



Landmark
Systems

KEYPrime Accounts & Property Range

Version 15.0 Spring 2026



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KEYPrime Accounts Version 15.0 changes

Making Tax Digital – Income Tax

MTD IT requires businesses and landlords with qualifying income to maintain digital records and submit quarterly updates to HMRC using recognised software such as KEYPrime.

KEYPrime supports the quarterly submission process but does not handle the final declaration, as this stage involves claims, reliefs, and other declarations that go beyond standard bookkeeping. However, all quarterly data entered in KEYPrime can be exported for refinement and final submission by your Accountant using their existing systems.

Preparing for MTD IT

KEYPrime can process both self-employment and property income within a single accounting dataset, without creating additional nominal codes. You can continue using your existing structure of Groups, Nominals, Enterprises, and Analysis Codes. HMRC will now allow taxpayers to enrol in MTD IT for the 2026/27 tax year if you meet their eligibility criteria. Once enrolled, the correct HMRC tax categories must be applied to each submission entity — or across multiple entities where several income streams are being managed.

To support your preparation, we provide an [Excel MTD IT Preparation Template](#) that helps map your current nominal codes to HMRC submission categories. This template covers both Property and Self-Assessment businesses. You can transfer your trading nominal codes—such as Sales, Purchases, Fixed Direct Costs, Overheads, and where relevant Valuation Adjustments and Depreciation—into the spreadsheet.

Each trading nominal code must be mapped to one of the 18 HMRC Income or Expense categories in line with template guidance, HMRC's notes, or your Accountant's advice. If mapping multiple MTD submissions, the same nominal can be assigned to different categories, as transactions are directed to the correct MTD entity using Enterprises or Analysis codes thereafter. See *MTD IT Mapping* for further detail.

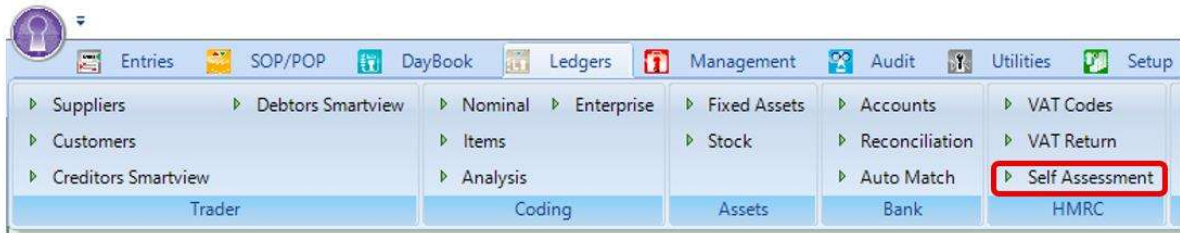
Completing this mapping as early as possible will ensure you are fully prepared for your first MTD IT submission by 7th August 2026.

Setting Up a Taxable Entity

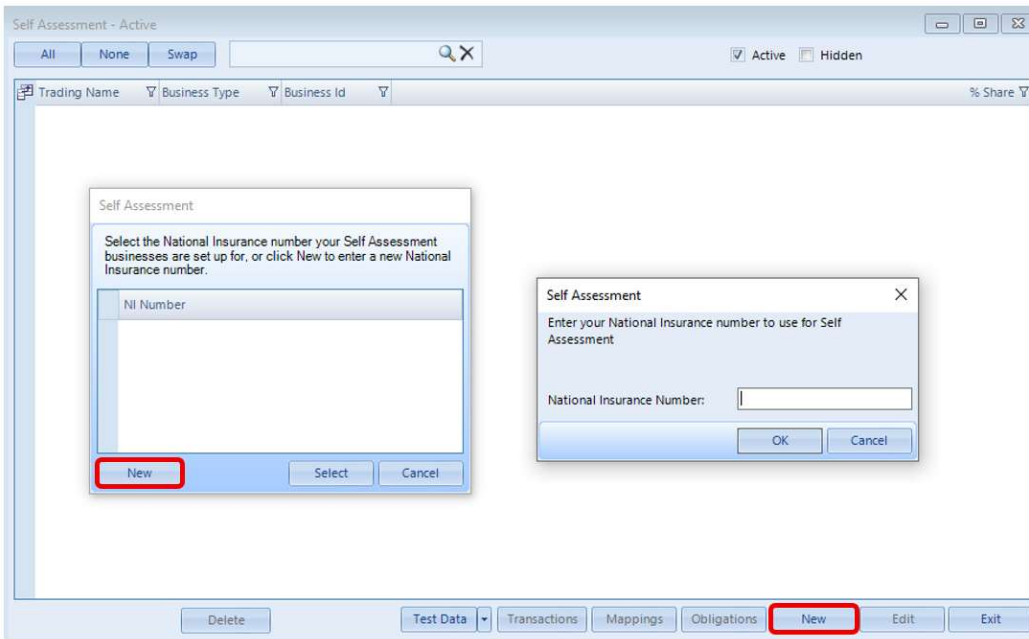
For individuals, MTD IT becomes mandatory from April 2026 for those with more than £50,000 in qualifying income. For these taxpayers, MTD IT replaces the traditional Self-Assessment process and becomes the required method of reporting.

Access is granted to Self-Assessment, via a new button under the **Ledgers** menu.

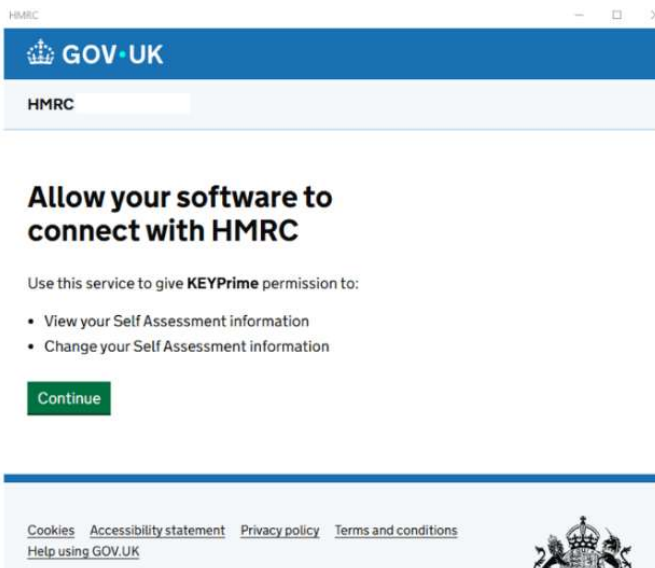
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To add a new Self-Assessment business, you must first register with HMRC. Once registered, select **New**, then choose your National Insurance number – to proceed.



Enter your NI number and follow the instructions for signing into your Government Gateway account (or your Agent Services Account if acting on behalf of a client).



This will allow you to create the Tax Business(s) linked to the National Insurance number provided and then retrieve and complete the obligations when due. The authorisation grant is expected to remain valid for 18 months, similar to the expiry period used for MTD VAT.

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Before you start making submissions you can elect to submit calendar quarters instead of 5th July etc, but due dates remain the same. The election must be made before your first submission is filed and cannot be amended once a submission has been made.

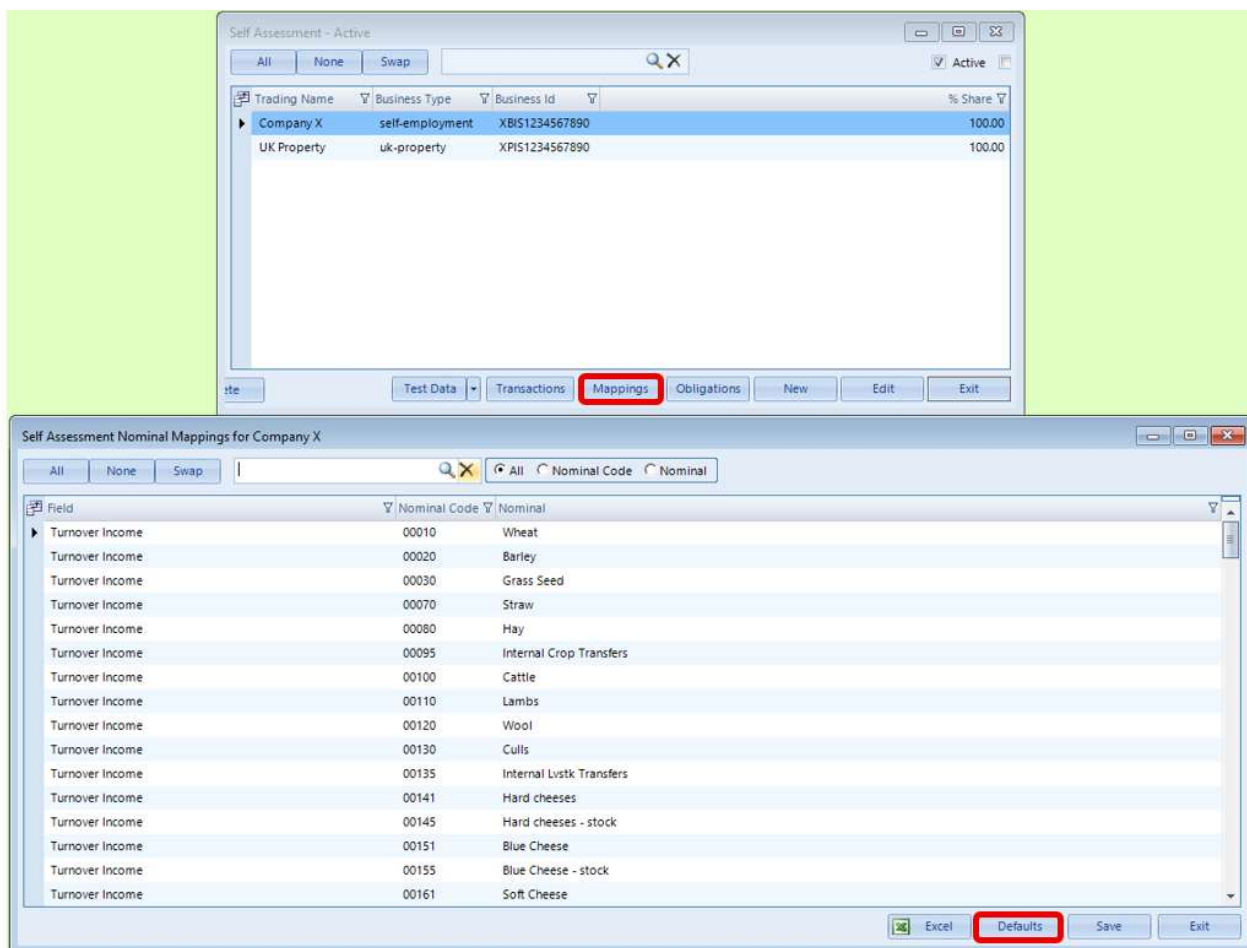
Each submission shows the cumulative totals for the period(s) so far:

- Q1 – 6th April to 5th July – due 7th August
- Q2 – 6th April to 5th October – due 7th November
- Q3 – 6th April to 5th January – due 7th February
- Q4 – 6th April to 5th April – due 7th May

MTD IT Mapping

Mapping is the process of connecting your existing KEYPrime income and expense nominal codes to the HMRC tax categories required for quarterly submissions. This must be completed for each business type.

Where a company contains more than one Self Assessment Tax Entity (i.e. multiple MTD submissions), each entity requires its own mapping. The same nominal code may be assigned to different HMRC categories, as transactions are subsequently directed to the correct MTD entity using Enterprises or Analysis codes.



KEYPrime allows you to set a default Tax Entity at Nominal Group, Nominal, Enterprise, or Analysis Code level. Where defaults overlap, they are applied in the following priority order:

Analysis → Enterprise → Nominal → Nominal Group

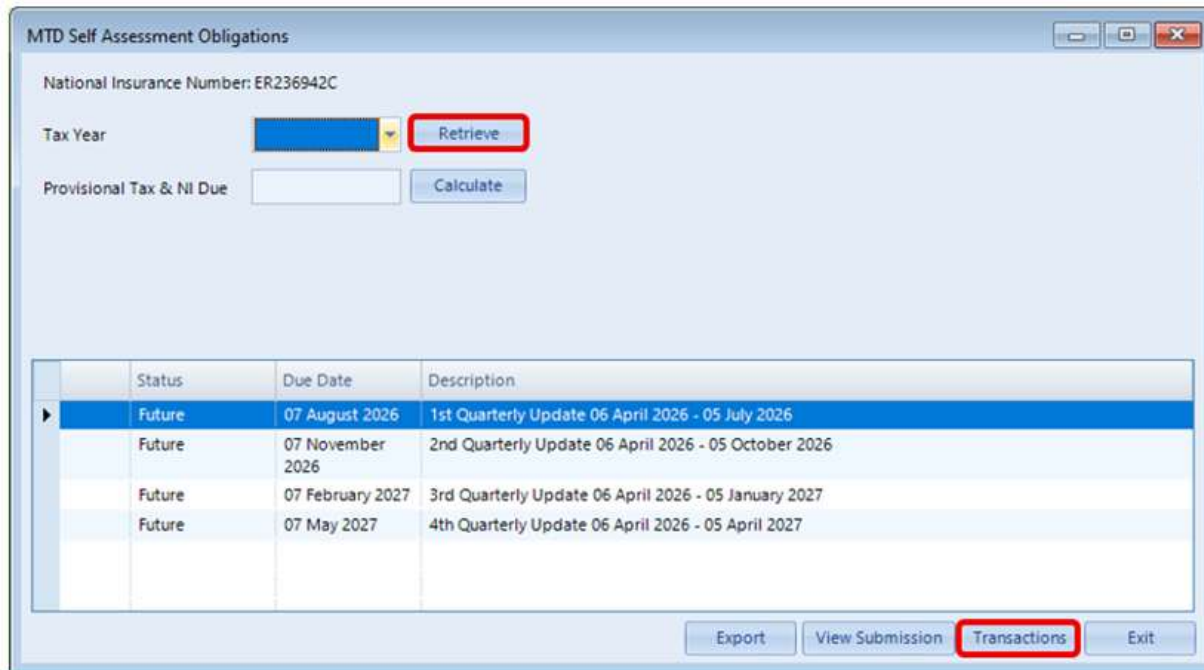
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A default set at Analysis level will therefore override settings at all other levels.

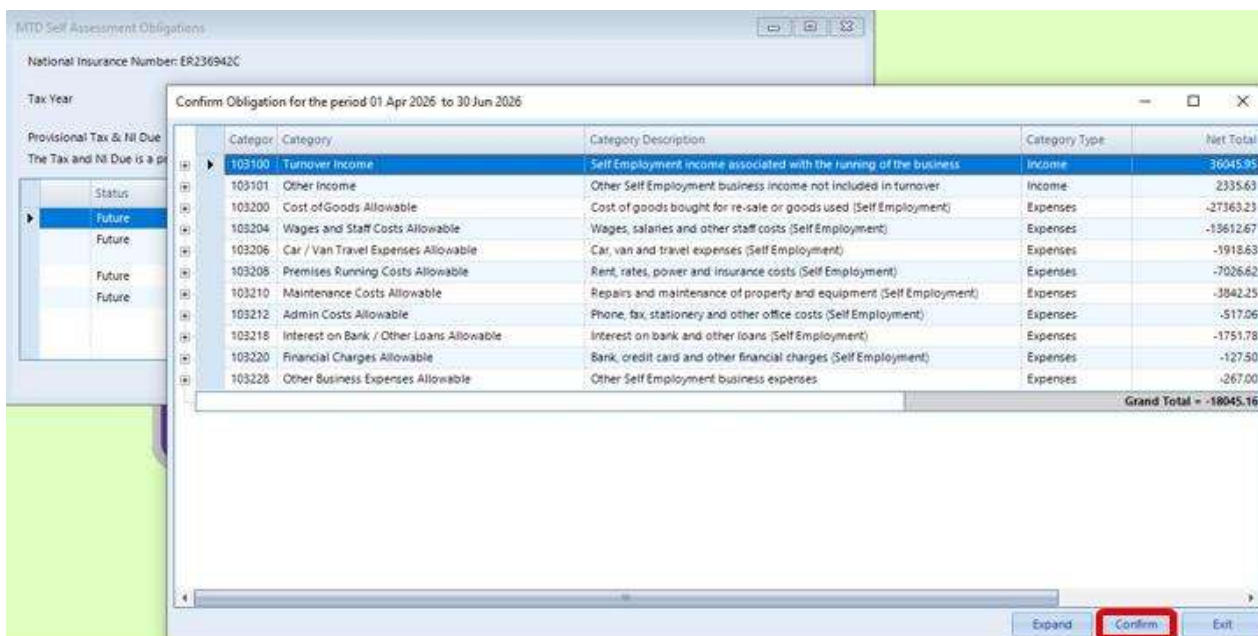
If the account contains only one Taxable Entity, no defaults are required; simply map each trading nominal code to the appropriate HMRC category.

Submitting Obligations

Click on **Obligations > Retrieve > Click the required period below > Transactions**



Check to make sure all your income and expenses are mapped correctly. Expand using the + icon



Ensure the period's transactions are accurate before hitting **Confirm**

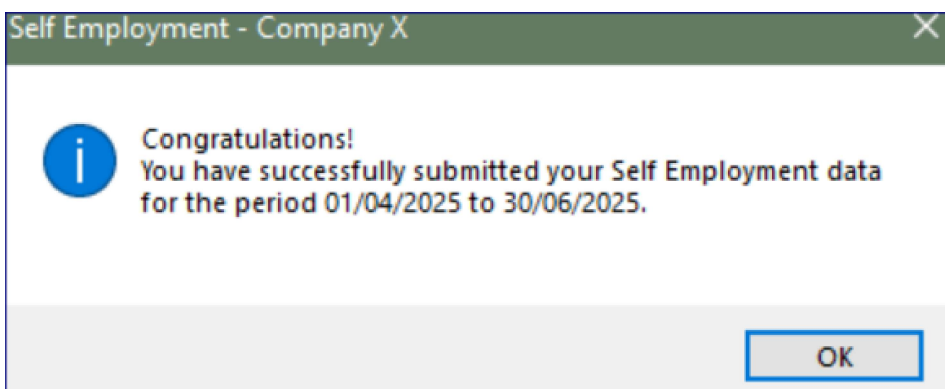
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Review the income and expenditure overall amounts, as HMRC expects quarterly updates to be as accurate as possible, even though you can make corrections later in the year > **Submit**

Income		
Tax Category		Income
▶ Turnover Income		44,913.95
Other Income		2,461.38
Tax Taken Off Trading Income		0.00
		47,375.33

Expenses & disallowable expenses		
Tax Category	Enter Disallowable	Expenses
▶ Cost of Goods	0.00	-39,032.11
Payments to Subcontractors	0.00	0.00
Wages and Staff Costs	0.00	-13,612.67
Car / Van Travel Expenses	0.00	-1,918.63
Premises Running Costs	0.00	-11,106.85
Maintenance Costs	0.00	-3,779.08
Admin Costs	0.00	-517.06
Advertising Costs	0.00	0.00
Business Entertainment Costs	0.00	0.00
Interest on Bank / Other Loans	0.00	-1,751.78
Financial Charges	0.00	-127.50
Irrecoverable Debts	0.00	0.00
Professional Fees	0.00	0.00
Depreciation	0.00	0.00
Other Business Expenses	0.00	-432.00
		-72,277.68

You will get a message to say if it has been successful or not:

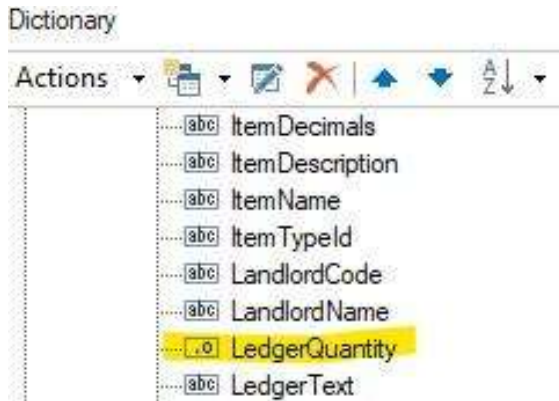


DATA ENTRY

Sales Invoices

The nominal ledger quantity field can be included in your custom Invoice stationery.

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This field has been added to the Standard templates and can be copied to your layout dictionary for inclusion on the template. This allows you to report to your customers in two quantities, for example number of Units and weight of goods.

Invoices that are generated from the meter reading module will now use the number of decimals set on the Item code when showing the quantity consumed on the invoice

Nominal Journals

An intermittent problem affecting some users when entering Nominal Journals has been addressed, this error would say "Error Creating Window Handle"

LEDGERS

Bank reconciliation Auto Match

Invoice reference numbers are an included column on the grid whilst carrying out bank reconciliation using Auto Match.

Unreconciled Transactions										
Date	Trans. No.	Type	Invoice No.	Code	Trader	Pay/Rct.No.	Amount	Method	Statement Summary	
05/07/2025	1530	PP		ATS	Associated Tyre Services	101179	-123.38	C		
10/07/2025	1576	PI	78968	ATS	Associated Tyre Services	0	-23.50	E		
15/08/2025	1805	PI	292933	ATS	Associated Tyre Services	0	-120.00	E		
01/08/2025	1193	BP		AVONB	Avonbridge Machinery	101194	-3583.45	C		
01/08/2025	1822	BT		Petty Cash	Bank Transfer	436	-250.00	D		
31/07/2025	1785	PP		DOLTON	Banks Agriculture	101199	-5000.00	C		
28/06/2025	1466	PI	89769	DOLTON	Banks Agriculture	0	-6462.50	E		
31/07/2025	1786	PI	4554231	DOLTON	Banks Agriculture	0	-624.00	E		
05/08/2025	1810	PI	Q3/1	BARCL	Barclays Life	0	-5000.00	D		
01/08/2025	1790	PP		BARRET	Barretts of Wroughton	435	-210.00	D		

Certain Banks OFX statement files were not complying with the format standards. These files would not import if there was an & in the details. When reading the file Prime now handles these characters.

Recent changes made by Handlesbanken bank to the column names in their export files are now handled by the import process.

Items

On Item reports, when including Orders not invoiced, this will include Orders that are marked as closed if they are set as "Yet to be invoiced"

VAT

When an Over declaration exceeds the reporting minimum threshold of £10,000, guidance has been updated to reflect the new reporting requirements from HMRC replacing the VAT 652 Form



Creditors and debtors by Analysis/Property codes

When running the Age of Credit or Debit reports for Analysis or Property codes, where all active codes have been selected (or nothing selected) the report will include a section for everything that doesn't have an Analysis/Property code on the item line.

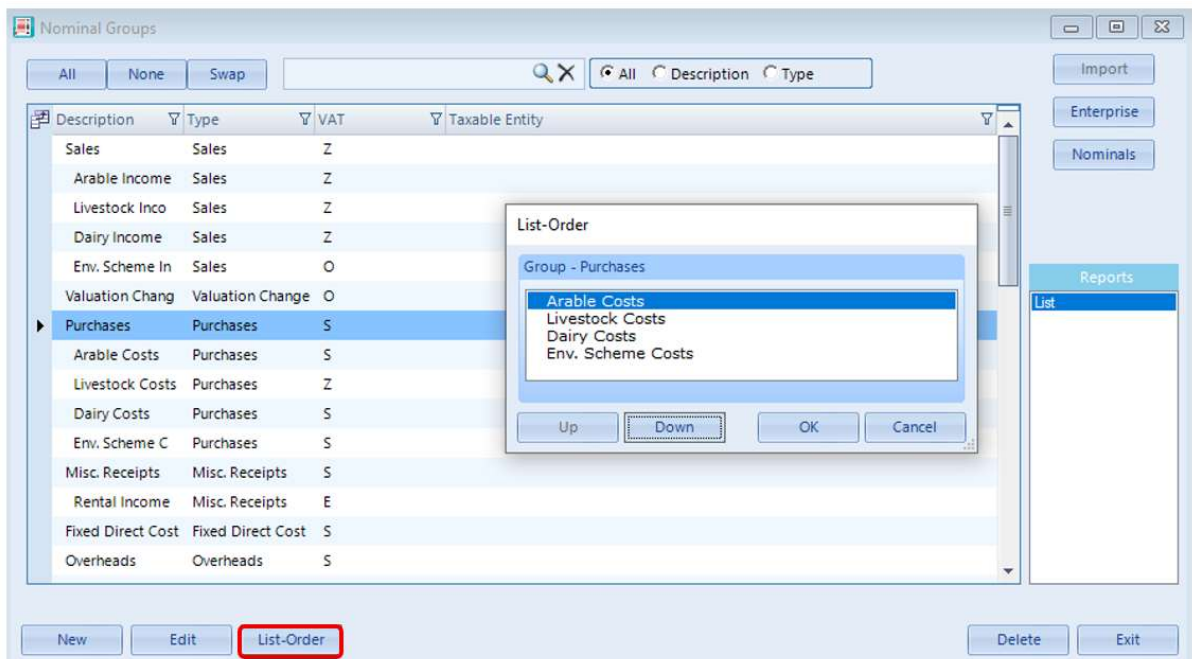
Management

Custom reports which are on cash flow basis will only show the Bank Account balance details when all nominal codes and their enterprise links are included on the report, and the report is not a Quantity type report. This ensures that the movement shown on the bank accurately matches the total cash flow on the report.

An issue that could result in some custom reports showing multiple lines for the same nominal has been resolved. If this persists it can be because the sort order of the Groups within Group Type has not been set, this is set by using the List-Order option on the Group screen.

A bug that was preventing the Analysis Cashflow budget only from running has been resolved.

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Report Books

Where users have One Drive installed, permission settings could prevent report books from being run. This is now handled in the program, and all users should be able to generate these reports.

UTILITIES

Code change

A bug where budget figures were lost when merging two Nominal codes has been fixed.

Transaction import

Where an import file does not include a description on the item line this now uses either the description of the Item or Nominal on the import.

Accounts Modules

Property Lite

Opening a diary item from a reminder in Property Lite was showing an error and failing. This has been fixed.

Geofolia link

Crop recording products can be manually entered without first having to import from a list.

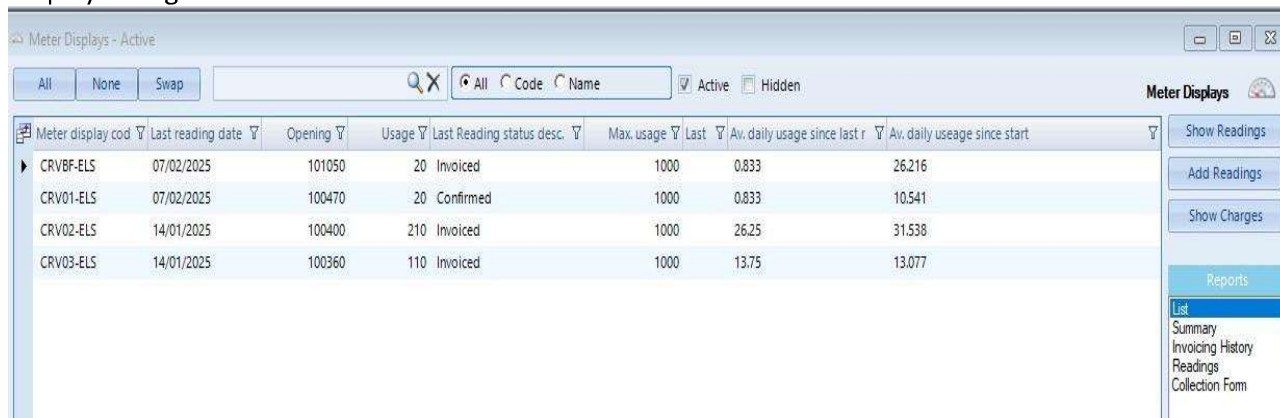
SOP/POP

The SOP/POP Audit report will include changes to the trader in the details. It now reports on the modified dates of Orders including all those on the To date of the report.

An option is available for Authorisation users to show the report with changes to coding and values on the SOP/POP Audit report

Metering module

Average daily consumption figures since last reading and all time are now available on the Display listing screen.



Meter display cod	Last reading date	Opening	Usage	Last Reading status desc.	Max. usage	Last	Av. daily usage since last r	Av. daily useage since start
CRVBF-ELS	07/02/2025	101050	20	Invoiced	1000		0.833	26.216
CRV01-ELS	07/02/2025	100470	20	Confirmed	1000		0.833	10.541
CRV02-ELS	14/01/2025	100400	210	Invoiced	1000		26.25	31.538
CRV03-ELS	14/01/2025	100360	110	Invoiced	1000		13.75	13.077

The screenshot shows a software interface for 'Meter Displays - Active'. It features a search bar, filter buttons for 'All', 'None', and 'Swap', and a table with columns for meter display code, last reading date, opening, usage, last reading status, max usage, last reading, average daily usage since last reading, and average daily usage since start. On the right side, there are buttons for 'Show Readings', 'Add Readings', and 'Show Charges', along with a 'Reports' menu containing options like 'List', 'Summary', 'Invoicing History', 'Readings', and 'Collection Form'.

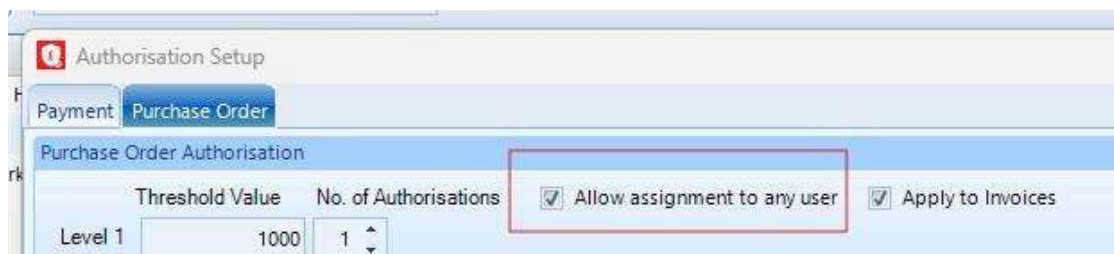
Charge Manager module

Invoices with a start and end period date on the last day of a tenancy of charging period were being split 50 :50 with the current leaseholder and the next, this now charges the whole amount to the current lease holder.

Authorisation Module

Assigning for Authorisation or review.

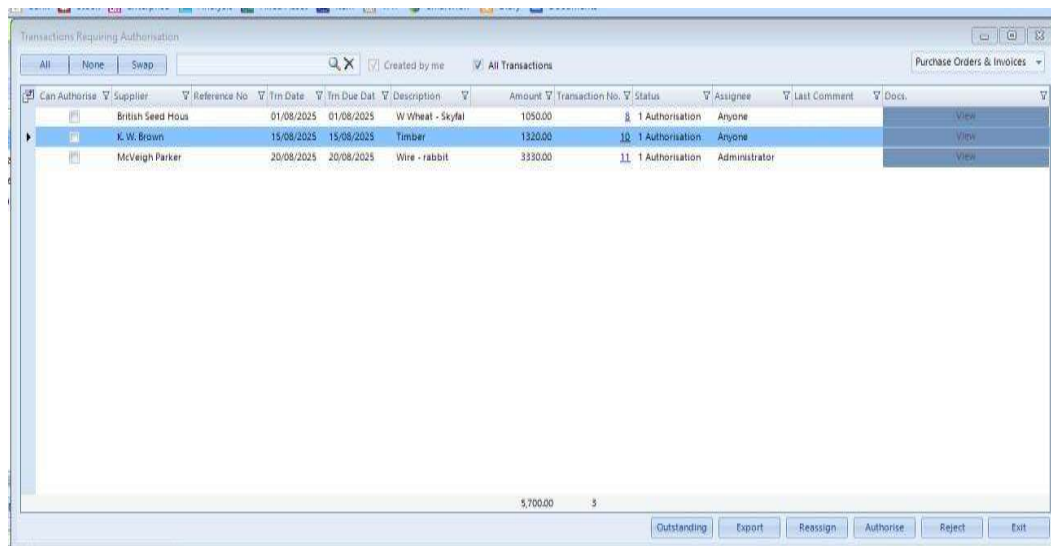
A setting has been provided to allow invoices to be assigned to users that are not able to authorise Invoices. The default is for this not to be set.



This allows initial coding of the entry that can be checked and updated by another user before the Invoices is passed to someone that can authorise it.

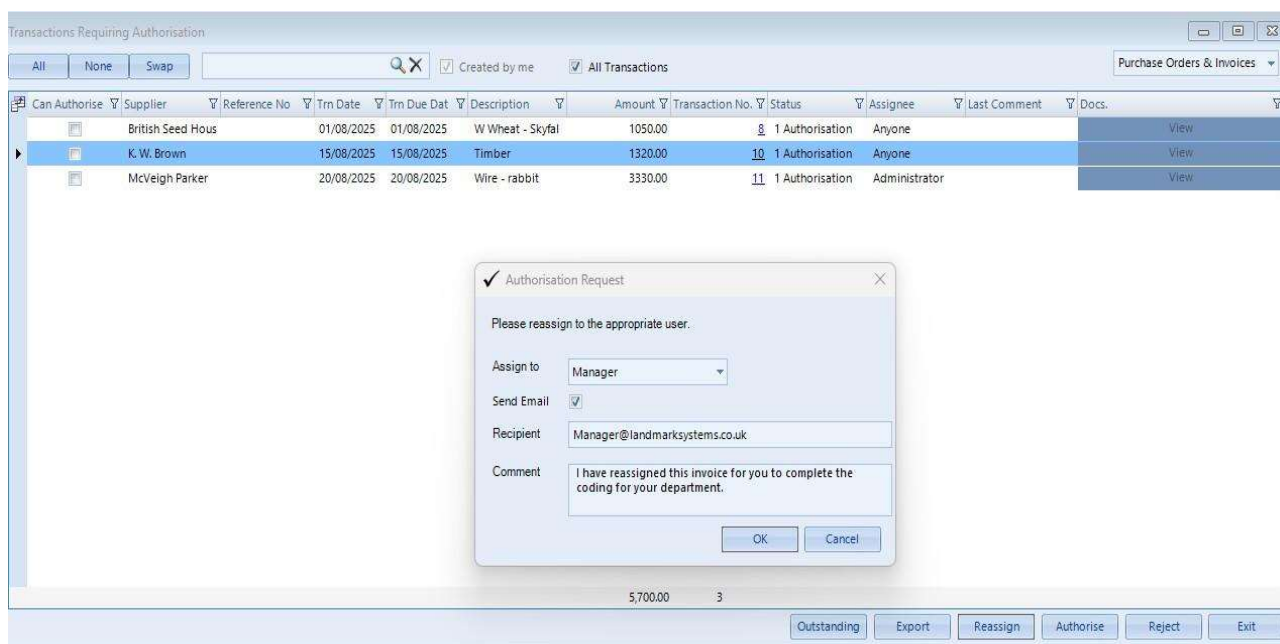
Once the setting is enabled, invoices can be assigned to any user regardless of their authorisation permissions.

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Reassign

A button has been provided on the Authorisation screen to allow users to reassign one or more invoices to another user, this is without needing to edit the invoice which would then reset the number of Authorisations required.



When Reassigning, an email can be sent to the Assignee including the details of the Invoice(s) along with any comments.

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Send

To: Manager@landmarksystems.co.uk

Cc:

Bcc:

Subject: KEYPrime Authorisation Request - Demo Advanced Accounts

Dear Manager

1 Transaction has been reassigned to you for authorisation.

Trans No.	Date	Trader	Amount
10	15/08/2025	K. W. Brown	£1320.00

I have reassigned this invoice for you to complete the coding for your department.

Please sign in to authorise the entries.

The latest comment is displayed on the Authorisation listing screen.

In Authorise	Supplier	Reference No	Trn Date	Trn Due Dat	Description	Amount	Transaction No.	Status	Assignee	Last Comment	Docs
<input checked="" type="checkbox"/>	British Seed Hous		01/08/2025	01/08/2025	W Wheat - Skyfal	1050.00	8	1 Authorisation	Anyone		
<input checked="" type="checkbox"/>	K. W. Brown		15/08/2025	15/08/2025	Timber	1320.00	10	1 Authorisation	Manager	I have reassigned this invo	
<input checked="" type="checkbox"/>	McVeigh Parker	1231	20/08/2025	20/08/2025	Wire - rabbit	3330.00	11	1 Authorisation	Administrator		

An assignee's default email address can be entered on the Address section of their User profile.

The image shows two overlapping windows from a software application. The top window is titled 'User Details' and contains the following fields: 'User name' (MANAGER), 'Name (full name)' (Manager), 'Password' (masked with asterisks), 'Confirm password' (masked with asterisks), 'Role' (Basic User), and 'Non active' (checkbox). A 'Contact address' button is located to the right of the 'Name (full name)' field. The bottom window is titled 'Contact Address' and contains the following fields: 'Address' (with an 'Import' button), 'Town', 'County', 'Post Code', 'Contact', 'Salutation', 'Telephone/ Fax', 'Email' (pre-filled with Manager@landmarksystems.co.uk), 'Mobile', and 'Accounts Ref. No.'. 'Save' and 'Cancel' buttons are at the bottom.

Reject option

Where an Invoice is rejected for approval, for example because it is a duplicate, there is a reject option on the Authorisation screen. Only users that can authorise an invoice can reject them. When rejecting an Invoice, the user can enter a comment and notify the user that created the entry. The invoice will be removed from the data but a record of it will remain in the Authorisation History marked as rejected.

It will also appear in the Audit of SOP/POP with the rejection comment showing.

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Where a Postponed Invoice or an Order has a reference number entered on the detail line of the entry this will be copied to any invoice created from it, where no reference is entered the PO/SO transaction number will be shown on the invoice.

Item	Nominal	Enterprise	Analysis	Description	Inv Ref.	Qty	Price	Net V	
	01105			Line has reference	Order 122167	0.00	0.00	1000.00	S 20
	01105			Line has no reference		0.00	0.00	1083.33	S 21

Order N	Trans No	Order Date	Trader	Item	Description	PO Status	Unit Name	Billing Address	Billing Phone	Delivery Address	Delivery Phone
4544456	14	01/01/2026	Associated Tyre Services		Line has reference			6060 Radial House		6060 Radial House	
4544456	14	01/01/2026	Associated Tyre Services		Line has no reference			6060 Radial House		6060 Radial House	

Item	Nominal	Enterprise	Analysis	Description	Inv Ref.	Qty	Price	Net V	VAT
	01105			Line has reference	Order 122167	0.00	0.00	1000.00	S 200.00
	01105			Line has no reference	PO ref 14	0.00	0.00	1083.33	S 216.67

CIS Module

CIS Summary report will include all item lines of fully paid invoices that include any Item code that has a CIS item type set.

This will include invoices even if they have an item that is type Exclude from CIS Reports.

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Landlords

When editing the Landlord record in Property the web and email addresses for the Landlord's ledger were being lost.

HMRC Schedule 23 export template has been updated to match the layout required by the Inland Revenue.

Non-Active Landlord's properties are no longer included as part of the property count for licencing regardless of whether they were made non active prior to making the Landlord non active.

Properties

The current tenant's email address has been added to the Property details report by request. The EPC summary report now only shows the latest EPC value for each property. The historical values will show on the detailed version of the report.

Property Annual rent report includes information from Credits created for the tenancy. Previously these could show doubling up or not at all, so that rent rebates entered this way were not accounted for.

Diary

In some circumstances editing a diary action with a reminder set could result in an error message, this has been fixed.

Works Manager

Priority code and name can now be added to Works Manager Email templates as well as on the Word letter templates, the WorksManagerLet-Masterfields.docx template has been updated to include the place markers.