RELEASE NOTES

Version 2.1 Build 145

www.relate-software.com

support@relate-software.com

ROI +353 1 459 7800

UK +44 871 284 3446

Table of Contents

INTRODUCTION

This document outlines all new functionality and enhancements that users have requested, that have been introduced since **Drive Version 2.1 Build 80. DRIVE Version 2.1 Build 145** is the latest release of DRIVE and is now available to download from the Relate Website. This update contains all the functionality listed in this document. Please take time to read the notes and apply the update.

If you have any queries, please contact software support on support@relate-software.com or call **+353 1 4597800 ROI.**

If you have any further changes you would like to see in Drive CRM please send an email to enhancements@relate-software.com

Important

Please note it is very important that before running any database update you perform a database backup. Relate Software always advise that your practice takes regular backups in order to minimise any loss of data.

REPORTS

There have been a number of additional updates made to the existing reports as well as the introduction of some new reports.

CLIENT REPORTS

CLIENT BALANCES

- Client Source is now available as a new column selection and Sort By option.
- The Job Type field is now available as a column selection and sort.
- The Client Department field and Job Department field is now available as a column selection and sort option.

CLIENT AGED WIP

- A third Sort By option has been added for Client Name.
- The File As field is now available as column selection and sort by option.
- The Job Type field is now available as a column selection and sort.
- The Client Department field and Job Department field is now available as a column selection and sort option.

CLIENT AGED DEBT

- The File As field is now available as column selection and sort by option.
- The Job Type field is now available as a column selection and sort.
- The Client Department field and Job Department field is now available as a column selection and sort option.

CLIENT DEBTORS RECONCILIATION

- Two additional Sort By options have been added for Job Manager and Job Department.
- We have also added the option to include or exclude Draft bills when running the report.
- The Client Department field and Job Department field is now available as a column selection and sort option.

CLIENT FEES TURNOVER

We have added the filter ‘Client Source’ and Sort By options for Turn Over Descending, and Turnover Ascending.

JOB LISTING

We have added Date Set, Date Set By and Date Set By Name as available column selections. This information is pulled from the Job Detail Practice tab.

CLIENT WIP LEDGER

The Job Type field is now available as a column selection and sort

CLIENT FEES LEDGER

The Job Type field is now available as a column selection and sort

CLIENT WIP RECONCILIATION

The Job Type field is now available as a column selection and sort

CLIENT BILLING RECONCILIATION

The Client Department field and Job Department field is now available as a column selection and sort option.

WRITE-OFF REPORT

- The Write-off date is now available as a column selection.
- The Job Department is now available as a sort by option
- Batch No is now available as a column selection

STAFF REPORTS

STAFF TRANSFERS

We have added Staff Department as a Sort By option

STAFF RECOVERY

We have added an option to select 'Use Bill/Write off Date 'when running the report.

STAFF TIMESHEET CONTROL

- We have added Utilisation % as available column selection. The formula applied here is: Chargeable Units / (Target Units - Non Productive Units).
- Status selection is now available when running the report.
- We have added an option to select 'Use Bill/Write off Date 'when running the report.
- We have added options for Passed / Unpassed/Both when running the report.

STAFF TIME SHEET WIP ANALYSIS

Two additional Sort By options have been added for Rate Ascending and Rate Descending. Status selection is now available when running the report.

WEEKLY TIMESHEET SUMMARY

Status selection is now available when running the report.

MISSING TIMESHEETS

Status selection is now available when running the report.

WIP REPORTS

WIP TRANSACTION LISTING

The File As field is now available as a column selection and sort by option. The Job Type field is now available as a column selection and sort.

WIP TRANSACTION LISTING BY STAFF

The Job Type field is now available as a column selection and sort

FEES REPORTS

BILL & CREDIT NOTE LISTING

- The File As field is now available as column selection and sort by option.
- The Job Type field is now available as a column selection and sort
- The Client Department field and Job Department field is now available as a column selection and sort option
- We have added options to sort and include Drafted Bills, along with name of the staff member who drafted the Bill/Credit Notes. To view the bills which are not yet signed off, select the option 'Include Non-Approved Bills'.
- VAT Number and VAT Code is now available as an option when running the report.
- We have added a checkbox 'Proforma Movement' in the report, which if selected, will display the Standard Bills which were originally recorded as Proforma Bills, and where Month (Original Date) <> Month (Transaction Date).
- The Bill Partner\Manager\Lead Staff is now available as a column selection and sort by option.

BILL & CREDIT NOTE BACKING REPORT

We have introduced a new option Show WIP Balance. This option will be ticked by default.

BILL & CREDIT NOTE ALLOCATION ANALYSIS

We have added the filter 'Department' and Sort By .

AGED DEBTORS

- The File As field is now available as column selection and sort by option.
- The Client Department field and Job Department field is now available as a column selection and sort option.

AGED DEBTORS (BY NOMINAL COST CENTRE)

Detailed now displays the Job Code where there is no job split

DEBTORS CONTROL REPORT

We have added an option in the Debtors Control Report to include Non Approved Bills so that Report may be generated to consider the Draft bills.

BANK AND CASH REPORT

RECEIPTS DISCOUNTS LISTING

The Client Department field and Job Department field is now available as a column selection and sort option.

FINANCIAL REPORTS

BALANCE SHEET/ PROFIT & LOSS STATEMENT

The following column selections have now been added;

- Budget Period
- Variance to Budget
- Budget Year to Date
- Variance to Budget Year to Date
- Prior Year to Date Variance

NEW REPORTS

BILLING INSTRUCTION SHEET FOR APPROVAL

We have added a new report called Billing Instruction Sheet for Approval which lists the WIP billed by staff along with a form with approval details. The user may take a print out of the report and get manual approval from respective authority. To access the Billing Instruction report, select Reports » Fees Reports » Billing Instruction Sheet for Approval.

Billing Instruction Sheet for approval — Relate Software Limited

O/S WIP as at : 31-Dec-15

Client ANT01 Antiques (Universal) Limited Client Partner LJP

Date	DocNo	Bill Amount	WIP Billed	Profit/Loss	Recovery %
01/12/2015	RB006	1,000.00	1,000.00	0.00	100.00
01/11/2015	RB005	1,000.00	1,000.00	0.00	100.00
01/10/2015	RB004	1,000.00	1,000.00	0.00	100.00
01/09/2015	RB003	1,000.00	1,000.00	0.00	100.00
01/08/2015	RB002	1,000.00	1,000.00	0.00	100.00

Job Code	Bill Amount 'A'	B/F Accrued WIP	O/S WIP	WIP Alloc	W/O	C/F Accrued WIP	Profit/Loss	Recovery %	Unpassed Time
AUD06		-453.75	-453.75						0.00
CTAX06		0.00	210.00						0.00
MC06		0.00	2,655.00						450.00
Total		**-453.75**	**2,411.25**						**450.00**

The report contains a form as below which should be completed by the staff member and the signing authority for approval.

Billing Action

Invoice Value from Column A	
VAT @ %	
Total Billed	

Notes to approver

Actions Is the Client Take on Complete - Yes or No

Drafted by		Reviewed by		Approved by		Signed Off	

CASH ALLOCATION

We have enhanced our report section by introducing the Cash Allocation report. To access the Cash Allocation report, select Reports » Fees Reports » Cash Allocation. This report will show the allocations.

Cash Allocation Report — Relate Software Limited

Date From : 01-Jan-15
Date To : 31-Dec-15
Sort By 1. : Date

Doc No.	Doc Date	Type	Client Code	Amount Allocated	Receipt No.	Receipt Date
1	01-Jan-15	Fees Journal	GAT01	50.00	LD159	29-Jul-15
1	01-Jan-15	Fees Journal	GAT01	50.00	LD160	29-Aug-15
1	01-Jan-15	Fees Journal	GAT01	5.75	LD161	29-Sep-15
INV002	13-Feb-15	Bill	BUI01	6,000.00	LD1	27-Feb-15
INV003	24-Feb-15	Bill	BZG01	700.00	LD180	16-Mar-15
INV006	19-Mar-15	Bill	EA01	500.00	LD17	23-Mar-15
INV007	19-Mar-15	Bill	EA02	500.00	LD17	23-Mar-15
INV008	24-Mar-15	Bill	EB01	1,000.00	LD18	13-Apr-15
INV009	26-Mar-15	Bill	WW01	1,410.00	LD18	13-Apr-15
INV011	31-Mar-15	Bill	WP01	470.00	LD19	06-May-15
INV013	01-Apr-15	Bill	WO01	528.75	LD20	14-May-15
INV001	29-Dec-15	Bill	GAT01	1,500.00	LD1	27-Feb-15
INV001	29-Dec-15	Bill	GAT01	44.25	LD161	29-Sep-15
INV001	29-Dec-15	Bill	GAT01	50.00	LD162	29-Oct-15
INV001	29-Dec-15	Bill	GAT01	50.00	LD163	29-Nov-15
INV001	29-Dec-15	Bill	GAT01	50.00	LD164	29-Dec-15
		Grand Total		12,908.75		

OUTLAY REPORT

We have introduced a new report called 'Outlay Report'. To access the Outlay Report, select Reports » Client Reports » Outlay Reports. The outlay report will show the outlay expenses allocated against bills / credit notes which are already set under 'Direct Expense Control' and 'Indirect Expense Control' in Settings > Nominal.

Outlay Report — Relate Software Limited

Date From : 01-Jan-15
Date To : 31-Dec-15
Sort By 1. : Date

Doc No.	Ref. No.	Type	Date	Debit	Credit	Client Code	Expense Ref. No.	Expense Date	Amount	Batch No.	Created By
PI003	3	Purchase Invoice	13-Feb-15		39.95	BK01	3	13-Feb-15	34.00	Linked Outlay Batch No. 9	LJP
123458	10101012	Payment	13-Feb-15		41.13	BK01	10101012	13-Feb-15	16.00	Linked Outlay Batch No. 10	LJP
123458	10101012	Payment	13-Feb-15		41.13	BK01	10101012	13-Feb-15	19.00	Linked Outlay Batch No. 10	LJP
									69.00		

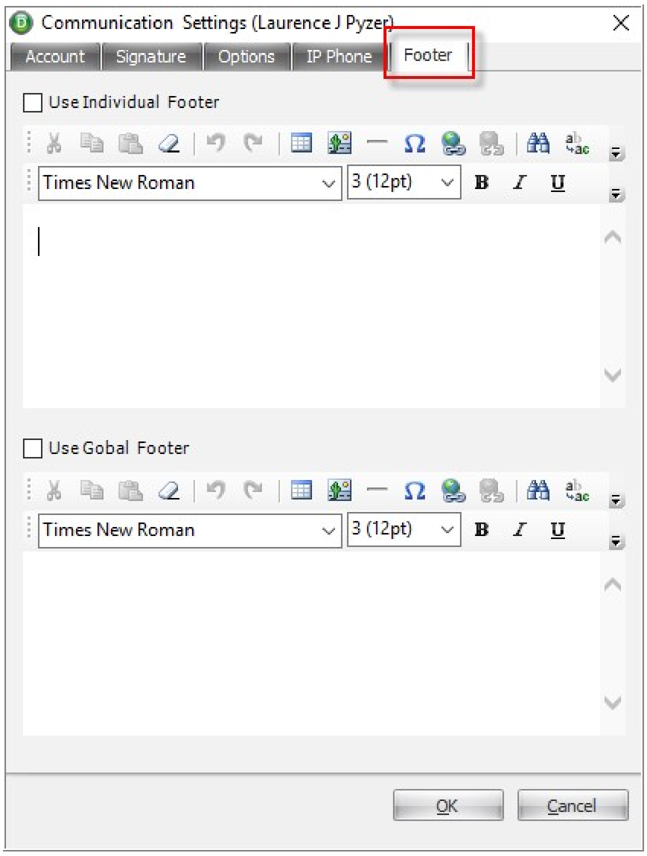
MY COMMUNICATIONS

EMAIL

We have made a number of improvements as well as adding additional functionality to the Email module within DRIVE.

EMAIL FOOTER

We have added a new 'Footer' option within DRIVE Communications options under E-Mail. This will allow you to set an individual footer as well as a global footer that can be applied to all emails.



The 'Footer' has been classified into two categories.

» Use Individual Footer: Select the tick box to display the individual footer. The individual footer varies depending on the staff member logged in. This is variable and can be customised for each staff member

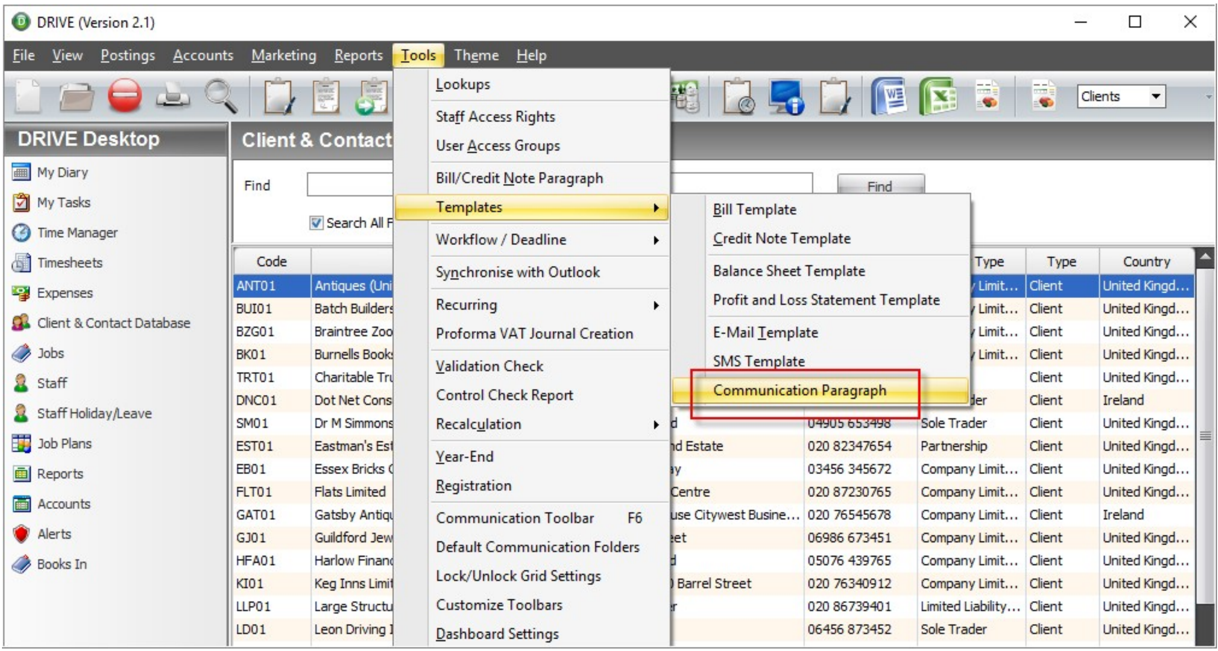
» Use Global Footer: Select the tick box to display the global footer. The global footer is constant irrespective of the staff members log in.

SPELL CHECKER

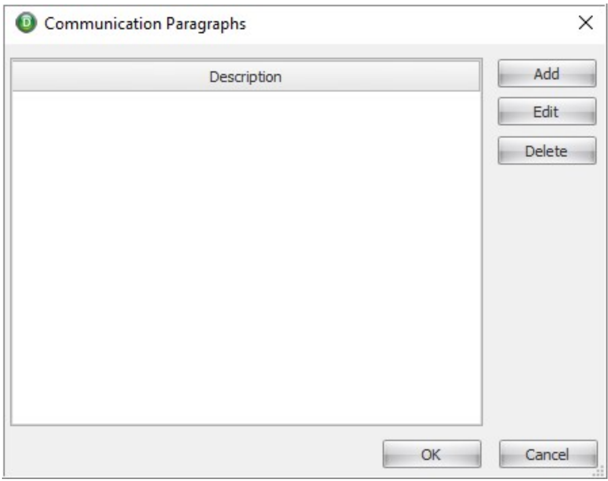
We have enhanced the spell checker option in email communication section. Now spell checker will work on the email excluding the original part of the mail when forwarded or replied.

E-MAIL PARAGRAPHS

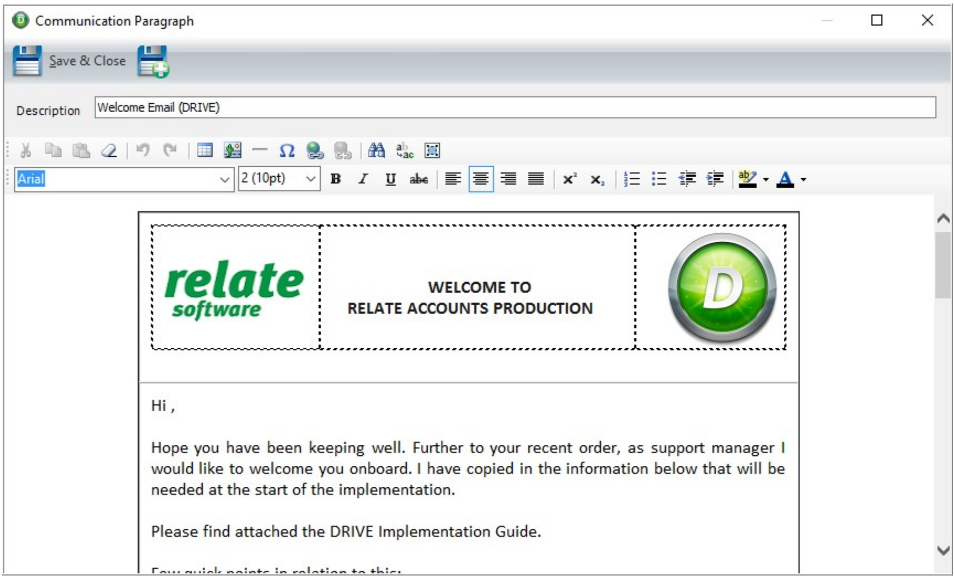
We have introduced a facility to add a paragraph in Communications. To set up communication paragraphs, select Tools-> Templates-> Communication Paragraph.



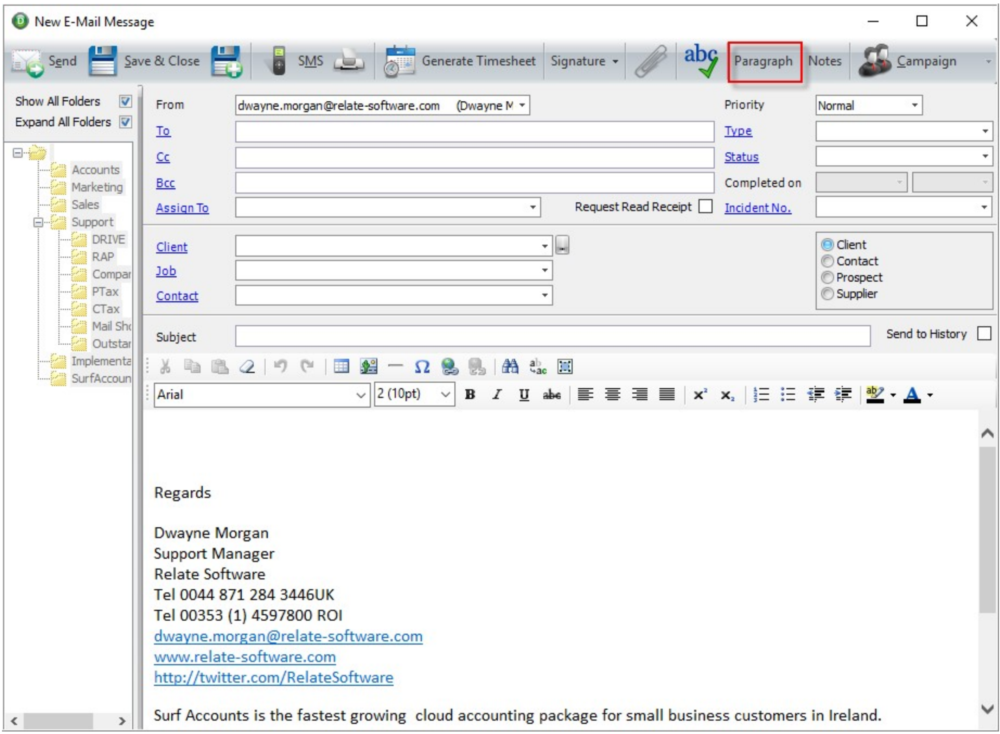
Paragraph option appears in Communication window.



To add a new paragraph, select the Add button. The Communication Paragraph window will be displayed and you can create and save the paragraph. Multiple Paragraphs can be saved and added.



Once the paragraphs have been added you can then use them by selecting the Paragraph button from within the DRIVE email window.



DRIVE DESKTOP

TIMESHEETS

Performance: The overall performance of the timesheets has been improved when it comes to posting and saving timesheet records.

Timesheet Monitoring: We have increased the maximum tolerance to 45 hours.

Generate Timesheet: We have removed unnecessary fields.

JOBS BROWSE

Job Browse: We have added a filter for 'Office' in the job.

CLIENT & CONTACT BROWSE

Client Fees Ledger: We have added a new column in the client fees ledger called 'Original Date'. When a proforma bill is converted to a standard bill, in client fees ledger card the proforma bill date will appear under the new column 'Original Date'.

New Entity and Contact Types added: We have added the following entity types to DRIVE and associated contact types. These will be available as defaults.

Entity Type: School
Associated Contact Types are

- School-Chairman
- School-Secretary
- School-Trustee
- School-Parent Nominee

Entity Type: Club
Associated Contact Types are

- Club-Chairman
- Club-Secretary
- Club-Treasurer
- Club-Trustee

Entity Type: Charity
Associated Contact Types are

- Charity-Director
- Charity-Trustee
- Charity-Patron
- Company Secretary

BOOKS IN

In Books In, the ‘Received By’ and ‘Staff’ look up and drop down will show all the staff members

COMPANY SECRETARY INTEGRATION

The Company Secretary Integration has been improved. Two new tick boxes have been added in the Company Secretary link as ‘Update Business Address’ and ‘Update Registered Address.’

For Client records the following fields will be updated.

»Company Name
» File As
»Business address (Including New Post Code)
» Regd. Office address (Including New Post Code)
» Phone 1
» Phone 2
» Mobile
» Fax
» E-mail
» Web
»Year End Date
»Annual Return Date
»Company Status

For Contact (Directors, Secretaries and Shareholders) records the following fields will be exchanged.

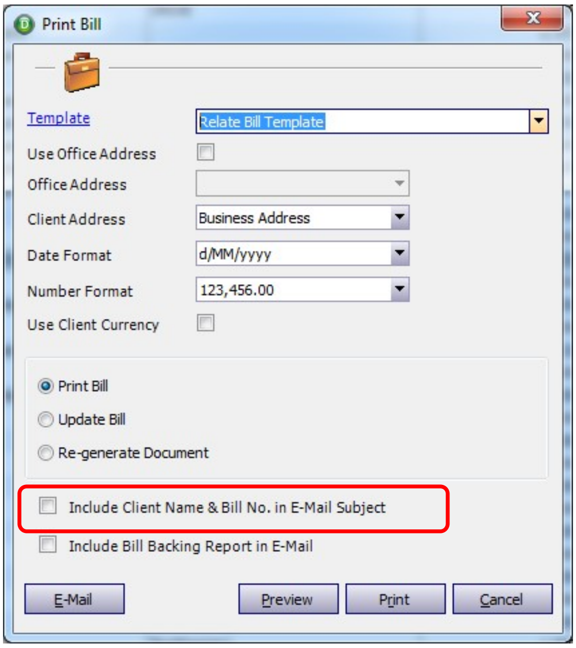
» Name
» Address (Including New Post Code)
» Phone 1
» Mobile
» Fax
» E-mail
» Web
»Contact Type

Please note, the values of the above fields for the clients are only updated if they differ from what is in Drive.

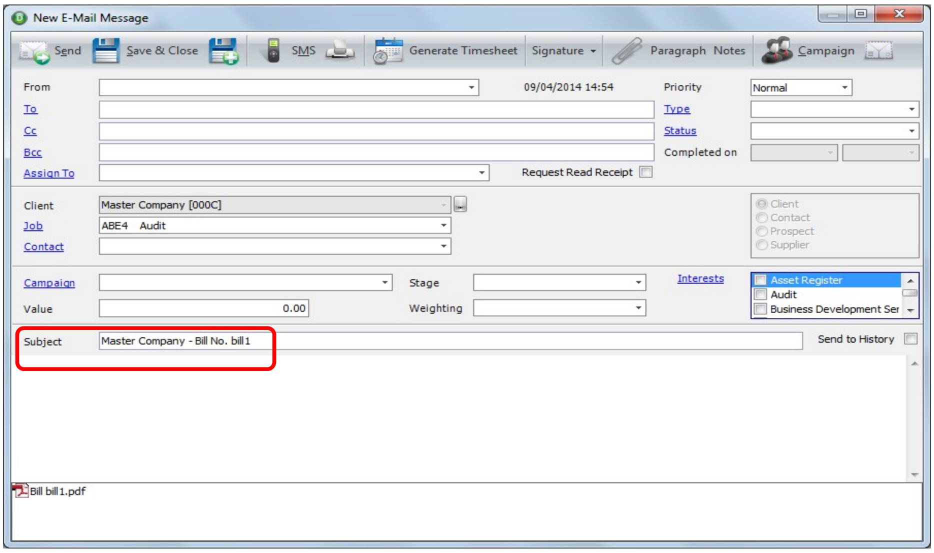
FEES LEDGER

UPDATED BILLING E-MAIL OPTION

We have added an option to include Client Name & Bill No in E-Mail Subject from Print Bill window.



The detail will then be displayed with the Subject Field on the email.



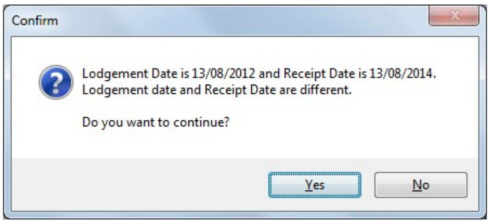
LODGMENTS

UNALLOCATED COLUMN

A new column ‘unallocated’ has been introduced in Receipt browse. This is available from the Column Chooser window. Once the column is selected from column chooser, the receipt browse will show unallocated amount for each receipt.

LODGEMENT DATE ALERT

We have added an alert when creating a lodgement to inform the user when the receipt date posted is after the date of the lodgement. When the receipt date is after the lodgement date this can cause the Bank Reconciliation to be out.



PURCHASE LEDGER

PAY SUPPLIERS

We have introduced a new option under Purchase Invoices for "Pay Suppliers". This is used to generate a SEPA file to pay your creditors. DRIVE generates an external file which can then be uploaded to your bank.

DATA MINING

NEW FIELDS

Turnover: The Turnover field is now available under the field selection when the source of information is set to Clients Only.

Job Type: The Job Type field is now available under the field selection when the source of information is set to Job Only

PAYE\PRSI: The PAYE\PRSI fields are now available under the field selection when the source of information is set to Client Only

File As: The File As field is now available under the field selection when the source of information is set to Clients Only.

E-MAIL TEMPLATE

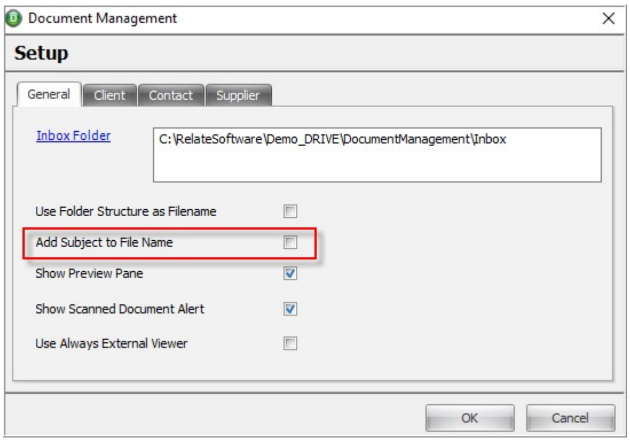
We have added a new functionality to the Email Template used within Data Mining. If a merge field is inserted into the body of the e-mail, the 'Send Individual E-Mails' option will be ticked by default and greyed out.

We have also added a merge field 'Signature Title', which will pull the information from Title (Staff Details) for the Staff member selected in the Signature dropdown in a mail merge.

DOCUMENT MANAGEMENT

ADD SUBJECT TO FILE NAME

Under the Scanned Document settings we have now introduced an option to 'Add Subject to the File Name'.



When browsing the scanned documents files externally you will now be able to see the Subject name.

WORKFLOW

There have been a number of additions to the Workflow module as well as an overall improvement to the performance.

STAFF ASSOCIATION

Staff included in an existing workflow can now be removed from the workflow completely and from all stages by deselecting the staff member from the main selection. However, if a particular staff member is the only staff member for one or more stages, they cannot be deselected from the workflow.

STAGE BUDGET

The Stage budget amount will now change according to the Planned Start & Finish date range. A confirmation message box will appear first and by selecting the "Yes" a recalculation will be carried out. If you select "No" the budget amount will remain as it was.

Budget calculation formula:

1) Budget of each Stage = Total Charge-out Rate * Number of Days
2) Total Budget = Sum of all Stage Budgets

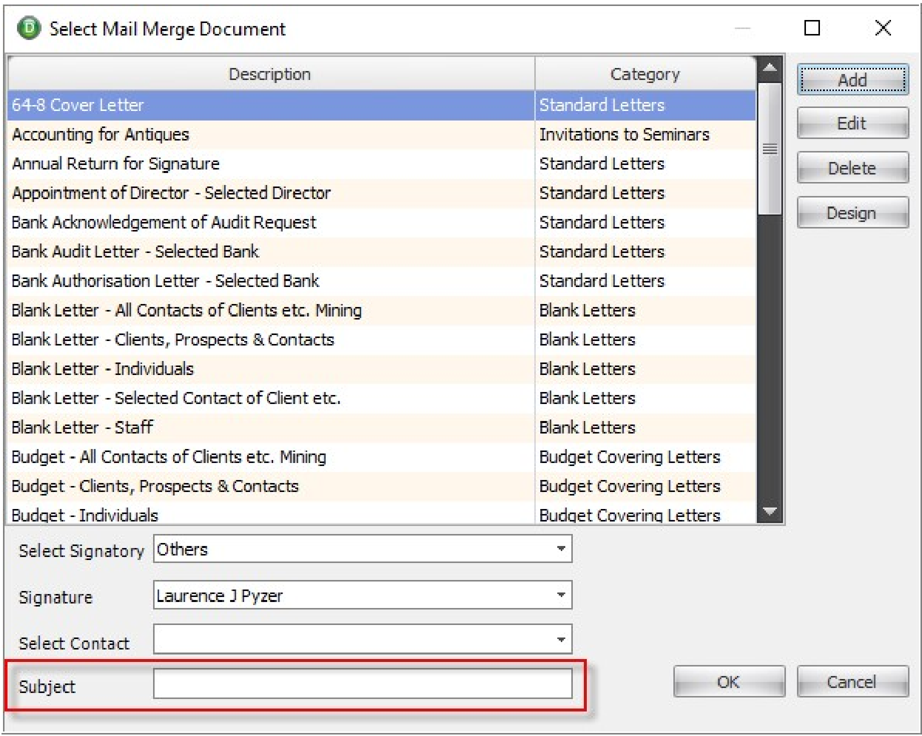
PROSPECTS

You can now create a workflow for a prospect within DRIVE. The "Allow Posting of WIP to Prospects must be enabled within the Settings (Tools > Settings > WIP Ledger Setup). The prospects will then be visible within the Client list when creating a new workflow.

MAIL MERGE

SUBJECT FIELD

The Select Mail Merge Document Window now includes an additional field called Subject.



The subject entered in the field will be auto populated on the Update Communication dialogue box and will be in read-only mode as a merged field.

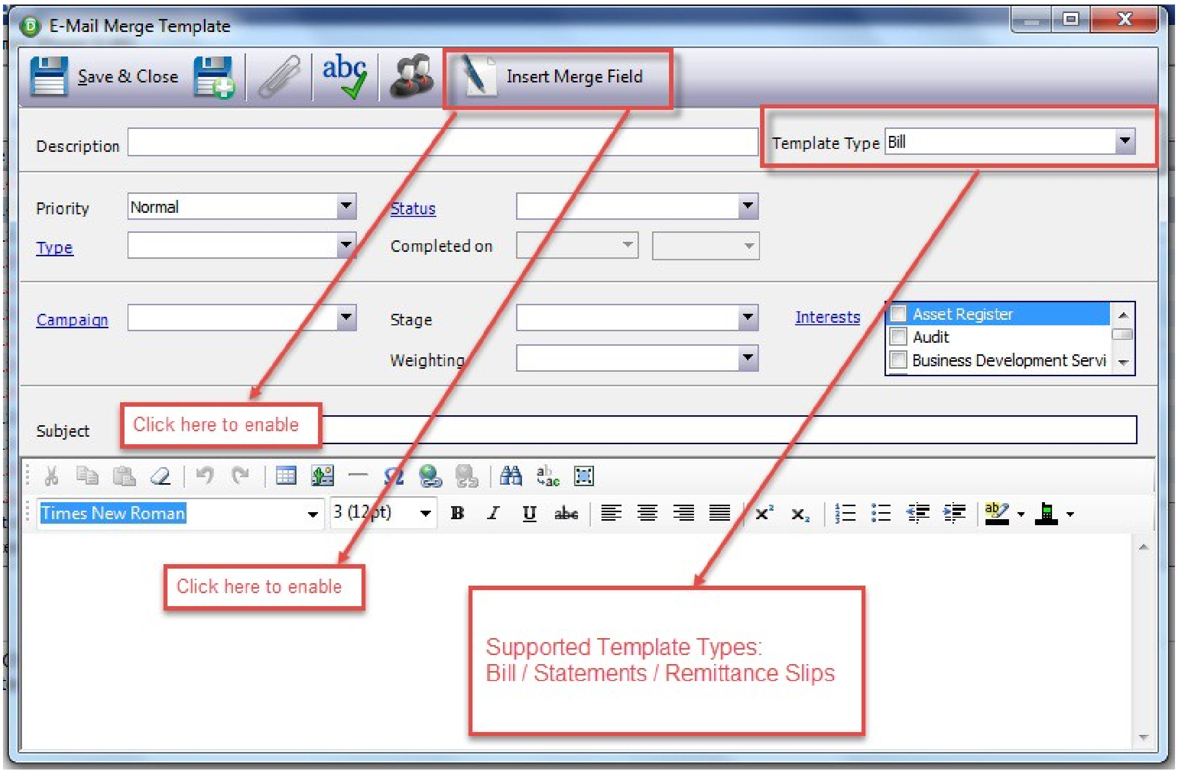
TEMPLATES

EMAIL TEMPLATE

We have enhanced the 'Email Template' under the 'Tools' option. This is applicable to the following template types.

» **Bill**
» **Statements**
» **Remittance Slips**

An 'Insert Merge Field' button will appear on the toolbar for the above templates mentioned. The button will be displayed once the cursor is on the 'Subject 'line or on 'Body Text' as shown below;



BALANCE SHEET REPORT AND P&L STATEMENT

Drive has now introduced the facility to design and save multiple Balance Sheet and Profit & Loss templates. To avail of the option, select **Tools**>> **Templates**>> **Balance Sheet Templates** (or **Profit & Loss Statement Template**).

For full details please refer to the Financial Reports guide available to download from the support section of our website (DRIVE > Documentation > Practice Management > Financial Report Setup).

MISCELLANOUS

TOOLS

ACCESS RIGHTS

Draft Billing: We have introduced access rights for draft billing in the Fees Ledger section. You can edit a signed off bill if you have the correct access. The rights will be hierarchical, that means users having access right to sign off a bill will automatically have access to edit and review bills even if the user doesn't select the option.

Books In: We have introduced a Make Complete option under the Other section for Books In. By default, this check box will be ticked. The user will only be able to 'Make Complete' the Books In provided the access right has been enabled; if the user does not have access an alert message will pop up prompting insufficient access rights.

Document Management: We have introduced an access right for the 'Settings' under the Scanned Documents section. This will give users access to edit the Scanned Documents settings.

RECEIPT TRANSFER

We have enhanced the 'Receipt Transfer' option to allow you to transfer a receipt from a closed job to active job.

Please note, in case of spilt job this functionality is not applicable.

DRIVE UPDATE ALERT

There is now an automatic DRIVE Update Alert within DRIVE. It will check the version installed on the users machine and compare with the latest version available on release. If the version is older than the released version, then a message will prompt to inform the user there is an update available to download.

Please Note: It will not automatically update your DRIVE for you.