KEYPrime Accounts & Property Range

Version 13.5

# Contents

Accounts

Inter-Company Transactions

A new feature has been introduced which will help make Inter-Company transactions easier.

Customers now have a new icon at the top right of the details screen ⮡ which is used to create the Inter-Company link. Click on this button to open a list of the active companies available to link to; this will not include Intro version.
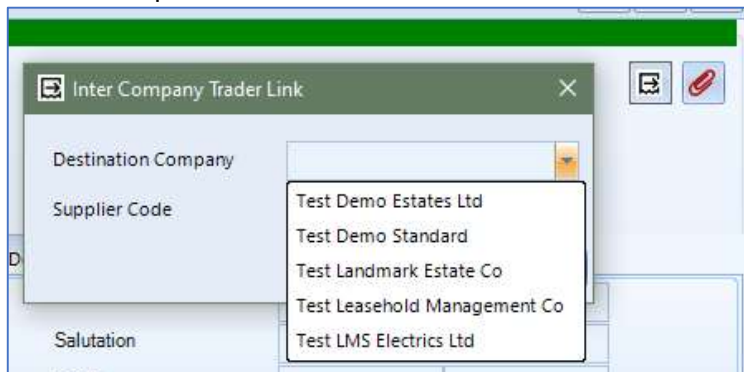
Select a company and enter the Supplier code in that company which will be used to raise the Purchase invoice. Only one link, to one supplier in each company, can be created.

When a Sales invoice has been raised on this customer, a new Batch will be created in the linked company with the name InterCompany Transactions.

Batch Name	Owner	Entered	Last Modified	Batch Status	Processed	Part Process	Entries
InterCompany Transactions	LMAdministrator	13/08/2024	13/08/2024	Created		✓	1

This batch will need to be edited to put in the required data e.g. Nominal, Enterprise, Analysis etc.

Once the batch has been processed and the Purchase invoice(s) created, the next linked transactions will be put into a new batch, albeit with the same name. However this can be amended if required.

Batch Name	Owner	Entered	Last Modified	Batch Status	Processed	Part Process	Entries
InterCompany Transactions	LMAdministrator	13/08/2024	13/08/2024	Processed	13/08/2024	✓	3
InterCompany Transactions	LMAdministrator	13/08/2024	13/08/2024	Created		✓	2

Daybook

The performance of queries in the All Transactions daybook has been improved.

Ledgers

Credit card transactions can now be imported so they can be reconciled using Direct Feed.

The Credit Limit for Customers and Suppliers has been increased to £999999999.99.

The Cash position report has been improved so that it will load quicker and not time out.

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The description from the first line of an invoice will now show in Statements, rather than that of the highest value line.

There is a new option available from the field chooser to show the bank details in the global traders listing screen.

A new bank auto match import format for Weatherby bank has been created. This is called Weatherbys C.A.

What to Pay

Trader Group and Trader Type will appear on the WTP Postponed list that is run in Landscape layout.

Utilities

Dext Prepare can now be set up for enterprises, so these have been included in the exports and, most importantly, can be imported back in.
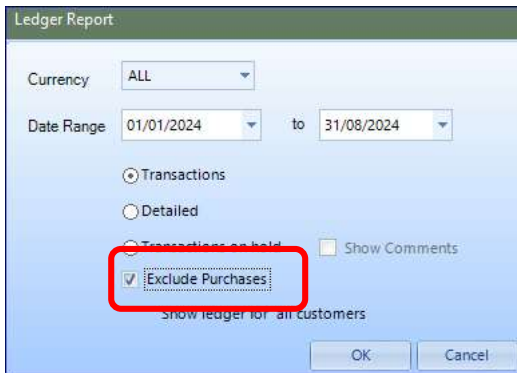
Stationery Layouts

Currency symbol and Currency exchange rate fields are in the dictionary for Orders printed stationery.

Trader Group and Trader Type fields are now in the dictionary for customising Logo layout for Sales invoices.

Reports

It is now possible to drill down on the depreciation figure in Management reports.

There is a new option in the Trader ledger reports to select to report on Only Sales or Only Purchases by excluding transactions from the other ledger:

Care must be taken when reporting on two way traders who have invoices which have been paid by other invoices e.g. a Sales invoice which has been paid by matching a Purchase invoice. The sales invoice will show a balance despite it having Paid next to it:

Ty	No.	Reference	S.Invoices	Receipts	Discount	Balance	No.	No. / Paid
SI	1826	SI51	1200.00	0.00	0.00	1200.00	1827	Paid
		Total	1200.00	0.00	0.00	1200.00		

If a Fixed Asset is linked to an Enterprise, this will show on the Net Book Value report.
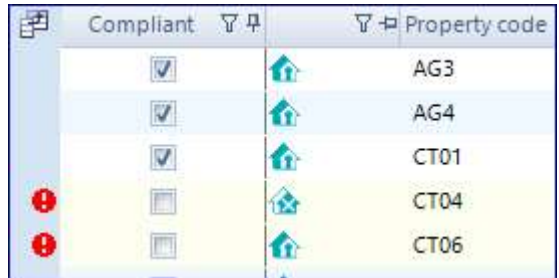
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Property

Compliance enhancements

There is a new option on the Property listing screen to view the compliance status of the properties.

☑ Validate compliance **Properties** 🏠

This will default to unticked.

When ticked, a new field will be shown on the left hand side which indicates whether a property is compliant or not.

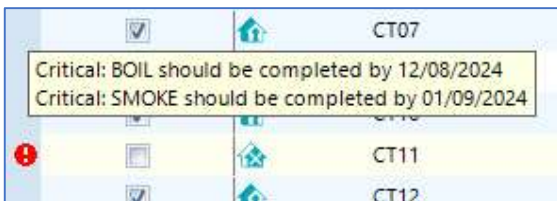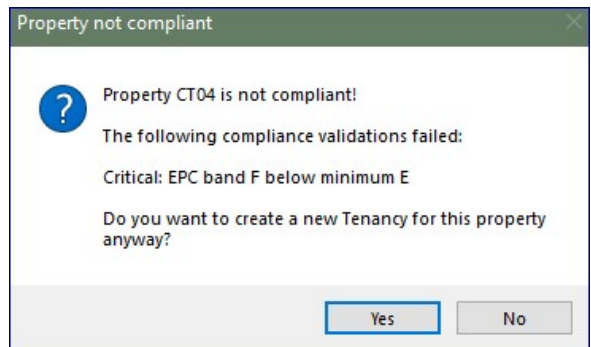|	Compliant ▽ ⊞		▽ ⊞ Property code
	☑	🏠	AG3
	☑	🏠	AG4
	☑	🏠	CT01
❗	☐	🏠	CT04
❗	☐	🏠	CT06

If a property is not compliant an error icon will be displayed. Moving the mouse over the error icon will show the tooltip with all performance issues found, in order: Critical, Statutory, Recommended, Informational.

	☑	🏠	CT07
Critical: BOIL should be completed by 12/08/2024			
Critical: SMOKE should be completed by 01/09/2024			
❗	☐	🏠	CT11
	☑	🏠	CT12

When entering a new Tenancy there will now be a warning given if the Property is not Compliant.

Property not compliant

? Property CT04 is not compliant!

The following compliance validations failed:

Critical: EPC band F below minimum E

Do you want to create a new Tenancy for this property anyway?

[Yes]   [No]

The Property Active field has been added to the Compliance screen and can be selected from the field chooser. The screen defaults to show only Active properties but there is a tick box to Show inactive properties as well:

[Refresh] ☐ Show inactive properties   **Compliance**

Also there is now a Go to Property List in the Compliance screen. This has been added to help identify which properties are missing a specific Compliance task or

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action. In Compliance put the list in Action code order. Highlight all properties with a specific compliance code then select the Go to Properties List. This will highlight all those properties which DO have the compliance code. Then select the Swap button at the top of the screen – this will now highlight all properties that DO NOT have the compliance code so this can be remedied if required using the Multi button at the bottom of the screen.

Any Compliance actions which are set as Not Applicable will no longer be displayed on the Compliance status screen, compliance smartview or in the compliance status report.

Compliance tasks entered from the Compliance tab on a property now auto populate tenancy and tenant.

EPCs

To help landlords meet the minimum EPC requirement there is now the option to add a Minimum EPC value to properties. This is entered against the Property Type. There is a new option to set the EPC Type to None for such things as Land.

In the Property details screen the minimum rating is displayed beside the EPC type, above the Current and Potential values.

If the property type e.g. Land is set to None and the EPC minimum is set to None the EPC fields will be greyed out and the property will be ticked as Exempt.


A property which would normally have a minimum EPC rating but is exempt, e.g. certain listed buildings, this can be ticked as Exempt on the property details screen. The EPC report as run from Properties will display Exempt properties with an *:

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Leasehold Management Co

Code	Property Name	EPC Type	Recorded	Current		Potential		Next due
*LHA03	Archway Block No 3	Residential	01/01/2025	E	50	D	60	01/01/2026

* EPC Exempt Property

The EPC Type for Scottish Commercial properties has been added as an option.

EPC bands (letters) are now included as options in Properties Excel Export:

To ensure the new EPCBand and EPCPotentialBand fields appear, you will need to select the Default layout and click on Delete Layout. This does not actually delete it but resets it to include the new fields that have been added.
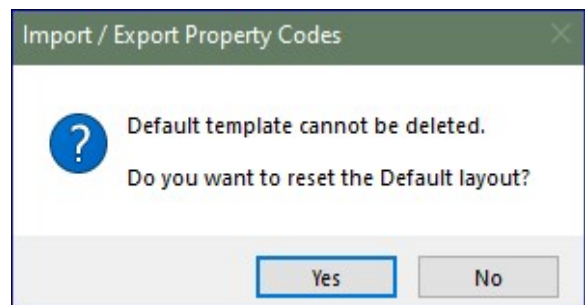
Reverse Accruals on the next day

To allow for spreading of Rents evenly through the year, a new option on the Accrual creation tool in Property Landlords has been implemented. In order for this to generate the correct accruals and prepayments this option should only be used once all demands have been processed for the period. The option is to reverse the Accrual on the following day as opposed to when the anticipated or actual Invoice date for the demand invoice is expected.

This solves the problem when creating Accruals for rents that are charged for periods greater than a month, accruing on a monthly basis.

Without the feature it was possible to compound the Accruals through the months and so double count period rents. Users aware of this would manually change the Invoice date on the Accrual generated.

To use this option, select **Reverse on Next Day** when processing the Accruals and Prepayments. They are then automatically reversed on the following date so that if you accrue them again in the next period, what has already been accounted for is reversed, leaving just the net amount for the period.

For example quarterly rent of £750 charged in advance on 1st of January. Accrual run on 31st January would reverse £500 pre -paid on 31st January and Credit £500 on 1st Feb So Report would say Jan £250 (£750-£500), Feb £500 (£500) then when running the accrual for end of Feb it would then reverse £250 in February and credit £250 to March so the Report would now show £250 per month: Jan £250 (£750-£500), Feb £250 (£500-£250),Mar (£250).

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Other property enhancements

Works Manager Task List now has Property Type, Block and Property Manager within the field chooser options.

An Export button has been provided from the Task Orders/Invoice grid. This means the list of orders and invoices linked to a task can be exported to excel.

The Debtors listing screen, as run from Tenants, can now display the Trader Group, Trader Type and Notes.

In some cases the sync with the Workflow app was timing out due to high volume of data. The time out has been increased to 5 minutes.

Optional Modules

Geofolia

Entries linked to Geofolia can now be created through Batch Entry. A User will be able to enter the business, product and unit from Batch entry when the company has the Geofolia module and the nominal selected is crop linked. A Validation error will be shown if Business field is left blank.

On saving the invoice, the Geofolia link entry will be created in the database and csv file created / updated in the Geofolia folder.

N.B. the Geofolia fields will not have a drop-down list available if you use an existing layout or one copied from an existing layout. Use a new template instead.

Client Accounting

When creating new banks in Client Accounting they will default to Client Account.

Bugs fixed

Hyperlinks now work in the Help section for KeyPrime Advanced, Accounts, Property and Intro.

Launchpad

A fallout from the previous update meant using Change Database for a user with & in the server user name was throwing an error. This now works correctly.

Accounts

The reference on emailed Purchase orders was using the wrong ref. field. This now uses the Order no.

The Budget Cash Flow Report was not displaying the opening bank balance when the Multi Year Option was selected. This has been fixed.

The Enterprise Age of Debt Detailed report was missing the flag for invoices Paid after the date of the report.

When using WTR, you can change the remittance advice method to None by clicking 'Apply to all' and KEYPrime will no longer send remittances.

WTP postponed report with bank details has been slightly adjusted so it can display all 8 characters of the account number.

The Bank reconciliation no longer crashes when reconciling a large number of transactions which are grouped together.

Issues have been fixed regarding payment references when paying invoices through AutoMatch.

When creating a new bank the Nominal is being populated correctly.

The problem with automatch bank reconciliation when reconciling multiple records some of which are grouped, has been fixed.

Dext Import files with line breaks caused the system to crash. This is working correctly now.

A problem was caused by importing Nominal codes to a non Global Nominal company using the Group Name of a Global Group. This has been fixed.

Also an error message was being given when importing global nominal groups to a new company. This now works correctly.

When running an Item analysis report, the positive/negative sign on Journal entries was incorrect. This has been fixed.

An issue has been fixed where Only on account, part payments of Sales invoices by Purchase Payment were giving the wrong amount in the ledger.

Batch entry will now show a warning message if a duplicate invoice is entered. A validation error (yellow triangle) will appear against the purchase invoice/credit note number to show that the number has been used before for that trader.

Performance has been improved on loading Enterprise lists so it does not time out on large sets of data.

A new role set up with Enterprise rights was automatically being given access to the Enterprise management reports. This will now take account of whether read/write has been ticked in the role set up.

Consolidator

There was an error thrown when trying to run reports in Consolidator – this has been fixed.

Consolidator cashflow Excel export, actual/budget by nominal group for a year, was presenting only 12 columns. This has the correct layout now.

There could be differences on quantities in consolidator reports when an invoice is part paid. This has been fixed.

Property

Entries of SR through Property are blocked from being posted to prior to year start date/disallow entries prior to date.

Also Auto process of Service charges will now take into account any Disallow entries prior to date set in accounts.

When trying to process such invoices there will be a message to say either the invoice or the payment will be prior to a Disallow entries prior to date:

⚠ Resulting invoice would be dated before disallow entries prior to date (01/08/2024). Demand will not be processed

If you added the field [Transaction date] to the Demand email template it was putting a time stamp on as well. This has been fixed.

In Properties, you could select a single property but when you click on Print it printed the Details for all properties. This now just prints the details for the selected Properties.

When doing tenant code change with tenancy code update, Tenancies on the wrong landlord were being targeted in rare cases. This has been fixed.

Works manager letters were not giving expected results when using just the field Line … Postcode. Individual address fields for Tenant, Landlord and Contractor are now included in the Master template.

When viewing a Work Manager task, clicking on the Property could update the Assignee to the default for the task type. This now keeps the assignee as allocated when the task was created.

There was an error thrown if a user tried to change a Landlord code to a code already in use for a Tenant. This has now been blocked and a message is shown to explain that a different code will need to be used.

When importing Tenancies into Property the Item code was only allowing 10 characters; it now allows 20 characters as per Accounts.

When importing Property information the EPC details are now being imported.

When editing a tenancy and selecting Cheque as method of payment, the drop down Pay To is now showing the landlord as well as the agent.

Previously, non-system generated notes were being removed when a tenancy was ended. Now, all notes, diary actions and tasks are kept and can be viewed on the non-active tenancy.

A Bad Request error was being produced on the workflow sync under certain circumstances. This has been fixed.

The Property Audit report was showing incorrect users when diary actions have been reassigned. This has been corrected.

Client Accounting

KEYPrime will now allow a Landlord to be changed on SR /PP, but only when no invoice is flagged for payment. For example, if a bank which was not ticked as Client accounting has been used for a payment on account, and the bank is then change to Client accounting.

In Client Accounting and Standalone property, where Landlord invoice sequence was taken from Property, the sequences could become confused if 2 Landlords tried to use the same Invoice number and prefix.
The check is now Landlords can use the same invoice numbers as each other but no Landlord can use the same number twice. Where these must be unique for all Landlords, use the Sequencing from Accounts or a different prefix on each Landlord.

If you pay or receipt an invoice through Automatch, using the Client bank account, the Landlord will be entered correctly.

Paying invoices through Auto match is now using the correct dummy cheque number.