# **DRIVE Billing**



## SUPPORT SERVICES

Relate is committed to strong customer services and satisfaction. At all times you will be able to make contact with our company and technical services teams.

You can make contact with our support department in the following ways:

Telephone:	+353 (0)1 4597800	+0044 871 284 3446 (UK)
Email:	support@relate-softwa	are.com
Opening Times for Support:	9:00 a.m – 1:00 p.m	2:00 p.m – 5.30 p.m

This document is protected under copyright law and may not be reproduced in any format whatsoever without the prior written consent of Mabruk Limited T/A Relate Software. Failure with this condition may result in prosecution. The program and documentation are protected under copyright law and the program is licensed for use by the user who has completed the Software Registration agreement and the program is licensed under the conditions referred to in the Software Licence Agreement.

Relate Software does not warrant that the software package will function properly in every hardware/software environment. The software may encounter problems working in combination with modified versions of the operating system, with certain print-spooling or file facility programs, or with certain printers supplied by independent manufacturers.

Rigorous testing of the software is carried out by Relate Software and all documentation and help files are reviewed, however Relate makes no warranty or representation, either express or implied, with respect to this software or documentation, their quality, performance, merchantability, or fitness for a particular purpose.

The software and documentation are licensed 'as is', and the licensee, by making use of the system assumes the entire risk as to their quality and performance.

Relate will not be liable for direct, indirect, special, incidental, or consequential damages arising out of the use or inability to use the software or documentation, even if advised of the possibility of such damages. In particular, and without prejudice to the generality of the foregoing, Relate will not incur any liability for any programs or data stored. Relate will not incur any costs of recovering such programs or lost data for whatever reason.

We reserve the right to alter, modify, correct and upgrade our software and documentation without notice.

© 2012 Relate Software South City Business Park, Tallaght, Dublin 24, Ireland All Worldwide Rights Reserved

## CONTENTS

Billing	5
Overview	5
How to Raise a Bill	5
Preview & Print a Bill	7
Email a Bill	9

## BILLING

#### OVERVIEW

DRIVE Billing is very comprehensive and can deal with a multitude of billing scenarios. DRIVE allows for the following type of billing facilities:

- Draft Billing
- Proforma Billing
- Cross Client & Linked Billing
- Automatic Reversals
- Copy Bill

For the purpose of this training guide we will try showing you how to produce a simple bill. We will not deal with the complications of accrued WIP and write-offs. There are separate guides to cover these areas.

#### HOW TO RAISE A BILL

Click Fees Ledger on the left-hand navigation toolbar and select the first heading Bills. The bill browse will show you all the current bills. DRAFT Bills appear in blue text and have a different numbered sequence to other bills. DRAFT Bills are optional and a continuous bill number sequence is also optional. The Status of a Bill will also appear on the browse. If this column is not on you can add it manually through the column chooser.

Bills     Date     Current Status     Bill No.     Ref. No.     Client     Job     Net     VAT     Gross     Analysis     Created By       0 Gred Tribes     07/06/2011     Orgeneration     Date	[] 📄 🖨 🕹 🔍	View Current	(er	- C	Show							
Ordet Notes         17/10/2011         Draftad         Dr. 21         27         Fabat stand         Audt         6:30:00         103:50         72:80:00         20:85:00         20:	Fees Ledger	Bills		_			_	_		_	_	_
1 doments         07/06/2011         Spred Off         25         25         1 Perford         unde         999.00         0.00         999.00         0.00         999.00         1,065.60         Fees         Laurence 3 Pyer           1 dormalis         30/06/2011         Agroved         24         24         Bairdis Bodesfers Limited         Annual Aud 200         898.00         177.60         1,065.60         Fees         Laurence 3 Pyer           2 durmalis         30/05/2011         Spred Off         24         24         Bairdis Bodesfers Limited         Coporate Tax         0.000         0.000         Pees         Laurence 3 Pyer           30/05/2011         Spred Off         21         21         Bairtine Modes Limited         Audit         500.00         975.00         Fees         Laurence 3 Pyer           30/05/2011         Spred Off         21         21         Beartine Biocolagial Gardens         Audit         500.00         975.00         Fees         Laurence 3 Pyer           Recurring Bis         Spred Off         Pit 19         19         Laurence 3 Pyer         Audit         500.00         975.00         Fees         Laurence 3 Pyer           NE Deaktoo         Comunications         ament Management         Audit         200.00	Bils	Date	Current Status	Bill No.	Ref. No.	Client	Job	Net	VAT	Gross	Analysis	Created By
1 dogenends 1 dogenends     07/06/2011     Reviewed 20     25     25     The flack Staff under Annual Audat 2006     990.00     0.00     990.00     0.00     990.00     0.00     990.00     0.00     990.00     0.00     990.00     0.00     990.00     0.00     990.00     0.00 </td <td>Credit Notes</td> <td>07/10/2011</td> <td>Drafted</td> <td>IN 21</td> <td>27</td> <td>Flats Limited</td> <td>Audit</td> <td>620.00</td> <td>108.50</td> <td>728.50</td> <td>Split Analysis</td> <td>Laurence J Pyzer</td>	Credit Notes	07/10/2011	Drafted	IN 21	27	Flats Limited	Audit	620.00	108.50	728.50	Split Analysis	Laurence J Pyzer
Journals         00/06/2011         Aspress         Adv         Burnels Boodeles Linted         Convents Advance Audit         Seese 00         1.0/ce         Lipes of Pees         Lipes of Pies         Lipes of Pies <thlipees< th="">         Lipees of Pies         <thli< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td><td></td><td></td><td>Laurence J Pyzer</td></thli<></thlipees<>									0.00			Laurence J Pyzer
Currency Adjustment Frees Alocation Recurring Bills       31/05/2011 25/11/2010 25/07/2009       Signed Off       23       23       Essex Brids Company Limited       Audit       600.00       105.00       705.00       Frees       Laurence J Pyzer         Recurring Bills       *       11       Brantee Zodigad Gardenis       Audit       400.00       675.00       575.00       705.00       Frees       Laurence J Pyzer         VED Pathop       01/01/2009       Signed Off       RB       1       2       Essex Brids Company Limited       Audit       400.00       675.00       705.00       Frees       Laurence J Pyzer         VED Pathop       Signed Off       RB       1       2       Essex Brids Company Limited       Audit       250.00       43.75       293.75       Fees       Laurence J Pyzer         VED Pathop       Communications       Laurence J Pyzer       VED Pathop       Fees       Laurence J Pyzer         Management       Ladger       Ladger       Honder       Fees       Fees       Fees       Fees       Fees       Fees       Fees       Laurence J Pyzer         Management       Ladger       Honder       Fees       Fees       Fees       Fees       Fees       Fees       Fees       Fees       Fees												
Pees Allocation       25/11/2010       Signed Off       21       21       Parantee Zoological Gardenia       Audit       5000.00       07:00       5,075.00       5,075.00       Fees Laurence J Pyrer         Recurring Blin       Signed Off       19       19       Louid's Standhich Bir Lintteid       40000       70:00	Journals	02/06/2011	Approved		24			0.00	0.00			Laurence J Pyzer
14(04/2009       Spyed Off       NN 19       19       Loa/standuction       400.00       70.00       470.00 Fees       Laurence J Pyrer         Accurring Bils       0.0(0/2009       Signed Off       RB 11       2       Essex Brids Company Linited       Audit       250.00       43.75       293.75 Fees       Laurence J Pyrer         VE Delatiop       Communication       King	Currency Adjustment											
Recurring Bils       14/04/2009       Signed Off       INV 19       19       Louis Sandhich Ber Limited       400.00       70.00       470.00 Fees       Laurence J Pyzer         VE Desktop       0/0/0/2009       Signed Off       RB L1       2       Essex Brids Company Limited       Audt       250.00       43.75       293.75       Fees       Laurence J Pyzer         VE Desktop       ament Management       Audt       250.00       43.75       293.75       Fees       Laurence J Pyzer         Attemunications       ament Management       Audt       250.00       43.75       293.75       Fees       Laurence J Pyzer         Attemunications       ament Management       400.00       Fees       Laurence J Pyzer       Fees       Laurence J Pyzer         Attemu       Audt       VE       Fees       Laurence J Pyzer       Fees       Laurence J Pyzer         Attemu       Audt       VE       Fees       Laurence J Pyzer       Fees       Laurence J Pyzer         Attemu       Audt       VE       Fees       Laurence J Pyzer       Fees       Laurence J Pyzer         Attemu       Audt       VE       Fees       Fees       Laurence J Pyzer         Attemu       Audt       VE       Fees	Fees Allocation						Audit					
NE Deaktop       Communications       adire Maragement       kedger       blackder       blackder       kadder												
NE Deaktoo   Comunications   aument Management   delay Management   ekefng   ekefng   bebards   bebards   bebards   bedger   ekefng   ek	*	01/01/2009	Signed Off	RBC11	2	Essex Bricks Company Limited	Audit	250.00	43.75	293.75 F	Fees	Laurence J Pyzer
st Ledger chase Ledger k and Cash mmai Ledger	LIVE Desktop / Communications kcument Management adline Management											
chase Ledger k and Cosh mail Ledger	Communications ument Management Judine Management keting Hiboards											
ik and Cash Innia Ledger	Communications aument Management adline Management Arketing ahboards kriflow Management											
ninal Ledger	Communications cument Management											
	Communications aument Management adline Management Aketing Akhoards Akhoards Aketing A											
8,757.00 1,379.85 10,136.85	Communications current Management adline Management riketing dribbards ckflow Management P Ledger											
	Communications aument Management adline Management Aketing Akbarrds Aketing Ak											

Figure 1

Click the New button to raise a new bill. The new bill screen is made up of a number of sections. The header has the following details:

- Posting Details
- Approval Details
- Billing Details

The centre contains the Job Split information where the Bill and WIP amounts are split over the various jobs you may be billing on the specific client.

The bottom section has three tabs:

- WIP Allocation
- Recovery
- Nominal Analysis

🗿 Bill	10000										
<u><u>Save &amp;</u></u>	Close 🚼 😑	<u></u>	<u>ی</u>		Auto 🕜 Re	verse 👸		) 🥝 [	1	2	
Posting D	Details		Арр	roval l	Details		Bill	Details			
Date 30	/09/2011 *	Proforma	🗐 Drafte	d By	LJP Laurence J	Py: - 07/10/20	011 -		Net	Amount	620.00
Period Fu	iture Period 🔹	Ignore WIP	E Review	wed By		•			VAT	Amount	108.50
Bill No. AU	ло	Fixed Bill Amount	Appro	vedBy		•			Gro	ss Amount	728.50
Ref. No. 27	,		Signed	d Off By					Clie	nt Balance	850.00
Client FL	T01 Flats Limited		* Partne	er	LJP Laurence J	Pyzer	*		Unp	assed WIP	1,425.00
Template St	andard Nominal Code I	Bill (RTF)	<ul> <li>Manag</li> </ul>	jer	SB Stuart Bailey		-				
			Lead 9	Staff	TT Timothy Tay	or	-				
Job		Description	Bill An	nount	O/S WIP	WIP Alloc.	Write-Off	Left Alloc.	Accrued WI	P Profi	t Loss
AUD06	Audit			620.00	544.25	0	0.00	0.00	6	20.00	0.00 0.00
BKP03	Bookkeeping			0.00	0.00	0.00	0.00	0.00		0.00	0.00 0.00
CTAX03	Corporate Tax			0.00	0.00	0.00	0.00	0.00			0.00 0.00
TAX03	Personal Tax			0.00	0.00	0.00	0.00	0.00		0.00	0.00 0.00
Balance to be	Entered : 0.00			620.00	544.25	0.00	0.00	0.00	63	20.00	0.00
WIP Allocation	Recovery Nom	inal Analysis									
Date	Туре	Staff	WIP		Notes	(	Amount	O/S WIP	Allocated	Write-Off	Balance
09/02/09	Time	км	A000	Audit			106.95		0.00	0.00	
10/02/09	Time	KM	A000	Audit			213.90		0.00	0.00	213.90
13/02/09	Time	KM 	A000	Audit			213.90		0.00	0.00	163.90
18/02/09	Time	Π	A001	Planni	ng		149.70	149.70	0.00	0.00	149.70
							604.45	544.05	0.00	0.00	
							684.45	544.25	0.00	0.00	544.25

#### Figure 2

Fill the posting details section; date, period, Bill number can be manual or automatic. Ref No. Select your client. The centre section will automatically fill with the jobs the client has. The Approval Details will default in with the Drafted By details.

Enter the Net Amount under the Bill Details as in Error! Reference source not found.

Next split the Net Amount over the different jobs under the Bill Amount column in the centre section. Allocate WIP and Profits and Losses on each job line. The centre section needs to agree with the overall bill amount and WIP Allocation Tab below before you can proceed or save the bill.

Once you have completed the centre section you can click the AUTO button on the top of the screen on each job and it will auto allocate against the WIP entries under the WIP Allocation Tab.

Recovery Tab will automatically complete so long as the defaults have been setup, if not you need to manually allocate.

The nominal analysis will also automatically complete so long as the defaults have been setup, if not you need to manually allocate.

Click the Save button. The new bill will appear in the browse.

## PREVIEW & PRINT A BILL

To print the bill simply click on the Preview Button on the bill browse as follows:

DRIVE (Version 2.1)			10807	100000		State of Concession, Name					×
Eile Vie Postings Account	tsarketing	<u>Reports</u> <u>T</u> ools Th <u>e</u> m									
[] () 🖨 🖨 🖓 이	iew Current	Year Transactions 💌	🗉 💊 L	Show							
Fees Ludger	Bills										
🛃 Bills	Date	▼ Current Status	Bill No.	Ref. No.	Client	Job	Net	VAT	Gross A	nalysis Created B	зу
Credit Notes	07/10/2011	Drafted	INV021	27	Flats Limited	Audit	620.00	108.50	728.50 Split A	nalysis Laurence J Pyzer	r ,
Lodgements	07/06/2011	Reviewed	25	25	The Black Stuff Limited	Audit	999.00	0.00	999.00 Fees	Laurence 3 Pyzer	
🗑 Journals	07/06/2011	Signed Off	26	26	Burnels Booksellers Limited Batch Builders Limited	Annual Audit 2006	888.00	177.60	1,065.60 Fees	Laurence 3 Pyzer	
Currency Adjustment	02/06/2011 31/05/2011	Approved Signed Off	24	24 23	Essex Bricks Company Limited	Corporate Tax Audit	0.00	0.00	0.00 Fees 705.00 Fees	Laurence 3 Pyzer Laurence 3 Pyzer	
	25/11/2010	Signed Off	21	21	Braintree Zoological Gardens	Audit	5,000.00	875.00	5,875.00 Fees	Laurence J Pyzer	
E Fees Allocation	14/04/2009	Signed Off	INV019	19	Louis's Sandwich Bar Limited	Pool	400.00	70.00	470.00 Fees	Laurence J Pyzer	
🛃 Recurring Bills	01/01/2009	Signed Off	RB011	2	Essex Bricks Company Limited	Audit	250.00	43.75	293.75 Fees	Laurence J Pyzer	
My Communications Document Management Deadline Management Marketing Dashboards Workflow Management											
/IP Ledger ees Ledger											
urchase Ledger											
ank and Cash											
lominal Ledger											
<b>a</b> ~							8,757.00	1,379.85	10,136.85		
Laurence J Pyzer [LJP] is logged i	into Database : Driv	ve_Newdemo20101				v2.1.2	6 8 Records	07	/10/2011 05:07:28	Duration : 01:53:11	
💿 📋 🖸			0		😫 🧭 🗕				EN	▲ 🛱 🗂 🏴 17:07 07/10/2	

#### Figure 3

When you click the Preview button you get the following screen:

Print Bill	
-0-	
Template	Standard Bill Template
Use Office Address	
Office Address	
Client Address	Business Address *
Date Format	d/MM/yyyy
Number Format	123,456.00 👻
Use Client Currency	
🗐 Print Bill	
🔘 Update Bill	
Re-generate Docur	nent
E-Mail	Preview Print Cancel

Figure 4

If you have selected the correct bill template, just click the Preview button and the following screen will appear:

Bill No. INVO21	Client :	FLT01 Flats Limited	E.		
Ref. No. 27					
Date 07/10/2011					
Insert Row					
	aragraph	Net Amount	VAT Amount	Gross Amount	
o taking your instructions re forming a limit with a share capital of £ ordinary sha	ed company named ares of £each	400.00	70.00	470.00	
reparing New Director Forms		200.00	35.00	235.00	
o preparing Minutes of Directors meeting					
		20.00	3.50	23.50	
		20.00	3.50	23.50	
	Total Entered	620.00	108.50	728.50	
	Total Entered Total on Bill Amount Left to Enter			728.50	

## Figure 5

The paragraph handling screen will appear. This screen will only appear if you have this option turned on in settings. Edit the paragraphs to suit this particular client bill. Click OK and the following screen will appear:

221			State of Local Division				
ew Insert <mark>b</mark> ormat Tools Table							
В В № № В В € С В Ф В В В В В В В В В В В В В В В В В							
E Fields DRI /E Bill/Credit Note Paragraph Aria	•	11 • <b>B</b> <i>I</i>	U 🖾 E 🗄 B	Justify 🖪 🔚 Decrease	e Increase	-	
1 1 1 2 1 3 1 4 1 5 1 6 1 7 1 8 1 9	0.400.0410.04	200 (130) (140) (15	5 + 46 + 47 + 48	1911			
INVO	TCF						
11110							
Bill To:							
Flats Limited							
Ilford Business Centre Ilford		Date: 7/	10/2011				
Essex - IL8 5GX		Bill No.: IN	V021				
		Ref. No.: 27	ri -				
Notes:							
Professional Services Rendered	Net	Vat	Gross				
To taking your instructions re forming a limited company named with a share capital of $\pounds$ ordinary shares of $\pounds$ each	400.00	70.00	470.00				
Preparing New Director Forms	200.00	35.00	235.00				
To preparing Minutes of Directors meeting	20.00	3.50	23.50				
I o preparing Minutes of Directors meeting							
To preparing minutes of Directors meeting					1		_
i o prepanng Minutes or Directors meeting	1	Total Dagood			Zaam Easter00	27.	
To preparing undees or Directors meeting		Total Pages:1			Zoom Factor:90	% EN ▲ 健 囗	- 10

Figure 6

Once you are happy with the bill simply click the print button as marked above and close the bill and return to the bill browse.

## EMAIL A BILL

You can also decide to email the bill to your client. Click on the Preview button and on the screen click the Email button

Print Bill	X
- 🔪	
Template	Standard Bill Template 🔹
Use Office Address	
Office Address	
Client Address	Business Address 🔹
Date Format	d/MM/yyyy
Number Format	123,456.00 *
Use Client Currency	
Print Bill     Output to ball	
C Update Bill	ment
<u>E-Mail</u>	Preview Print Cancel

## Figure 7

When you click the email button the system will launch an automatic DRIVE email with the invoice attached. This is a quick and easy way of getting your invoices to your client in a timely manner. There is an option in settings to make the generated document read only which means it cannot be changed once sent.

💿 New E-Mai	I Message		
Send	블 Save & Close 🚼 🚦 SMS 💩 👼 Generate Timesheet Signature 🗸 🥢	aby 🔊 Cam	paign
From	laurence.pyzer@relate-software.co.uk (Laurence J Pyzer)	Priority	Normal 👻
To	info@flats.co.uk	Type	•
<u>Cc</u>		Status	•
Bcc		Completed on	
Assign To	Request Read Recei	pt 🔝	
Client	Flats Limited [FLT01]		Client     Contact
Job	· · ·		© Prospect
Contact	Mr. Ben Brown		© Supplier
Campaign	▼ Stage	+ Interests	Asset Register
Value	0.00 Weighting	•	Audit Business Development Ser +
Subject			Send to History
	L U I 톤 프 크 I 티 티 내 박 隆 I ' 이 어 I 프 생		
Dear Ben, Please fin payment b Cheque m		s discussions. Ple	A sease arrange for
Bill INV021.R	TF		Ψ

Figure 8