# RELEASE NOTES for DRIVE



Version 3.3 Build 2



www.relate-software.com

support@relate-software.com ROI +353 1 459 7800 UK +44 871 284 3446

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## INTRODUCTION

These release notes outline the enhancements introduced in DRIVE Version 3.3.2.

Please take the time to read the notes and then apply the update.

If you have any queries, please contact support at <a href="mailto:support@relate-software.com">support@relate-software.com</a> or call

## +353 1 4597800 ROI or +44 871 284 3446 (UK).

The following changes have been requested from both user feedback and internal quality control reviews. If you have any further changes you would like to request in DRIVE CRM & Practice Management, please send an email to <u>enhancements@relate-software.com</u>.

## **IMPORTANT**

# Back up your database before running the update. Relate Software recommend that you take regular backups of your database to minimise any loss of data.



# MY COMMUNICATION/EMAIL

### OPTIONAL MODERN OAUTH EMAIL AUTHENTICATION

DRIVE has historically used Basic Authentication for retrieving emails, meaning it has stored the password for the email account in its database. In this release, you will now be able to choose to use modern OAuth Authentication (meaning you will be redirected to the application, to give approval, without needing to give away your password).

To turn on OAuth Authentication, go to [**My Communications**], [**E-Mail**], [**Communication Settings**].

In the **E-Mail Settings** window, select the **Use OAuth Authentication** checkbox and click **Connect**. You will be redirected to the OAuth 2.0 based authentication process of the application you use e.g., Microsoft.

| E-Mail Settings    |                                  | ×       |
|--------------------|----------------------------------|---------|
| - 🚅                |                                  |         |
| Account Name       | Laurence JPyzer                  | Default |
| E-MailAddress      | @relate-software.co.uk           |         |
| Server Information | Use OAuth Authentication Connect |         |

Figure: the 'Use OAuth Authentication' checkbox

Once there, then enter your Microsoft Login details (email and password) to proceed.

| Microsoft                  |      |      |
|----------------------------|------|------|
| Sign in                    |      |      |
| Email, phone, or Skype     |      |      |
| No account? Create one!    |      |      |
| Can't access your account? |      |      |
|                            | Back | Next |
|                            |      |      |
| Sign-in options            |      |      |
|                            |      |      |
|                            |      |      |
|                            |      |      |

Figure: The Microsoft Login Form



# CLIENT DETAILS

#### **BOOKS IN TAB**

We have added a **Books In** tab (between **Fees Ledger** and **Job Plans**) in the **Client Details** window. This will also still be available from the Client & Contact browse.

| <u>_</u> <u>s</u> |                |               | aj Industrie |        |          |             | • •        | â       |       |           |          |               |                |           |                  | >       |
|-------------------|----------------|---------------|--------------|--------|----------|-------------|------------|---------|-------|-----------|----------|---------------|----------------|-----------|------------------|---------|
| General           | ST15           | 1             | Informatio   | -      | Recurrin | -           | Communica  | 1       |       | WIP Ledge | r Fees L | edger B       | ooks In        | Deadlines | Job Plan         | s Links |
| Find              |                |               |              |        |          |             |            |         |       | F         | Find     |               |                |           |                  |         |
|                   |                | Search A      | II Fielde    |        | 57       | Court A     | nywhere in |         |       | 0         | 10       |               |                |           |                  |         |
|                   | 8              | Joculary      | ar r reius   |        | N        | j Search Al | nywnere in | Fields  |       | C         | lear     |               |                |           |                  |         |
| TYPE *            | DATE IN        | CODE          | CLIENT       | JOB    | YEAR     |             |            | REF NO. | RECEI |           | DELIV    | DOCU          | DATE           | COLLE     | STATUS           | FEE DAT |
|                   | DATE IN        | CODE          | CLIENT       |        |          |             |            | REF NO. | RECEI | STAFF     | 1        | DOCU<br>vbvbv | DATE<br>20/05/ |           | STATUS<br>In Pro | FEE DAT |
| TYPE 🔺<br>Non VAT | DATE IN 20/05/ | CODE<br>BAJAJ | CLIENT       | Financ |          | ENTIT       | NO.        | REF NO. | Laure | STAFF     | DELIV    |               | 20/05/         |           | In Pro           | FEE DAT |

#### Figure: Books In tab in Client Details

#### DEADLINES TAB

We have added a **Deadlines** tab (between **Book In** and **Job Plans**) in the **Client Details** window. This will also still be available from the Client & Contact browse.

| Edit Cl | lient Detai | ls - Bajaj Industries | Limited |                |                |           |            |             |          |           |           | >     |
|---------|-------------|-----------------------|---------|----------------|----------------|-----------|------------|-------------|----------|-----------|-----------|-------|
| Save    | re & Close  |                       |         | Q 🔶 ,          |                |           |            |             |          |           |           |       |
| General | Practice    | Other Information     | Jobs    | Recurring Jobs | Communications | Contacts  | WIP Ledger | Fees Ledger | Books In | Deadlines | Job Plans | Links |
| DATE    |             | DEADLINE              |         | DUE            | STATUS         | COMPLETED | DURATIO    | N STAFF     |          | NC        | OTES      |       |

Figure: Deadlines Tab in Client Details



# TRANSACTIONS PRIOR TO PERIOD START DATE

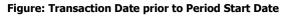
#### WARNING MESSAGE

We have introduced a validation when entering transactions, if you enter a date prior to the period start date, you will receive a warning message. This will not stop you from using this date.

Note: You can check the current Period Start Date from [Tools], [Period Dates].

For Example, navigate to [**Fees Ledger**], [**Bills**], add or edit a bill. If you enter a transaction date prior to the Period Start Date and click **Save**, a warning message is displayed.

| 🕖 Bill   |             |        |                   |              |             |        |             |            |       |          |           |   |             |        |   | ×    | ( |
|----------|-------------|--------|-------------------|--------------|-------------|--------|-------------|------------|-------|----------|-----------|---|-------------|--------|---|------|---|
|          | •           |        | . & 🍂             | 5            | S Auto      | C Reve | erse 🛐      | ٠ ي        | D     |          |           |   |             |        |   |      |   |
| Posting  | g Details   |        |                   |              | Partner/    | Manage | r/Lead St   | aff        |       | Bill D   | Details   |   |             |        |   |      |   |
| Date     | 31/12/2018  | •      | Proforma          | $\checkmark$ | Partner     | CHR (  | lare Rimmer |            | •     | Net Am   | ount      | € | 72.46       | \$     |   | 72.4 | 6 |
| Period   | January 201 | 19 👻   | Ignore WIP        |              | Manager     | S8 St  | uart Bailey |            |       | VATAm    | ount      | € | 0.00        | \$     |   | 0.0  | 0 |
| Bill No. | P8L0002     |        | Fixed Bill Amount | $\checkmark$ | Lead Staff  | MR M   | ary Rose    |            | •     | Gross A  | mount     | € | 72.46       | \$     |   | 72.4 | 6 |
| Ref. No. | 24          |        |                   |              |             |        |             |            |       | Convers  | sion Rate |   | 1.000000000 |        |   |      |   |
| Client   | USCL US C   | Client |                   | -            |             |        |             |            |       | Client B | alance    |   | 72.46       | ]      |   |      |   |
| Template |             |        |                   | ٠            |             |        |             |            |       | Unpass   | ed WIP    |   | 0.00        | ]      |   |      |   |
|          |             |        |                   |              |             |        |             |            |       | Status   |           |   | Draft •     |        |   |      |   |
|          |             |        |                   |              |             |        |             |            |       |          |           |   |             |        |   |      |   |
| х        | 08          | l      | DESCRIPTION       |              | BILL AMOUNT | QUOTE  | O/S WIP     | WIP ALLOC. | WRITE | -OFF LE  | FT ALLOC  |   | ACCRUED WIP | PROFIT |   | LOSS | T |
| AUD03    | AL          | udit   |                   |              | 72.46       | 0.00   | 0.00        | 0.00       |       | 0.00     | 0.0       | 0 | 72.46       | 0.0    | 0 | 0.00 | - |



| 📵 Bill   |                |                                |              |             |                               |       |                     |   |             | _  | ) ×   |
|----------|----------------|--------------------------------|--------------|-------------|-------------------------------|-------|---------------------|---|-------------|----|-------|
|          | •              | 🔜 🐍 🌡                          | 👌 🤤 Aut      | • C         | Reverse 🛐 🔂 -                 |       | <b>I</b>            |   |             |    |       |
| Posting  | g Details      |                                | Partn        | er/Mana     | ager/Lead Staff               |       | <b>Bill Details</b> |   |             |    |       |
| Date     | 31/12/2018     | <ul> <li>Proforma</li> </ul>   | Partner      | CH          | R Clare Rimmer                | •     | Net Amount          | € | 72.46       | \$ | 72.46 |
| Period   | January 2019   | <ul> <li>Ignore WIP</li> </ul> | Manage       | r SB        | Stuart Bailey                 | •     | VAT Amount          | € | 0.00        | \$ | 0.00  |
| Bill No. | PBL0002        | Fixed Bill Amount              | 🖌 🛛 Lead Sta | aff MR      | Mary Rose                     | •     | Gross Amount        | € | 72.46       | \$ | 72.46 |
| Ref. No. | 24             |                                |              |             |                               |       | Conversion Rate     | • | 1.000000000 |    |       |
| Client   | USCL US Client |                                | Ŧ            |             |                               |       | Client Balance      |   | 72.46       |    |       |
| Template |                |                                | -            |             |                               |       | Unpassed WIP        |   | 0.00        |    |       |
|          |                |                                | Warning      |             |                               | ×     | Status              |   | Draft 🔹     |    |       |
|          |                |                                |              |             |                               |       |                     |   |             |    |       |
|          |                |                                | The I        | Date entere | ed is before the Period Start | Date. |                     |   |             |    |       |
|          |                |                                |              |             |                               |       |                     |   |             |    | î     |
|          |                |                                |              |             |                               | 24    |                     |   |             |    | U     |
|          |                |                                |              |             |                               | ОК    |                     |   |             |    |       |
|          |                |                                |              |             |                               |       |                     |   |             |    | -     |

Figure: Warning Message





# DEADLINE MANAGEMENT

## CLIENT DEADLINE BROWSE ADDED

We have introduced a **Client Deadlines** browse in the **Deadline Management** module. A full list of all client deadlines will be displayed, from which you can filter, for example by status or deadline type.

To navigate to it, click [Deadline Management] and select [Client Deadlines].

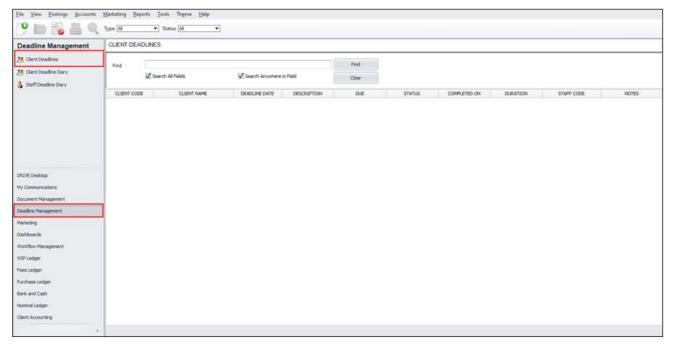


Figure: Client Deadlines Browse



# WEB LINKS IN EMAILS

## USERS DEFAULT BROWSER WILL NOW BE USED

In this release your system's default web browser will be used to open any web links found in emails. For example, if Mozilla Firefox is set as your default browser, then that is the application that will open when you click on a web link from an email.



## INTEGRATION WITH ACCOUNTANCY MANAGER

## EXPORT CLIENTS & SERVICES TO 'ACCOUNTANCY MANAGER' IMPORT TEMPLATE

We have introduced a new export of Client and Services details to an excel format consistent with the format required to import into Accountancy Manager.

To access this export, go to [Tools], select [Export Clients and Services to Accountancy Manager].

| lo | ols Theme Help                             |           |
|----|--|-----------|
|    | *<br>Templates                             |           |
|    | Workflow / Deadline                        |           |
|    | Synchronise with Outlook                   |           |
|    | Recurring                                  |           |
|    | Proforma VAT Journal Creation              |           |
|    | Validation Check                           |           |
|    | Control Check Report                       |           |
|    | Recalculation                              |           |
|    | Year-End                                   |           |
|    | Begistration                               |           |
|    | Communication Toolbar                      | F6        |
|    | Default Communication Folders              | ru        |
|    | Lock/Unlock Grid Settings                  |           |
|    | Customize Toolbars                         |           |
|    | Dashboard Settings                         |           |
|    | Multi-Currency Setup                       |           |
|    | Period Dates                               |           |
|    | Transfer WIP                               |           |
|    | Transfer Receipts                          |           |
|    | Alert Manager Settings                     |           |
|    | Settings                                   |           |
|    | Change Database                            |           |
|    | Archive Documents                          |           |
|    | Generate Bank CSV File                     |           |
|    | Interest Calculation                       |           |
|    | GDPR                                       |           |
|    | Support Staff                              |           |
| į. | Export Clients and Services to Accountance | y Manager |
|    | Export WIP to Accountancy Manager          |           |
|    | Export WIP to NetSuite Migration           |           |

Figure: Tools - Export Clients and Services to Accountancy Manager

Click [OK] to begin the export.



Figure: Clients and Services Data Export Begins

A progress bar will then be displayed.



**Figure: Data Export in Progress** 



The exported data will then open in excel. The column order will be as required to import straight into Accountancy Manager.

| File  | Home Insert      | Page Layout For  | mulas Data Review                | View Help                             |                         |                        |                |  |                      |          |                 | Comm     | ents 🖻 Sha                   |
|-------|------------------|------------------|----------------------------------|---------------------------------------|-------------------------|------------------------|----------------|--|----------------------|----------|-----------------|----------|------------------------------|
| 9 -   | Ch A             | Calibri ~        | 11 - A A = =                     | E 📄 🌮 - 😢 Wrap T                      | ext Gene                | ral ~                  | 1              |  | 翻 题 目                | Σ-1      | A P             | ۲        | 100                          |
| 6, -  | Paste 1 -        | 8 I U ~ H        | · • • A · = =                    |                                       | & Center ~              | % 9 38 -38             | Conditional    |  | Insert Delete Format |          | ort & Find &    |          | Gensitivity                  |
|       | * 🥰              |                  |                                  | El                                    | or centrer and          | /0 ≠ 00 ÷0             | Formatting ~   | Table ~ Styles ~   | * * *                | 🖓 = Fi   | Iter * Select * | Data     |                              |
| Undo  | Clipboard IG     | fort             | 15                               | Alignment                             | fg                      | Number 15              |                | Styles   | Cells                | - 1      | Editing         | Analysis | Sensitivity                  |
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|       | A                | в                | C                                | D                                     | E                       | F                      |                | G  | н                    |          |                 | 1        |                              |
|       | STAFF & PART     | VER USERS        |                                  |                                       | <b>BUSINESS DETAILS</b> | 5                      |                |  | ACCOUNTING SYS       | STEM     |                 |          |                              |
| Staff | User Responsible | Partner          | Client Name                      | Trading As                            | Nature of Business      | Client Type            |                | Date of Trading  | Accounts Production  | Software | Company No      |          | Company U                    |
| Susa  | n Edwards        | Clare Rimmer     | Alpha Solutions Ltd.             | Alpha Solutions Ltd.                  |                         | Irish Company Limi     | ted By Shares  | Contraction of the local division of the loc |                      |          | a paratembered  |          | and the second second second |
| Clare | Rimmer           |                  | McMahon Associates               | McMahon Associates                    |                         | Irish Partnership      |                |  |                      |          |                 |          |                              |
| Stua  | t Bailey         | Richie M McMahon | Somani Suppliers Ltd.            | Somani Suppliers Ltd.                 |                         | Irish Company Limi     | ted By Shares  |  |                      |          |                 |          |                              |
| Stuar | t Bailey         |                  | Bruhan Motors                    | Bruhan Motors                         |                         | Irish Company Limi     | ted By Shares  |  |                      |          |                 |          |                              |
| Susa  | n Edwards        |                  | McNally Motors Ltd.              | McNally Motors Ltd.                   |                         | Irish Company Limi     | ted By Shares  |  |                      |          |                 |          |                              |
| Susa  | n Edwards        | Laurence JPyzer  | ABB Research Centre              | Centre, ABB Research                  | Hospital Trust          | Irish Company Limi     | ted By Shares  |  |                      |          |                 |          |                              |
| Susa  | n Edwards        | Richie M McMahon | ABC Corporation Limited          | Limited, ABC Corporation              |                         | Irish Company Limi     | ted By Shares  |  |                      |          |                 |          |                              |
| Stua  | t Bailey         | Raymond Rogers   | Bajaj Industries Limited         | Bajaj Industries Limited              | Zoological Gardens      | Irish Limited Liabilit | y Partnership  |  |                      |          | TTK             |          | ERY                          |
| Jaya  | nta Guharay      |                  | Child Client-1                   | Child Client-1                        |                         | Irish Company Limi     | ted By Shares  |  |                      |          |                 |          |                              |
| Clare | Rimmer           |                  | Child Client-2                   | Child Client-2                        |                         | Irish Company Limi     | ted By Shares  |  |                      |          |                 |          |                              |
| Jaya  | nta Guharay      |                  | New Contact-1                    | New Contact-1                         |                         | Irish Charity          |                |  |                      |          |                 |          |                              |
| Jaya  | nta Guharay      | Raymond Rogers   | COSEC Client Limited             | COSEC Client Limited                  |                         | Irish Company Limi     | ted By Shares  |  |                      |          |                 |          |                              |
|       |                  |                  | Guharay Associates               | Guharay Associates                    |                         | Irish Company Limi     | ted By Shares  |  |                      |          |                 |          |                              |
| Stua  | t Bailey         | Clare Rimmer     | G. D. Pharmacuticals Ltd.        | G. D. Pharmacuticals Ltd.             | Accountant              | trish Company Limi     | ted By Shares  |  |                      |          |                 | 1234     | 5                            |
| Susa  | n Edwards        | Clare Rimmer     | Jupitar Cooling Towers           | Jupitar Cooling Towers                |                         |                        |                |  |                      |          |                 |          |                              |
| Stua  | t Bailey         | Laurence JPyzer  | Jigma Motors Limited             | Jigma Motors Limited                  |                         | Irish Company Limi     | ted By Shares  |  |                      |          |                 |          |                              |
| Jaya  | nta Guharay      |                  | Jupitar Trading Company          | Jupitar Trading Company               |                         | Irish Company Limi     | ted By Shares  |  |                      |          |                 |          |                              |
| Clare | Rimmer           |                  | L & T Infotech                   | L & T Infotech                        | Accountant              | Irish Company Limi     | ted By Guarant | ee   |                      |          |                 |          |                              |
|       |                  |                  | Moriss Food Products Ltd.        | Moriss Food Products Ltd.             |                         | Irish Company Limi     | ted By Shares  |  |                      |          |                 |          |                              |
| Susa  | n Edwards        |                  | <b>NIIT Technologies Limited</b> | NIIT Technologies Limited             |                         | trish Individual       |                |  |                      |          |                 |          |                              |
| Stua  | t Bailey         |                  | Parent Client                    | Parent Client                         |                         | Irish Company Limi     | ted By Shares  |  |                      |          |                 |          |                              |
|       |                  |                  | Sukumar Chatterjee               | Sukumar Chatterjee                    |                         | Irish Company Limi     | ted By Shares  |  |                      |          |                 |          |                              |
| Jaya  | nta Guharay      |                  | Tata Industries Limited          | Tata Industries Limited               | Agriculture             | Irish Limited Liabilit | y Partnership  |  |                      |          |                 |          |                              |
| Stua  | t Bailey         |                  | Tata Consultancy Limited         | Tata Consultancy Limited              |                         | Irish Partnership      |                |  |                      |          |                 |          |                              |
| Stua  | t Bailey         | Laurence JPyzer  | TISCO India Ltd.                 | TISCO India Ltd.                      |                         | Irish Limited Liabilit | y Partnership  |  |                      |          |                 |          |                              |
| Stua  | t Bailey         | Clare Rimmer     | Test School                      | Test School                           |                         | Irish School           |                |  |                      |          |                 |          |                              |
| -     | AM Import        | (+)              |                                  | · · · · · · · · · · · · · · · · · · · |                         |                        |                | -  |                      |          |                 |          |                              |

Figure: Data Exported in Excel Format

**EXPORT WIP TO 'ACCOUNTANCY MANAGER' IMPORT TEMPLATE** 

We have introduced a new export of WIP data to an excel format consistent with the format required to import into Accountancy Manager.

To access this export, go to [Tools], select [Export WIP to Accountancy Manager].

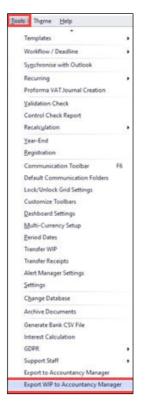


Figure: Tools - Export WIP to Accountancy Manager



Click [**OK**] to begin the export.

| ок | Cancel |
|----|--------|
|    | ox     |

Figure: WIP Export begins

A progress bar will then be displayed.

| Export WIP To Accountancy Manager |         | ×  |
|-----------------------------------|---------|----|
|                                   |         |    |
|                                   | OK Cano | el |

Figure: WIP Export in progress

The exported data will then open in excel. The column order will be as required to import straight into Accountancy Manager.

| 2       | Calibri                                | - 11 - A* A*              | ≡ ≡ ∰ ∛-  | 🐉 Wrap Text   | Ge            | neral        | e)     |                          | <b>1</b> |                    |             | <b>38</b> 🗄 |                            | 0            | 8           |  |
|---------|--|---------------------------|-----------|---------------|---------------|--------------|--------|--------------------------|----------|--------------------|-------------|-------------|----------------------------|--------------|-------------|--|
| Par     |  | 8 - <u>8</u> - <u>A</u> - |           | 🔛 Merge & Cen | ter - 87      | - % •        | *8 48  | Conditiona<br>Formatting |          | s Cell<br>Styles ~ | insert<br>* | Delete Form | at ∎ <sup>×</sup> Sort & 1 |              | Sensitivity |  |
| ndo Cli | pboard F2 Fo                           | 1 6                       | Aligne    | nent          | 5             | Number       | 15     |                          | Styles.  |                    |             | Celts       | Editing                    | Analysis     | Sensitivity |  |
|         | $\overline{f_x} = X \sqrt{f_x}$ Client |                           |           |               |               |              |        |                          |          |                    |             |             |                            |              |             |  |
| A       | В                                      |                           | C         |               | D             | E            |        |                          |          | н                  | 1           | 1           | к                          |              | 1           |  |
| Client  | First Name                             |                           | Last Name |               | Staff         | Date         | Start  | Time Finish              |          |                    | Minutes     | Value       | Short Description          | Ful          | Description |  |
| SML     | Bruhan Motors                          |                           |           | 0             | lare Rimmer   | 04/01/20     | 16     |                          |          | €60.00             | 360         | €360.00 Au  | dit                        |              |             |  |
| ML      | Bruhan Motors                          |                           |           | 0             | lare Rimmer   | 05/01/20     | 16     |                          |          | €60.00             | 360         | €360.00 Au  | dit                        |              |             |  |
| ML      | Bruhan Motors                          |                           |           | (             | lare Rimmer   | 06/01/20     | 16     |                          |          | €60.00             | 360         | €360.00 Au  | dit                        |              |             |  |
| ML      | Bruhan Motors                          |                           |           | (             | lare Rimmer   | 07/01/20     | 16     |                          |          | €60.00             | 360         | €360.00 Au  | dit                        |              |             |  |
| ML      | Bruhan Motors                          |                           |           | c             | lare Rimmer   | 08/01/20     | 16     |                          |          | €60.00             | 360         | €360.00 Au  | dit                        |              |             |  |
| VA14    | McNally Motors Ltd.                    |                           |           | 0             | lare Rimmer   | 02/01/20     | 17     |                          |          | €18.00             | 540         | €162.00 Au  | dit                        |              |             |  |
| 0001MD  | Alpha Solutions Ltd.                   |                           |           | 0             | lare Rimmer   | 01/01/20     | 18     |                          |          | €18.00             | 480         | €144.00 Au  | dit                        |              |             |  |
| 0001MD  | Alpha Solutions Ltd.                   |                           |           | 0             | lare Rimmer   | 02/01/20     | 18     |                          |          | €18.00             | 480         | €144.00 Au  | dit                        |              |             |  |
| 0001MD  | Alpha Solutions Ltd.                   |                           |           | c             | lare Rimmer   | 03/01/20     | 18     |                          |          | €18.00             | 480         | €144.00 Au  | dit                        |              |             |  |
| 0001MD  | Alpha Solutions Ltd.                   |                           |           | 0             | lare Rimmer   | 04/01/20     | 18     |                          |          | €18.00             | 480         | €144.00 Au  | dit                        |              |             |  |
| 0001MD  | Alpha Solutions Ltd.                   |                           |           | 0             | lare Rimmer   | 05/01/20     | 18     |                          |          | €18.00             | 480         | €144.00 Au  | dit                        |              |             |  |
| B-CLS   | ABB Research Centre                    |                           |           | 0             | lare Rimmer   | 27/03/20     | 19 9:0 | 0 AM 9:3                 | MA OI    | €17.10             | 30          | €9.00 Au    | dit                        | Test meeting |             |  |
| UAJ-CLS | Bajaj Industries Limited               | Limited                   |           | c             | arol Ledger   | 02/01/20     | 17     |                          |          | €50.00             | 540         | €450.00 Co  | Sec Advice                 |              |             |  |
| 0002MD  | Somani Suppliers Ltd.                  |                           |           |               | larry Pointer | 01/01/20     | 18     |                          |          | £50.00             | 480         | £400.00 Au  | dit                        |              |             |  |
| 0002MD  | Somani Suppliers Ltd.                  |                           |           | F F           | larry Pointer | 02/01/20     | 18     |                          |          | £50.00             | 480         | £400.00 Au  | dit                        |              |             |  |
| 70002MD | Somani Suppliers Ltd.                  |                           |           | +             | arry Pointer  | 03/01/20     | 18     |                          |          | £50.00             | 480         | £400.00 Au  | dit                        |              |             |  |
| 0002MD  | Somani Suppliers Ltd.                  |                           |           | +             | larry Pointer | 04/01/20     | 18     |                          |          | £50.00             | 480         | £400.00 Au  | dit                        |              |             |  |
| 0002MD  | Somani Suppliers Ltd.                  |                           |           | +             | larry Pointer | 05/01/20     | 18     |                          |          | €50.00             | 480         | £400.00 Au  | dit                        |              |             |  |
| UAJ-CLS | Bajaj Industries Limited               | Limited                   |           | 1             | ayanta Guha   | ray 01/01/20 | 18     |                          |          | €18.00             | 480         | €144.00 Au  | dit Planning               |              |             |  |
| UAJ-CLS | Bajaj Industries Limited               | Limited                   |           | 1             | ayanta Guha   | ray 02/01/20 | 18     |                          |          | €18.00             | 480         | €144.00 Au  | dit Planning               |              |             |  |
| NAJ-CLS | Bajaj Industries Limited               | Limited                   |           | 4             | ayanta Guha   | ray 03/01/20 | 18     |                          |          | €18.00             | 480         | €144.00 Au  | dit Planning               |              |             |  |
| NAJ-CLS | Bajaj Industries Limited               | Limited                   |           | 1             | ayanta Guha   | ray 04/01/20 | 18     |                          |          | €18.00             | 480         | €144.00 Au  | dit Planning               |              |             |  |
| UAJ-CLS | Bajaj Industries Limited               | Limited                   |           | 1             | ayanta Guha   | ray 05/01/20 | 18     |                          |          | €18.00             | 480         | €144.00 Au  | dit Planning               |              |             |  |
|         |  |                           |           | 3             | ayanta Guha   | ray 09/01/20 | 19     |                          |          | €18.00             | 142         | €43.00 An   | nual Leave                 |              |             |  |
| UAJ-CLS | Bajaj Industries Limited               | Limited                   |           | L             | aurence JPyz  | er 01/01/20  | 15     |                          |          | €24.00             | 540         | €216.00 Au  | dit                        |              |             |  |
| VAJ-CLS | Bajaj Industries Limited               | Limited                   |           | 1             | aurence JPyz  | ter 02/01/20 | 15     |                          |          | €24.00             | 480         | €192.00 Au  | dit                        |              |             |  |
| BB-CLS  | ABB Research Centre                    |                           |           | L             | aurence JPyz  | er 05/01/20  |        |                          |          | €22.80             |             | €45.60 Au   |                            |              |             |  |
|         | M WIP Export                           |                           |           |               |               |              |        |                          | 4        |                    |             | A.A.F. A.A. |                            |              |             |  |

Figure: Data Exported in Excel Format

