for further information.

Analysis codes can be used to identify transactions for individual properties, machines, partners or job costing. See “Analysis” on page 89 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 63.

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 Accounts automatically creates a Two Way Trader called ‘CUSTOM’ for H.M. Revenue & Customs.

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

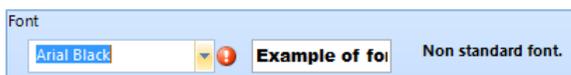
Statements and Age of Debt or Age of Credit reports can be shown in both or only one ledger; this is set in the Ledger Record details.

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 Button  menu top left of each program.

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

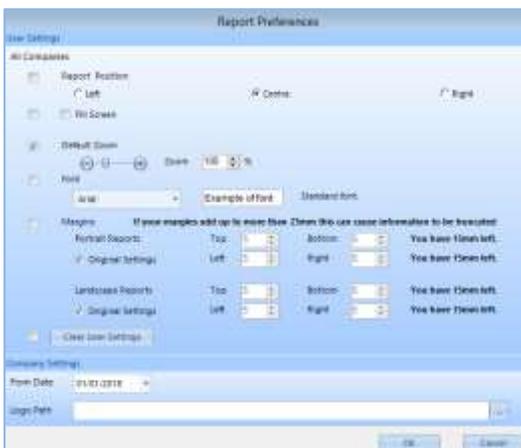


A warning is shown if the font you have chosen will cause problems with reports.

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 “Payment Terms

See the Trader Menu section “Terms” on page 52 for more details.

Preferences” on page 43

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



Security

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.

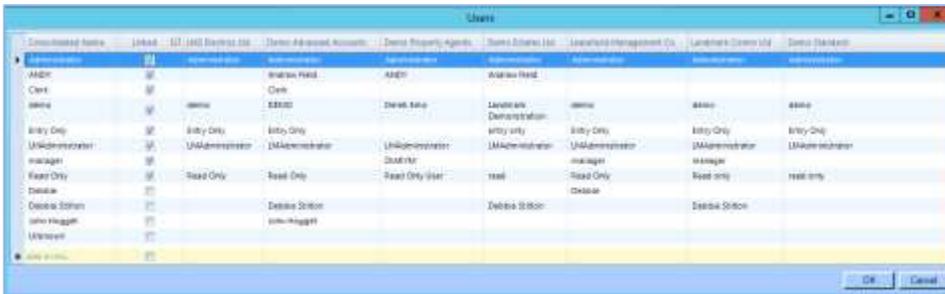
- Contact Address** Includes the telephone number, postal and Email address details of the user. The User email address can be used to replace the Reply To address when sending emailed stationery, provided that the email address used is a valid From address for the Outlook profile.
- Password** A user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

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 22 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.

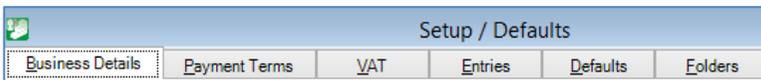
For example the user name ‘Debbie Stilton’ comes up as a user in more than 1 company. Also the user ‘Debbie’ is in Leasehold Management, these user names are for the same physical user so can be linked.



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

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

Setup Defaults



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

Business Details

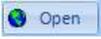
Contains Name and contact details for the registered set of Accounts

Name This is the name that the business trades under and is setup in Launchpad when the company is created. N.B. Changing the company name in Launchpad will de-register the company and a Registration key will be required; contact Landmark Systems for details.

Address The business address. Relevant details maybe entered and edited in these fields.

Tel. Fax. Contact details that will appear on the company stationery.

Mobile. The Company Email address will be used as the return Address in emails if it is a valid From Address in the Outlook

- Email** 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.
- 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'.
- Co.Reg.No** This will show on plain paper versions of most invoices, remittances and statements. 'Headed' versions are assumed to have it already pre-printed.
- Web Address** Enter here if this is required to appear on stationery layouts. The  provides a quick link to open the site.
- Year Start** The financial year start date of the business. Once the first transaction has been entered the year start cannot be changed.

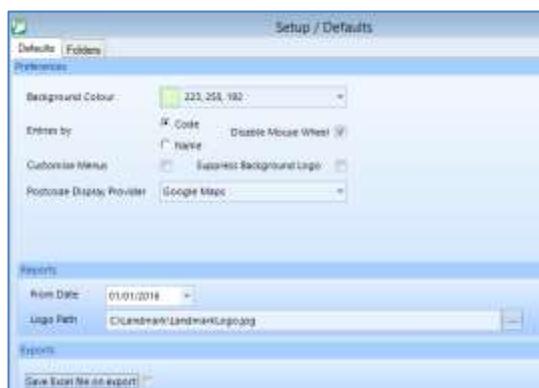
Payment Terms

See the Trader Menu section "Terms" on page 52 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.



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.

Customise Menus

This allows customisation of the menu, including positioning of the short cut tool bar, removal of short cuts and the creation and addition of keyboard short cuts. These settings are retained across companies; as such they should be used with caution where companies with different modules are managed on the same computer.

Supress Background Logo

The logo that appears on the background can be supressed by ticking this option.

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).

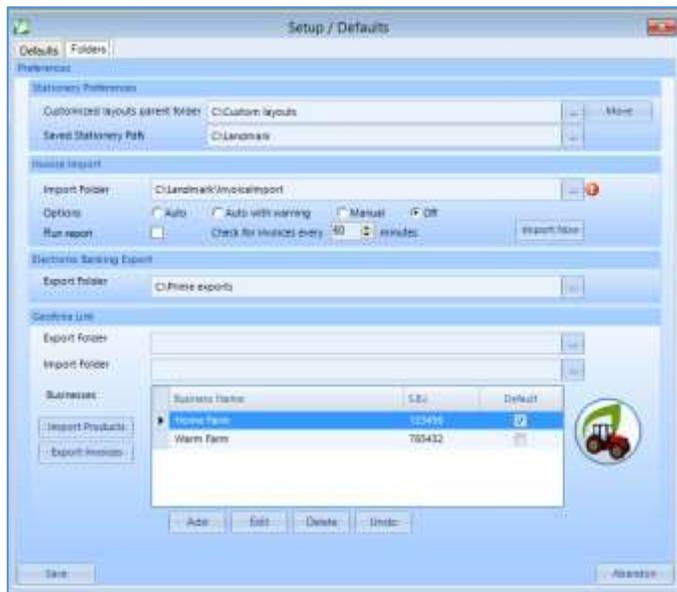
To remove the logo simply delete the file path or image itself or select a blank image. If the path is invalid no image will show.

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: Settings for Sharing Invoice layouts on a network and to specify where the electronic banking files and pdf copies of Invoices are exported. Where the Geofolia module has been purchased the settings for the business and transfer folders are set.

Stationery Preference s - settings for when sharing Invoice layouts on a network and pdf copies of Invoices are exported.



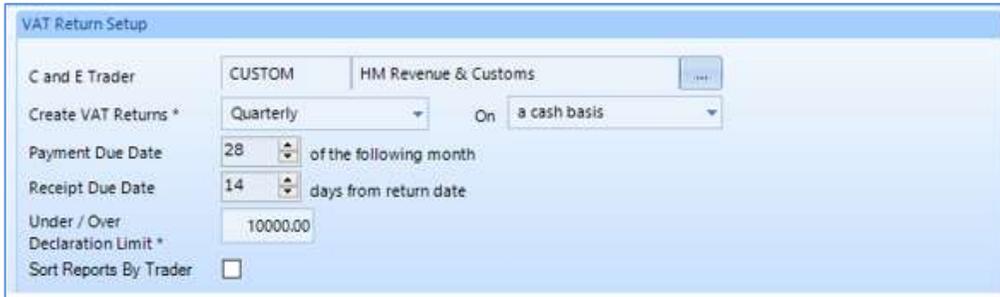
Customize d layouts parent folder Stationery Layouts can be customized and shared with all KEYPrime Intro users on a network. The default location for Stationery layouts is C:\Users\AllUsers\Landmark\KeyPrime\Stationery\accounts\12345 (where 12345 is the company directory). This path will need to be set for each company on each PC that has KEYPrime 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 Optional module to link to the Geofolia program.
Link

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.

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.**

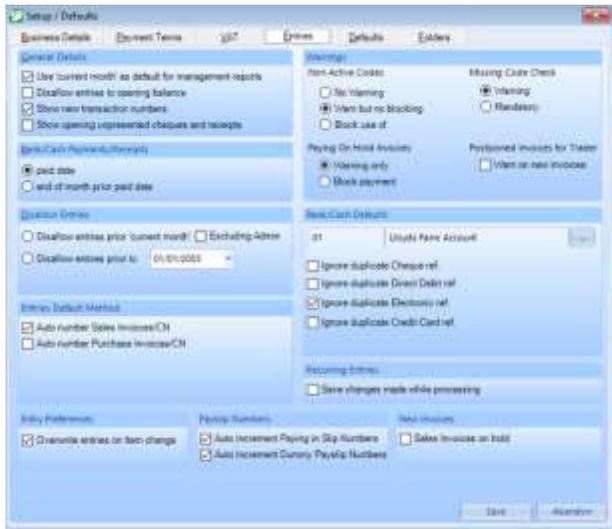
Under/over declarations arise in two ways:

- 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.

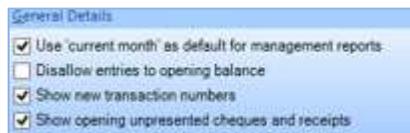
There is an option to sort reports by trader.

Entry Defaults

KEYPrime Intro Accounts is delivered with the following defaults:



General Details



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

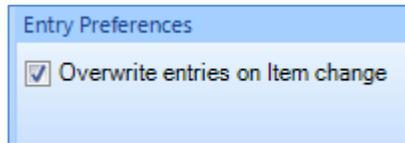
Disallow entries to opening balances When the opening balances have been entered correctly this option should be set so that changes to those balances cannot be made accidentally. This may be removed and reset should further adjustments be necessary.

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.

Purchase Invoices/CN

Entry Preferences



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

Non Active Codes

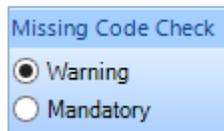


No Warning Use of a Non Active code is allowed without warning the user.

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.

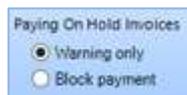
Block Use Non Active codes may not be used in new entries.

Missing Code Check



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



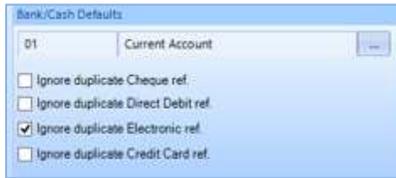
Warning only When paying Invoices or Credit Notes that are on Hold, show a warning but allow payment anyway, taking the invoice off Hold.

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 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.

Duplicate references

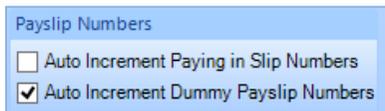
Choose whether to ignore or disallow duplicate references for each of the payment types.

Recurring entries



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

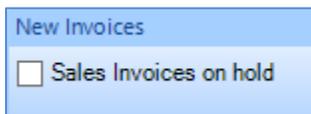
Payslip Numbers



Auto Increment Paying in Slip Numbers/ 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



Tick this option if new invoices should be raised automatically On Hold.

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

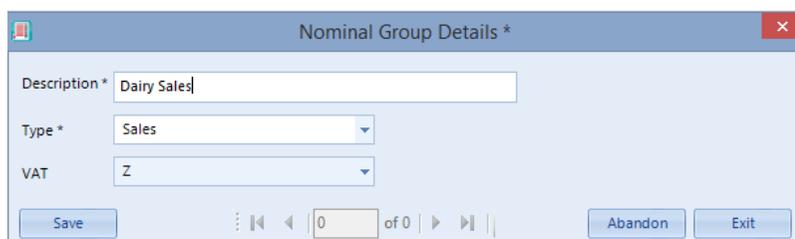
Sales
Valuation Change
Purchases
Misc. Receipts
Fixed Direct Costs
Overheads

Capital

Investments
Current Assets
Liabilities
Capital
Private

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

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



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

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

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

Sub-group List order

Sub-groups may be re-ordered within their Group if required.

Once Sub-Groups have been created you may choose the order they appear on reports by selecting one Sub-Group from the Type and clicking the List-Order button. Each Sub-Group can then be moved up or down the list.



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

The main Group Types cannot be reordered.

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

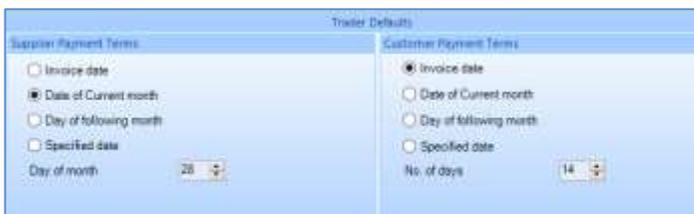
Nominal Codes

See Nominal creation and amendment in the "Adding or Editing a Nominal Code" on page 80.

Trader Menu

Terms

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



Supplier/Customer Payment Terms

Calculates the default Due Date for Invoices. This maybe overwritten in the trader terms tab on the 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:

Choose from:

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

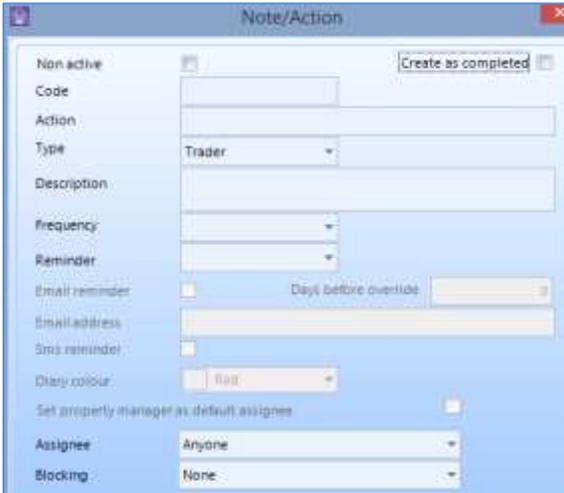
Creditor Age of Credit Periods/Debtor Age of Debt Periods

Creditor Age of Credit Periods				Debtor Age of Debt Periods					
	1.	2.	3.		1.	2.	3.		
Upto	29	59	89	Days	Upto	29	59	89	Days

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.

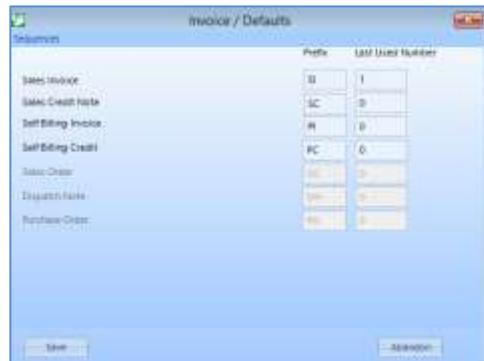
Invoice Defaults

Sequences

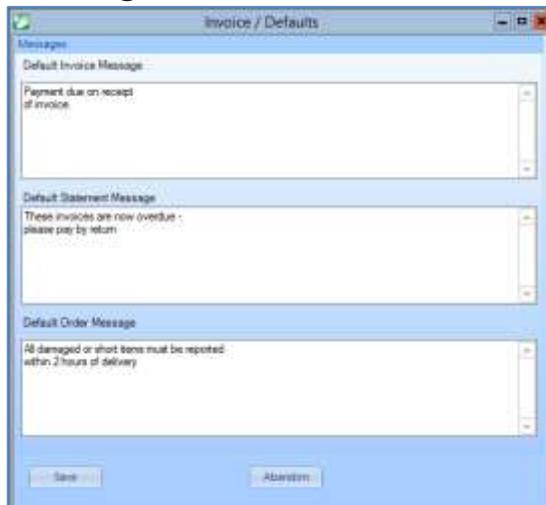
Set up a Prefix and the last number used for each sequence of Invoice/Order/Dispatch note.

This sequence will be used on transactions in Auto mode.

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



Messages



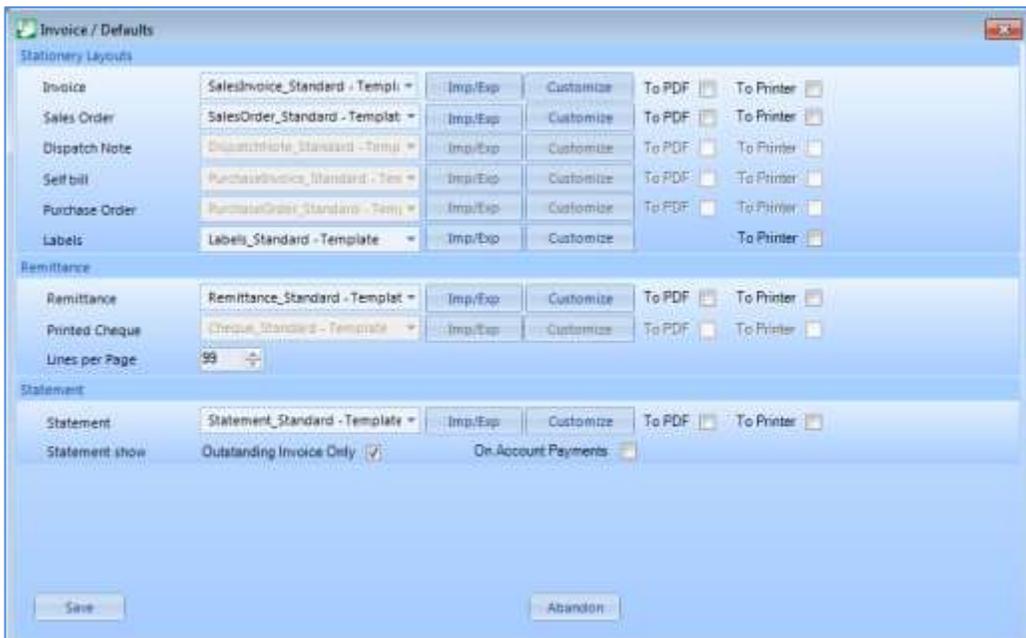
The default message that is to be shown on the various stationery layouts is set up and edited here. This will be used for any **new** transactions created.

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.



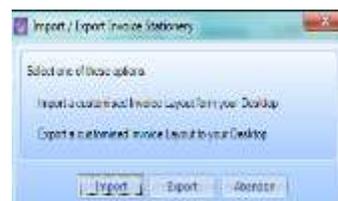
There are four basic Sales Invoice default layouts;

- 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 before use.
- Invoice2 – a basic layout template that can be used without customisation

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

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

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



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

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

N.B. once imported the form will to be saved before the program will use the new layout.

When saving layouts be careful not to add an extra space on the file name as this can confuse the selection later.

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



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

To PDF – Tick this if invoices are to be printed to a .PDF file instead of a printer. The path where Pdf reports are saved is set in the Setup, Payment Terms

See the Trader Menu section “Terms” on page 52 for more details.

Preferences section see ”Payment Terms

See the Trader Menu section “Terms” on page 52 for more details.

Preferences” on page 43.

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

When the Method on an Invoice is set to AUTO, saving will prompt whether the Invoice should be postponed or saved, and printed or emailed. The default choice as to whether to postpone or print can be set here for the company. The default for printing or emailing will be set on the Trader under Defaults, Invoices By, Printed/Emailed.



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

Postpone This will default to postpone the Invoice. Postponed Invoices do not affect VAT returns or accounting values. In order to postpone an Invoice the transaction must use Items on all lines.

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

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

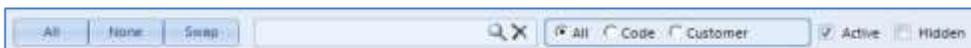
The list including the entire Text preview can be Exported to Excel.

Code	Subject	Text preview	System default
Direct Debit Notification	Direct Debit notifications from [Company Name]	Dear [Trader Salutation] [Trader Contact] Please find attached Direct Debit notifications from [Company Name]	<input checked="" type="checkbox"/>
Dispatch Note	Goods Dispatched from [Company Name]	Dear [Trader Salutation] [Trader Contact] Please find attached Goods Dispatched [Transactions Details] from [Company Name]	<input checked="" type="checkbox"/>
Purchase Credit Note	Purchase Credit Notes from [Company Name]	Dear [Trader Salutation] [Trader Contact] Please find attached Purchase Credit Notes [Transactions Details] from [Company Name]	<input checked="" type="checkbox"/>
Purchase Invoice	Purchase Invoices from [Company Name]	Dear [Trader Salutation] [Trader Contact] Please find attached Purchase Invoices [Transactions Details] from [Company Name]	<input checked="" type="checkbox"/>
Purchase Order	Purchase Orders from [Company Name]	Dear [Trader Salutation] [Trader Contact] Please find attached Purchase Orders [Transactions Details] from [Company Name]	<input checked="" type="checkbox"/>
Receipt Advice	Receipt Advices from [Company Name]	Dear [Trader Salutation] [Trader Contact] Please find attached Receipt Advices [Transactions Details] from [Company Name]	<input checked="" type="checkbox"/>
Remittance	Remittances from [Company Name]	Dear [Trader Salutation] [Trader Contact] Please find attached Remittances [Transactions Details] from [Company Name]	<input checked="" type="checkbox"/>
Sales Credit Note	Sales Credit Notes from [Company Name]	Dear [Trader Salutation] [Trader Contact] Please find attached Sales Credit Notes [Transactions Details] from [Company Name]	<input checked="" type="checkbox"/>
Sales Invoice	Sales Invoices from [Company Name]	Dear [Trader Salutation] [Trader Contact] Please find attached Sales Invoices [Transactions Details] from [Company Name]	<input checked="" type="checkbox"/>
Sales Order	Sales Orders from [Company Name]	Dear [Trader Salutation] [Trader Contact] Please find attached Sales Orders [Transactions Details] from [Company Name]	<input checked="" type="checkbox"/>
Customer Statement	Statement from [Company Name]	Dear [Trader Salutation] [Trader Contact] Please find attached Statement [Statement from date] [Statement to date]	<input checked="" type="checkbox"/>

3. Ledgers

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

Main Toolbar



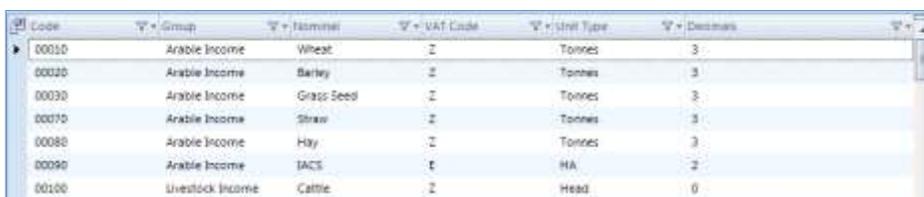
The Main toolbar is consistent throughout all Ledger Listing Screens and allows the user to filter, search and select records.

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

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

Column Header

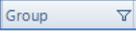
The column header can be used to customise the layout of the screen for each ledger. This layout change is saved in the Windows User's profile, i.e. the person that logged on to the computer, (not to be confused with the User Name that was entered to Sign into the accounts).



Code	Group	Name	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	JACS	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  hold the left hand mouse key down and move the mouse between the  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. There are powerful custom filter options under the icon if required.

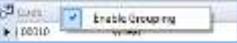
Saving the changes to a Layout

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

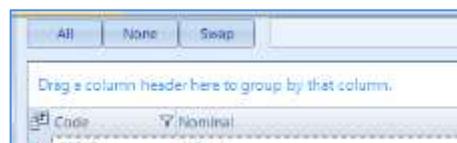
Restore Layout to default

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

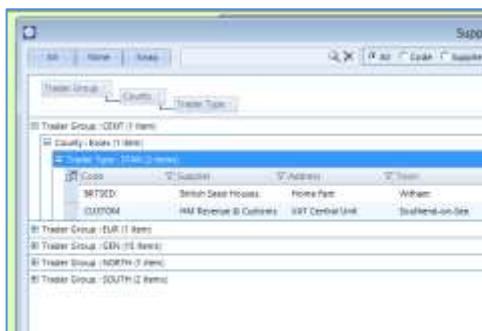
Grouping

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

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



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



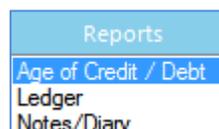
Click on the plus  key to display the codes within that group. The  will collapse the group.

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

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

Reports

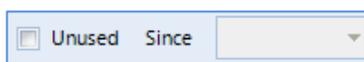
All Reports within Ledgers can be selected by double clicking on the required report. Reports and their options vary across versions, sections and roles.



Editing Toolbar

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

Activity Filter Option



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.

Trader Ledgers

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

Both way Traders

The same trader code may be used for a Trader that is both a supplier and a customer. The significance of this is that the Purchase and Sales ledger 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:

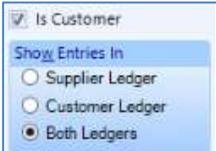
* denotes Mandatory fields.

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
Is Customer



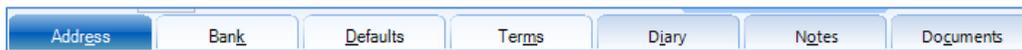
The image shows a dropdown menu for 'Show Entries In' with three radio button options: 'Supplier Ledger', 'Customer Ledger', and 'Both Ledgers'. The 'Both Ledgers' option is selected.

If a trader is both a Customer and a Supplier then the Is Supplier or Is Customer box should be ticked, depending on which ledger you are using. Trader reports will be available from Both Ledgers however you can set the trader so that the ledger will only report from either Supplier or Customer. Please note that all transactions will still show on the report regardless of type.

VAT No./ VAT Prefix Enter the Trader's VAT number and VAT Prefix

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

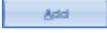
Display Provider is selected in the Setup, Payment Terms

See the Trader Menu section “Terms” on page 52 for more details.

Preferences section see “Payment Terms

See the Trader Menu section “Terms” on page 52 for more details.

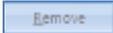
Preferences” on page 43.

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

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

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

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

To remove an address, use the mouse to highlight the address to be removed and then click on the  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.

Defaults



Supplier	Customer
Normal	Normal
Enterprise	Enterprise
Analysis	Analysis
VAT	VAT
Pay Method	Pay Method
Invoices By: Printed	Invoices By: Printed
Bank	Bank

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: particularly useful for 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.

Terms



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

Credit Limit A credit limit can be set for Supplier or Customer such that this will give a warning symbol next to the trader name when the limit is

breached whilst entering a transaction. The information also appears on certain reports and can be added to the Trader ledger listing screen and the Daybook.

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

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

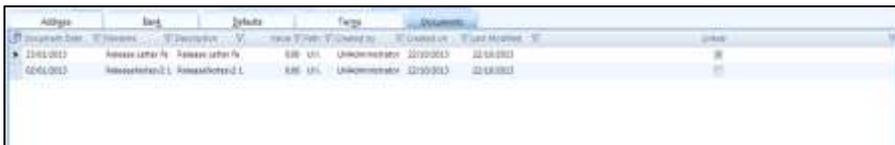
Diary

Diary actions may be created, edited and processed for each Trader. The Actions are setup in the Setup, Trader menu; see "Note/Action Codes" on page 53. 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.

Notes

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

Documents



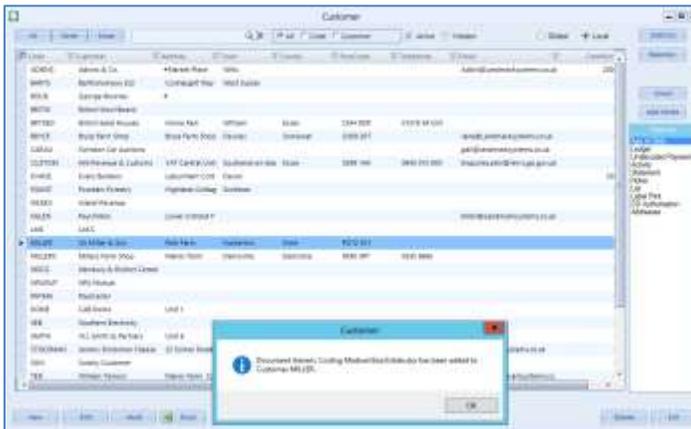
Address	Issued	Defaults	Terms	Documents
23-01-2013	Amesbury Letter No	Amesbury Letter No	8.86 LPH	Unikommunikator 22-10-2013 22-10-2013
02-01-2013	Amesbury Letter No	Amesbury Letter No	8.86 LPH	Unikommunikator 22-10-2013 22-10-2013

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

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

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

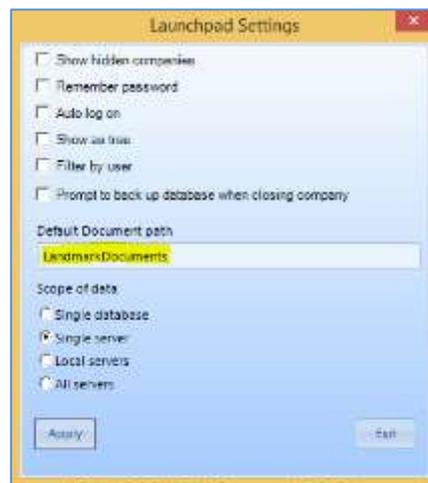
NOTE: Documents and emails can be dropped on to any part of a trader record or even on the trader in the list and it will be added to that trader, a confirmation message is shown.



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.

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.

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

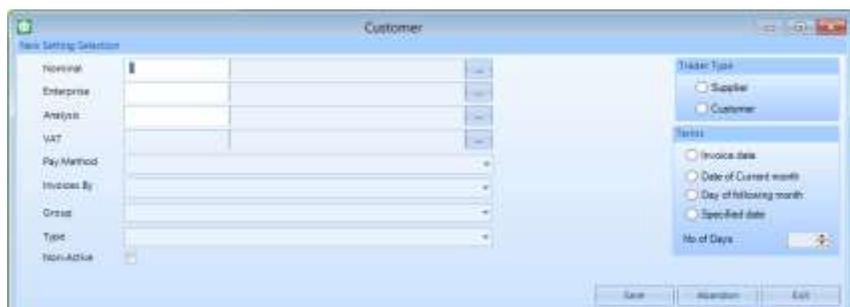
The Editing toolbar at the bottom of the screen has the following options:

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,



i.e. any of the Customer settings can be updated including making these Customers, Suppliers or Non Active

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

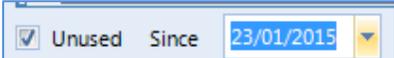
Save will apply the new value(s) to all selected traders, Abandon will clear the new values and allow them to be re-entered and Exit will close the multi edit screen without making changes

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

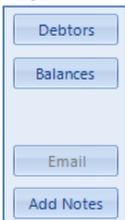
Exit Closes the Screen

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. 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	Overdue 1	Overdue 2	Current	30	60	90	Unpaid	Notes
ADENG	Adena S Co.	1880.00	1880.00	2000.00	1880.00	0.00	0.00	0.00	1880.00	0.00	Debtor Control
BNCA	Myak Nam Sdn	814.26	814.26	0.00	814.26	0.00	0.00	0.00	814.26	0.00	
CARAO	Semenan Car. Sdn	36.40	36.40	0.00	37.00	0.00	0.00	0.00	36.40	0.00	
CSZTOM	MH Ravenna S.C	904.21	904.21	0.00	1318.89	0.00	0.00	0.00	904.21	0.00	
EVARS	Evens Builders	178.50	178.50	0.00	178.50	0.00	0.00	0.00	178.50	0.00	
FOURST	Fourteen Forestry	2467.50	2467.50	0.00	2890.00	0.00	0.00	0.00	2467.50	0.00	
SMTH	S.M. Smith & Park	2248.40	2248.40	0.00	889.40	0.00	0.00	0.00	2248.40	0.00	
TEH	William Teepon	50.00	50.00	0.00	0.00	0.00	0.00	0.00	50.00	0.00	Stop on trading activity
WOCBS	Woolstone House	2847.25	2847.25	0.00	2122.68	0.00	0.00	0.00	2847.25	0.00	
Selected Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Grand Total		12442.31	12442.31	2380.00	4522.97	0.00	0.00	0.00	12442.31	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  then  and include the number of copies, whether the statement should go straight to the printer, whether to show outstanding invoices only and only on account payments.

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



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

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

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

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

Exit – Closes the Screen

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

The screenshot shows a window titled "Balances" with a table of data. The table has columns for Year, Month, Trade, Paid, and Due. The data is as follows:

Year	Month	Trade	Paid	Due
2012	JAN			0.00
2012	FEB	1200.00	600.00	600.00
2012	MAR	600.00	600.00	600.00
2012	APR	600.00	600.00	600.00
2012	MAY	600.00	600.00	600.00
2012	JUN	650.00	600.00	600.00
2012	JUL	650.00	650.00	650.00
2012	AUG		650.00	650.00
2012	SEP			0.00
2012	OCT			0.00
2012	NOV			0.00

At the top of the window, there are fields for "Trader name" (Wilton), "Opening Balance" (0.00), and "Current Balance" (0.00). At the bottom, there are buttons for "Previous", "Next", "Include VAT", and "Exit".

Email As in the Debtors screen select one or more traders with email addresses and click Email to Send an email to all the selected traders using Microsoft Outlook. If several traders are selected a message saying “Email Addresses will be move 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. The screen to the right will appear.



Click on New to enter a trader note.

Trader Notes can be categorised into Types, for instance, phone calls, letters, and emails.

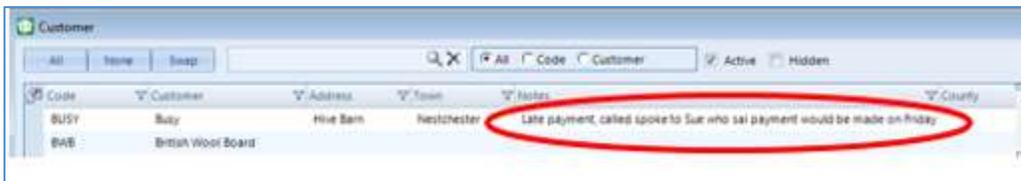


Follow up actions can be made and reported on, to remind the user what was agreed for action.

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.

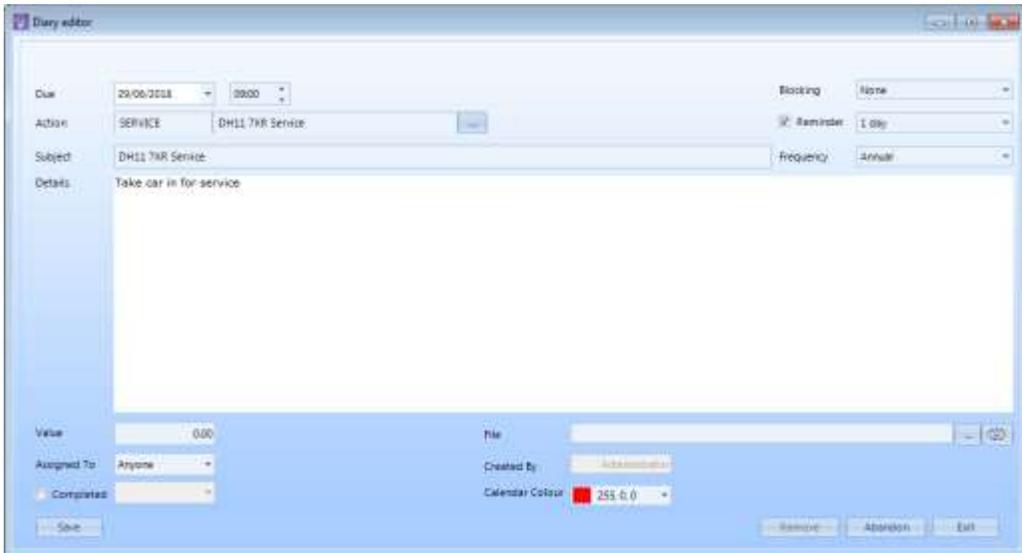
To report on these Notes go to Suppliers/Customers, Reports and then choose Notes from the Report section. The criteria for this report allows selection of a Note Type to report on or to show all. You can also report by date range and specific assignee.

Notes can be viewed on the Trader Ledger by adding the Notes column to the Listing Screen by using the field chooser:



Traders - Diary

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



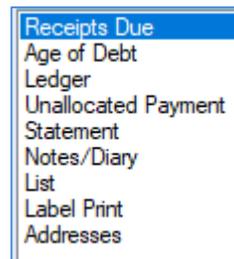
Diary actions are categorised into Types, for instance, vehicle service/MOT, insurance renewals, rent reviews.

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 allows selection of a 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 t

of days of grouping as for the Company entered in Setup Trader Terms or calendar based grouping by month.

The screenshot shows the 'Age of Debt' dialog box with the following settings:

- Report:** Closing date: 31/10/2018; Period based; Calendar based
- Include:** All; Outstanding; Overdue
- Show:** Summary by trader; Transactions; Detail; Detail by nominal; New page for customer
- Electronic:** Electronic payees only; Exclude electronic payees; Currency: Currency
- Grouping:** Ungrouped; By group; By type; New page for each grouping

Buttons: Reset, OK, Cancel

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, and Show Entries in Both ledgers is selected, then all transactions will be shown.

Invoices that have been put on Hold can be reported on by selecting the Transactions on hold option.

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

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 required 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.

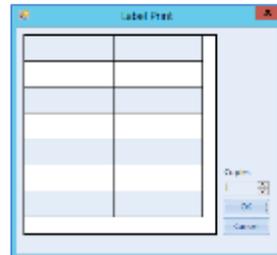
List The list report gives options of producing a quick list of selected traders including:

Phone & fax numbers with a contact and whether the trader is valid for electronic payment,

Phone number, 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 of the page. If some of the labels on a printed page have been used place the cursor on the Label field that labels are to start printing from which 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.

Nominal

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

Editing Toolbar

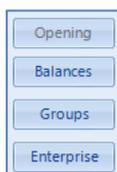
The Editing toolbar at the bottom of the screen has the specific options:



- Unused Since** Tick this to show Nominal codes that have not been used since the date entered. This is useful for selecting codes to set them as non-active or to check whether entries have been made against them.
- Include Enterprises** Include a record for each Enterprise Code linked to the Nominal Code, The Enterprise Code field should 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 88.
- 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 simply un-merge codes.
- Exit** Closes the Screen

Right hand options

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



- Opening** Option disabled unless the nominal screen has been accessed through the Opening Menu.
- Balances** Shows the Opening Balance and the Current balance for a selected Nominal with a summary by year and month of the

Trade/Paid and Due, quantity and amount for the selected Nominal and Enterprise combination.

Year	Month	Trade		Paid		Due	
		Qty	Amount	Qty	Amount	Qty	Amount
2012	JAN		3325.95				
2012	FEB	8.00	314.25			8.00	314.25
2012	MAR			86.00	763.18		

If a number of Nominal codes have been selected use



Groups Accesses the Nominal Group screen

Enterprises Accesses the Enterprise Code Ledger

Importing a Nominal code list

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

Where there are no codes 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 recommended to leaving gaps in the numbers so that extra Nominal codes may be inserted later if required. The code cannot be changed when editing, use code change in Utilities function if necessary.
- Name*** A unique short description of the Nominal up to 25 characters in length.
- Group*** Every Nominal must link either to one of the pre-defined Groups or to a user defined sub-group. In this way the system 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. Either type in the VAT code or select from the list.
- 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 where space and presentation is limited.

Non Active Tickbox to make the code Non Active and hide it from the default listing screen so it will not normally be available 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 one of Enterprise, Analysis Code or Quantity before saving a transaction.

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 with in 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 hyper link to the Enterprise list will turn Red.

Analysis – As for Enterprise filtering but on Analysis codes.

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

The report assumes that the filter conditions are AND so a filter on Dairy Enterprise and Combine Harvester Analysis 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 can be displayed on the report.

Show Item Quantity Where landscape report is selected the Item and Nominal quantity can be shown on 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 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 selected is shown. 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. These types should not be changed without good reason once set up.

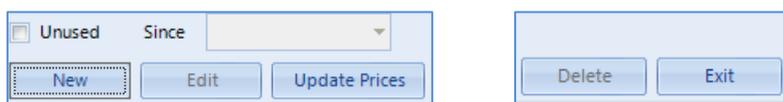


All, apart from a text Item, link a product code to a Nominal Code. Each item has a number of defaults set which can significantly increase the speed, quality and reporting options of the data. The defaults may be overwritten when used in a transaction.

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.

Editing Toolbar

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



Unused Tick this to show Item codes that have not been used since the date
Since 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 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 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*	<p>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.</p> <p>For example the Long description may be set to: For the supply of Straw Bales for use as feed. With the Short description set to: Feed straw bales.</p> <p>Please note if you intend to append the text include a space at the end of the description.</p>
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	<p>This is a factor that is used to convert the Item Units into the Units of the Nominal code.</p> <p>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.</p>
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

The screenshot shows a window titled "Update Item Prices" with a table of items and a section for update criteria. The table has columns for Code, Item, Nominal, Type, Units, VAT, Original Price, New Price, and Difference. Two items are listed: BAGPOTS (Farm gate sales, Nominal 00300, Type Other (nominal), Units Bags, VAT Z, Original Price 10.50, New Price 10.50, Difference 0.00) and POTS (Ware Potatoes, Nominal 00300, Type Other (nominal), Units T, VAT Z, Original Price 395.00, New Price 395.00, Difference 0.00). Below the table, an "Averages" row shows 202.75 for Original Price, 202.75 for New Price, and 0.00 for Difference. The "Update Criteria" section has radio buttons for "Increase / Decrease by %", "Increase / Decrease by Amount", "Apply this new value to all items", and "Update each item individually". The "Increase / Decrease by %" option is selected, and the value is 0.00. There is also a checkbox for "Display prices to 2 decimal places" which is checked. At the bottom right, there are buttons for "Preview", "Refresh", "Save", and "Close".

Code	Item	Nominal	Type	Units	VAT	Original Price	New Price	Difference
BAGPOTS	Farm gate sales	00300	Other (nominal)	Bags	Z	10.50	10.50	0.00
POTS	Ware Potatoes	00300	Other (nominal)	T	Z	395.00	395.00	0.00
Averages						202.75	202.75	0.00

Update Criteria

Increase / Decrease by % 0.00

Increase / Decrease by Amount 0.00

Apply this new value to all items 0.00

Update each item individually

Display prices to 2 decimal places

Preview Refresh Save Close

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 Provides 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 doesn't appear by default in code lists. See Nominal code section for more details.

Editing Toolbar

The Editing toolbar at the bottom of the screen is as Items. See "Editing Toolbar" on page 84.

Link Link Nominal codes to Enterprises or vice versa. This option is better carried out on the Enterprise Screen where the Enterprises can be selected before choosing to link. Regardless of where selected, it is the

recommended routine for setting up the coding structure to help when reporting by enterprise.

The Link screen is split into two columns with a field at the top to enter the Enterprise code being linked. Once the Enterprise code is selected the Left hand column will show all active Nominal codes that have not been linked to the Enterprise and the right hand column shows those codes currently linked. Nominal codes can be moved from one list to the other by selecting and using the Add or Remove buttons or by dragging with the mouse. The changes made can then be saved.

Enterprise Reports

- 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 81 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 are added to item lines so that they can be selectively reported on through a wide range of options. Analysis codes can be used to identify transactions for individual properties, machines, partners or job costing.

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 84.

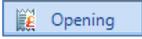
Analysis Reports

Reports can be produced for the selected Analysis codes or all when 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  Bank Account so that the opening cashbook balances may be entered at the same time.

Bank Maintenance

To access the bank maintenance screen select  from the Ledgers Toolbar, or select Bank from the Ledgers section of the menu. This will display the list of banks with the usual option buttons. Either highlight an existing account and press the **Edit** button from the bottom menu or press **New** and the bank maintenance screen will be displayed as below:



Bank Details

- No.** This is the two digit numeric code used to identify the account.
- Nominal** The Nominal code is disabled as it is for information only here and is automatically created as a control account on save.
- Name** This is the name of the account, e.g. Current account.
- Cash** Tick if the bank is a Petty Cash account; this will have no formal reconciliation process.
- Currency** Default is Pounds Sterling.
- Non-active** Tick box to make the code Non Active and hide it from the default listing screen.
- Set Default** Option to make one of the bank accounts the default offered when creating entries. Tick this if there is only one Bank Account in your company or if more than 75% of transactions use the specific bank.
- 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. As such, the system automatically maintains a 'dummy' cheque number for payments and a dummy payslip number for receipts. We advise setting dummy cheque numbers as a different sequence, e.g. 200,000 for Dummy Cheques and 100,000 for Dummy Payslips.

Next Credit Card No. A separate sequence for transactions using the Credit Card method of payment.

Next Payslip No. When entering bank receipts or sales receipts this will be the next paying-in slip number.

Next Statement No. The next Bank Statement number for reconciliation purposes; this is automatically updated on each reconciliation. Numbers can be skipped but must be kept in number order by date.

Next Electronic Payment A separate sequence maintained for Electronic Payments.

Next Electronic Receipt A separate sequence maintained for Electronic Receipts.

Address section Optional section to record bank address and contact details.

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' accounts if more than one has been selected.

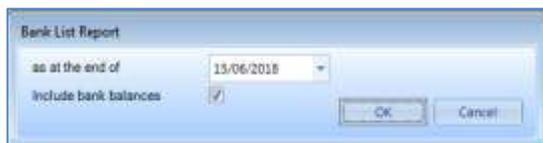
Reconciliation Provides access to Reconcile bank statements for the selected Bank Account (or default if none selected). See later section for more details.

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 later section for more details.

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.



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.

Re-Print Reprint provides a facility to generate a copy of the Bank Statement as reconciled on the program.

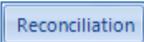
Payments and Receipts This report shows payments or receipts or both listed by either the cheque/paying-in number or by date. The report can be restricted to selected banks or cheque/paying-in numbers, date range and/or trader. The report may be in Summary (default) or detailed.

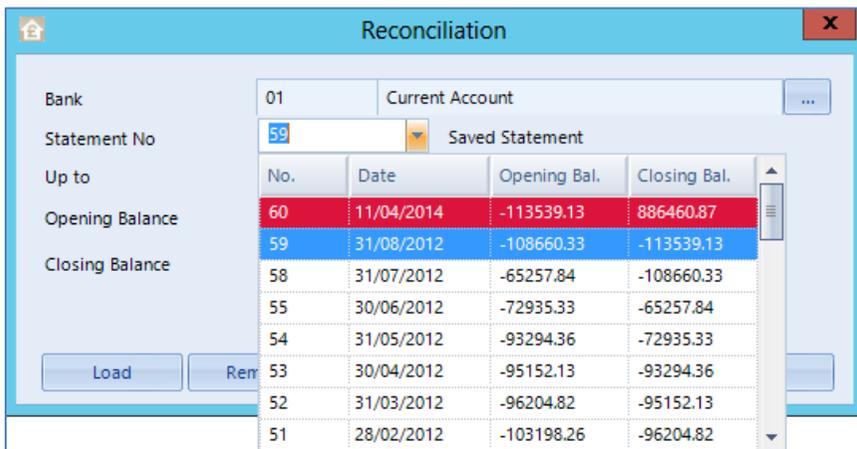
Un-presented A list of Un-presented cheques at a given date up to a specific Statement Number. This can be retrospective, for example, showing which transactions were still outstanding at the year-end but have since been reconciled. The report shows which statement any un-presented transaction has subsequently cleared on.

Cash Position This report shows all 'actual' bank account balances together with un-presented cheques and receipts at a specified date. It also displays cumulative totals for Standing Orders due, Debtors due and Creditors at the specified date.

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.

Reconciliation

Bank reconciliation can be accessed by either selecting Ledgers, Reconciliation or from Bank and clicking  ; both show the following screen:



No.	Date	Opening Bal.	Closing Bal.
60	11/04/2014	-113539.13	886460.87
59	31/08/2012	-108660.33	-113539.13
58	31/07/2012	-65257.84	-108660.33
55	30/06/2012	-72935.33	-65257.84
54	31/05/2012	-93294.36	-72935.33
53	30/04/2012	-95152.13	-93294.36
52	31/03/2012	-96204.82	-95152.13
51	28/02/2012	-103198.26	-96204.82

- 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 closing balance from the last statement, and it is recommended that the last number of the batch is used.
- Gaps may be left in the numbering sequence but the missing statement numbers cannot be used subsequently. To keep a record in the system that a number has been used, the statement number can be loaded and saved without reconciling any items, provided the opening and closing balances are the same.
- A statement highlighted in red denotes a Postponed Statement.
- The reconciliation number automatically clocks on to the next statement number.
- 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 un-reconciled transactions dated up to the statement date for the selected bank account will be shown. Tick each transaction off against the physical statement.

The 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.

Date	Type	Code	Name	Amount	Reconciled
30/05/2017	011	BP	Academy Match	10.00	C
08/05/2017	112	BP	NET Cash	118.12	C
08/05/2017	102	BP	ROYDON	81	H
07/05/2017	102	BP	BA	89	H
14/05/2017	118	BP	ABC	270	C
13/05/2017	108	BP	SCATS	1421	C
13/05/2017	102	BP	HT	1222	C
14/05/2017	108	BP	ELL	70	H
17/05/2017	118	BP	ALICE	270	C
17/05/2017	118	BP	DALC	11818	C
17/05/2017	108	BP	LADON	81	D
18/05/2017	118	BP	NET	261	C
08/05/2017	102	BP	ELL	71	D
28/05/2017	102	BP	SCHOLAR	11811	C
28/05/2017	111	BP	AFGEE	11811	C
28/05/2017	102	BP	ELL	71	D
28/05/2017	112	BP	WOLFE	80	H

Summary: Statement Balance: 1402.07, To Allocate: -2962.07, Calculated Balance: 1899.14

Note: Where a + sign shows this indicates that there is more than one item using the same date, method and reference, e.g. a paying-in slip made up of several Cheques. These are summarised so that only the total needs to be reconciled. The details can be shown by clicking on the +

-	28/05/2012				113	4012.25	C
	28/05/2012	1017	BP	BRISED	British Seed Houses	4000.00	C
	28/05/2012	1018	BP	WORICE	Worcester Market	12.25	C

Click to collapse the items back to a single line.

To reconcile an item either click the line or use the up/down arrows and press “Y” or the space bar on the keyboard. The background of the line is changed from white to blue and the Reconciled column changed to **Y**. To un-reconcile the line click the line or use the up/down arrows and type **N**.

On reconciling a line the selection line drops to the transaction below; if un-reconciling the line the selection is retained.

During reconciliation, if a discrepancy is found the transaction can be edited by double-clicking on the underlined transaction number. The statement will be postponed while an editing screen for the transaction is shown so you can correct the entry. Save and exit will return you to the Statement with the value updated so that the reconciliation may continue.

If a transaction is missing it can be added from the main entries menu without closing the Statement.

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 statement can be saved and the next one started if required.

TIP: To find transactions on a particularly large statement sort by a column other than Date, or filter the column to restrict the number of lines displayed. It is also possible to set the filter on the Reconciled status to show only those with "N" which will reduce the number of lines.

Remove

Only the latest Saved or Postponed statement can be removed, although all statements can be removed by removing the latest one in turn. Remove will only unreconcile transactions, it will not remove transactions.

Print

This will print a report of the 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.

Auto Match Bank Statements

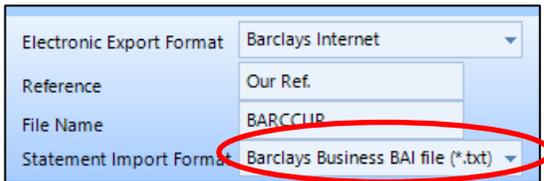
KEYPrime Intro Accounts provides this facility to assist with reconciling against bank statements.

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.

The Auto Match option helps to provide consistency and accuracy for your accounts.

Operation

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.

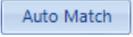


The screenshot shows a dropdown menu with the following options: 'Barclays Internet', 'Our Ref.', 'BARCCUP', and 'Barclays Business BAI file (*.txt)'. The 'Barclays Business BAI file (*.txt)' option is highlighted and circled in red.

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.

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 KEYPrime and select the Auto Match button .

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

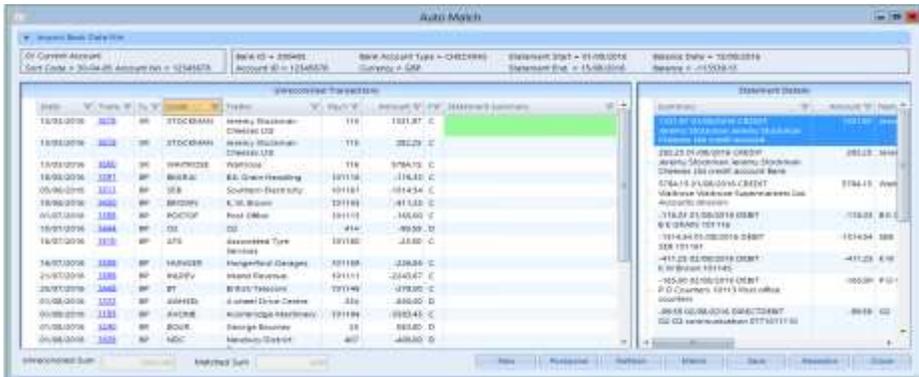


The screenshot shows a dialog box titled 'Import Bank Data File'. It contains a file path: 'C:\landmark\Key Prime\Backup\Users\JLMS\03082018_161323_19601496_BAI2.txt' and a 'Load' button.

Browse to your saved statement using the folder browse button. Once selected click Load.

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.

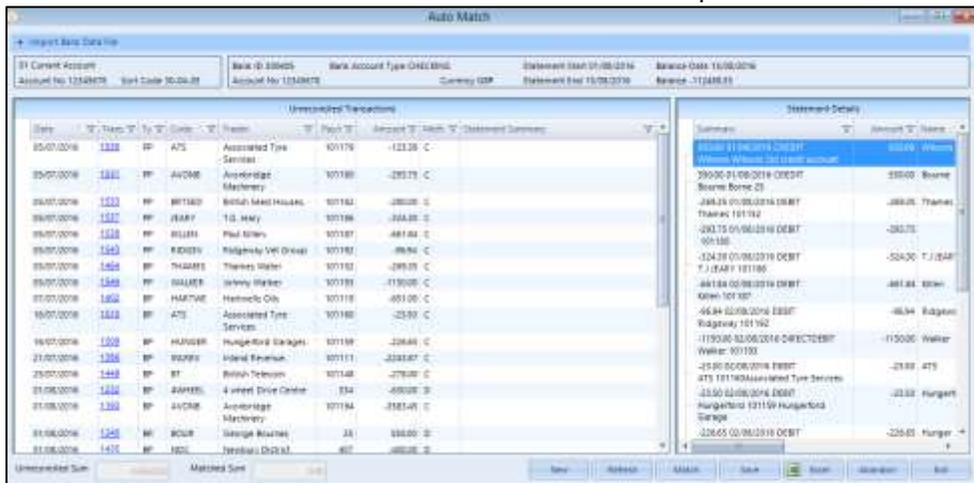


On the left will be all existing unreconciled transactions for the bank account selected, dated up to the end of the statement. The downloaded statement details will be on the right.

The information is shown in grids which can be sorted as needed, using the column headers.

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.) Recurring entries need processing

Press the Match option to auto match on value and date; over time the program will learn which traders in KEYPrime match the descriptions on the Statement.



It is important to check that the auto matching is correct. This is a relatively simple operation of comparing the information showing in the matched Statement Summary column with the details of each Unreconciled Transaction.

Having checked the Auto Match, the remaining records in the Statement Details section should be worked through.

Select a statement record on the right; the potential transactions that match the value will show a green cell in the Statement Summary on the left.

Unreconciled Transactions								Statement Details		
Date	Type	Tr	Code	Dr	Cr	Amount	Statement Summary	Summary	Amount	Name
05/07/2016	1310	PP	ATS	Associated Tyre Services	101179	-123.50	C			
05/07/2016	1311	PP	AVCRB	Avonbridge Machinery	101180	-283.75	C			
05/07/2016	1313	PP	BW18D	British Seed House	101182	-269.00	C			
05/07/2016	1317	PP	JEARF	T.G. Jears	101196	-524.90	C			
05/07/2016	1320	PP	MILLN	Paul Miller	101187	-867.84	C			
05/07/2016	1343	PP	RIDGVS	Ridgely Vet Group	101193	-86.94	C			
05/07/2016	1344	PP	THAMES	Thames Water	101152	-268.31	C			
05/07/2016	1344	PP	WALKER	John Walker	101193	-1199.00	C			
06/07/2016	1321	PP	MILLN	Paul Miller	1001	-851.94	E			
07/07/2016	1342	PP	HARTWE	Hartweb Oil	101119	-651.00	C			
16/07/2016	1315	PP	ATS	Associated Tyre Services	101180	-21.50	C			
16/07/2016	1320	PP	HUNGER	Hungerford Garage	101194	-234.65	C			

Statement Details		
Summary	Amount	Name
461.04 31/07/2016 PP	461.04	MILLN
101179 05/07/2016 DEBIT		ATS
101180 05/07/2016 DEBIT		AVONBRIDGE
-292.75 31/07/2016 BGC	-292.75	AVCRB
AVCRB: W9 87200		BGCPhone
28-79-29 69187245 BV 87200		
-2343.67 31/07/2016 BGC	-2343.67	MILLN
086-CA		HRT Revenue
BGCPhone 20-34-40 10224510 HM		BGC
Revenue		
-236.65 31/07/2016 Hungerford	-236.65	Garage
Garage: HUNGER		BGCPhone
30-62-62 00086252 HUNGER		
474 31/07/2016 Mrs	474	Wendy Miller
Wendy Miller: MILLN		BGC
BGCPhone 50-45-31 14446008 MILLN		
-324.3 31/07/2016 Peter	-324.3	Miller

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

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

Unreconciled Transactions								Statement Details		
Date	Type	Tr	Code	Dr	Cr	Amount	Statement Summary	Summary	Amount	Name
06/07/2016	1311	PP	ATS	Associated Tyre Services	101180	-23.00	C			
06/07/2016	1320	PP	HUNGER	Hungerford Garage	101194	-234.65	C			
07/07/2016	1326	PP	INREV	Inland Revenue	101111	-2343.67	C			
25/07/2016	1340	PP	BT	British Telecom	101148	-278.00	C			
31/08/2016	1322	PP	WHHEL	4 Wheel Drive Clinic	334	459.00	D			
31/08/2016	1321	PP	AVCRB	Avonbridge Machinery	101184	-358.54	C			
31/08/2016	1325	PP	BOUR	George Bourles	28	930.00	D			
31/08/2016	1319	PP	NDC	Newbury District Council	407	-460.00	D			
01/09/2016	1302	PP	WILSON	Wilson	32	650.00	D			
03/09/2016	1308	PP	FORDMAY	Ford Motor Credit	342	-845.70	D			
04/09/2016	1304	PP	MMASC	James B. C. Over	101134	3095.00	C			
05/09/2016	1307	PP	AVCRB	Avonbridge Machinery	101195	-125.00	C			
05/09/2016	1311	PP	SEB	Southern Electricity	101163	-334.76	C			
10/09/2016	1340	PP	CE	CE	415	-88.57	D			

Statement Details		
Summary	Amount	Name
23.00 01/09/2016 DEBIT	-23.00	Hungerford
Hungerford: 101194 Hungerford Garage		
3075.00 01/09/2016 DEBIT	-3075.00	James B. C. Over
James C. Over: 101134 Cng		
-125.00 05/09/2016 DEBIT	-125.00	Avonbridge
Avonbridge: 101195 Cng		
-11.25 01/09/2016 BGC	-11.25	WILSON
WILSON: A/C 12345678		
480.00 04/09/2016 CREDIT	480.00	TYNDAL
TYNDAL (SERVICES): A1 CATTLE SHED REN		
-175.00 04/09/2016 DIRECT DEBIT	-175.00	LANDM
LANDM: 04/09/2016 L LANDM: 012345678		
848.76 05/09/2016 DEBIT	-848.76	SEB
SEB: 101163 Cng		
9042.1 05/09/2016 DIRECT DEBIT	9042.1	MMASC
MMASC: VAT 1234567890 0916		

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 saved you can either drag and drop the Statement record across or click the Match button again.

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 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 select one to act as a copy for the entry.



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 in order not to duplicate information.

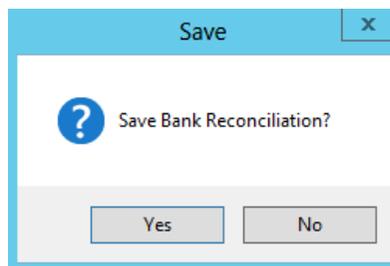
Save the entry then choose the Match option.

You cannot postpone an Auto Match but you can export a list of the unmatched statement records using the Excel button at the bottom, provided you have Excel installed.

If you have to abandon the Auto Match you will find that reloading and matching is straight forward. However we have tried to make it as simple as possible to complete the process.

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.

VAT

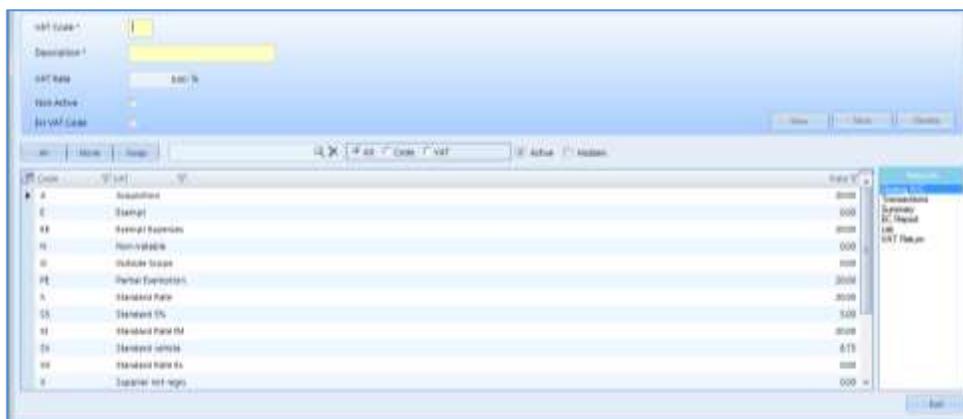
If the company is VAT registered it is essential to have the VAT Registration number in the Setup, Business Details section, as it acts as the trigger to implement VAT codes. Otherwise all entries will be treated as outside the scope of VAT (VAT code O) and no other codes will be available. See "Business Details" on page 42.

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 to 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, even of 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

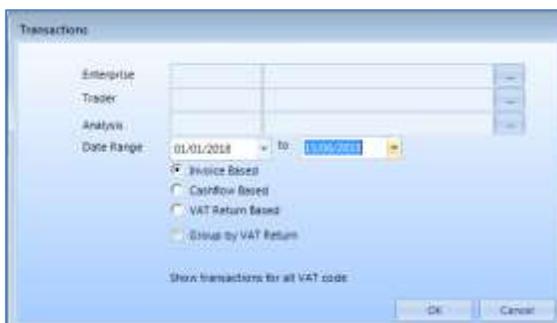
Closing A/C This report will produce a list of all the unclaimed items, in summary or detail, as at the specified closing date. This will audit the VAT Control Account on the balance sheet for the chosen

Transactions date and is often used at year end. It will also show if subsequently, the transaction has been included on a return.

A list of all entries for All or Selected VAT codes may be produced. There are further filtering options available including by Enterprise, Analysis or Trader.

The report can be based on the Invoice date or Payment date (cashflow) based. There is an option to show only those transactions included on VAT returns for the date range selected.

The VAT return based report will always exclude code 'O' Outside the scope whether selected or not, other reports will show these transactions.



Summary The VAT summary provides the same options and results as the VAT transactions report but will provide the information in a simple summary showing the Input and Output Net and VAT figures for each VAT code for the period covered.

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

VAT Return

VAT Return No. New
 Period from 01/08/2016 To 31/08/2016

	£	Under/Over Declaration
VAT due in this period on sales and other outputs	721.02	0.00
VAT due in this period on acquisitions from other EU Member States	0.00	0.00
Total VAT due (the sum of boxes 1 and 2)	721.02	0.00
VAT reclaimed in this period on purchases and other inputs (including acquisitions from the EU)	4489.11	-418.99
Net VAT to be paid to customs or reclaimed by you (Difference between boxes 3 and 4)	3768.09	-418.99
Total value of sales and all other outputs excluding any VAT. Include your box 8 figure	26936.27	13597.82
Total value of purchases and all other inputs excluding any VAT. Include your box 9 figure	29737.18	1344.32
Total value of all supplies of goods and related services, excluding any VAT, to other EU Member States	0.00	0.00
Total value of all acquisitions of goods and related services, excluding any VAT, from other EU Member States	0.00	0.00

Summary By VAT Code

Including Under and Over Declarations		Outputs		Inputs		
Code	Description	Net	VAT	Net	VAT	
1	Exempt	930.00	0.00	9546.34	0.00	
5	Standard Rate	47.00	8.40	1079.16	219.94	
5D	Standard 17.5%	4076.00	711.62	24498.66	4273.27	
2	Zero Rate	22263.27	0.00	-2387.00	0.00	
	Totals	26936.27	721.02	29737.18	4489.11	

At the top of the screen there is a drop down list which allows you to choose whether to look at an existing return or to create a new one. When New is selected the period To box will enter the next end date for a return, based on the company settings and the date of the last saved return. The company settings are chosen in Setup, 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, following a warning message.

Where the value in Box 5 Under/Over declaration is less than the limit that is set in, Setup/defaults/VAT, the figures will still show in the right column but they will be included in the left hand column and only one return will be produced.

If the total amount of Under/Over declared items in Box 5 is greater than the limit that is set in, Setup/defaults/VAT, the warning will be more severe and the figures in the right hand column will not be included in the left hand column.

In this case a supplementary return will be produced for just the Under/Over declared items.

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.

To comply with Making Tax Digital (MTD) KEYPrime now 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 if interested.



The HMRC button that appears once a VAT return has been confirmed has the option to connect to the government gateway by clicking on the cloud. 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.

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 100 form has already been completed the unmark option should not be used.
- Print** This option will print the VAT return form as displayed. If the VAT return has not been confirmed it will have DRAFT printed across it.
- Pay** Opens Sales Receipt or Purchase Payment entry for the reserved VAT trader. Purchase Payment opens when Box 5 shows VAT is owing.
- Detailed** This report gives the details of all transactions included in the return sorted by Output and Input VAT and grouped by VAT code. Within these groups there is also the option to sort by Trader. The landscape version will show analysis codes if used. The report is also grouped into Domestic and Export VAT where used. This report should be saved or printed to support the return information produced.
- Summary** The summary report shows the same information as the detailed report but it is grouped by transaction rather than VAT code.
- EC VAT report** An EC VAT report is provided for those businesses that trade with other European Union countries and need to submit this extra information to HMRC.
- Exit** Returns to the main VAT list box.
- Summary By VAT Code** After calculating the VAT return a summary by VAT code is displayed at the base of the return. This is particularly helpful where Partial Exemption de-minimis information is required.

Including Under and Over Declarations		Outputs		Inputs	
Code	Description	Flat	VAT	Flat	VAT
1	Exempt	1400.00	0.00	7157.46	0.00
53	Standard 17.5%	75.00	11.62	3446.51	515.83
2	Zero Rate	10698.00	0.00	16579.82	0.00
Total		12174.00	11.62	29184.13	915.83

Group VAT

There is a legal requirement for all VAT submissions to be fully traceable through a digital path. Where companies have separated their operations into 2 or more

data companies, but have retained 1 VAT submission, there is a need to merge the values of the companies.

When running VAT returns KEYPrime will now detect if a company is part of a group.

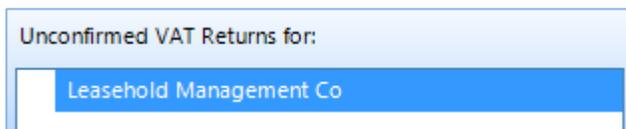
If it is a Subsidiary the return will be run in the normal manner and all will be as current except the ability to make the submission of figures to the HMRC will be disabled.



It will show a different graphic in the place of the VAT links to indicate the company is a Subsidiary. Click on this graphic to show details of the Submission company and VAT return settings.



Where the company is the Submission company it will not be possible to confirm a VAT return until all companies in the group have confirmed their individual returns for the period. The space where the submission Graphic is displayed will show information as to which Subsidiaries still need to confirm their returns for



the period.

VAT Receipt/Payment

Payment or Receipt of VAT from HMRC can be entered by pressing the Pay button on the VAT return Screen. Where Box 5 is less than 0 a Purchase Payment entry screen will show, otherwise a Sales Receipt screen will be displayed. In both cases the reserved VAT trader will be shown along with all outstanding Invoices.

Alternatively VAT settlement is entered via a Purchase Payment or Sales Receipt to the default VAT Trader.

Note: Part-payment of a VAT return is **NOT** permitted. If more than one payment or receipt is required the initial amounts need to be saved without allocating to

an invoice, i.e. as 'on account' (PA or SA). When the final payment/receipt is entered put Y against the invoice and all 'on account' amounts.

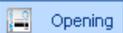
Payments of sums to or from HMRC for VAT should only be via this method. **DO NOT ENTER** VAT payments via Bank Payment or Receipts.

Hints and Tips

New returns may be created for any date range from that last return simply by changing the To date at the top of the screen. This may be relevant when starting with KEYPrime Intro 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.

4. Opening Balances

All opening balances are entered by selecting  from the Menu Ribbon. This section will display the various screens for which opening balances may be entered.

Nominal codes and bank accounts may be set-up whilst entering opening balances - there is no need to have entered them previously.

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 invoice by invoice with a complete analysis of each invoice, as this will be shown on the cashflow reports once they have been paid.

If any On Account balances are held with a supplier these should be entered as Credit Notes.

Opening Sales Invoices

The routine for entering an Opening invoice is almost the same as a standard invoice but with just a few differences.

**VAT
previously
claimed**



In the header section of opening invoices there is a tick box titled '**VAT Previously Claimed**'. Tick the box if the VAT has already been returned on a previous system. By default, if the accounts are invoiced based this box should be pre-ticked. If cash based it will be not be available.

If the VAT is still to be re-claimed then untick the box. The VAT on the invoice will now be included on the next VAT return.

Date

The **date** of the invoice must be before the start of the financial year.

Payment due date The **payment due date** must be a date in the current financial year so that the invoice is included in the projected cashflow.

A saved Opening invoice may only be edited through the Opening menu. Either use the **Edit** button, enter the Transaction number then press tab, or use the  enter the Invoice number and press tab.

Transactions may be removed by clicking on **Remove** if not yet paid.

Where VAT is on a Cash basis the tick box will not show on the Opening Invoices screen; as the invoice has not yet been paid it cannot have been previously returned.

Bank Payments and **Receipts** entered in the current year do allow an invoice date to be entered that is in the previous financial year, but there is a warning. This is a quick way to enter opening invoices and mark them as paid at the same time. However these will automatically be assumed to have **not** been previously included on a VAT return. Therefore this method should not be used for any invoice where the VAT has already been included in a previous VAT return.

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. If any On Account balances are held with a supplier these should be entered as Credit Notes.

The **date** of the Credit Note must be before the start of the financial year.

The **receipt due date** must be set to a date in the current financial year in order that the invoice is included in the projected cashflow.

Banks – Opening Balances

To enter the **Opening Bank Balance(s)** click on  from the Menu Ribbon and Bank Account from the Banks section.

This shows the same screen as choosing  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.

If the opening balance is £0 this must be typed into the New Opening Balance field and Saved, otherwise the balance will remain as previously.



Note: The Balance entered should be the reconciled Cashbook Balance not the balance that is on the Bank Statement.

If the reconciled cashbook position is not known it may be calculated by adding the unrepresented receipts and subtracting the unrepresented payments to the balance on the bank statement. However, DO NOT ENTER unrepresented Cheques or Receipts here at this stage. Opening unrepresented cheques and receipts should be used under instruction and with caution. If you work out the reconciled position correctly you will have no need to use Unrepresented Cheques/Unrepresented Receipts.

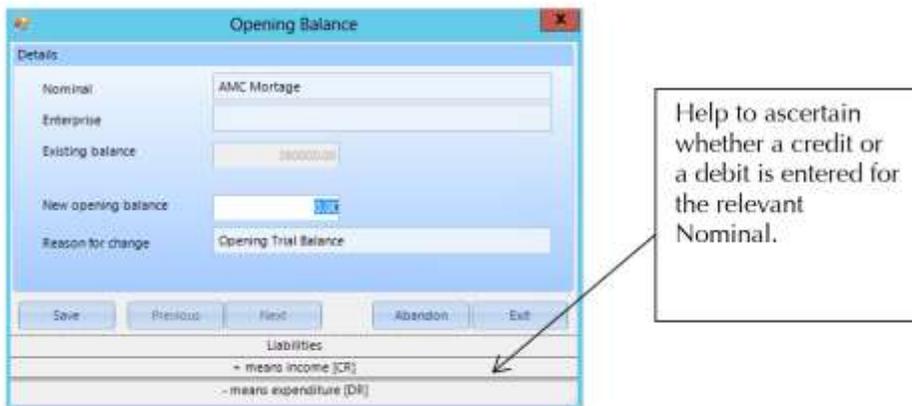
Opening Balances

To enter the Opening Balance Sheet balances select  **Opening** from the menu

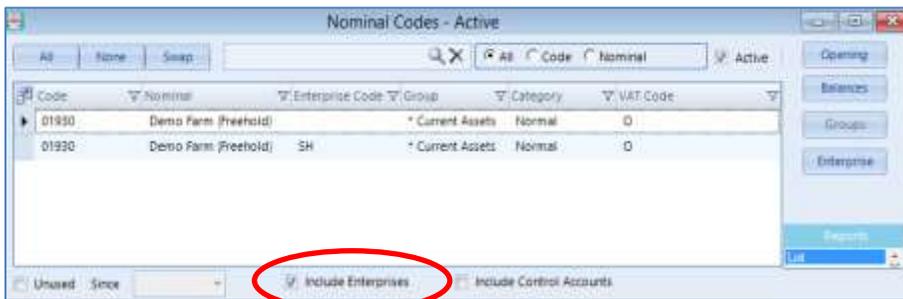
ribbon and the relevant nominal type from the Balances  section. If a new code is needed click on **New** at the bottom of the screen and add a new Nominal code ensuring the correct Group for the code.

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.



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 nominal 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 are made or received.

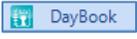
These invoices can paid just like any normal invoices by entering a Sales Receipt or Purchase Payments and entering the reserved VAT trader CUSTOMS to show these outstanding invoices.

Opening Journals – Journal Nominal

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 the  **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 varying 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 either 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.

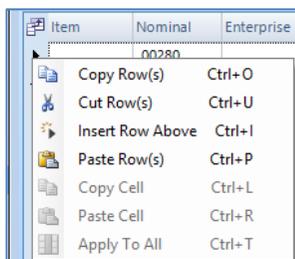
Apply to All Right Click and choose Apply to All to make all the descriptions the same (also applies to other fields)

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.

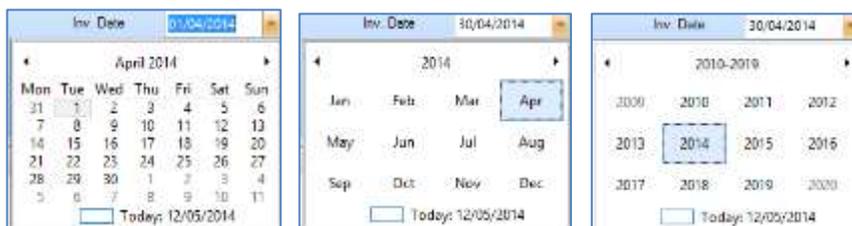
Date Entry

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

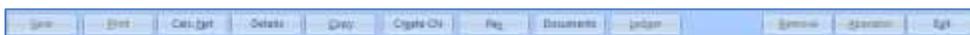
The background colour of an entered date will change to red where the program does not like what has been entered. For example, on a transaction with a date

entered into a closed period, such as before the financial year starts, or when running a report if the To date is before the From date.

Blue Date Caution

A blue background colour will show where a date is entered in the future, i.e. for an Invoice date. A Due date will not show this as it is expected to be in the future.

Bottom Tool Bar



There is consistency throughout all the entry forms though some options, e.g. Create CN, do not appear where not applicable.

If you prefer to use the keyboard rather than the mouse to select options then click on the Alt key. Each button will have a specific letter underlined which combined with the Alt key again will execute that command, e.g. Alt x will Exit the screen.

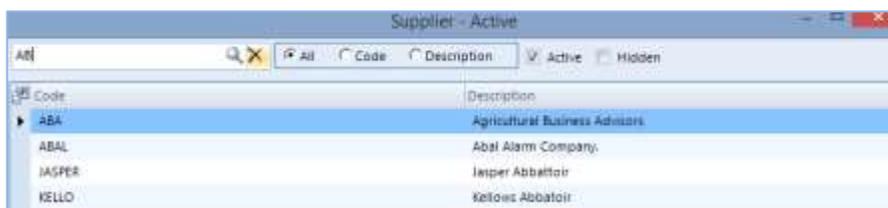
- | | |
|------------------|---|
| Save | To Save the current screen after entry or editing. |
| Print | Will only be live when the transaction has been saved, i.e. when editing. |
| Calc. Net | If the Net/VAT split is not known but the Gross amount is, type this amount in the Net field and press Calc.Net. 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 current transaction number already entered. |
| Create CN | To create a credit note from the current invoice. |
| Pay | Will open the Purchase Payment or Sales Receipt screen with the current invoice marked for payment. |
| Documents | Will open the list of documents attached to this transaction. |
| Ledger | Opens the Ledger report criteria screen. Enter dates and it will run the ledger report for the current trader. |
| Remove | To delete a transaction. |

- Abandon** This will return the details in a transaction to as they were prior to editing.
- Exit** To exit a transaction.

Using F2/F3 to search for codes

This works the same way for the Trader, Item, Nominal, Fixed Assets, Stock, Enterprise and Analysis code fields.

If no text has been entered in a code field before pressing F2 or F3 the code list will show with the cursor in the search field at the top. Anything entered will be searched for in all visible columns (Code and Description in the example below). The search can be restricted by selecting one of the radio buttons.

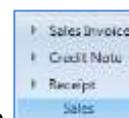


Enter the search text to narrow the list based on the characters entered. Either tab from the search or use the arrow down to then scroll up and down the list to select the required code. The selected code will be highlighted in blue as above.

Where text had been entered in the code field, pressing **F2** will bring up the code list highlighting the first **Code** starting with those letters.

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

Entering Sales Invoices

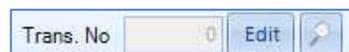


To enter a Sales Invoice select  from the Menu Ribbon then Sales Invoice from the Sales section, or select **Sales Invoices** on the drop-down on **Daybook** and click on , on the bottom toolbar.

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 letter can allow more flexible jumping around the fields.

The first field in the top left shows the transaction number once the invoice has been saved so it is not included in the tab sequence.



This is greyed out on a new transaction but can be used to **Edit** an existing one – see “Editing Invoices” on page 128.

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 left code part of the field, or from the name in the right part. 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 below.

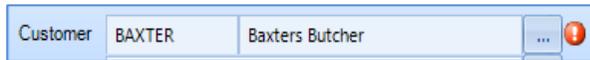
A new customer record may be created in the code list by using the New button.

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.

- Method** This can either be set to Manual or Auto:-
- Manual: Use this method for Sales Invoice 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 alphanumeric 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** The date of the invoice.
- It is possible to restrict Invoices dates in the Setup/ Entry Defaults screen. This can be set to prevent entries prior to a given date or the current accounting month. If entries prior to the current month have been disallowed then an invoice date before the current month will show in red and the transaction cannot be saved until this is resolved.
- Due Date** The date that the invoice is due to be paid. It will be automatically calculated from the invoice date and the terms for the Customer as defined on the Customer Terms tab - see "Terms" on page 66. 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.

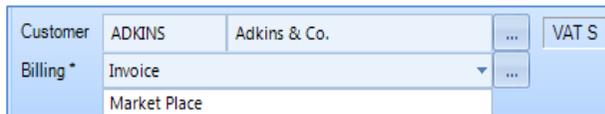
Hold A facility to enter a Sales Invoice and put it on hold is provided so that Invoices are logged on the system but not accidentally sent out when they should not be. This can be overruled at the time if required. Invoices on hold will appear on all reports and on the VAT return.

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.



Credit Limit Traders can have a credit limit set which if breached will show an Alert icon next to the code when entering Invoices, similar to that for the On Hold. Hovering the mouse over the alert symbol will provide more information.

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:

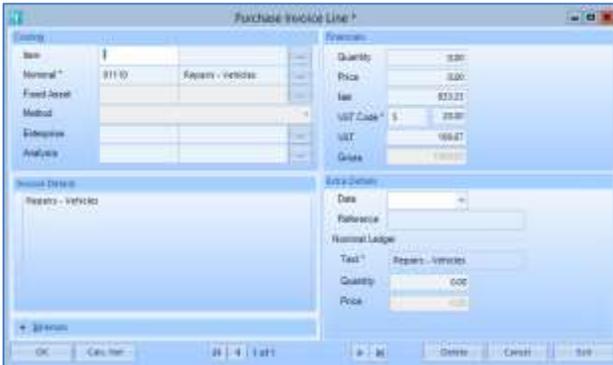


Invoice details can be entered in two different ways:

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	Ref.
*	90070	SH		Meats Butcher	1.000	220.00	220.00	2	300	330.00		
Invoice Totals							220.00		300	330.00		

OR: Use the Item line entry form (back screen) by double clicking or pressing F8 with the cursor anywhere on the first available line of the grid.



The Item line entry form will also automatically appear where an entry requires more information, e.g. for Fixed Asset or Stock nominals which require a further code to be added.

The Item Line entry form shows more information about the entry and some optional fields.

Using the Grid

To use the Grid, tab from the top section of the invoice screen and enter the data as detailed below.

The details below work through the standard grid screen field by field. As the order of the fields can be customised this may not be the same as on your screen – use Reset Active Grid if you want to return the screen to standard layout. This can be found in the menu when you click on the purple logo in the top left of the screen.

Item An optional Item code can be entered which will populate the rest of the row with default information set up for that Item. Items are useful for keeping data entry consistent and fast.

In Auto mode an Item is required if the Invoice is to be postponed.

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.

Item	Nominal	Enterprise	Analysis	Description
	30150			Wool
Invoice Totals				
(Nom: Wool)				

Enterprise If enterprises are being used, the relevant enterprise code may be entered.

Where the nominal code has been set to check for missing Enterprises the field may be mandatory, at the very least a warning will be given if no Enterprise has been entered before the entry can be saved. See “Entry Defaults” on page 47.

Analysis An Analysis code may be added to the transaction.

Analysis codes can be set to have a default VAT code which in Purchase transactions may overrule the selected VAT code for the Nominal. This is particularly useful, e.g. for Property expenses, where you may wish to use a VAT code of EE for exempt expenditure rather than the standard S code set on the repair nominal.

Description This will default to the same as the Nominal description unless using an Item where the field will be populated with the long description. This should always provide a good description of what is being purchased to aid your accountant, and possibly yourself, when looking back in years to come. Where more than 25 characters are entered in this field a Warning appears to remind you that the Ledger Text field will only store the first 25 characters as that is what will show on most concise reports.

The full text entered will appear on any printed stationery and when the option to Show Full Description has been chosen on reports. Carriage returns and blank lines may be added in the description in order to give a reasonable presentation on 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 83 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, as you save the first one the second item line will give the balance left to allocate.

If the invoice has a gross amount only, e.g. a garage petrol receipt, this figure may be entered in the Net column, then press the Calc.Net button to automatically back calculate the net and VAT.

VAT Code This is the VAT code for the item line and will follow the rules of which default takes precedence:

First is the trader default VAT code, then either the Item or Analysis code (depending on which is changed last) and finally the Nominal code.

The ultimate control is the VAT field itself where you may choose whichever code is suitable – but remember not to change any of the other codes after! If you edit a saved invoice and change a code which affects the VAT there is a warning that the VAT has been changed.

VAT Amount The program calculates the expected VAT which must be checked against the invoice amount and amended if necessary.

Gross This is a calculated field of Net amount plus the VAT amount and cannot be edited.

Grand Summaries The Net, VAT and Gross totals for all item lines are displayed at the bottom of the grid.

There is no limit to the number of lines that can be entered on the grid. However if the invoice is entered using the **Manual** method then the cursor focus will go to Save once the Gross amount is equal to the invoice total.

Once a **Manual** method invoice is saved a message providing the transaction number can be shown (depends on Entry Defaults in Setup) but there is no option to postpone, print or email. Manual Invoices can be printed 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 form for data entry

The Item line Form, often referred to as the Back Screen or Pop up is designed to allow you to provide more information when entering data.

The fields on the Form are in an order that is designed to speed the data entry and determine what further information may be needed. On completing the content of each field simply Tab to the next required field; hold Shift and press tab to take you to the previous field. It is not necessary to tab through every field once all the data required is entered, simply press Return to save the contents of the Form and start a new row.

Depending on the method of transaction the Form may automatically close when the allocation of the entry is judged to be complete. Unlike the Grid entry screen, the Form entry screen is not customizable.

Where the grid entry requires additional information not normally on the grid, the pop up is automatically displayed.

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 the invoice only has a gross amount this gross figure may be entered in the Net field, then press the 'Calc. Net' button on the bottom toolbar to automatically back calculate the net amount, and put the VAT in the 'VAT Amount' box.

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. 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 has been used this 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 Method selected for the transaction and whether the balance left to analyse 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.

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 is not changed. Should either need to be changed then the invoice should first be marked as unpaid in the payment transaction.

Where an invoice is Part Paid you will be restricted as to what can be changed. Changes to Item/Nominal/Enterprise/Analysis/VAT code/Description/Quantity and Price are allowed provided they do not impact on Net or VAT amounts.

Any edits to the Invoice will be shown in the Transaction Audit as both the original values and the new values using the same transaction number.

Only the last saved values for the invoice will be shown in management reports.

Where an invoice has been included on a VAT return any edits will appear on the next VAT return as a reversal of the original values and a submission of the new values. The previous VAT return will remain unchanged, but the entry will be marked with an * on the supporting reports to indicate it has been changed.

These same rules apply to all entries including Journals and Opening balance transactions.

A warning is displayed if editing an invoice with a date prior to the year start as these need to be edited from the Opening Menu.

Where the company setting disallows entries prior to a date, this will block edits to transactions prior to that date and show a warning. See "Entry Defaults" on page 47.

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

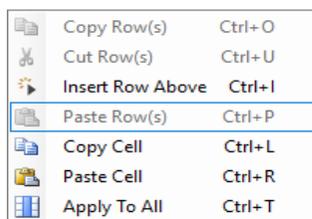
Once the first line has been entered on the grid in Manual method, subsequent lines will use the previous details other than value; these can be overwritten to suit.

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.

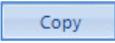
Useful Short cuts and copy functions are:

- | | |
|---|---|
| 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. Useful for applying the same Enterprise, or Analysis code to all rows, or to update the Invoice dates on a Bank Payment or Receipt entry |

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



Copy Invoice

A copy of another invoice can be made by using the 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 or Pdf of the Invoice can be dropped on to the entry 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. 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.

Date	Invoice No.	Pay Method	Invoice No.	Transaction	Description	Paid Date	Amount	PC Amount	Net Amount
06/06/2014	1727		8793	Agriculture 123	Cattle		200.00	200.00	200.00
01/06/2014	1719	Orange	4364	4 wheel Drive Carbine	Adopter		-2800.00	-2800.00	-1666.67
18/07/2015	1465		8792	Dewhurst Heals	Part review		235.00	235.00	200.00
04/07/2015	1487		81437	Paul Killet	weid damaged boom		141.00	141.00	100.00
04/07/2015	1588		81538	McKevigh Banker	netting		217.98	217.98	185.50
28/06/2015	1489		82788	Banka Defton	Amstar		8462.00	8462.00	9300.00
24/06/2015	1331		1030	Banka Defton	Jama Fisher		220.00	220.00	220.00
12/06/2015	1306		81136	Millmore Pleasant	sheds		375.00	375.00	375.00
15/06/2015	1291		43807	Carvermore Reed	greenhouse poles		35.00	35.00	35.00

Sales Credit Notes

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

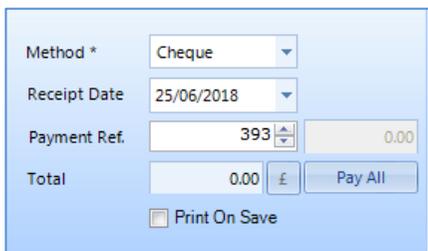
- Select  from the Menu Ribbon then  Credit Note from the Sales section.
- Select **Credit Note** from the drop-down on **Daybook** and click  on the bottom toolbar
- Select a Sales Invoice from the Sales Invoice Daybook and click on Create CN.
- Create or edit a Sales Invoice and select the Create CN from the bottom toolbar.

They are entered in the same way as Sales Invoices. The payment Due Date ignores the trader terms as a default 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



Method *

Receipt Date

Payment Ref.

Total £

Print On Save

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  from the Menu Ribbon then  **Sales Receipts** from the Sales section,
- or select **Sales Receipts** from the drop-down on **Daybook** and click on,  on the bottom toolbar,
- or using the Pay button at the bottom of the entry screen.

The entry 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 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. This method will not be displayed as a transaction 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 the 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 and should be the same as the date on the cheque.

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 135 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.

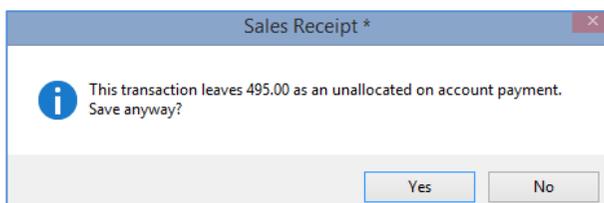
The transaction will not save if the Balance field is negative.

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:-



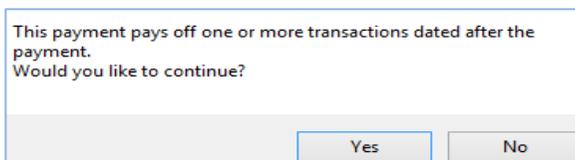
This means that the amount will appear in the trader ledger and on the bank reconciliation but has not paid any invoices. The transaction type will show as SA on the payment screen. Both On Account payments and Credit Notes will be shown as negative amounts and may be 'paid' by changing the 'N' to 'Y' 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

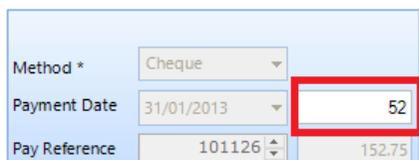
When the payment date is prior to the invoice date of any items being cleared a warning is provided. This allows you to change the date if necessary.



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.

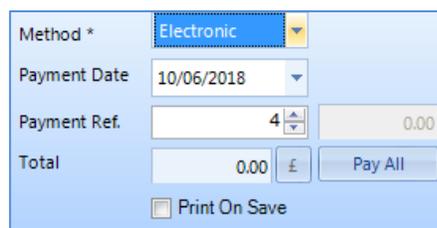


Purchase Payment

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

- Using the Pay button on the VAT return screen.
- Or selecting  from the Menu Ribbon then **Purchase Payments** from the Purchase section,
- Or select **Purchase Payments** from the drop-down on **Daybook** and click on,  on the bottom toolbar,
- Or using the Pay button at the bottom of the entry screen.

The entry 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.

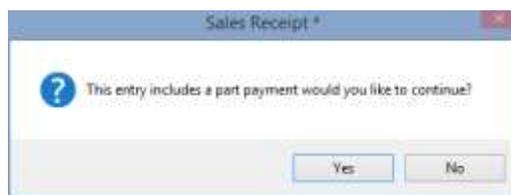
See Sales Receipts above for details on completing the transaction when refunds are due.

Part Payment of Invoices

KEYPrime Intro allows the entry of Part payments against invoices and the allocation of those part payments to specific lines and values on the Invoice.

When part paying an invoice the Total actually paid is entered as usual.

In the Y/N/P column enter a P against the invoice to be part paid. If there is only one line on this invoice then it is possible to Save immediately. You will get a warning so it is possible to cancel the entry if it is wrong.



You will be given the new transaction number for the payment on saving.

If there is more than one line on the invoice being part paid, when you Save a new screen will open to show the item lines on the invoice. The part payment will have been allocated across the item lines pro rata. If this is correct then select Ok and Save again. The **Items** button at the bottom of the Payment entry screen can be used at any time to show the lines on an invoice and any allocated payment.

Part payments may be made against the Quantity as well. The program will attempt to proportion the quantity with the value but this can be changed if required.

Outstanding		This Payment							
Description	Net	VAT	Gross	Qty	Net	VAT	Gross	Qty	<input type="checkbox"/>
Part(Wheat)	650.00	0.00	650.00	5.00	317.07	0.00	317.07	2.44	<input type="checkbox"/>
Part(Milling wheat)	1400.00	0.00	1400.00	10.00	682.93	0.00	682.93	4.88	<input type="checkbox"/>
Grand Total					1000.00	0.00	1000.00	7.32	

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 cannot be made against Sales on Account (SA) records.

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.

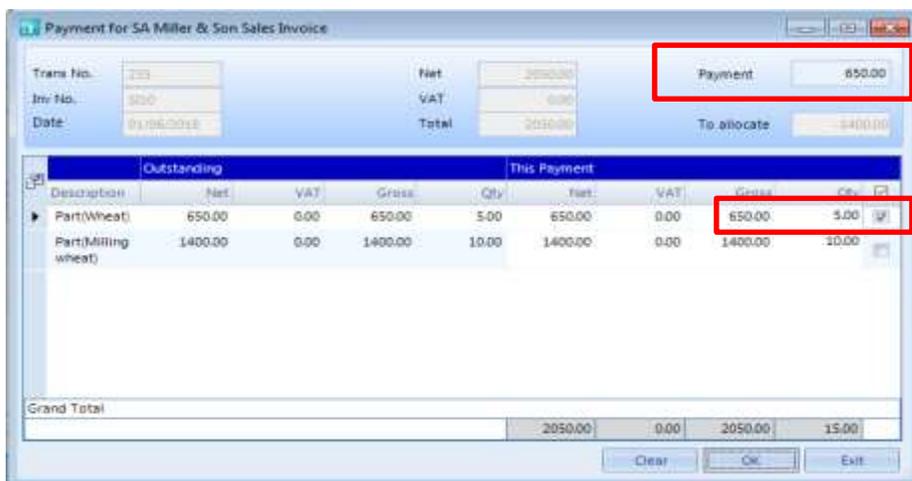
The screenshot shows a software window titled "Payment for SA Miller & Son Sales Invoice". At the top, there are fields for Trans No. (233), Inv No. (519), and Date (01/06/2018). To the right, there are fields for Net (1050.00), VAT (0.00), Total (1050.00), Payment (500.00), and To allocate (0.00). Below this is a table with columns for Description, Outstanding (Net, VAT, Gross, Qty), and This Payment (Net, VAT, Gross, Qty). The table lists items like Wheat, Part(Wheat), Milling wheat, and Part(Milling wheat). The 'Part(Wheat)' row has a blue selection box around the '158.54' value in the 'This Payment' Gross column. At the bottom, there is a 'Grand Total' row and buttons for 'Clear', 'OK', and 'Exit'.

Description	Outstanding				This Payment			
	Net	VAT	Gross	Qty	Net	VAT	Gross	Qty
Wheat	650.00	0.00	650.00	5.00				
Part(Wheat)	-317.07	0.00	-317.07	-2.44				
Part(Wheat)	332.93	0.00	332.93	2.56	158.54	0.00	158.54	1.22
Milling wheat	1400.00	0.00	1400.00	10.00				
Part(Milling wheat)	-682.93	0.00	-682.93	-4.88				
Grand Total					500.00	0.00	500.00	3.66

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.



OK this entry and it will return to the Payment screen with the correct amount in the Paid Amount column and the Total.

When using cash based VAT, if you just wish to pay the VAT part of an invoice it is possible to allocate the full amount of VAT by manual entry of the Part Payment amounts, 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 01/01/2018 to 31/12/2018											
All figures are in Pound Sterling											
GBMATH	GB Mathews		12 mth Activity			105.00	Opn. Bal.	0.00	Receipt	Stat.	
<u>Hold</u>	<u>Date</u>	<u>Tr</u>	<u>No.</u>	<u>Reference</u>	<u>S.Invoices</u>	<u>Receipts</u>	<u>Discount</u>	<u>Balance</u>	<u>No.</u>	<u>No. / Paid</u>	
	30/05/18	SI	216	SI1	105.00	0.00	0.00	105.00			Part Paid
	01/08/18	SR	219	394	0.00	10.00	0.00	95.00	219		
Total					105.00	10.00	0.00	95.00			

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 part payments. You can change anything except the Trader, Invoice no. and Total; these are greyed out and a warning is given when you start to edit the transaction.

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 payment and invoice in one transaction making it unnecessary to first enter an invoice and then pay it off with a separate transaction. However the Invoice and Payment parts of the transaction will show on the Trader ledger report as usual. They will show as a single line if the Payment and Invoice dates are the same, but as separate lines if they are different.

Using Bank Payments and Receipts for regular direct debits/credits allows them to be processed as Recurring Entries thereby saving time. See "Recurring Entries" on page 153.

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.

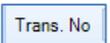
Where the Invoice date entered on the Item line is prior to the financial year start date, and opening entries are still allowed, a warning message is given. If this date is intentional then the transaction will form part of the opening creditors/debtors for the year.

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  on the bottom toolbar.

Invoice	Amt	Analysis	Description	Qty	Price	Net V	VAT	Gross	Net P.M. Vat	Inv. Date
02078	0.00		Machinery Repairs	0.00	0.00	110.00	5	07.00	117.00	01/08/19
02088	0.00		Aerial Services	0.00	0.00	100.00	5	05.31	105.31	01/08/19
Grand Summary						210.00		42.31	252.31	

 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.

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.
- 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.

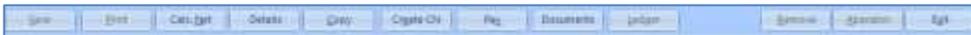
See "Red Date Warning

The background colour of an entered date will change to red where the program does not like what has been entered. For example, on a transaction with a date entered into a closed period, such as before the financial year starts, or when running a report if the To date is before the From date.

Blue Date Caution

A blue background colour will show where a date is entered in the future, i.e. for an Invoice date. A Due date will not show this as it is expected to be in the future.

Bottom Tool Bar



There is consistency throughout all the entry forms though some options, e.g. Create CN, do not appear where not applicable.

If you prefer to use the keyboard rather than the mouse to select options then click on the Alt key. Each button will have a specific letter underlined which combined with the Alt key again will execute that command, e.g. Alt x will Exit the screen.

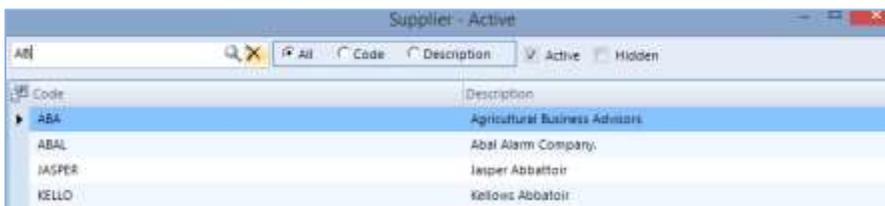
- Save** To Save the current screen after entry or editing.
- Print** Will only be live when the transaction has been saved, i.e. when editing.

- 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 current transaction number already entered.
- Create CN** To create a credit note from the current invoice.
- Pay** Will open the Purchase Payment or Sales Receipt screen with the current invoice marked for payment.
- Documents** Will open the list of documents attached to this transaction.
- Ledger** Opens the Ledger report criteria screen. Enter dates and it will run the ledger report for the current trader.
- Remove** To delete a transaction.
- Abandon** This will return the details in a transaction to as they were prior to editing.
- Exit** To exit a transaction.

Using F2/F3 to search for codes

This works the same way for the Trader, Item, Nominal, Fixed Assets, Stock, Enterprise and Analysis code fields.

If no text has been entered in a code field before pressing F2 or F3 the code list will show with the cursor in the search field at the top. Anything entered will be searched for in all visible columns (Code and Description in the example below). The search can be restricted by selecting one of the radio buttons.



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 had been entered in the code field, pressing **F2** will bring up the code list highlighting the first **Code** starting with those letters.

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

Entering Sales Invoices” on page 116 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.

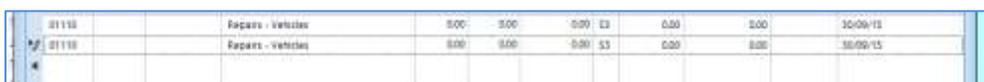
Once the Gross amount of Item lines match the Total the entry can be saved by pressing the **SAVE** button on the bottom left of the screen. The Transaction number will be displayed which should be written on the invoice(s) and Cheque stub as a cross reference between the program and the supporting documents. We recommend adding BP to the number to help identify the transaction type.

Displaying new transaction number on save can be disabled in Setup, Entry Defaults.

Tip: if the Total entered in the header was incorrect and needs updating to the sum of the item lines, this can be overtyped or by double clicking the word Total the sum will automatically be entered.

Deleting an Item Line

To delete a line select it with the mouse by clicking on the row header so that a black arrow appears with a dotted line around item line for deletion.



2112	Repairs - Vehicles	500	500	0.00	E3	0.00	5.00	30/09/12
2112	Repairs - Vehicles	500	500	0.00	E3	0.00	5.00	30/09/12

Press the **Delete** button on the keyboard and a prompt will appear for confirmation before deleting the item line. In Edit mode the deletion will not apply until the entry is resaved, so if it has been deleted in error, abandoning the edit will restore the line.

Contra Entries

If an invoice included 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  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

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. 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.

Date	Trans ID	Pay Method	Payed	Type	Description	Amount	Net Amount
15/06/2018	228	Electronic	0	Associated Type Services	New Invoice type	880.00	880.00
18/06/2018	227	Electronic	0	C/O Bank	Bank used	750.00	750.00
24/06/2018	228	Electronic	-4	Associated Type Services	Machinery Repair	120.00	120.00

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  from the menu ribbon then  from the Bank section or select **Bank Transfer** from the drop-down on **Daybook** and click  on the bottom toolbar.

The top half of the screen shows the details of the account from which the money is being taken and the bottom half shows the account to which the money is being transferred.

Trans. No.

The Trans No. field shows 0 for new entries. This Number is created when the entry is saved. To edit an existing Bank Transfer from the open screen, click on the Edit button next to the Trans. No. and enter the number of the Bank Transfer required then press TAB.

From Bank Acc. This will show the default bank account as specified in Setup/Entry defaults. This can be changed to a different Bank account by typing in or browsing for the code.

Method The methods available for Bank Transfer are Cheque, Direct Debit or Electronic. Selecting any will automatically change the Method of the To bank, updating the next Ref No. and Payslip No. for both banks. Where the From Bank is a Cash Account the options are Cash or Direct Debit.

Date This is the date of the transfer which must be the same for both banks. Where different dates for the From and To bank are required this must be entered as two separate Bank Payment and Receipt transactions on the appropriate dates.

Cheque No./Ref No. This will default to the next cheque number if the method is set to Cheque, the next dummy cheque number if the payment

method has been set to Direct Debit, or the next reference number if a cash account is being used.

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

The 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 Transaction where either part has been reconciled, the total of the money transferred may not be changed, and the date of the entry may not be changed to after the date of any Bank Statement linked to the entry.

Once a BT has been reconciled the statement number for both banks will show on the entry screen and a red warning sign will appear next to the date.

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.



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  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	Description	Analysis	Description	VAT	DR Qty	DR Net	DR Val	CR Qty	CR Net	CR Val	Opening	Closing
02240	Office expenses			0	0.00	260.00	0.00	0.00	0	0.00	500	260.00
02250	Telephone			0	0.00	0.00	0.00	0.00	160.00	0.00	785.43	433.43
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 122 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 will show.

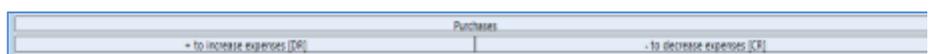
This separate ledger text field can be edited independently if required.

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 for this VAT code.

DR Qty, DR Net, DR VAT Amounts should be entered on the grid either in the correct DR Column or CR column depending on whether you are increasing the value of the nominal or decreasing the value of the nominal. The Text at the bottom of the screen will indicate which column to enter the value in, e.g. to Increase a Purchase nominal enter an amount in the

CR Qty, CR Net, CR VAT 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.

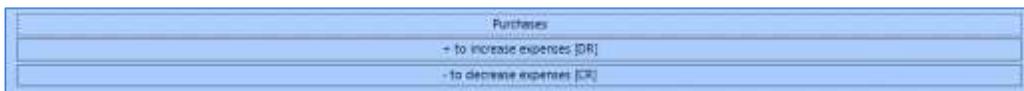
Summaries The DR Qty, DR Net, DR VAT, CR Qty, CR Net, CR VAT, Nominal description and Outstanding Gross totals are displayed at the bottom of the grid. The outstanding Gross amount must equal 0 before the Journal can be saved.

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 form for data entry” on page 125 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.



The screenshot shows a blue-bordered box containing the following text:

Purchases
+ to increase expenses [DR]
- to decrease expenses [CR]

Once the data is entered Press **OK** to return to the main Journal screen. The amount entered will automatically display in the correct DR/CR column.

The item line entry form will close when the Journal adds up to 0.

Although Journal Nominal transactions can only be saved when the debit and credit gross amounts match, they can be saved when the debit and credit quantities do not match, although a warning message is displayed in case this was not intended.

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.

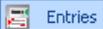
These have the added advantage of being available to the Projected Bank Balance report for predicting future cash requirements.

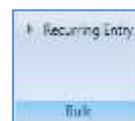
The following transaction types can be created as recurring entries.

- Bank Payments
- Bank Receipts
- Bank Transfers
- Nominal Journals

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

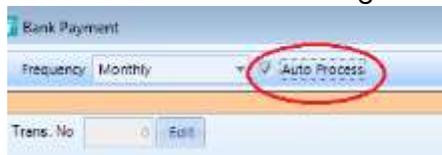
The Recurring Entry list screen shows the list of Recurring Entry templates that have been created and not yet ended. These can be filtered or sorted and selected for processing either individually or as a batch. A total has been included on the list so that a helpful balance can be provided.

Process	Trans. Type	Trader	Description	Bank Code	Value	Ends	Auto Process
14/06/2018	BP	British Telecom	Telephone	01	17.00		<input checked="" type="checkbox"/>
01/06/2018	BR	G B Matheas	Rent	01	200.00		<input checked="" type="checkbox"/>
05/06/2018	BP	Southern Electric	Electricity May 18	01	130.00		<input checked="" type="checkbox"/>
06/06/2018	BP	NFU Insurance	Farm insurance	01	1200.00		<input checked="" type="checkbox"/>
10/06/2018	BP	Mr Farmer	Private Drawings	01	1500.00		<input checked="" type="checkbox"/>
20/06/2018	BP	Lloyds	Bank charges	01	34.50		<input checked="" type="checkbox"/>
23/06/2018	JN		Fuel scale vat		0.00		<input checked="" type="checkbox"/>
Totals					-3121.50		

Columns shown by Default:

Auto Process For recurring entries that are the same each time they are processed, an Auto Process option can be set. For those recurring entries that require updating each time they are processed, the option should be deselected and the template will be excluded from any auto process.

The tick on the Recurring Entries screen allows the list to be sorted and selected for those recurring entries that can be auto processed.



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

Trans. Type BP – Bank Payment, BT – Bank Transfer, BR – Bank Receipt, JN – Journal

Trader This shows the Customer/ Supplier name for the transaction type where appropriate.

- Details** The description from the item line with the most significant value on the transaction 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 to 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** Recurring entry templates can be deleted by an authorised user; this will not affect any of the transactions created from it, it simply removes the template from the list.
- Exit** Exits the recurring Entry screen.
- Reports** There are two reports available the **List**, which gives a simple summary report of the selected Templates; if none are selected then all templates will show in the report.

The **Detailed List** will show a breakdown of the details for each of the recurring entries including all coding and description, plus frequency and end date where set.

New Recurring Entry

To setup a new Recurring Template entry Click  on the bottom toolbar. This displays the screen shown below:



From here an existing transaction can be selected to use as a Template or a new Template can be created by selecting the transaction type from the list and pressing OK.

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

The Date defaults to a date that is one month on from the entry used and will automatically update depending on the frequency selected. When the Next Date or Transaction Date is changed the other date will follow. However any dates on the item lines will not follow the change but a warning message will show to remind you these may need changing.

Processing dates must be after the start of the current financial year.

Recurring Entry templates may be edited directly without the need to process them.

This is carried out by selecting a template and clicking on the Edit button, or double clicking a template. Template screens behave in the same way as regular entry screens except for the additional information above the header of the transaction.

Frequency The required frequency may be selected from the list by pressing the down arrow on the right of the drop down list box. If 'Irregular' is selected the user will be prompted for a date when processing.

Auto Process Tick to include the template during Auto Process of Recurring Entries.

Next Date This is the date when the Recurring Entry is next due to be processed. If created from an existing transaction, it will automatically default to the payment date of the transaction that it was created from, plus the frequency, e.g. if the original entry had a payment date of the 12th August and the frequency is monthly, then the next due date

will default to 12th September. Otherwise, it will default to the current date.

End Date This is the date when the Recurring Entry instruction is due to end. If it is not known or has no set end date then it may be left blank.

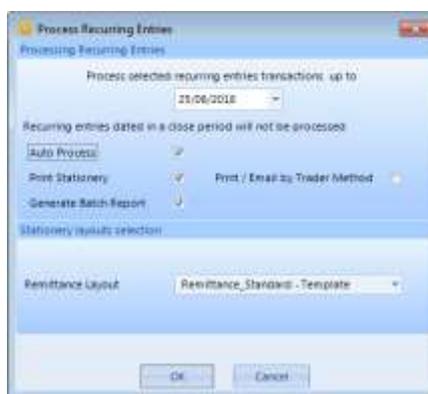
Processing Recurring Entries

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:

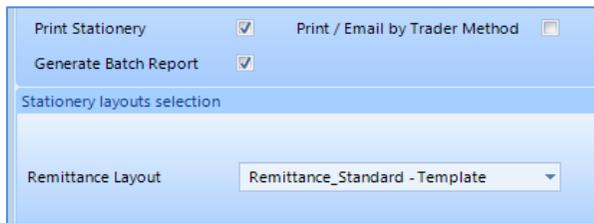


Process Date The date up to which to process recurring entries; multiple transactions will be created where the frequency repeats before the process date.

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

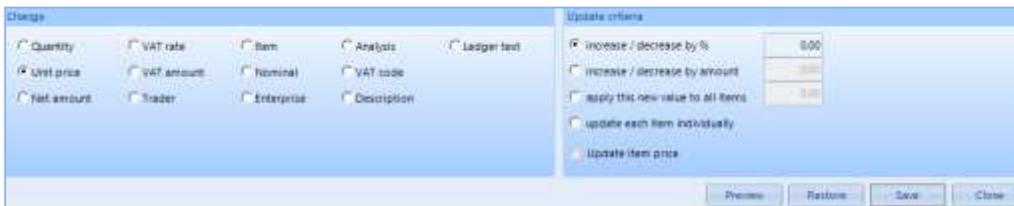
A batch report listing the transactions created.

Stationery Layout Selections

Use the drop down menu to select the stationery layout for the selected transactions.

Where recurring entries have Non Active codes on them the processing will terminate with a message so that the template affected may be edited.

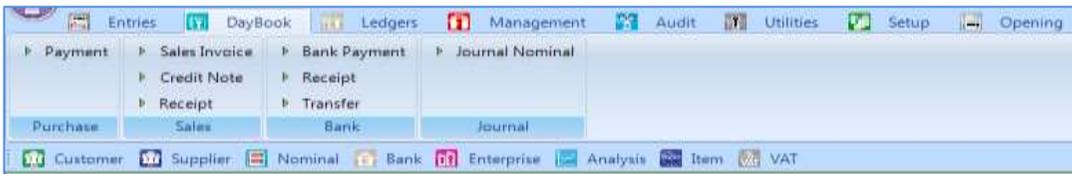
Multi update



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 and can be used to filter lists of entered transactions. The daybook can be used to manage Invoices within KEYPrime Intro and they can easily be created, edited, (re-)printed, copied, or listed. 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:

Date	Item No	Pay Method	Pay Ref	Trader	Description	Amount	Post	H. Account	H. Ref
23/04/2018	220	Electronic	0	Deputy Agriculture	Tractor MF 123	10000.00	H	20000.00	0333.31
04/04/2018	222	Electronic	1	Allied Grain	Light & power	100.00	H	100.00	88.11
18/06/2018	226	Electronic	2	Associated Tyre Services	New tractor tyre	360.00	H	360.00	330.00
18/06/2018	227	Electronic	3	CVD Seals	Grass seed	750.00	H	750.00	750.00
24/05/2018	229	Electronic	4	Associated Tyre Services	Machinery Pendants	220.00	H	220.00	200.00
11/01/2017	01	Direct Debit	32	Bill Workins	Wages	188.00	H	188.00	188.00
05/02/2017	110	Direct Debit	37	Lloyds	Bank charges	12.90	H	12.90	12.90
05/03/2017	111	Direct Debit	38	Lloyds	Bank charges	13.11	H	13.11	13.11
16/01/2017	118	Direct Debit	44	Landover Repair Co.	MF Agreement	476.00	H	476.00	476.00
15/02/2017	120	Direct Debit	45	Landover Repair Co.	MF Agreement	476.00	H	476.00	476.00
17/03/2017	130	Direct Debit	48	Landover Repair Co.	MF Agreement	476.00	H	476.00	476.00
04/04/2017	134	Direct Debit	49	Lloyds	Bank charges	17.00	H	17.00	17.00
02/01/2017	136	Direct Debit	51	Bill Workins	Wages	188.00	H	188.00	188.00
09/01/2017	140	Direct Debit	52	Bill Workins	Wages	188.00	H	188.00	188.00
16/01/2017	141	Direct Debit	53	Bill Workins	Wages	188.00	H	188.00	188.00
23/01/2017	142	Direct Debit	54	Bill Workins	Wages	188.00	H	188.00	188.00
30/01/2017	143	Direct Debit	55	Bill Workins	Wages	188.00	H	188.00	188.00
06/02/2017	144	Direct Debit	56	Bill Workins	Wages	188.00	H	188.00	188.00
13/02/2017	145	Direct Debit	57	Bill Workins	Wages	188.00	H	188.00	188.00

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

The date range can be refined to give a limited selection 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.

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.

Date	Item No	Pay Method	Pay Ref	Trader	Description	Bank Code	Bank Statement	Amount	H. Account	H. Ref
23/04/2018	220	0		Deputy Agriculture	Tractor MF 123	01	0228745	10000.00	30-86-34	Lloyds Farm Account
04/04/2018	222	1		Allied Grain	Light & power	01	0228745	100.00	30-86-34	Lloyds Farm Account
18/06/2018	226	2		Associated Tyre Services	New tractor tyre	01	0228745	360.00	30-86-34	Lloyds Farm Account

Sales Invoices or Credit Notes show a column to indicate the paid status of the transaction, either Paid, Part Paid or Unpaid.

Date	Item No	Pay Method	Pay Ref	Trader	Description	Amount	Post Date	Status
19/06/2018	225		324	Harewood market	Ware Potatoes	1300.00		Unpaid
10/06/2018	228		58	AB Foods Ltd	Barley	150.00		Unpaid
01/06/2018	233		323	SA Miller & Son	Milling wheat	2050.00	26/06/2018	Part Paid

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, using the reset active grid, and then closing and reopening 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.

Date	Trans N	Pay No	Trader	Description
05/05/2014	1546	104	CAB Rome	Rechargeable items:-
29/10/2013	1032	73	Fountain Forestry	Bundles of kindling wood
17/12/2013	1208	83	Fountain Forestry	Bundles of kindling wood
05/04/2014	1547	105	Fountain Forestry	coppicing
21/05/2013	929	5	HM Revenue & Customs	VAT Return
24/06/2013	930	6	HM Revenue & Customs	VAT Return
26/07/2013	1025	7	HM Revenue & Customs	VAT Return
01/09/2013	1111	10	HM Revenue & Customs	VAT Return
28/09/2013	1112	11	HM Revenue & Customs	VAT Return
28/10/2013	1113	12	HM Revenue & Customs	VAT Return
30/11/2013	1203	15	HM Revenue & Customs	VAT Return

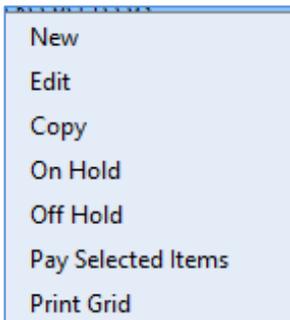
Transactions can be created, edited and reported on from the various Daybook views. The options at the bottom of the grid are as follows:

- 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 135.
- 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

Although postponed entries show in the available list these can only be created by postponing the creation of the relevant transaction type. Selecting any of these options will simply load the planned transaction type and you will need to remember to postpone this on save.

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

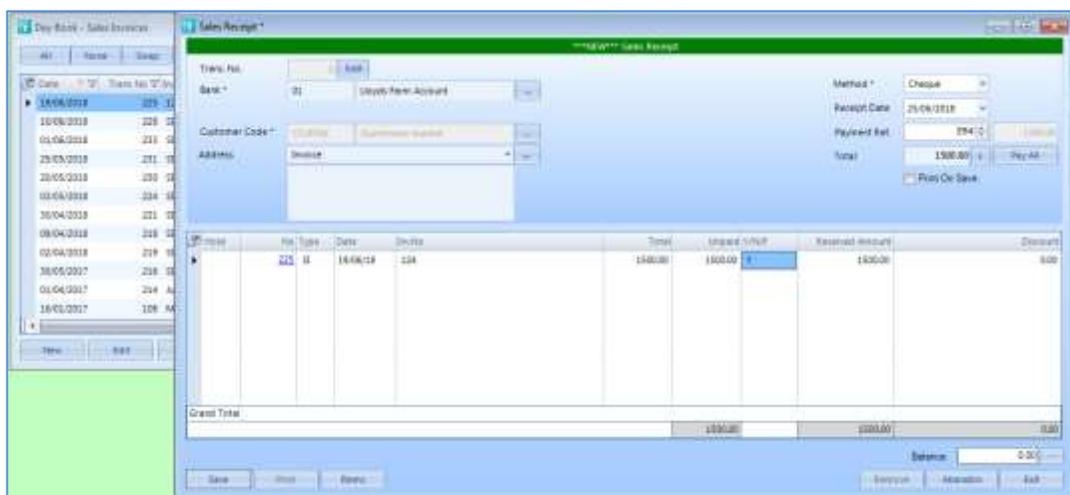
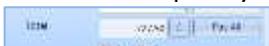
show if the transaction has been printed yet. Therefore a number of invoices can be produced throughout the day and then be printed off as a batch. Simply sorting or filtering on the column will bring all the unprinted entries together for selection and then printing.

Quick Payment - Single Trader

On the Invoice and Credit Note Daybooks there is a quick pay option on the right click menu or **Pay** button at the bottom of the screen.

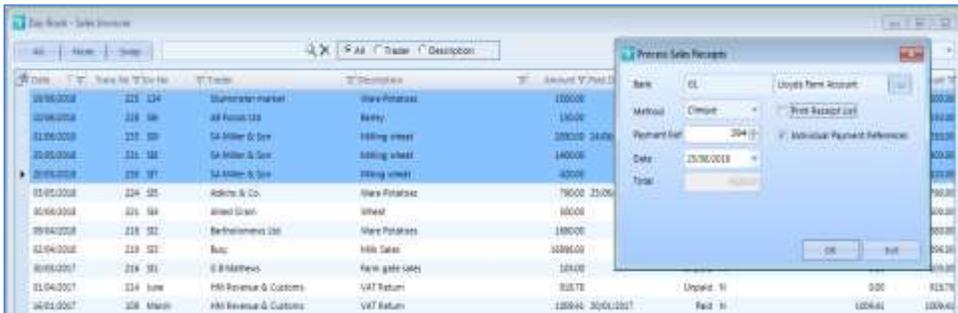
Where the invoices selected are for a single trader, the Pay option will open the relevant Payment transaction screen, i.e. Purchase Payment for Purchase Invoices and Sales Receipt for Sales Invoices.

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.

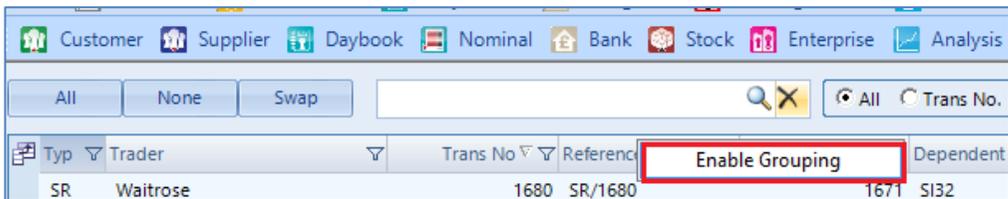
Select the Invoices, right click and then choose On Hold or Off Hold to change the setting. The Hold status of Invoices can be seen by adding the On Hold column to the daybook.

Amount	On Hold	Printed
58.75	<input type="checkbox"/>	N
1432.20	<input checked="" type="checkbox"/>	N
540.00	<input checked="" type="checkbox"/>	N
187.50	<input checked="" type="checkbox"/>	N
58.00	<input checked="" type="checkbox"/>	N

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.



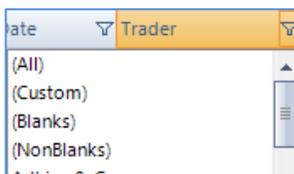
The columns can be dragged so that the sort order is Trader then Date. By clicking on the grouped headers the sort order can be changed from ascending to descending within each group. To remove the group headers click on the heading and drag it out of the group section.

Filtering the Daybook

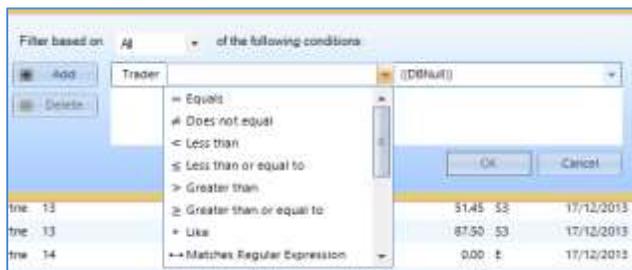


Click on the Funnel/Filter to filter the column by certain values, e.g. When you click the Trader filter and select Able Alarm Company you get the daybook to only show transactions for that trader. You should note that where filtering has been applied the Filter/Funnel turns blue

There are 4 filter options on each column allowing the selection of All, Custom, Blanks and Non Blanks. All removes any current filter on the column.



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.

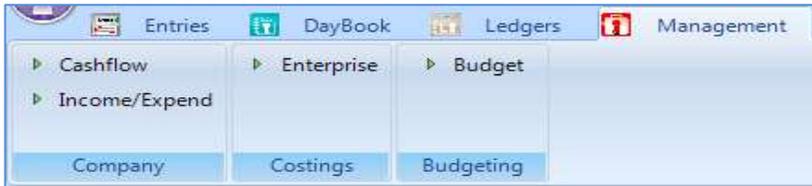
Delete an Entry

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. They 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

KEY Prime Intro provides **Cashflow, 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.



Types of reports

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

Cashflow shows the breakdown of the payments and receipts for transactions at the date of payment and receipt. This is analysed to the same level of detail as the Profit and Loss reports. 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 and 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.

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:



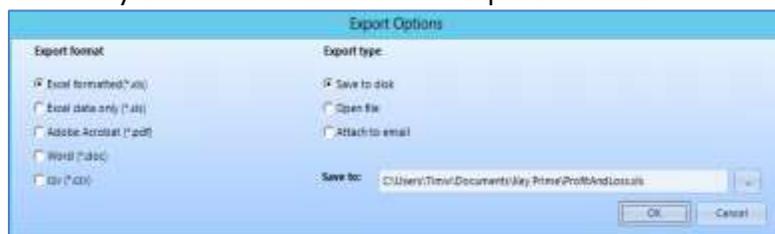
The options on the tool bar are as follows:



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.



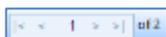
Refresh will update any values on the report which have been changed through drilling down to and editing a transaction. It also brings you back to the first page of the report.



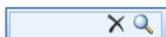
Outline view: in tree form which shows how the report is made up by groups and headings. To go to areas of interest double click on them. Click on the icon again to close.



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 CTRL Page down

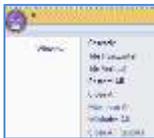
Holding Ctrl and the page down button will take you from the bottom of one page to the bottom of the next. Page up works the same but in reverse.



Minimise the report view with the , maximise with the 

Once a report is maximised, these controls move to the main

menu section and become faint . Any report or screen that is opened subsequently is automatically opened in this “maximised” mode.



TIP: All Open reports and screens can be managed from a menu behind the logo at the top left of the program.

Here you can organise, by cascading or tiling the open reports and screens, Close all, Resize All or just Close All Reports.

Drill Down

Most Management Reports allow you to Drill Down to the individual transactions that make up that report. Where you can Drill Down to information the icon will change to a small hand  when you hover over the value. 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.

Key Prime Accounts Demo App
Profit & Loss - 0

"Drill Down" To transactions where the hand symbol appears on the report
Not all reports allow this and not all values on a report have transactions that can be drilled to

	Jan 14	Feb 14	Mar 14	Apr 14	May 14
Sales					
Arable Income					
Wheat	18857	39062	7722	13150	13805
Barley	120	7721			
Straw	18				
Hay	305				82
Arable Income	19300	46784		13150	13888
Livestock Income					
Cattle		20895	2675		4977
Lambs				1688	

"Drill Down" From Management Report to the Transaction report

No.	To	Inv Date	Ref.	Est.	Trader	Description	Quantity	Net	Each	VAT	Gross	Analysis
From 01/03/2014 to 31/03/2014												
SALES												
00010	Wheat					Totals						
1275	SI	09/03/14	85875	AR 13	BARTS	Wheat	277.770	19722.22	71.00	0.00	19722.22	
	SI	09/03/14	85875	AR 13	BARTS	less advance	0.000	-12000.00	0.00	0.00	-12000.00	
						Total Wheat	277.770	7722.22	27.80	0.00	7722.22	

Key Prime

From the Transaction report "Drill Down" to the entry

Sales Invoice
1275 Sales Invoice

Trans No: 1275 688

Method: Manual

Inv No: 85875

Inv Date: 09/03/14

Due Date: 09/03/14

Inv Total: 6410.70

Pay By: Bank

Item	Normal	Enterprise	Analysis	Description	Qty	Price	Net VAT Code	VAT	Unit Price	Trans
00010	AR13			Wheat	277.770	71.00	19722.22 Z	0.00	19722.22	1282 (SI)
00010	AR13			less advance	0.000	0.00	-12000.00 Q	0.00	-12000.00	1282 (SI)
00320	AR13			haulage	0.00	0.00	-1111.08 S3	-194.44	-1305.52	1282 (SI)

Invoice Totals: 8833.14 -194.44 8410.70

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, as shown below. 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 181 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 budgets 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.

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.

Cash Flow - 01/01/2015 to 31/12/2017			
Year Starting	Jan 15	Jan 16	Jan 17
Sales			
Arable Income			
Wheat	132713	85641	25252
Barley	32105	60791	15008
Grass Seed	2992	3213	
Straw	463		
Hay	525	230	
	<u>168798</u>	<u>129876</u>	<u>40260</u>
Livestock Income			
Cattle	55331	39420	5569
Lambs	11420	5140	
Wool	1784	2071	
Culls	1788	420	
	<u>70323</u>	<u>47052</u>	<u>5569</u>

For example, setting a date range covering a 3 year period as above with the Multi-Year option selected, will produce this layout allowing comparison of the performance across the years.

In order to compare to 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 - 01/07/2016 to 30/06/2017							
Compared to Budget 1 - Farm Budget							
	Jun 17			To Date			
	Actual	Budget	Diff	Actual	Budget	Diff	Tot Bdgt
Sales							
Sales							
Milk Sales	0	4250	-4250	52955	59550	-6595	59550
Calf Sales	0	150	-150	747	850	-103	850
Culls	0	1000	-1000	2478	4400	-1922	4400
Fat Cattle	0	0	0	2900	3200	-300	3200
Store Cattle	0	0	0	367	300	67	300
Lambs	1100	0	1100	8053	6900	1153	6900
Wool	0	0	0	498	500	-2	500
Wheat	0	0	0	10277	9450	827	9450
Barley	0	0	0	6848	6100	748	6100
Oilseed Rape	0	0	0	4297	3500	797	3500
Potatoes	0	0	0	25	0	25	0
Turkeys	0	0	0	1052	1000	52	1000
Sales	1100	5400	-4300	90498	95750	-5253	95750
Purchases							
Purchases							
Nitrogen fertiliser	0	0	0	4277	11600	7323	11600
Compound fertiliser	1900	0	-1900	1900	2695	795	2695

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 - 01/07/2016 to 30/06/2017									
Compared to Budget 1 - Farm Budget									
	Jun 17			To Date			Bud Diff	LY Diff	Tot Bdgt
	Actual	Budget	Last Year	Actual	Budget	Last Year			
Sales									
Sales									
Milk Sales	0	4250	0	52955	59550	0	-6595	52955	59550
Calf Sales	0	150	0	747	850	0	-103	747	850
Culls	0	1000	0	2478	4400	0	-1922	2478	4400
Fat Cattle	0	0	0	2900	3200	0	-300	2900	3200
Store Cattle	0	0	0	367	300	0	67	367	300
Lambs	1100	0	0	8053	6900	0	1153	8053	6900
Wool	0	0	0	498	500	0	-2	498	500
Wheat	0	0	0	10277	9450	0	827	10277	9450
Barley	0	0	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
Turkeys	0	0	0	1052	1000	0	52	1052	1000
Sales	1100	5400	0	90498	95750	0	-5252	90498	95750
Purchases									
Purchases									
Nitrogen fertiliser	0	0	0	4277	11600	0	7323	-4277	11600
Compound fertiliser	1900	0	0	1900	2695	0	795	-1900	2695

The Projected column will show as column 8 when selected:

Progress Cash Flow - 01/07/2016 to 30/06/2017									
Compared to Budget 1 - Farm Budget									
	Jun 17			To Date			Proj. Total	Tot Bdgt	
	Actual	Budget	Diff	Actual	Budget	Diff			
Sales									
Sales									
Milk Sales	0	4250	-4250	52955	59550	-6595	52955	59550	
Calf Sales	0	150	-150	747	850	-103	747	850	
Culls	0	1000	-1000	2478	4400	-1922	2478	4400	
Fat Cattle	0	0	0	2900	3200	-300	2900	3200	
Store Cattle	0	0	0	367	300	67	367	300	
Lambs	1100	0	1100	8053	6900	1153	8053	6900	
Wool	0	0	0	498	500	-2	498	500	
Wheat	0	0	0	10277	9450	827	10277	9450	
Barley	0	0	0	6848	6100	748	6848	6100	
Oilseed Rape	0	0	0	4297	3500	797	4297	3500	
Potatoes	0	0	0	25	0	25	25	0	
Turkeys	0	0	0	1052	1000	52	1052	1000	
Sales	1100	5400	-4300	90498	95750	-5253	90498	95750	
Purchases									
Purchases									
Nitrogen fertiliser	0	0	0	4277	11600	7323	4277	11600	
Compound fertiliser	1900	0	-1900	1900	2695	795	1900	2695	

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.

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 - 01/07/2016 to 30/06/2017									
Compared to Budget 1 - Farm Budget									
	Jun 17			To Date			Per HEAD		
	Actual	Budget	Diff	Actual	Budget	Diff	Actual	Budget	Tot Bdgt
SHEEP - Sheep									
100.00 Head									
Sales									
<u>Sales</u>									
Lambs	1100	0	1100	10275	6900	3375	102.75	69.00	6900
Ewes	0	0	0	758	0	758	7.58	0.00	0
Wool	0	0	0	498	500	-2	4.98	5.00	500
Sales	1100	0	1100	11531	7400	4131	115.31	74.00	7400
Purchases									
<u>Purchases</u>									
Vet & Med	0	10	10	150	120	-30	1.50	1.20	120
Feedstuffs	0	0	0	1020	120	-900	10.20	1.20	120
Haulage	85	0	-85	230	200	-30	2.30	2.00	200
Market tolls / levies	0	0	0	95	90	-5	0.95	0.90	90
Breeding Ewes	0	0	0	2000	2000	0	20.00	20.00	2000
Purchases	85	10	-75	3494	2530	-965	34.95	25.30	2530
Gross Margin	1015	-10	1025	8037	4870	3167	80.36	48.70	4870

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.

The screenshot shows a 'Show' dialog box with the following options:

- Actual only
- Quarterly Progress
- Budget only
- Compare actuals with
- Include Budget Notes
- Show Last Year
- Show Projected

There are two dropdown menus, both set to 'Finalised Budget'. A red circle highlights the 'Quarterly Progress' checkbox.

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.

Income and Expenditure - 01/07/2016 to 28/02/2017														
Compared to Budget 1 - Farm Budget														
	Annual Budget	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	To Date
SALES														
Sales														
00010 Milk Sales														
Budget	49532	6000	5030	4032	4266	4641	4641	4501	4027	7753	4641	0	0	37137
Actual	0	6001	5030	4032	3907	0	9676	0	0	0	0	0	0	33646
Variance		-6000	971	998	-234	4266	-4641	5175	-4027	0	0	0	0	-3491
00020 Calf Sales														
Budget	4275	1444	0	0	135	0	0	1231	1465	0	0	0	0	4275
Actual	0	567	0	0	135	0	0	45	0	0	0	0	0	747
Variance		-1444	567	0	-135	135	0	-1231	-1420	0	0	0	0	-3528

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.

The screenshot shows a 'Show' dialog box with the following options:

- Actual only
- Budget only
- Compare actuals with:
 - Finalised Budget
 - Finalised Budget
- Include Budget Notes
- By Bank:
 - Current Account

Actual figures may be compared with budget for a single bank account where a Budget is specifically prepared for that account.

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 it needs to be taken into consideration that **Budgets** are recorded on the first day of each month.

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, i.e. 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.

For Quarterly reports each quarter will 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

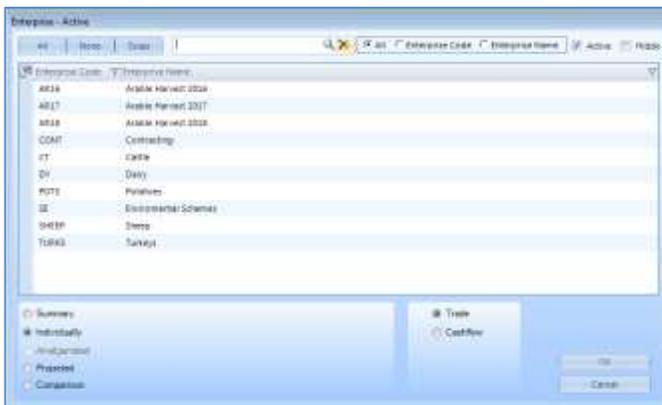
Qtr 3 06/10 to 31/12

In this case the Budget figures are moved so that they coincide with the report period start so that Aprils 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:

The screenshot shows a dialog box titled "Enterprise (Individually)". It has several sections:

- Type:** Radio buttons for Monthly, Quarterly, Annual, Progress (selected), Quantity, and Variance.
- By:** Radio buttons for Group and Nominal (selected).
- Date range:** From: 01/07/2016, To: 30/06/2017.
- Show:** Radio buttons for Actual only, Budget only, and Compare actuals with (selected). A dropdown menu shows "Firm Budget".
- Checkboxes for: Quantity Progress, Show Quantity, Include Budget Notes, Show Last Year, and Show Projected.
- Buttons: Exit, OK, Cancel.

In the By section:

- To display the results grouped by Enterprise then by Nominal group.
- 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. It is available with the Summary, Individually and Projected reports. There are also further options to compare them to the unselected enterprises or values which have no enterprise.



Highlight a number of Enterprises and then choose either Trade (P&L) or Cashflow and tick the Comparison field on the right. 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.

Key Prime Accounts		Key Prime Intro Ltd.				KEY PRIME RANGE
<u>Enterprise Trading A/C 01/01/2017 to 31/10/2017</u>						
Projected to 31/12/2017 with Budget 1 - Farm Budget						
	AR16	AR17	Not Inc	No Code	Total	
Sales						
Sales						
Milk Sales			22985			22985
Calf Sales			45			45
Culls			1601			1601
Store Cattle			367			367
Lambs			1100	823		1923
Wool			498			498
Wheat	877	5385				6262
Barley	2800					2800
Potatoes			105			105
Sales	3677	5385	26702	823		36587

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 89.

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  Management then Budget from the Budgeting section.

The Budget Screen shows a list of existing budgets with options for managing budgets below:

New To create a new budget click on the NEW button at the bottom of the screen

A screenshot of a software interface for creating a budget. It features a light blue background with several input fields and buttons. At the top, there is a 'No' field and a 'Last Edit' field. Below that is a 'Name' field. The 'Month From' field is set to 'January 2017' and the 'Month To' field is set to 'December 2017'. At the bottom, there are four buttons: 'Previous', 'Next', 'OK', and 'Cancel'.

Then enter the name of the budget and the From and To dates. Click ok and this will take you to the budget entry screen.

Edit Click on a budget from the listing screen, press Edit to show details :

- **No:** Budget Number – cannot be edited.
- **Last Edit:** Date when last edit occurred – cannot be changed.
- **Name:** the name of the Budget.
- **Month From: and Month to:** The dates that the budget covers.
- **Previous and Next:** use these if multiple budgets have been selected.
- **OK:** Select OK to bring up the budget entry screen for editing.
- **Cancel:** This closes the box.

Copy Select a Budget then click on Copy. 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.

Master A budget can be set as the **Master Budget** which makes this the default budget for reports. Other budgets can be selected, when running reports, if required. To set a budget as the Master, highlight it and click on the **Master** button. A Master budget will also give a warning if you attempt to edit it, but this can be overruled if it definitely should be edited.

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 AR17– Arable Harvest 2017.

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

	Trade			Cash Flow		
	Qty	Price	Amount	Qty	Price	Amount
Opening	10.00	100.00	1000.00	10.00	0.00	1000.00
Jan - 2016	0.00	0.00	0.00	0.00	0.00	0.00
Feb - 2016	0.00	0.00	0.00	0.00	0.00	0.00
Mar - 2016	0.00	0.00	0.00	0.00	0.00	0.00
Apr - 2016	0.00	0.00	0.00	0.00	0.00	0.00
May - 2016	0.00	0.00	0.00	0.00	0.00	0.00
Jun - 2016	0.00	0.00	0.00	0.00	0.00	0.00
Jul - 2016	0.00	0.00	0.00	0.00	0.00	0.00
Aug - 2016	0.00	0.00	0.00	0.00	0.00	0.00
Sep - 2016	100.00	100.00	10000.00	0.00	0.00	0.00
Oct - 2016	0.00	100.00	0.00	100.00	100.00	10000.00
Nov - 2016	0.00	100.00	0.00	0.00	100.00	10000.00
Dec - 2016	200.00	100.00	20000.00	0.00	100.00	20000.00
Closing	0.00	0.00	0.00	0.00	0.00	0.00
Total	410.00		41000.00	200.00		20000.00

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 be changed for each. If the time lag is 0 then trade and cashflow will show in the same month.

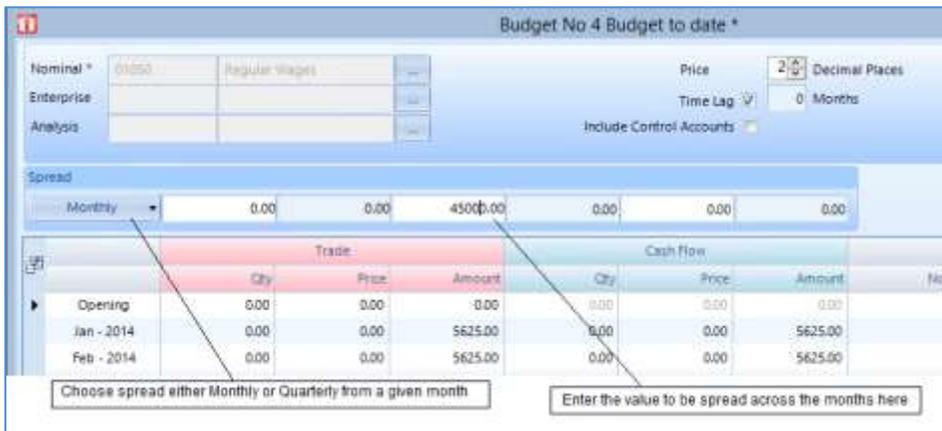
Include Control Accounts this option will show all Control Accounts in the list of available Nominal codes, but only the VAT Control Nominal codes should be budgeted for.

Notes can be added against each month; these 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

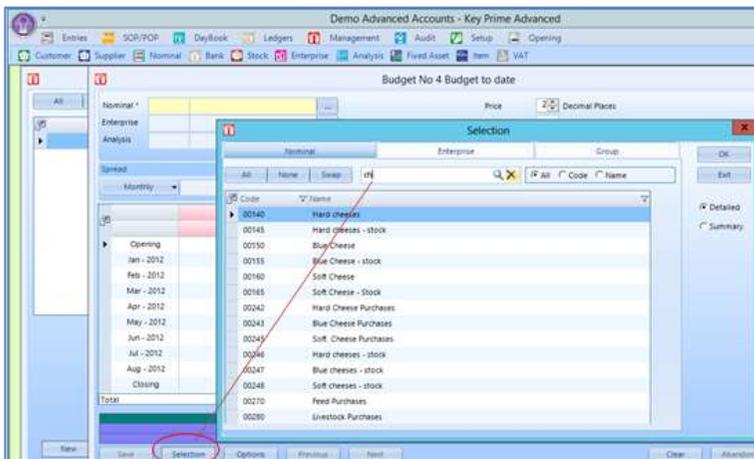
If the budget can be allocated evenly across all months or quarterly then the Spread fields can be used. The default spread is Monthly but this can be changed using the drop down arrow to quarterly starting in mth 1, 2 or 3. Once this has been selected enter the total for the whole budget for that nominal/ent/analysis. 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 Enterprise combination, to post values against.

Detailed mode will step through each combination of Nominal and Enterprise code for the selected Nominal, Enterprise or Group.

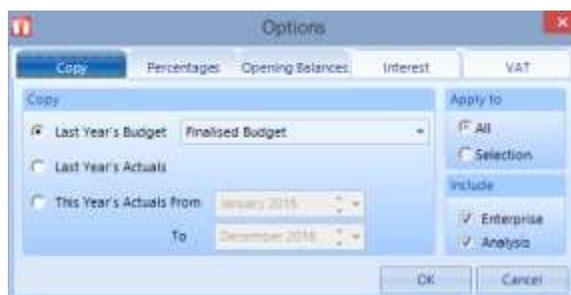
Only Nominal/Enterprise combinations that have already been linked will be shown.

Where a more detailed budget by Analysis code is required this option should not be used as there is no link between Nominals and Analysis codes.

Options

The Options button gives you 5 tabs with different functions; Copy, Percentages, Opening Balances, Interest and VAT.

Copy

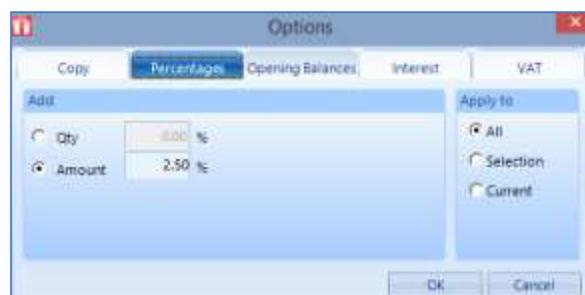


You are able to copy Last Year's Budget or Last Year's Actuals into the current budget as the basis to start from.

Alternatively an existing budget can be updated to include this year's actual figures from and to a given date. All 3 options can be applied to All nominals or just those highlighted in the Selection.

Tick to Include Enterprises and Analysis will ensure that figures copied into the budget are at an Enterprise or Analysis level. Alternatively these may be ignored so that a summary of the nominal values regardless of Enterprise or Analysis code can be imported.

Percentages



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

This may be applied to All or a Selection of nominals. The percentage change may be applied to Quantity or Amount. Individual codes may still be edited as required.

Opening Balances

Bank	Opening Balance
Current Account	-100000.00
Petty Cash	35.25
▶ Visa Credit Card	0.00
Euro Bank Account	0.00

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

Interest Rate	5.50 %
Nominal for interest *	01600
Enterprise	
Analysis	

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

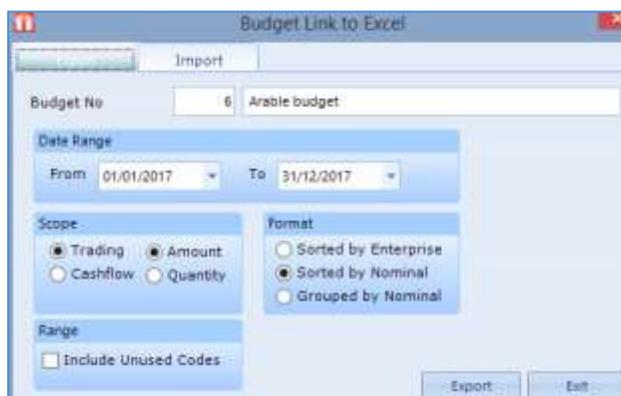
You can export a budget to Excel or create/amend a budget in Excel and then import it back into KEYPrime.

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.

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 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 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.

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 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.

Trans. No.	Trader	Comment	Orig date	Inv Date							
Item	Ref	Detail	Qty	Del Qty	Inv Qty	Price	Net	Del Date	Entered	Inv by	
Purchase Orders											
PD 1	DUTCHOMP										
Current	PO1	Spoke to Frans and Delivery delayed by one day due to french ferry strike	25/02/14		28/05/15						
CEWP	DCR1232	Edam Whole - Purchases	25.00	25.00	25.90	58.85	1486.25	28/05/15	14/05/15	11.58	MASTER
CLWP	DCR1232	Leiden Whole Cheese Purcha	30.00	30.00	30.50	57.89	1736.70	28/05/15	14/05/15	11.58	MASTER
Edit: so.2	PO1	Spoke to Frans and Delivery delayed by one day due to french ferry strike	25/02/14		28/05/15						
CEWP		Edam Whole - Purchases	25.00			58.85	1486.25	28/05/15			
CLWP		Leiden Whole Cheese Purcha	30.00			57.89	1736.70	28/05/15	14/05/15	11.58	MASTER
Original	PO1		25/02/14		28/05/15						
CEWP		Edam Whole - Purchases	25.00			58.85	1486.25	28/05/15	14/05/15	11.58	MASTER
CLWP		Leiden Whole Cheese Purcha	30.00			57.89	1736.70	28/05/15	14/05/15	11.58	MASTER

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.

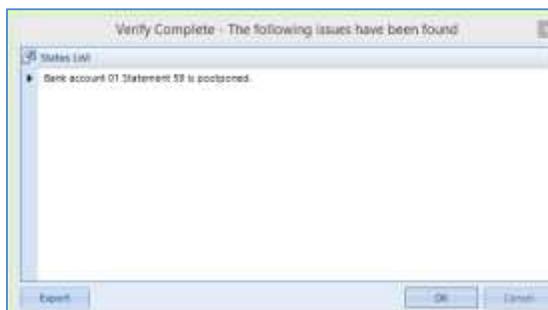
Reconciled Bank statements are not postponed, still balance and follow on logically from each other.

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 that is postponed is one that is in progress and so this warning can be ignored.



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

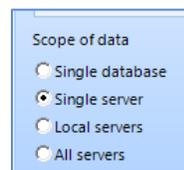
Previous years' data is accessible through the program as this is retained during year end so it is possible to check much of the information from within the current financial year. Where the required information is not available, e.g. before opening edits were made then the Year End Backup can be restored 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.

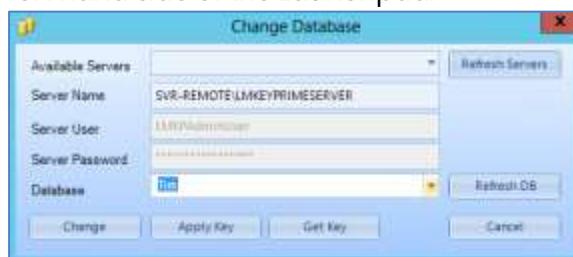
Once you have restored the Previous Year's data you may need to change your Launchpad settings view if your Launchpad setting is for Single Database.



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  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 25.

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.

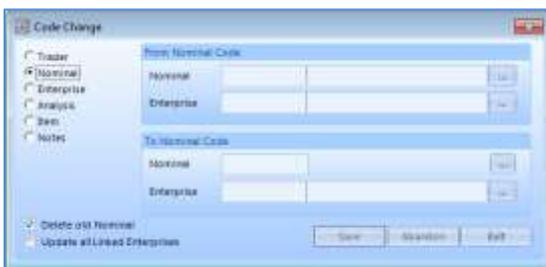
Before code change is carried out ensure other users have logged off the affected company.

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

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.

Remote Access Options for Accountants

With improvements in Broadband availability and the use of SQL Technology you have increased options for remote access such as:

Wide area Network

If you have a VPN (virtual private network) you can allow an accountant to run KEYPrime on their computer and connect directly on to your data.

Remote Desktop

Products such as Team Viewer (which we use for support) or Go to My PC can allow the Accountant to control a Work Station in your office.

Cloud computing

For Hosted Versions of KEYPrime, an accountant can be provided with the log in details and work on the data without leaving their offices.

Please contact Landmark to discuss your particular requirements and the options available.

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.

11. Optional Features

The list of optional features available can be found in the Company settings in the Launchpad, Administrator menu.

There are several Optional Features which can be added to KEYPrime Intro. Speak to your sales person for more information on optional features.

The optional features are usually included when setting up a new company but can be added later. Adding a new option to a company that is already up and running will cause the company to become Unregistered and a new registration code will be needed, so do not tick an option and save unless you are sure.



Selected	Description
<input checked="" type="checkbox"/>	Budget Import and Export
<input type="checkbox"/>	Gatekeeper Link
<input type="checkbox"/>	Geofolia Link
<input type="checkbox"/>	Virtual Cabinet

Budget Import and Export

See the Budget chapter “Budget Export / Import” on page 193 for details on using this option.

Gatekeeper Link

See separate instructions for this option.

Geofolia Link

See separate instructions for this option.

12. 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

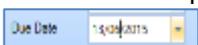
2602 it will assume you want the 26th of February in the current year. If the date field cannot determine what you require it will use the current date, so for example if you enter 3002 (30th of February) the current system date will be used.

A calendar is provided for those who prefer using the mouse; click the arrow next to the date field.



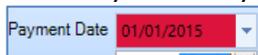
Click on the Month or year to change the view to navigate to a new month or year.

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

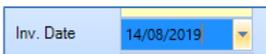


and Years can also be scrolled through if just that part of the date field has been selected.

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.

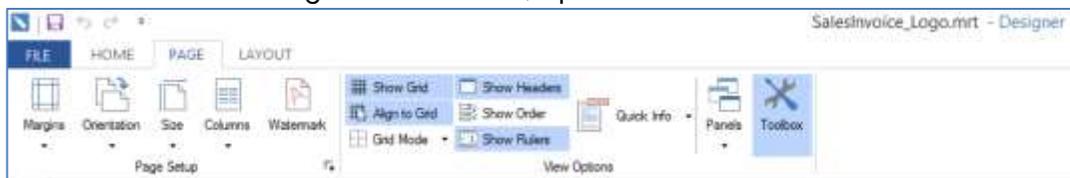


Where the date is in the future the back colour will show in Blue.



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.

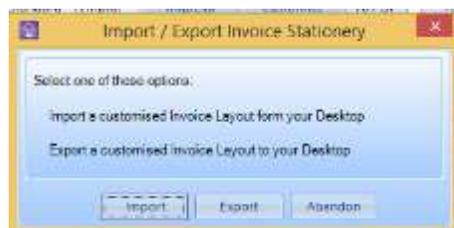


Back Up

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 desktop with the file extension .MRT. Move this to a safe place before continuing.

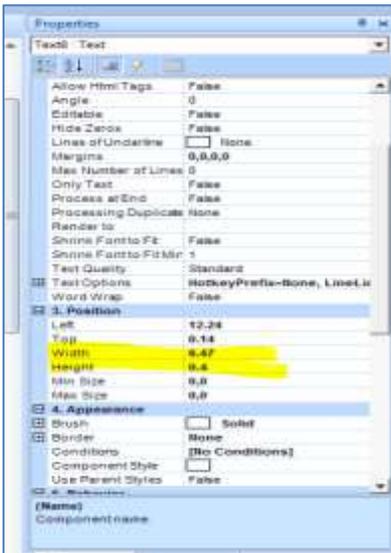
If you need to restore the layout, copy the file back to the desktop and reverse the process.

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:



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

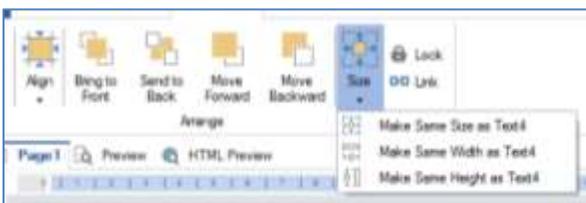
Fields can be moved by either dragging them or by editing the Top and Left values of the fields' properties; this ensures that you line up blocks of text accurately. Remember to always keep fields in the same bands on the report.

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.



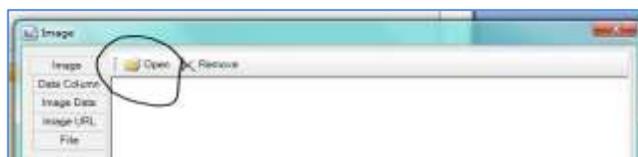
It is often useful to make all fields the same size first using the Size option. This will give an option to make the fields the same size as the field that was selected first. Height, Width or Both can be chosen.

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.



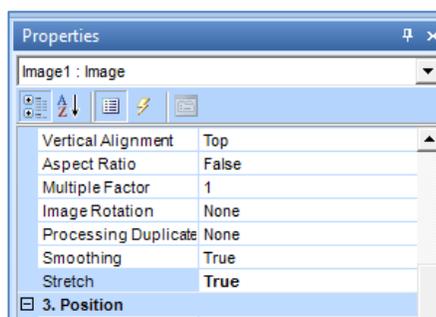
Draw a box on the layout where the image is to sit; this will automatically bring up an image selection screen:



Select the open option and navigate to the image file you wish to include then save.

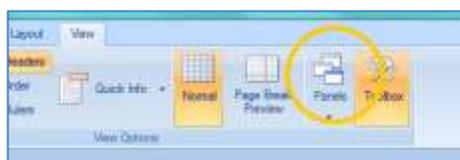
To get the image to fit the field, ensure the Properties option is open; this can be chosen from the Panels menu on the Page tab or by right click on the mouse.

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

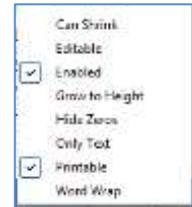
stationery can be manually added into the Expression section of the text field editor.

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.



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

Index

A

About, 22
Activity Filter Option, 51
Administrator, 8
Analysis, 31, 72
Audit, 26, 155
Auto Match Bank Statements, 78

B

Backup, 7
Bank, 30, 72
 Reconciliation, 75
Bank Payments and Receipts, 112
Bank Transfers, 116
Budget Import, 152
Budget Notes, 143
Budgets, 147
Business
 Preferences, 35
Business Details, 35

C

Cashflow, 137
Cashflow by Bank, 142
Co.Reg.No., 35
Code Change, 159
Codes, 41
Column Header, 49
Company Details, 11
Company Name, 11
Contra, 103
Control Accounts, 163

Current Bank Account, 30

Current Month, 39, 157

Disallow entries, 39

D

Daybook, 24, 127
Daybook Audit, 155
Drill Down, 135

E

Editing, 51
Editing Invoices, 103
Email Templates, 47
Entering a discount, 108
Entering Sales Invoices, 95
Enterprise, 31, 70
Enterprise Reports, 143
Entries, 24, 93
Entry
 Defaults, 38
Excel, 26, 36, 133, 152

G

Group VAT, 87
Grouping, 50

H

Help Section, 22
Hide Company, 9

I

Income & Expenditure, 137
Invoice
 Defaults, 45
Items, 67

L

Launchpad, 5, 9, 14
Layouts, 45
Ledgers, 25, 49
Linked Users, 8

M

Main Toolbar, 49
Management, 25, 133
Menu Ribbon, 23
Messages, 45

N

Nominal, 25, 62
Nominal Code, 43
Nominal Code Structure, 29
Nominal Group, 41
Nominal Journals, 118
Nominal Maintenance, 68
Non Month End Reporting, 143
Note/Action Codes, 44

O

Opening, 28
Opening Balances, 31, 89
 Disallow entries, 39
Opening Sales Invoices, 89

P

Part Payment, 109
Payment Terms, 43
Print VAT, 85

Progress Report, 139
Purchase Invoice, 112, 121
Purchase Payment, 106

Q

Quantity Reports, 142

R

Recalc. Opening Balances, 160
Reconciliation, 75
Recurring Entries, 121
Register Company, 13
Report Preferences, 31
Report screen options, 134
Reports, 50
Restore, 9
Roles Report, 33
Rollback Year End, 158

S

Sales Credit Notes, 105
Sales Receipt, 106
Sales Receipts, 106
Saving Options, 47
Sequences, 45
Setup, 27, 33
Setup Defaults, 34
Show Last Year, 143
Show Projected, 143
Stationery customisation, 166
Style Sheet, 32

T

Toolbar, 51
Tools, 18
Trader Ledger, 31, 51
Trader Terms, 43
Transaction audit, 155
Transaction numbers, 39
Transaction Status, 164

U

Useful Keys, 164

Users, 33

Utilities, 26, 157

V

Variance Report, 142

VAT, 37, 82

VAT Period, 29

VAT Receipt/Payment, 87

VAT Registration Number, 29

VAT Return, 85

Verify, 157

Viewing Last Year's Data, 158

Y

Year End, 158

Terms and Conditions

1. General

- 1.1 In these terms and conditions (“TERMS”), unless the context otherwise requires:

“COMPANY” means Landmark Systems Limited.

“CONFIRMATION” means the Company’s confirmation letter or email to the Purchaser.

“CONTRACT” means the contract between the Company and Purchaser that is subject to these Terms.

“EFFECTIVE DATE” means the date a Contract comes into force in accordance with clause 4.2.

“EQUIPMENT” means the items of hardware identified in the Confirmation.

“FEES” means the Purchase Price, Maintenance Fee and Licence Fee.

“IN-HOUSE SOFTWARE” means the software, developed by the Company, identified in the Confirmation, together with any relevant In-House Documentation.

“IN-HOUSE DOCUMENTATION” means any manual, instruction manual, user guide and other item of documentation developed by the Company and supplied to the Purchaser.

“INSOLVENCY EVENT” means, in respect of a party: having a bankruptcy order made against it; making an arrangement or composition with its creditors; otherwise taking the benefit of any statutory provision for the time being in force for the relief of insolvent debtors; convening a meeting of creditors (whether formal or informal); entering into liquidation (whether voluntary or compulsory) except a solvent voluntary liquidation for the purpose only of reconstruction or amalgamation; having a receiver and/or manager, administrator or administrative receiver appointed over all or any part of its assets or undertakings; having a resolution passed or a petition presented to any court for its winding up or for the granting of an administration order in respect of it; or proposing any of the above.

“LICENCE” means the licence granted by the Company in accordance with clause 5.

“LICENCE FEE” means the fee for the Licence set out in the Confirmation.

“MAINTENANCE FEE” means the fee for Maintenance Support set out in the Confirmation.

Terms and Conditions

“MAINTENANCE SUPPORT” means the provision of consultancy, training and delivery of technical support in accordance with clause 9.

“PURCHASE PRICE” means the purchase price for the Equipment set out in the Confirmation.

“PURPOSE” means the purpose for which the Purchaser may install and use the Software set out in the Confirmation or order form.

“PURCHASER” means the individual, business, partnership (including, without limitation, LLP’s) or limited company specified in the Confirmation or order form.

“REPRESENTATION” has the meaning set out in clause 14.4.

“QUOTATION” means any quotation, whether verbal or in writing, requested by the Purchaser and supplied by the Company.

“SOFTWARE” means the In-House Software and the Third Party Software.

“THIRD PARTY SOFTWARE” means the third party software identified in the Confirmation.

2. General

All contracts for the supply of Equipment, Software and/ or Maintenance Support, whether they are in force on the Effective Date or entered into in the future, shall be subject to these Terms, which supersede any earlier sets of terms and conditions issued by the Company. Any term or condition contained in any of the Purchaser’s contractual documentation delivered to the Company that would conflict with these Terms, or in any way qualify or nullify these Terms, shall not be applicable to the Company unless it has been expressly agreed to in writing by a duly authorised Company representative.

3. Acceptance and Cancellation

- 3.1 The Company reserves the right to withdraw a Quotation at any time without giving notice and without providing a reason.
- 3.2 Unless withdrawn in accordance with clause 3.1, all Quotations are open to the Purchaser for acceptance for 30 days only, commencing on the date stipulated on the Quotation. All Quotations are subject to contract.
- 3.3 The Company reserves the right to cancel any uncompleted order, or suspend performance, of any Contract if the Purchaser fails to comply with any of its obligations under the Contract, or if the

Terms and Conditions

Company reasonably believes that in all the circumstances the Purchaser may do so.

4. Purchase of Equipment, Software and Maintenance Support
 - 4.1 The Company shall sell and supply the Equipment, Software and Maintenance Support set out in the Confirmation. Third Party Software is sold subject to the relevant third party's terms, which will be made available on request.
 - 4.2 The Contract for such supply shall come into force, and become binding, once the Purchaser has signed, or acknowledged receipt of, an order form (incorporating these Terms and the Confirmation) and returned the same to the Company or otherwise accepted the Company's offer and these Terms in any other manner permitted by the Company.
5. The Licence
 - 5.1 The Company hereby grants the Purchaser a non-exclusive, non-transferable licence, for the term of the Contract, to install and use the object code of the In-House Software for the Purpose only in the UK on the following terms: (i) the Purchaser may only use the In-House Software for its internal business purposes; (ii) unless agreed otherwise, the Purchaser may only install and use the In-house Software in connection with a single set of data; (iii) if the Purpose is for a single-user licence, then the Purchaser may only install and use the In-House Software on a single CPU; (iv) if the Purpose is for a multi-user licence, then the number of licenced users set out in the Confirmation may use the In-House Software provided that they do so on a single network that is under the Purchaser's control; (v) the Purchaser may make one copy of the In-House Software for back-up purposes; (vi) on request, the Purchaser shall deliver immediately to the Company a certificate, signed by (where the Purchaser is an individual) the Purchaser or (otherwise) by any director or other officer of the Purchaser, confirming that the Purchaser is in full compliance with the Contract and specifying the number of users of the In-House Software at that time; and (vii) the Purchaser may receive and use any free supplementary software code or update of the version of the In-House Software licenced to the Purchaser, incorporating "patches" and corrections of errors as may be issued from time to time, which the Purchaser shall install immediately. However, the Purchaser is not entitled to receive any new version of the In-House Software that may from time to time be released.

Terms and Conditions

- 5.2 The Purchaser shall: (i) not copy the In-House Software, except where such copying is incidental to its normal use or where it is necessary for the purpose of back-up; (ii) not rent, lease, sub-licence, loan, translate, merge, adapt, vary or modify the In-House Software; (iii) not permit all or part of the In-House Software to be combined with, or become incorporated in, any other program; (iv) neither disassemble, de-compile, reverse engineer or create derivative works based on all or any part of the In-House Software nor attempt to do so, except to the extent permitted by law; (v) not provide, or otherwise make available, all or part of the In-House Software to any third party in any form; and (vi) if provided with specific Equipment, only use the In-House Software on that Equipment and not transfer it, either permanently or temporarily, to any other equipment without the Company's prior written consent.
- 5.3 Where any In-House Software has been provided to the Purchaser on a rental basis, then the Purchaser may only use the In-House Software for the rental period set out in the Confirmation or order form, unless the Purchaser exercises any purchase option in accordance with the terms for its exercise that are set out in any order form or the Confirmation (in which case the Purchaser may use it for the remainder of the Contract).
- 5.4 The Purchaser may not sub-licence the use (in whole or in part) of the Software without the prior written consent of the Company.
6. Fees
- 6.1 The Fees shall be as set out in the Confirmation. The Purchase Price of any Equipment and any initial Licence Fee shall become due and payable on the Effective Date. All other fees shall be due and payable in full 30 days from the date of the Company's invoice. The Fees stated are exclusive of value added tax and any other applicable tax, which shall be payable in addition to the Fees.
- 6.2 The Company may vary any Fee (including, without limitation, annual Maintenance Fees) from time to time.
- 6.3 Time for payment shall be of the essence and no payment shall be deemed to have been received by the Company until it has received cleared funds.
- 6.4 The Purchaser shall make all payments due under the Confirmation without any deduction whether by way of set-off, counterclaim, discount, abatement or otherwise.

Terms and Conditions

- 6.5 The Company reserves the right to claim interest under the Late Payment of Commercial Debts (Interest) Act 1998, as amended from time to time.
7. Title and Risk
- 7.1 Title in the Equipment shall not pass to the Purchaser until the Company has received in full (in cleared funds) all sums due to it in respect of the Equipment and all other sums which are or which become due to Company from the Purchaser on any account or order, together with any interest thereon. At no time will title in the Software pass to Purchaser.
- 7.2 Until ownership and title of the Equipment passes to the Purchaser, the Purchaser must: (i) hold the Equipment on a fiduciary basis as the Company's bailee; (ii) store the Equipment separately from all other goods or equipment so that it is easily identifiable as the Company's property; (iii) maintain the Equipment in satisfactory condition and insured on the Company's behalf for its full price against all risks; and (iv) hold the insurance proceeds on trust for the Company.
- 7.3 The Purchaser's right to possession of the Equipment under clause 7.2 shall terminate immediately if it suffers an Insolvency Event or the Company believes that it is about to do so; it ceases, or threatens to cease, trading; or it encumbers or in any way charges any of the Equipment. The Purchaser grants the Company, its agents and employees an irrevocable licence at any time to enter any premises where the Equipment is, or may be, stored in order to inspect or recover it.
- 7.4 Risk in any Equipment or Software shall pass to the Purchaser at the time such Equipment or Software leaves the Company's premises.
8. Property and Confidentiality
- 8.1 The In-House Software contains confidential information about the Company, and all copyright, trademarks and other intellectual property rights (whether registered or not registered) in the In-House Software are (and shall remain) the exclusive property of the Company.
- 8.2 The Purchaser shall not remove, alter or destroy any copyright or other proprietary notice on any of the Software. The Purchaser shall reproduce on any copy (whether in machine readable or human readable form) of the Software the Company's copyright and trade mark notices or any other proprietary notice, and without prejudice

Terms and Conditions

to the foregoing shall take all such other steps (as shall from time to time be necessary) to protect the confidential information and intellectual property rights of the Company in the In-House Software and the proprietor in the Third Party Software, and shall fully indemnify the Company accordingly.

9. Training and Maintenance Support

9.1 The Company shall provide the training services as detailed in the Confirmation. The Company shall provide, in respect of the Equipment and the In-House Software, such technical advice by telephone, email, fax or post on the use of and using the same during normal working hours (9.00 – 5.30 pm Monday to Friday, excluding public holidays).

9.2 Maintenance Support shall not include the diagnosis and rectification of any fault resulting from: (i) the Purchaser's negligence; (ii) the improper use, operation or neglect of the In-House Software or the Equipment; (iii) any repair adjustment alteration or modification of the same by any person other than the Company; (iv) any use of the In-House Software for a purpose for which it was not designed; or (v) any failure by the Purchaser to incorporate "patches" and corrections of errors issued by the Company or to implement recommendations in respect of or solutions to faults previously advised by the Company.

10. Equipment/ Software Warranty

Where the Equipment or Software are supplied by a third party the Company will use its reasonable endeavours to assign to the Purchaser all of its rights, if any, in respect of any guarantee or warranty given by the supplier to the Company. No other warranty, express or implied, will be offered by the Company. In particular, the Supplier does not warrant that the use of the Software will be uninterrupted or error-free. Any consumer's statutory rights are not affected.

11. Limitation of Liability

11.1 Subject to clause 11.2:

11.1.1 the Company shall not in any circumstances be liable to the Purchaser, whether in contract, tort (including, without limitation, negligence) or otherwise, under or in connection with the Contract for any: (i) indirect or consequential loss or damage; (ii) loss of profits; (iii) loss of anticipated savings; (iv) loss of business opportunity; (v) loss of goodwill; or (vi) loss or corruption of data; and

Terms and Conditions

11.1.2 the Company's total liability, whether in contract, tort (including, without limitation, negligence) or otherwise and whether in connection with the Contract or any collateral contract, shall in no circumstances exceed a sum equal to the total Fees paid under the Contract in the immediately preceding 12 months.

11.2 The Company does not exclude liability for: (i) death or personal injury caused by the negligence of the Company; (ii) fraud or fraudulent misrepresentation; or (iii) breach of the obligations implied by section 12 of the Sale of Goods Act 1979 or section 2 of the Supply of Goods and Services Act 1982.

12. Force Majeure

The Company shall not have any liability to the Purchaser if it is prevented from, or delayed in, performing its obligations under the Contract or from carrying on its business by any act, event, omission or accident beyond its reasonable control.

13. Termination

13.1 The Contract (including the Licence) may be terminated: (i) immediately by the Company if the Purchaser commits any material breach of any term of the Contract and which (in the case of a breach capable of being remedied) shall not have been remedied within 14 days of a written request to do so from the Company; (ii) in the case of rental, at the end of any rental period, unless the Purchaser has exercised any purchase option set out in the relevant Confirmation or order; (iii) immediately by either party if the other party suffers an Insolvency Event; or (iv) by either party giving the other one month's notice, but (in such circumstances) no refund of the Maintenance Fee shall be payable by the Company.

14. General

14.1 The Purchaser may not assign, in whole or in part, to any person any of its rights or obligations under these Terms without obtaining the prior written consent of the Company, such consent not to be unreasonably withheld or delayed.

14.2 Waiver by the Company of a right or default under these Terms shall not be deemed a waiver of any subsequent right or default whether of a similar nature or otherwise.

14.3 Nothing in these Terms is intended to confer on any third party any benefit or any right to enforce these Terms.

Terms and Conditions

- 14.4 These Terms, the order form and the Confirmation contain the whole agreement between the parties relating to the subject matter hereof and supersede all prior agreements between the parties relating to that subject matter. Neither party has relied on any statement, representation, assurance or warranty (whether made negligently or innocently) of any person (REPRESENTATION) when entering into the Contract. The only rights and remedies available to a party arising out of or in connection with a Representation shall be for breach of the Contract. Nothing in this clause 14.4 shall limit or exclude any liability for fraud.
- 14.5 The Contract shall be governed by and construed in accordance with English law and the parties agree to submit themselves to the non-exclusive jurisdiction of the English courts.