RELEASE NOTES for DRIVE

Version 3.0 Builds 25 & 26

relate software

www.relate-software.com

support@relate-software.com

ROI +353 1 459 7800
UK +44 871 284 3446

INTRODUCTION

These release notes outline the enhancements introduced in **DRIVE Version 3.0.25 and DRIVE Version 3.0.26.**

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

If you have any queries, please contact support at support@relate-software.com or call +353 1 4597800 ROI or +44 871 284 3446 (UK).

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

IMPORTANT

Backup your database before running the update.

Relate Software recommend that you take regular backups of your database to minimise any loss of data.

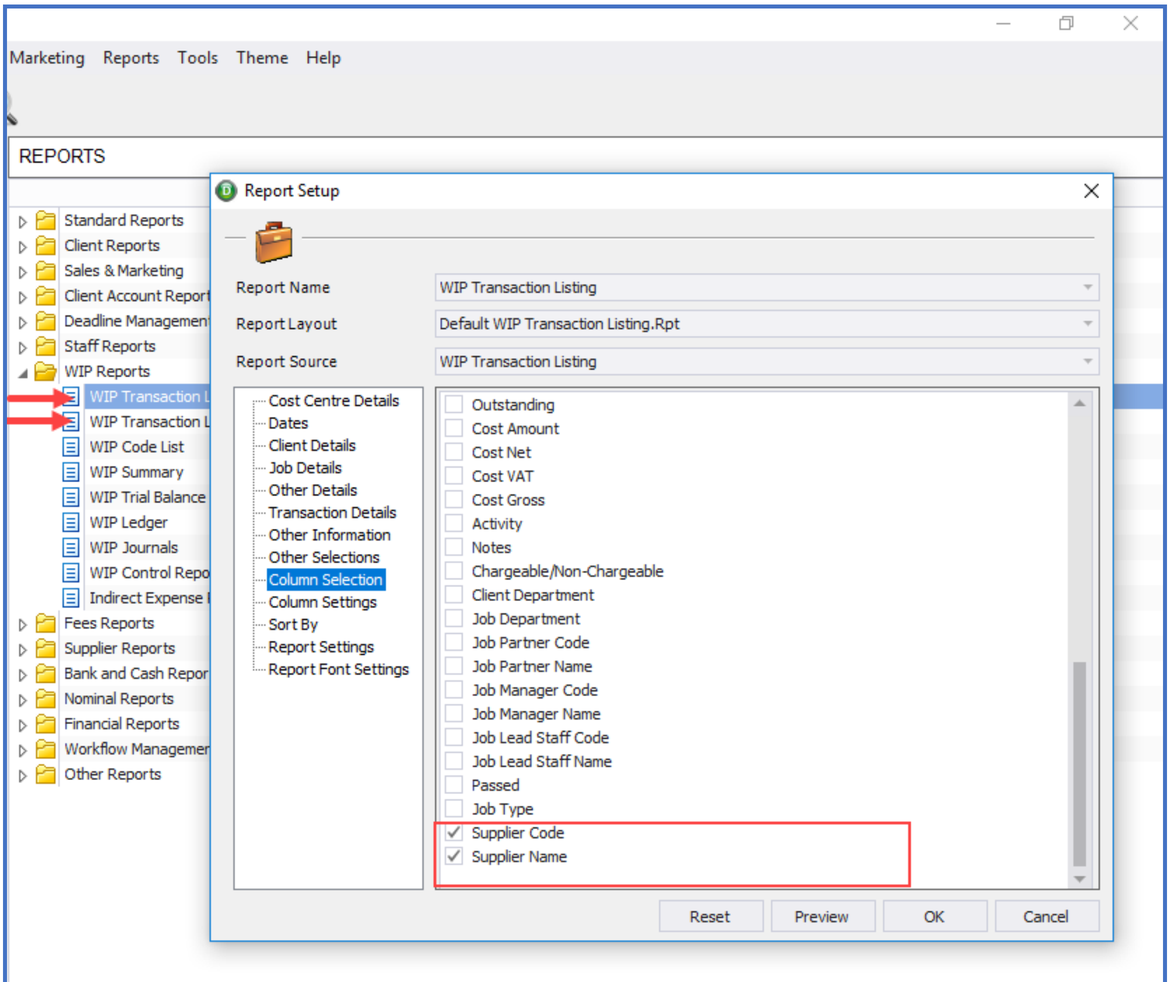
REPORTS

WIP TRANSACTION LISTING NEW COLUMNS

We have added two new columns, [**Supplier Code**] and [**Supplier Name**] to the available columns in the WIP Transaction Listing Report.

To add these columns to the Report, [**Open**] the report and from Column Selection you can tick these two new columns.

Note: these new columns will be filled for linked outlay transactions only.



Supplier Code and Supplier Name in [WIP Transaction Listing] and [WIP Transaction Listing By Staff]

WIP Transaction Listing — Relate Software Limited

Date From : 01/01/2017
Date To : 31/12/2017

Date	Type	Client Code	Staff Code	WIP Code	WIP Description	Rate	Amount	Amount Allocated	Supplier Code	Supplier Name
02/08/2017	Expense	ABB-CLS	CL	D200	External Tax Advice		3,759.40		POU003	POUND Supplier
							3,759.40	0.00		

New columns [Supplier Code] and [Supplier Name] on WIP Transaction Listing Report

WIP Transaction Listing By Staff — Relate Software Limited

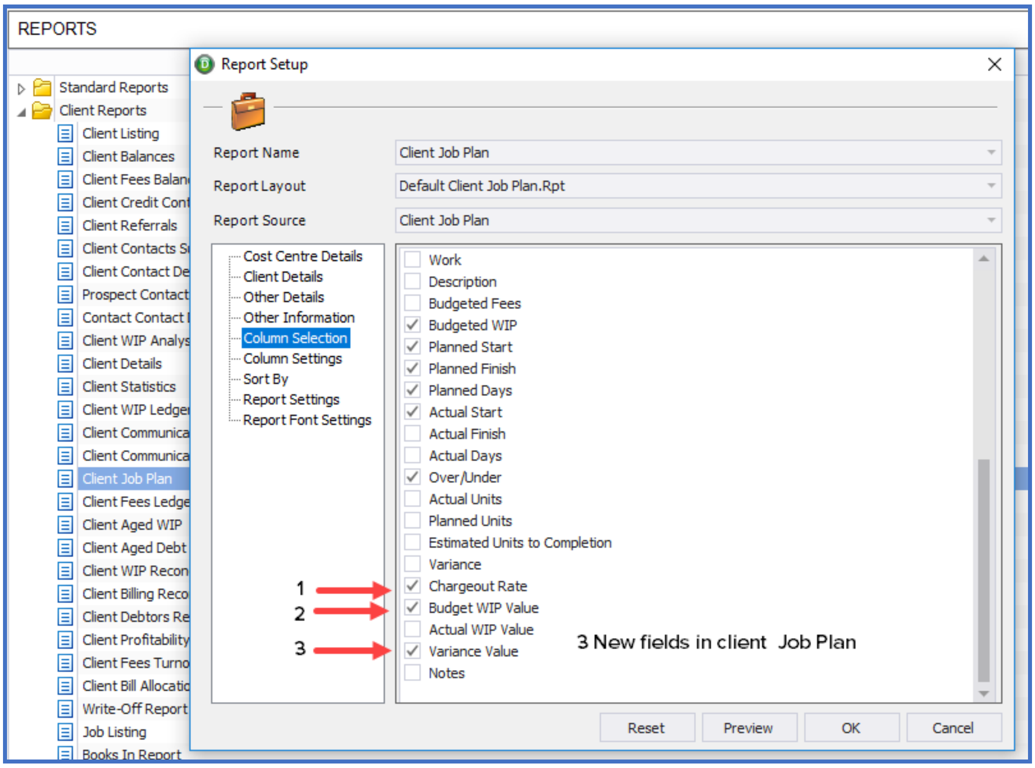
Date From : 01/01/2017
Date To : 31/12/2017

Date	Type	Client Code	Job Code	Staff Code	WIP Code	WIP Description	Amount	Amount Allocated	Supplier Code	Supplier Name
02/08/2017	Expense	ABB-CLS	AUD	CL	D200	External Tax Advice	3,759.40		POU003	POUND Supplier
						Grand Total	3,759.40	0.00		

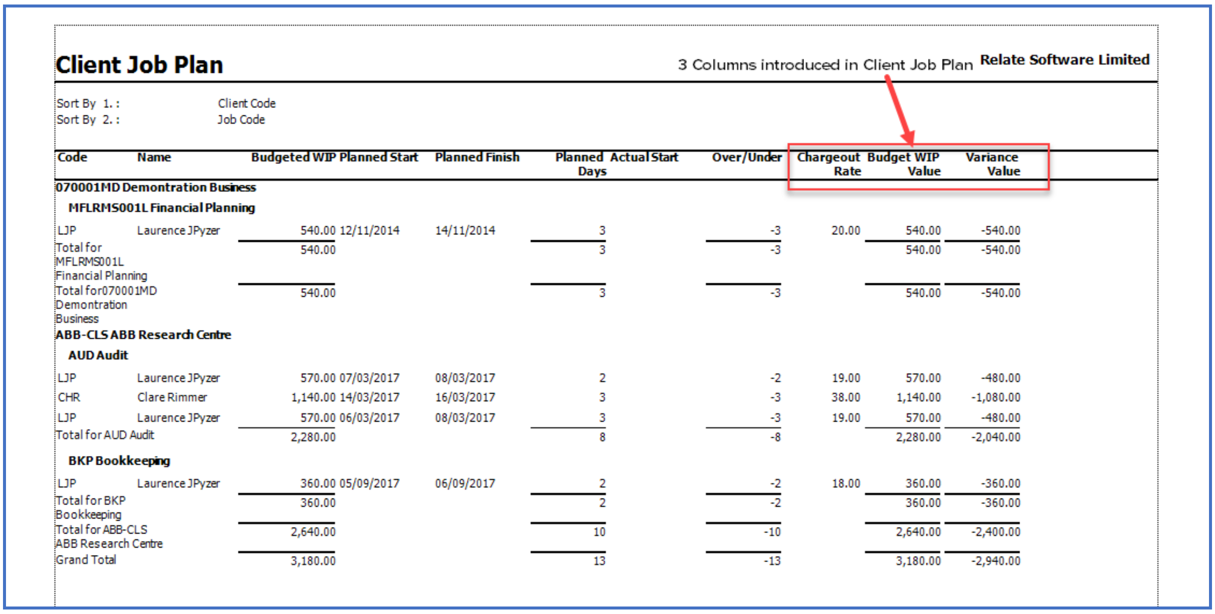
New columns [Supplier Code] and [Supplier Name] on WIP Transaction Listing By Staff Report

CLIENT JOB PLAN REPORT NEW COLUMNS

We have added three new columns to the Client Job Plan Report, [**Charge Out Rate**], [**Budget WIP Value**] and [**Variance Value**].



To add these columns to the Report, [**Open**] the report and from Column Selection you can tick these new columns.



Client Job Plan

3 Columns introduced in Client Job Plan **Relate Software Limited**

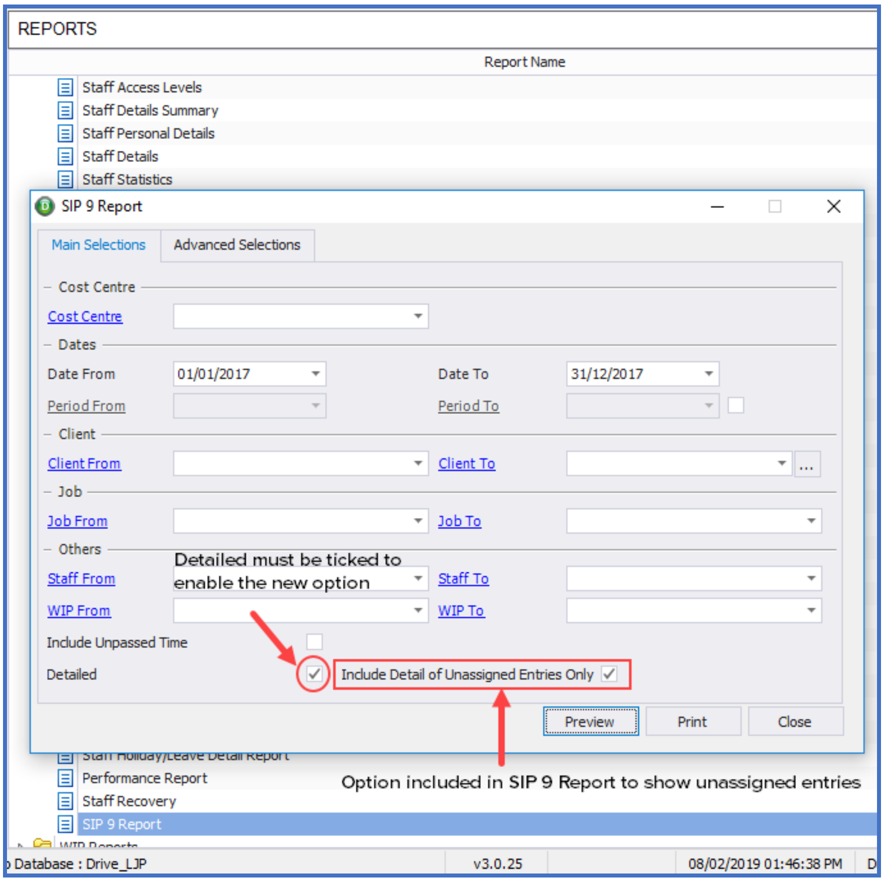
Sort By 1. : Client Code
Sort By 2. : Job Code

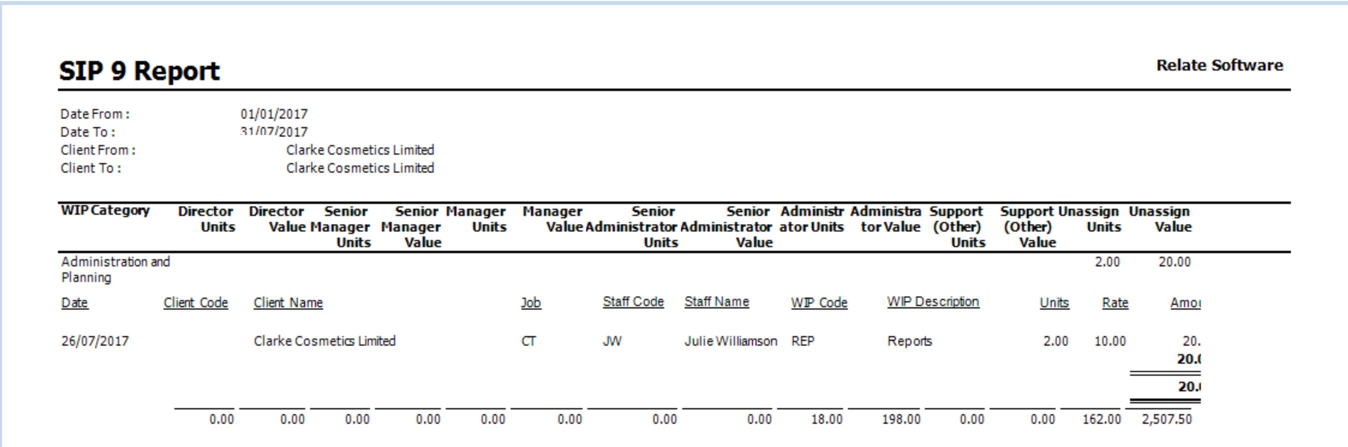
Code	Name	Budgeted WIP	Planned Start	Planned Finish	Planned Days	Actual Start	Over/Under	Chargeout Rate	Budget WIP Value	Variance Value
070001MD Demontration Business										
MFLRMS001L Financial Planning										
LJP	Laurence JPyzer	540.00	12/11/2014	14/11/2014	3		-3	20.00	540.00	-540.00
Total for MFLRMS001L Financial Planning		540.00			3		-3		540.00	-540.00
Total for070001MD Demontration Business		540.00			3		-3		540.00	-540.00
ABB-CLS ABB Research Centre										
AUD Audit										
LJP	Laurence JPyzer	570.00	07/03/2017	08/03/2017	2		-2	19.00	570.00	-480.00
CHR	Clare Rimmer	1,140.00	14/03/2017	16/03/2017	3		-3	38.00	1,140.00	-1,080.00
LJP	Laurence JPyzer	570.00	06/03/2017	08/03/2017	3		-3	19.00	570.00	-480.00
Total for AUD Audit		2,280.00			8		-8		2,280.00	-2,040.00
BKP Bookkeeping										
LJP	Laurence JPyzer	360.00	05/09/2017	06/09/2017	2		-2	18.00	360.00	-360.00
Total for BKP Bookkeeping		360.00			2		-2		360.00	-360.00
Total for ABB-CLS ABB Research Centre		2,640.00			10		-10		2,640.00	-2,400.00
Grand Total		3,180.00			13		-13		3,180.00	-2,940.00

SIP 9 REPORT – DETAILS OF UNASSIGNED ENTRIES

We have added a tick box to the SIP 9 Report to allow you to show the details of unassigned entries ONLY, if required.

Note: the [**Include Detail of Unassigned Entries Only**] tick box will be enabled only if you tick the [**Detailed**] tick box.





SIP 9 Report — Relate Software

Date From : 01/01/2017
Date To : 31/07/2017
Client From : Clarke Cosmetics Limited
Client To : Clarke Cosmetics Limited

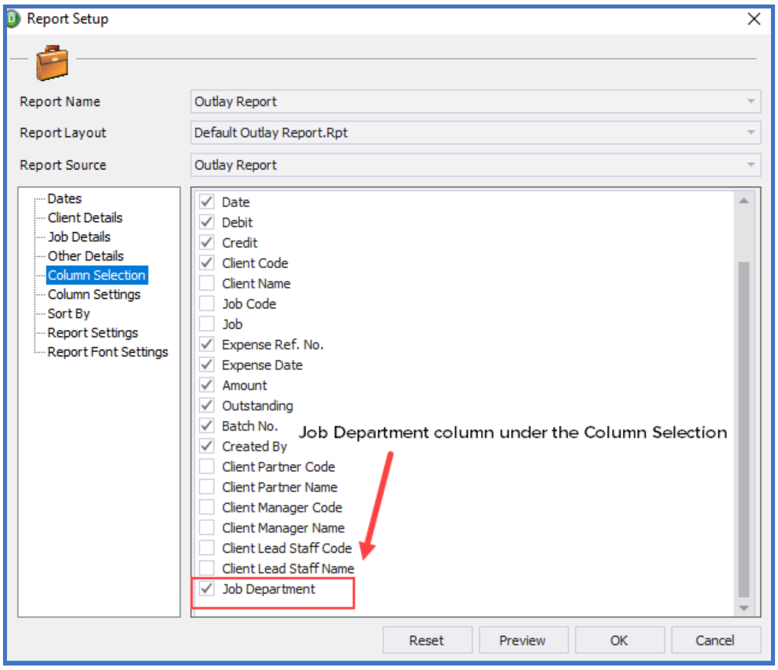
WIP Category	Director Units	Director Value	Senior Manager Units	Senior Manager Value	Manager Units	Manager Value	Senior Administrator Units	Senior Administrator Value	Administrator Units	Administrator Value	Support (Other) Units	Support (Other) Value	Unassign Units	Unassign Value
Administration and Planning													2.00	20.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18.00	198.00	0.00	0.00	162.00	2,507.50

Date	Client Code	Client Name	Job	Staff Code	Staff Name	WIP Code	WIP Description	Units	Rate	Amo
26/07/2017		Clarke Cosmetics Limited	CT	JW	Julie Williamson	REP	Reports	2.00	10.00	20.
										20.(
										20.(

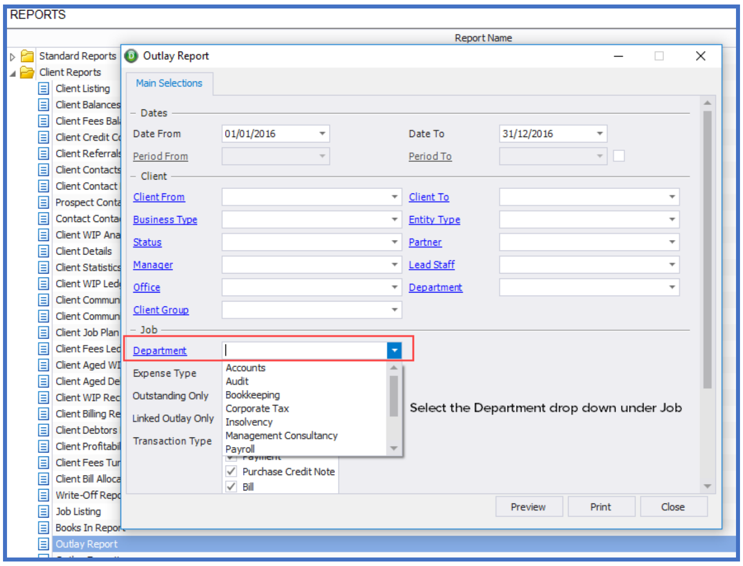
OUTLAY REPORT NEW COLUMN

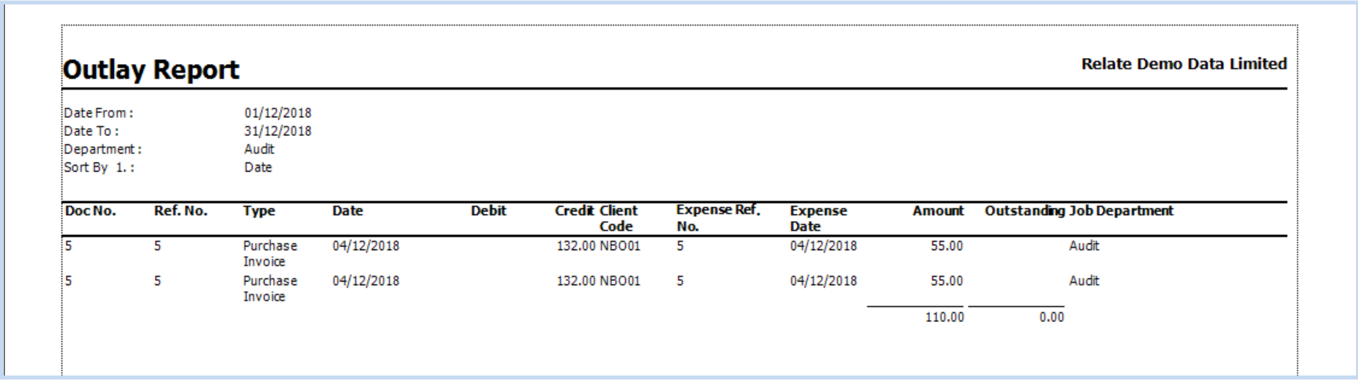
We have added a new column for [**Job Department**] to the Outlay Report and an option to filter by Job Department.

To add this column to the Report, [**Open**] the report and from Column Selection you can tick the new column.



To Filter the Report by Job Department, click the 'Department' dropdown and select the appropriate Job department.





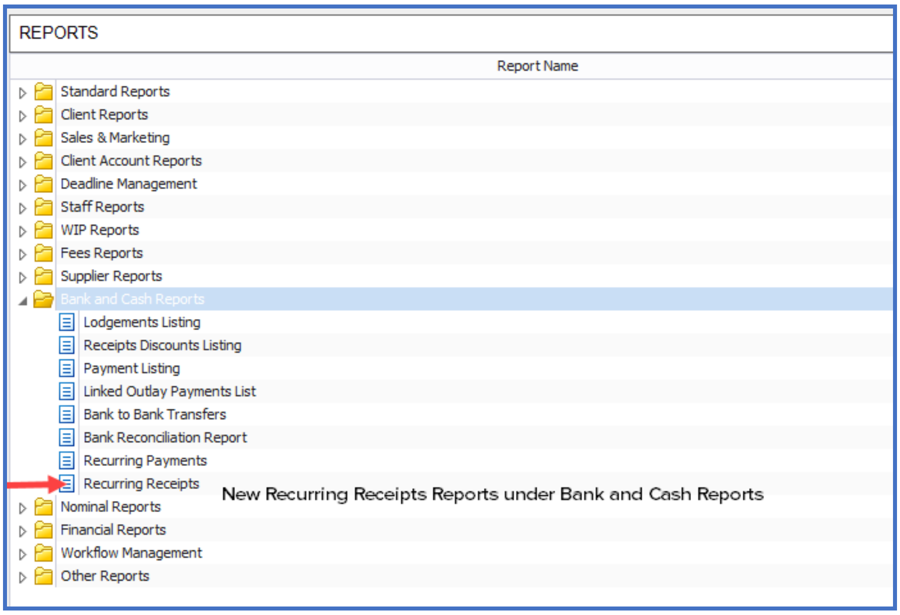
Outlay Report — Relate Demo Data Limited

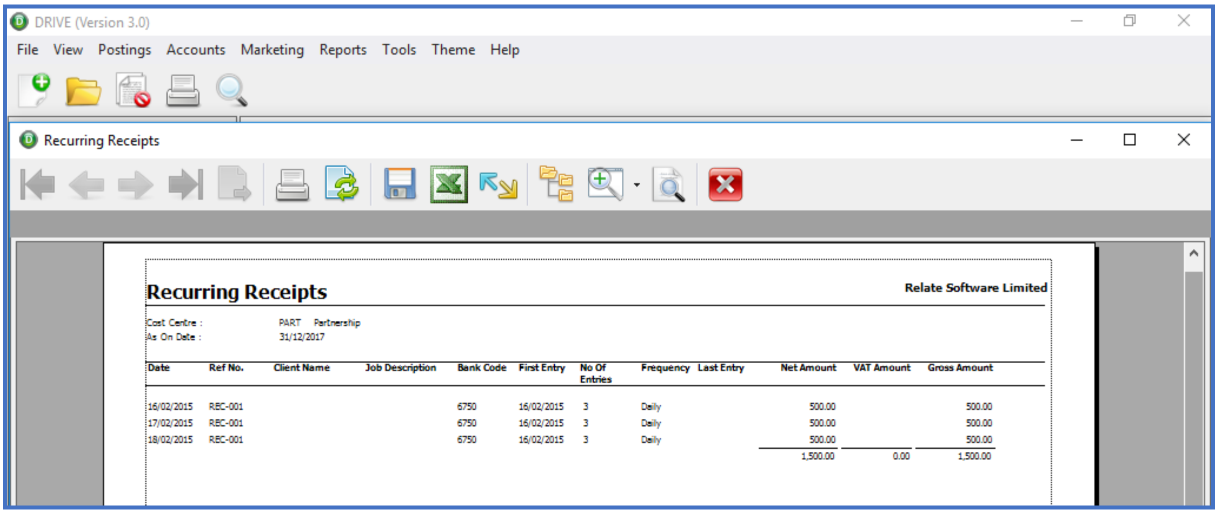
Date From : 01/12/2018
Date To : 31/12/2018
Department : Audit
Sort By 1. : Date

Doc No.	Ref. No.	Type	Date	Debit	Credit	Client Code	Expense Ref. No.	Expense Date	Amount	Outstanding	Job	Department
5	5	Purchase Invoice	04/12/2018		132.00	NBO01	5	04/12/2018	55.00			Audit
5	5	Purchase Invoice	04/12/2018		132.00	NBO01	5	04/12/2018	55.00			Audit
									110.00	0.00		

NEW RECURRING RECEIPT REPORT

We have introduced a new **Recurring Receipts Report** under the Bank and Cash Reports.





Recurring Receipts — Relate Software Limited

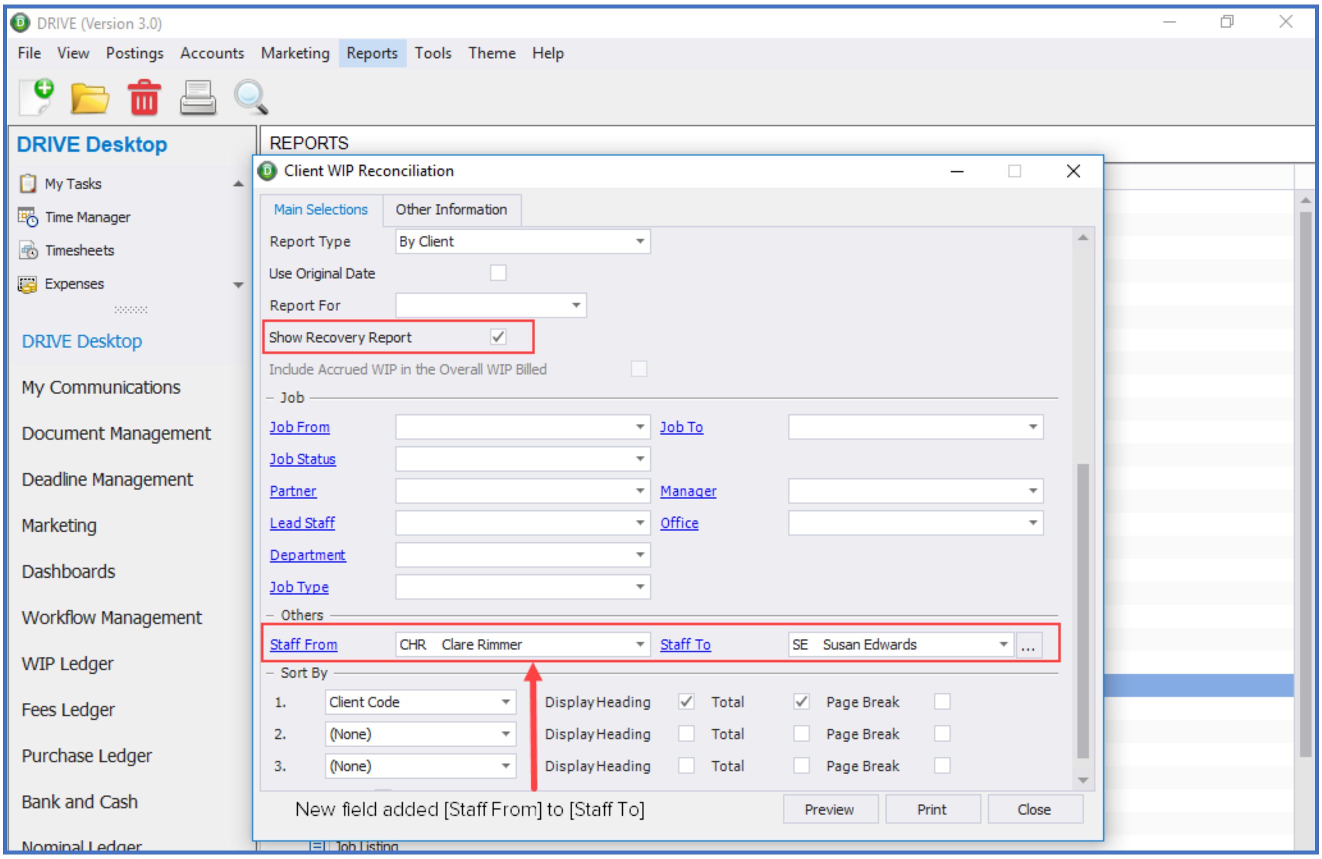
Cost Centre : PART Partnership
As On Date : 31/12/2017

Date	Ref No.	Client Name	Job Description	Bank Code	First Entry	No Of Entries	Frequency	Last Entry	Net Amount	VAT Amount	Gross Amount
16/02/2015	REC-001			6750	16/02/2015	3	Daily		500.00		500.00
17/02/2015	REC-001			6750	16/02/2015	3	Daily		500.00		500.00
18/02/2015	REC-001			6750	16/02/2015	3	Daily		500.00		500.00
									1,500.00	0.00	1,500.00

CLIENT WIP RECONCILIATION REPORT – INDIVIDUAL STAFF SELECTION

We have added **Staff From**/**Staff To** as a filter option to the Client WIP Reconciliation Report. Show Recovery Report will be enabled if you select the same **Staff From** and **Staff To**.

Note: this option is applicable to the Report Type **By Staff** only. This will show you the transaction details of how it is calculated on a pro-rata basis.



The Show Recovery Report tick box is only enabled if selecting the same **Client From**/**Client To**. This option is applicable for Report Type other than **By Staff.** You can see the detail transactions for the Client or Job.

Note: Any other combination of Report Type except [**By Staff**] and [**Staff Selection**] i.e. [**Staff From**] to [**Staff To**], the calculation will not be on pro-rata basis. The report will be based on the actual data posted against that staff. The calculation will be on a pro-rata basis when the report type is [**By Staff**].

CLIENT & CONTACT DATABASE

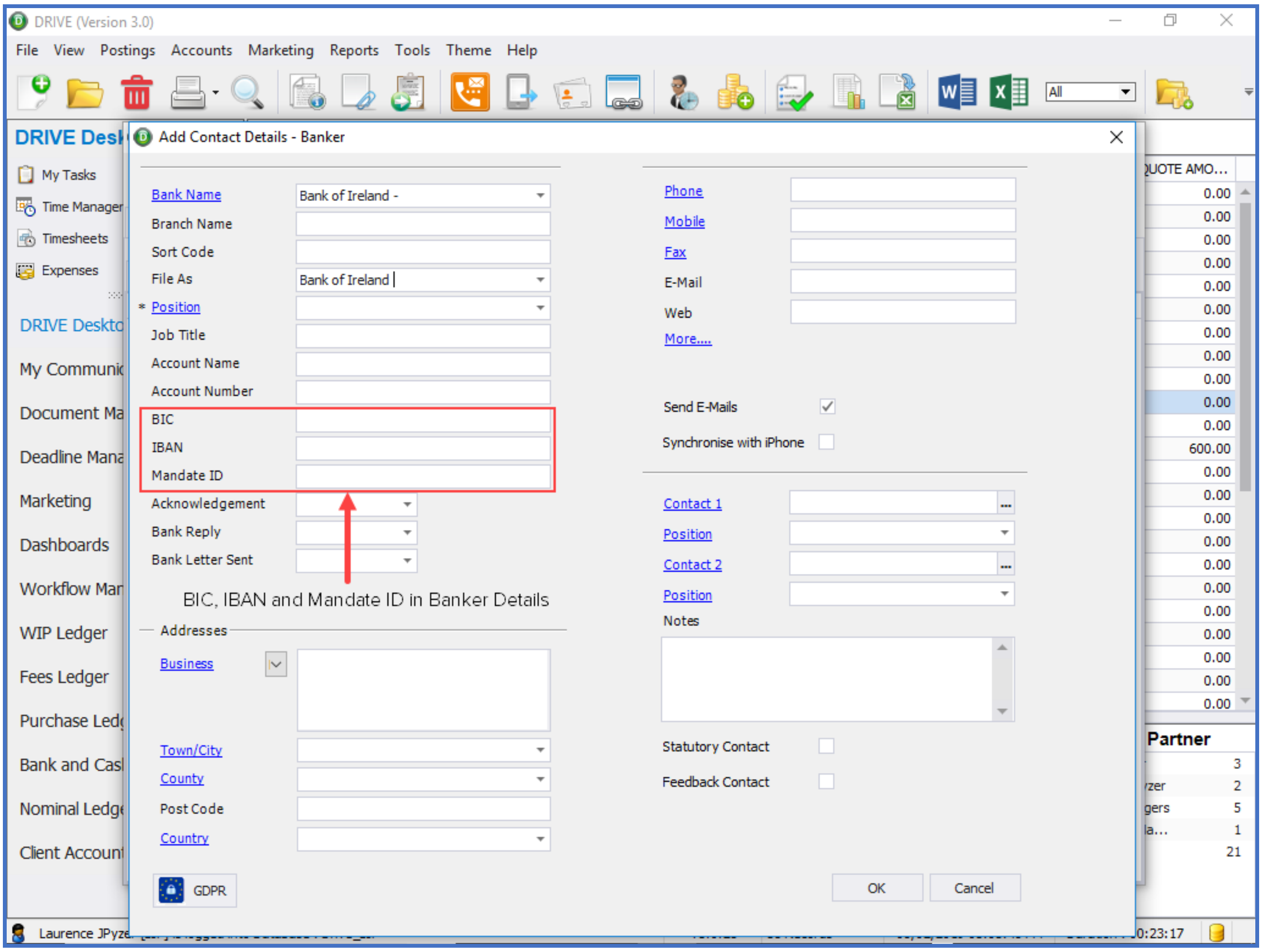
BANKER DETAILS – NEW BIC, IBAN AND MANDATE ID FIELDS

We have added 3 new fields in the contact type Banker details.

BIC [Bank Identifier Code]

IBAN [International Bank Account Number]

Mandate ID [Unique Reference number]

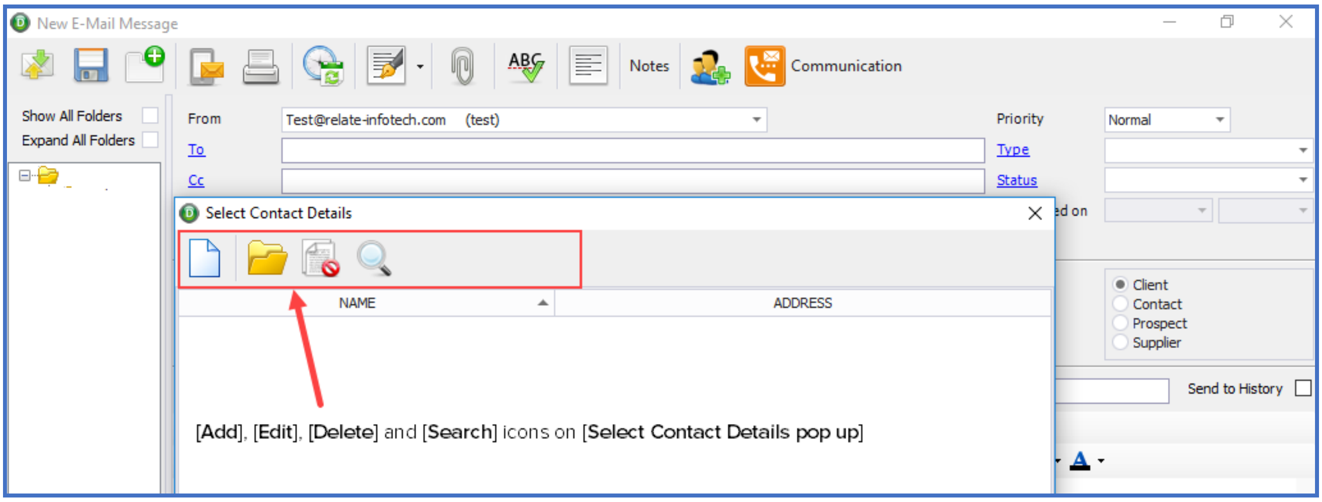


CONTACT DETAILS – NEW ADD, EDIT, DELETE & SEARCH ICONS

We have added Add, Edit, Delete and Search icons in All Communications Types; Phone, SMS, Fax, E-Mail, Document and Memos.

The new icons have been added to the [**Select Contact Details**] window.

If you have already selected the [**Client**] from the Communication window, click on the [**Contact**] hyperlink. The [**Select Contact Details**] window will have the new icons.



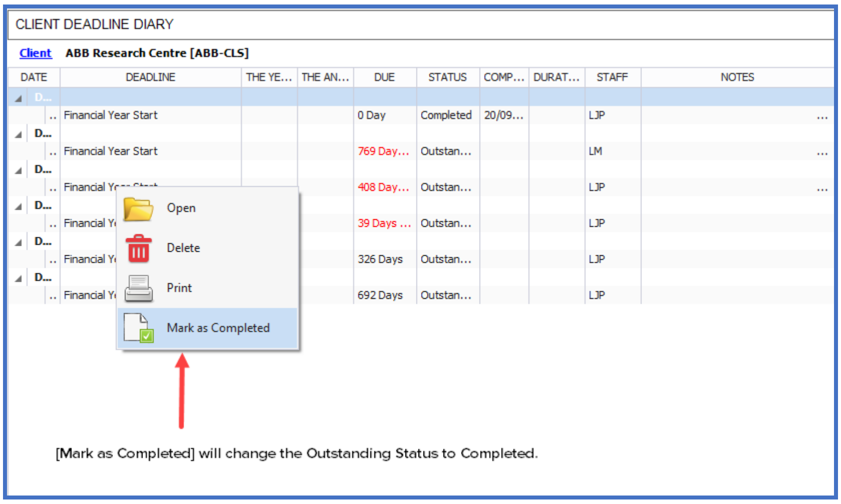
Note: If your client name is not selected and you click on the [**Contact**] hyperlink, the [**Select Contact Name & Details**] will appear on your screen.

DEADLINE MANAGEMENT

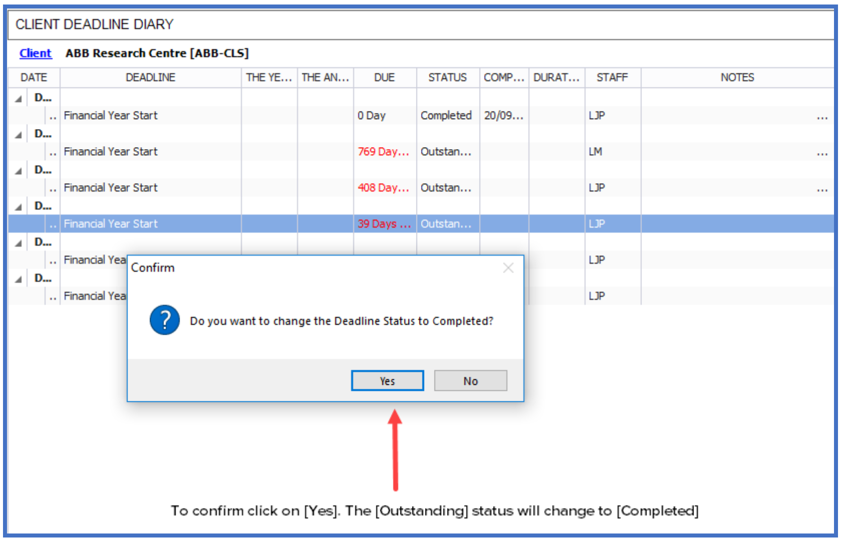
CLIENT AND STAFF DEADLINE DIARY - NEW 'MARK AS COMPLETED' OPTION

We have added an option [**Mark as Completed**] in [**Client Deadline Diary**] and [**Staff Deadline Diary**]. This new option will allow you to change the deadline status to completed in a single click.

To access this option right click on the outstanding deadline record and click on [**Mark as Completed**].

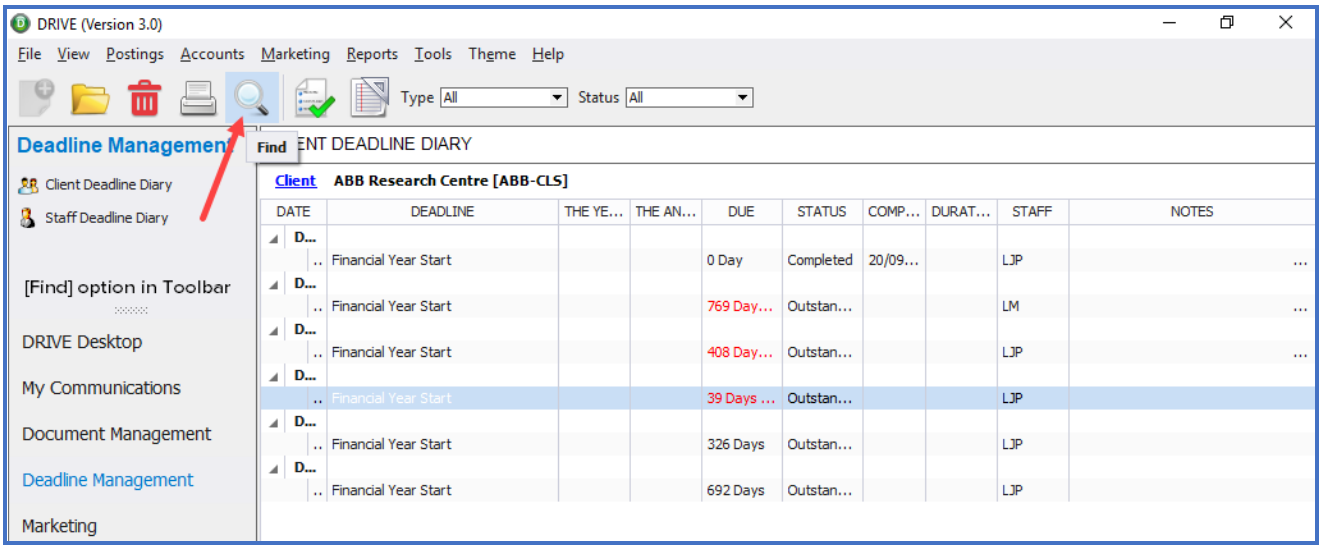


You will be asked to confirm that you want to change the outstanding deadline status to Completed, and it will be updated with today as the completed date.



CLIENT AND STAFF DEADLINE DIARY – NEW FIND OPTION

We have introduced a new [**Find**] option on the [**Client Deadline Diary**] and [**Staff Deadline Diary**] Toolbars in [**Deadline Management**].



CHANGE STAFF MEMBERS ASSIGNED TO DEADLINES

From the [**Client Deadline Date Setup]** under [**Workflow/ Deadline]** from the [**Tools**] menu, if you change the Staff, the existing staff will be replaced by the new staff. The old staff will be removed.

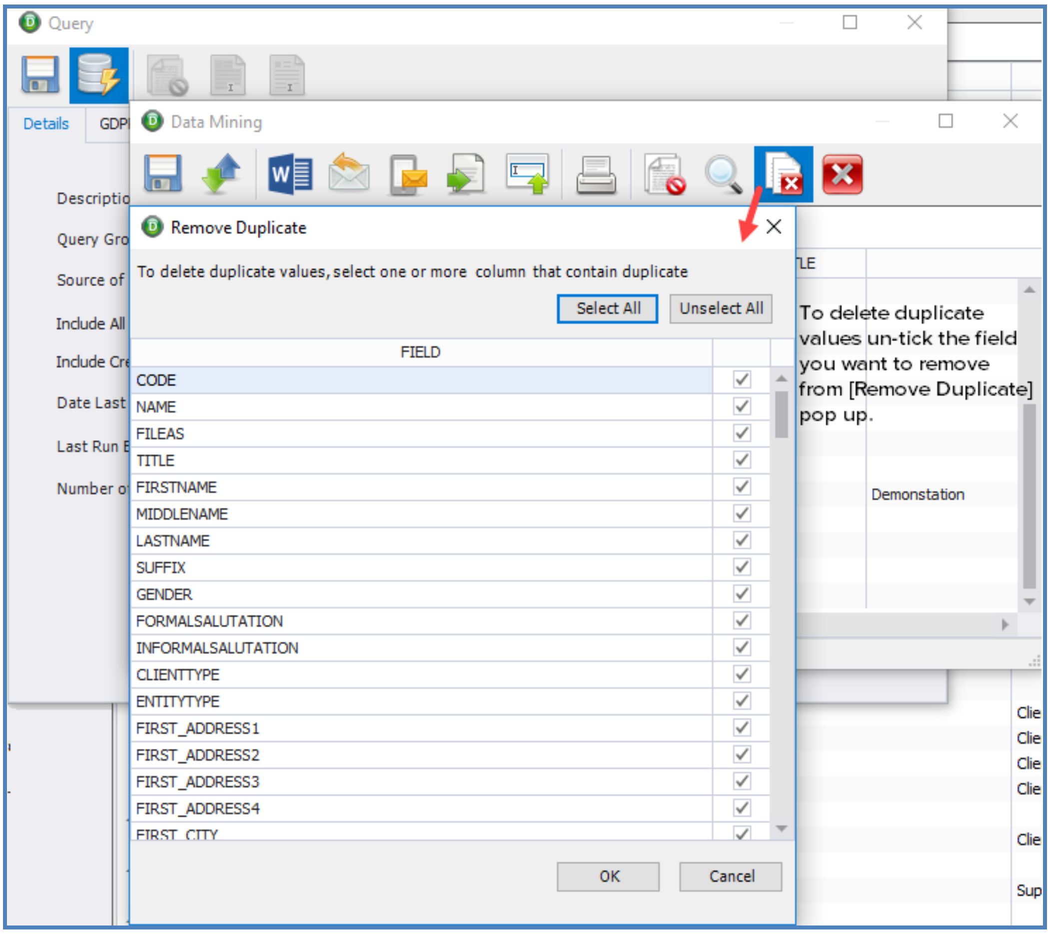
Note: this change is applicable to [**Outstanding**] and [**Completed**] Deadlines.

OTHER

DATA MINING - REMOVE DUPLICATES OPTION

In [**Marketing**], [**Data Mining**], we have added a 'Remove Duplicate' icon

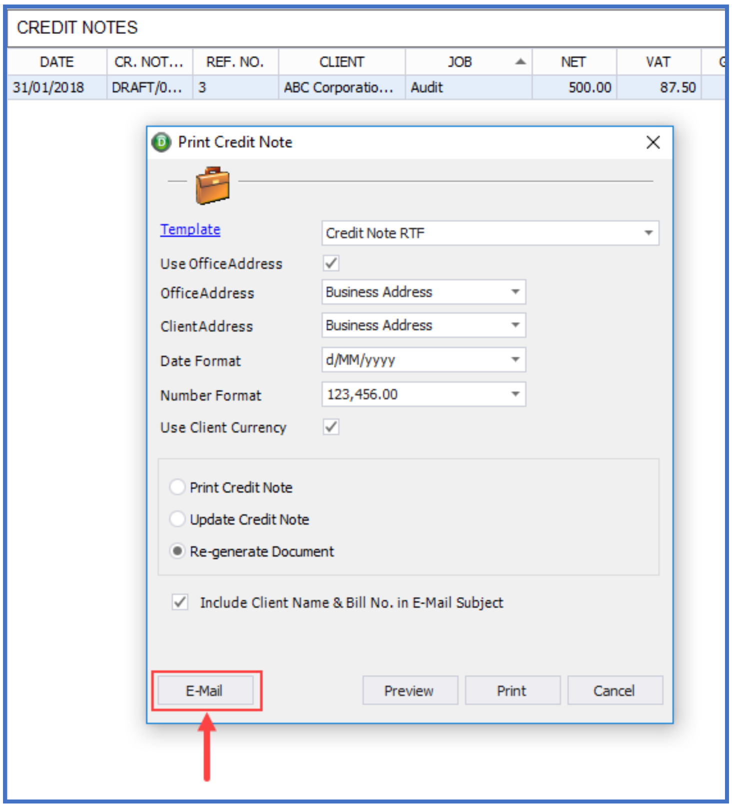
When you click on this option, you will be given the list of columns from which you want to remove duplicates, select as appropriate and click [**OK**].



CREDIT NOTES NEW OPTION TO E-MAIL

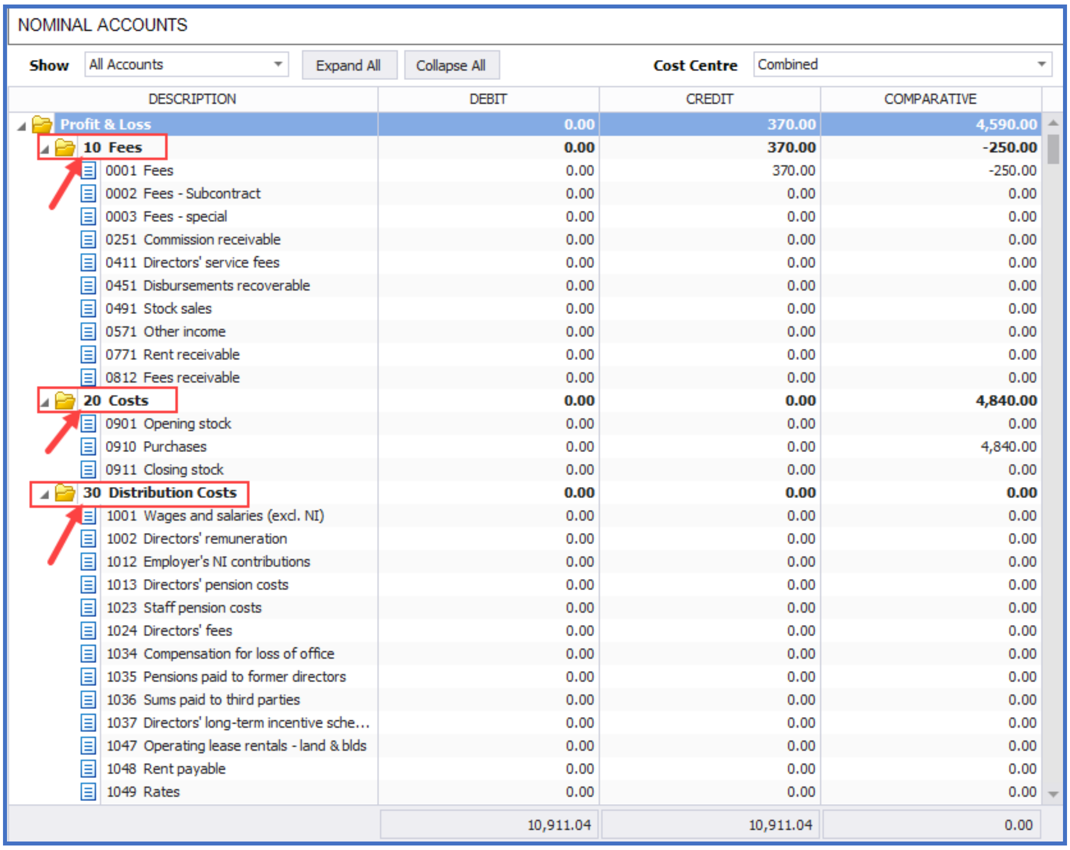
We have added an option to email [**Credit Notes**] similar to how you can currently email bills under the Fees Ledger section.

To [**E-Mail**] the credit note, right click on the Credit Note, select [**Print Credit Note**] and click on the [**E-Mail**] option.



NOMINAL ACCOUNTS – HEADINGS IN BOLD

For easier visibility the nominal account headers are now in bold.



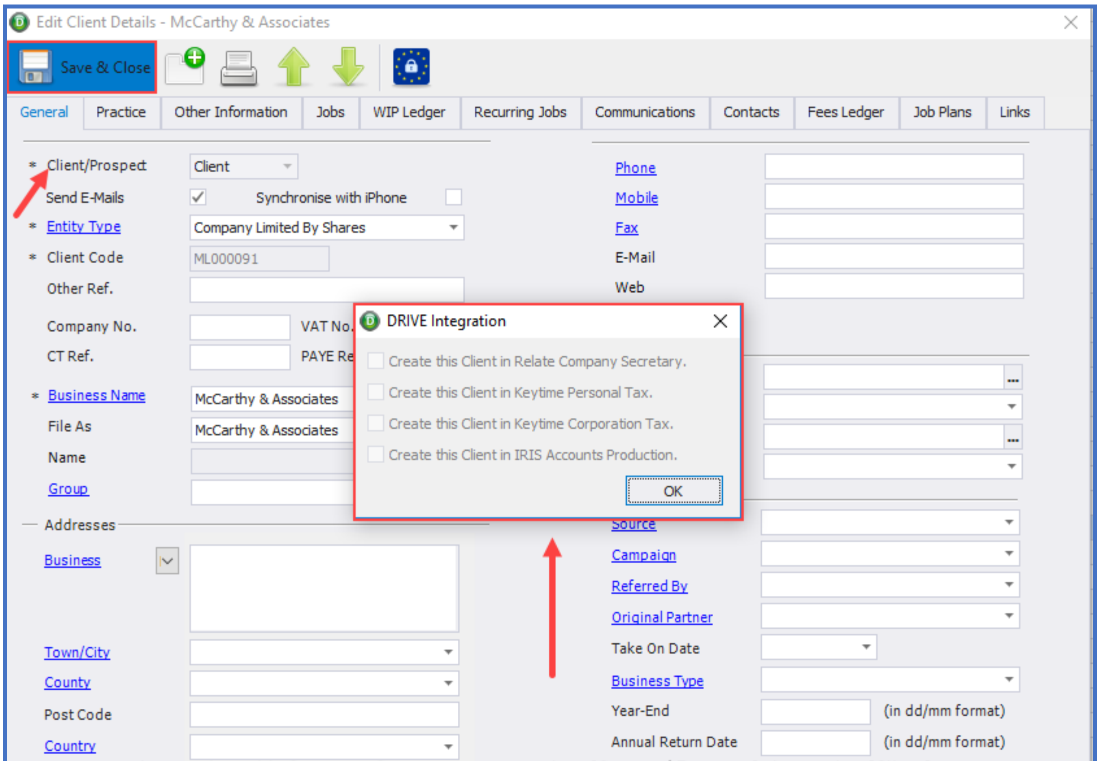
NOMINAL ACCOUNTS

Show All Accounts | Expand All | Collapse All | **Cost Centre** Combined

DESCRIPTION	DEBIT	CREDIT	COMPARATIVE
Profit & Loss	**0.00**	**370.00**	**4,590.00**
10 Fees	**0.00**	**370.00**	**-250.00**
0001 Fees	0.00	370.00	-250.00
0002 Fees - Subcontract	0.00	0.00	0.00
0003 Fees - special	0.00	0.00	0.00
0251 Commission receivable	0.00	0.00	0.00
0411 Directors' service fees	0.00	0.00	0.00
0451 Disbursements recoverable	0.00	0.00	0.00
0491 Stock sales	0.00	0.00	0.00
0571 Other income	0.00	0.00	0.00
0771 Rent receivable	0.00	0.00	0.00
0812 Fees receivable	0.00	0.00	0.00
20 Costs	**0.00**	**0.00**	**4,840.00**
0901 Opening stock	0.00	0.00	0.00
0910 Purchases	0.00	0.00	4,840.00
0911 Closing stock	0.00	0.00	0.00
30 Distribution Costs	**0.00**	**0.00**	**0.00**
1001 Wages and salaries (excl. NI)	0.00	0.00	0.00
1002 Directors' remuneration	0.00	0.00	0.00
1012 Employer's NI contributions	0.00	0.00	0.00
1013 Directors' pension costs	0.00	0.00	0.00
1023 Staff pension costs	0.00	0.00	0.00
1024 Directors' fees	0.00	0.00	0.00
1034 Compensation for loss of office	0.00	0.00	0.00
1035 Pensions paid to former directors	0.00	0.00	0.00
1036 Sums paid to third parties	0.00	0.00	0.00
1037 Directors' long-term incentive sche…	0.00	0.00	0.00
1047 Operating lease rentals - land & blds	0.00	0.00	0.00
1048 Rent payable	0.00	0.00	0.00
1049 Rates	0.00	0.00	0.00
	10,911.04	10,911.04	0.00

CONTACT TO CLIENT CONVERSION

If you change a [**Contact or Prospect**] in DRIVE to a [**Client**], then you will now be given an option to integrate that Client with Relate Company Secretary.



Integration with Company Secretary appears when [Contact/ Prospect] changed to [Client]

MAKING TAX DIGITAL

OVERVIEW

HMRC have mandated the use of Making Tax Digital services to digitally record transactions and submit VAT returns for VAT periods commencing on or after 1st April 2019. This means that all VAT-registered businesses with taxable turnover above the VAT threshold will be required to submit VAT returns digitally.

To ensure you are compliant, we have introduced a new feature which will enable you to digitally file VAT Returns using MTD services for your practice.

SIGNING UP WITH HMRC FOR MAKING TAX DIGITAL

In order to use Making Tax Digital services users must register with HMRC. For further information see HMRC's detailed guidance at https://www.gov.uk/guidance/sign-up-for-making-tax-digital-for-vat.

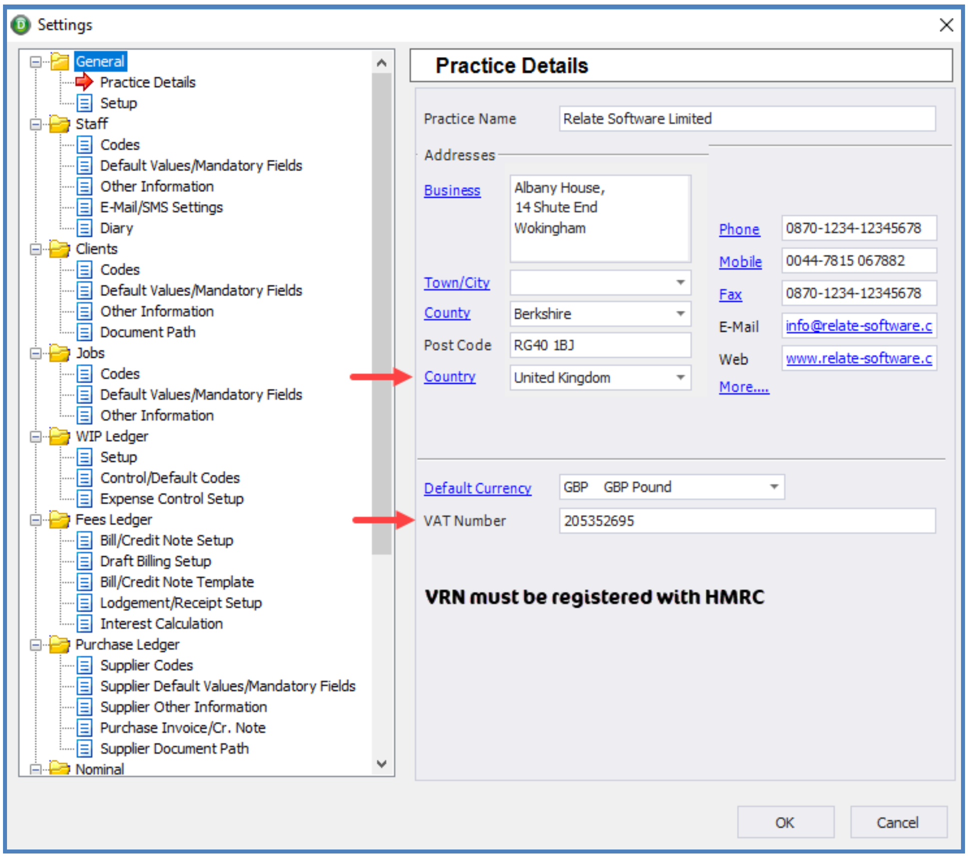
Once you have registered with HMRC for MTD you will **not be able** to file a VAT Return using the old method. Only register with HMRC when you are ready to file using MTD services.

You should ensure that you have signed up at least a week before you intend filing your next VAT return. Note in particular that if you are currently paying VAT by direct debit, you cannot sign up in the 7 working days leading up to, or the 5 working days after your VAT Return is due.

Step 1: To setup this new feature from within DRIVE, go to [**Tools**], [**Settings**], [**General**], [**Practice Details**] and enter

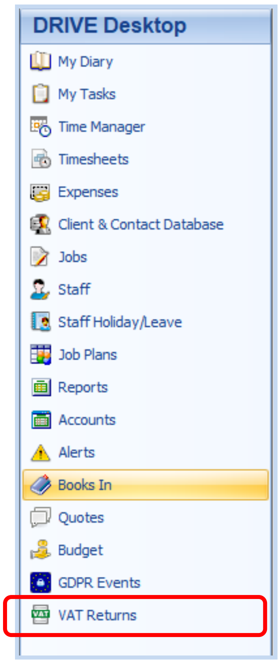
1. the Country of Incorporation, which must be United Kingdom or Northern Ireland and
2. The VAT Registration Number (VRN) of the practice

You will then be able to access 'VAT Returns' on the left panel under the desktop module. From here you will also be able to access the old version of the VAT Return (if the last finalised VAT Return end date is less than 31st March 2019). In all other cases old VAT Returns can be viewed using the Reports module.

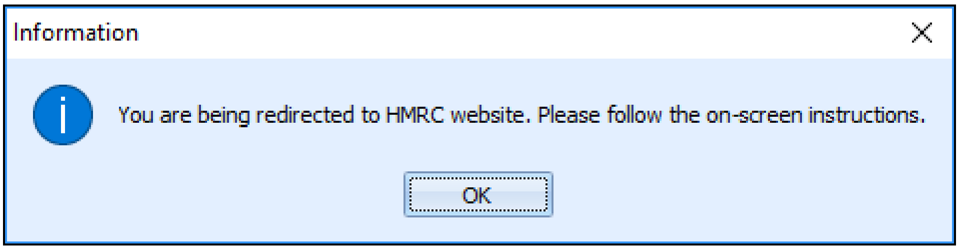


AUTHORISATION PROCESS

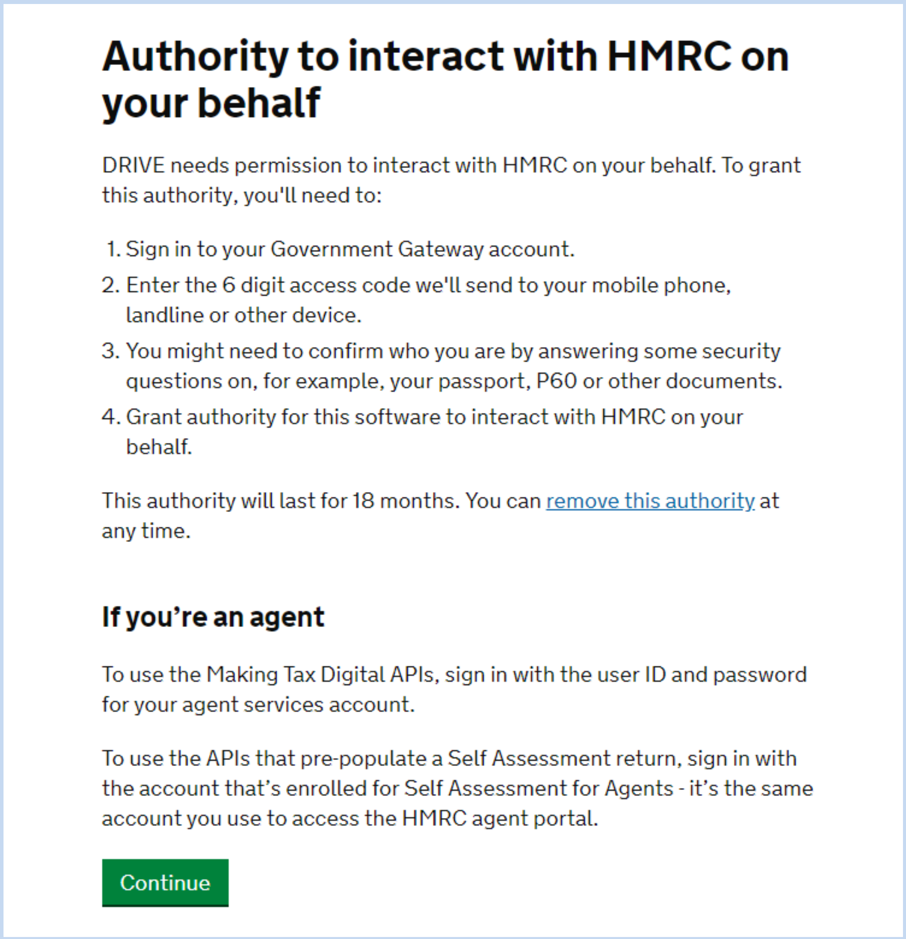
Step 2: Is the Authorisation process. To setup the Authorisation select 'VAT Returns' from the [**DRIVE Desktop**].



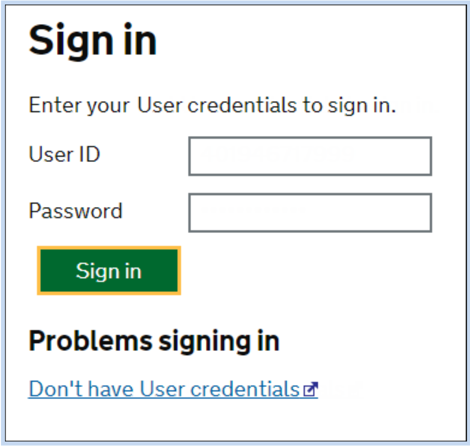
You will be notified that you are being redirected to HMRC website where you will need to follow the prompts to authorise DRIVE to interact with HMRC on your behalf.



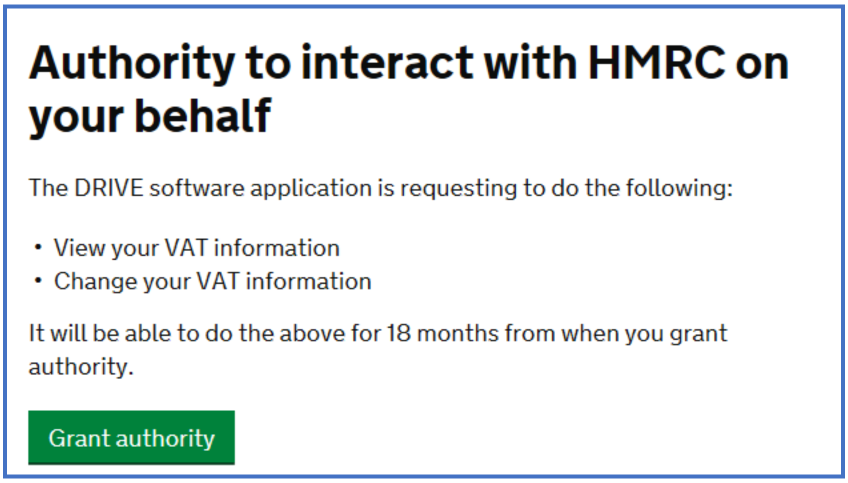
Select [**OK**].



Select [**Continue**] after reading all of the relevant details.

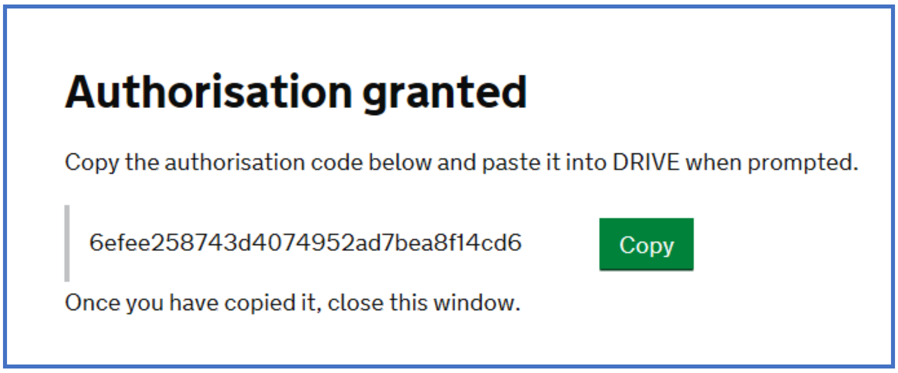


Enter your [**User ID**] and [**Password**] and click on [**Sign in**] to continue. These details are your Agent/Business ID and Password as provided by HMRC, please contact HMRC directly for any queries relating to your User ID or Password.

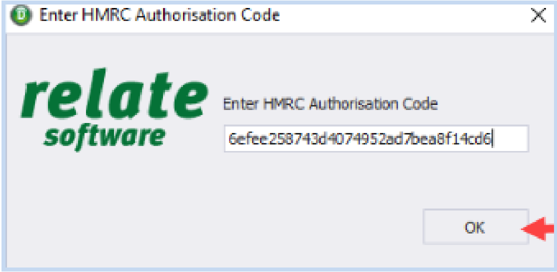


You are now ready to grant DRIVE authorisation to interact with HMRC. Select [**Grant authority**] to continue.

Authorisation will be granted and an Authorisation code will appear. Select [**Copy**].

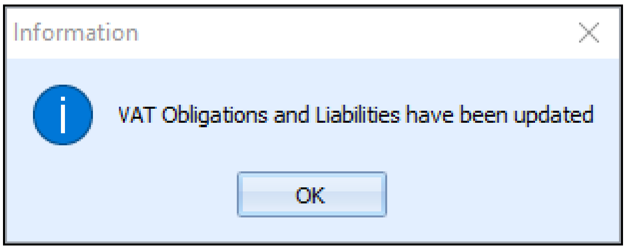


Return to DRIVE, a window requesting the authorisation code will appear, click into the field and right-click and select [**Paste**].



Then select [**OK**].

When Authorisation has been granted DRIVE will make a call to HMRC, requesting all outstanding VAT liabilities and obligations from HMRC for the practice. You will be notified when this action has been completed, select [**OK**].



At all other times VAT obligations and Liabilities will be updated automatically 30 days before the end of the next VAT period end date. The information returned from HMRC will automatically be displayed on screen in the VAT Return module. In the example on the next page you can see 3 separate VAT Periods, two which show as [**Fulfilled**] and one which is [**Open**].

NEW VAT RETURN WINDOW

The new VAT Return window includes the following new columns.

1. **Start Date** → This refers to your VAT Return period start date.
2. **End Date** → This refers to your VAT Return period end date.
3. **Due Date** → This refers to the VAT Return Due Date.
4. **Date Received** → This refers to the date HMRC received your VAT Return.
5. **Original Amount** → This refers to the VAT Return amount submitted and due to HMRC.
6. **Outstanding Amount** → This refers to the outstanding amount still due to HMRC for the return.

7. **Return Status** → This refers to the VAT return status with HMRC. The Status types are: [**Open**] or [**Fulfilled**].

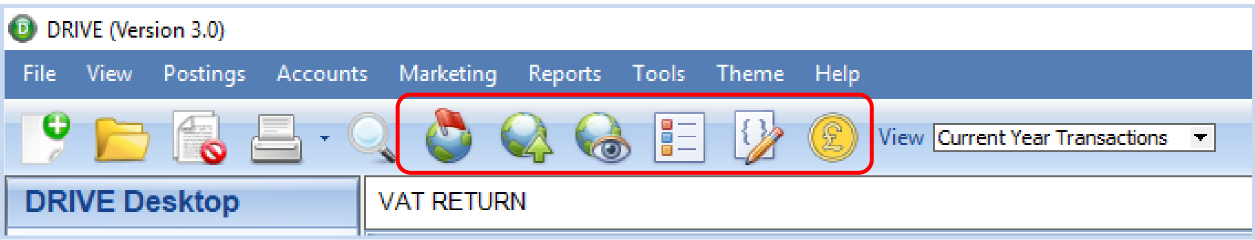
   Open indicates that you have a VAT Return due to HMRC for that period

   Fulfilled indicates that you have already submitted the return to HMRC and you have received confirmation from HMRC that it has been received by them.

NEW ICONS ON THE VAT RETURN WINDOW

The new VAT Return window includes the following new icons.

1. **Generate** → This option will generate the VAT Return of the highlighted VAT Return.
2. **Submit** → This option will submit the VAT Return to HMRC of the highlighted VAT Return.
3. **View Return** → This option will display the VAT Return Report.
4. **VAT Payment** → This option will retrieve the VAT payments made to HMRC for VAT.
5. **Liability** → This option will retrieve the VAT Liabilities recorded by HMRC.
6. **Make a Payment** → This option will redirect you to the HMRC website where you can pay your VAT liabilities.



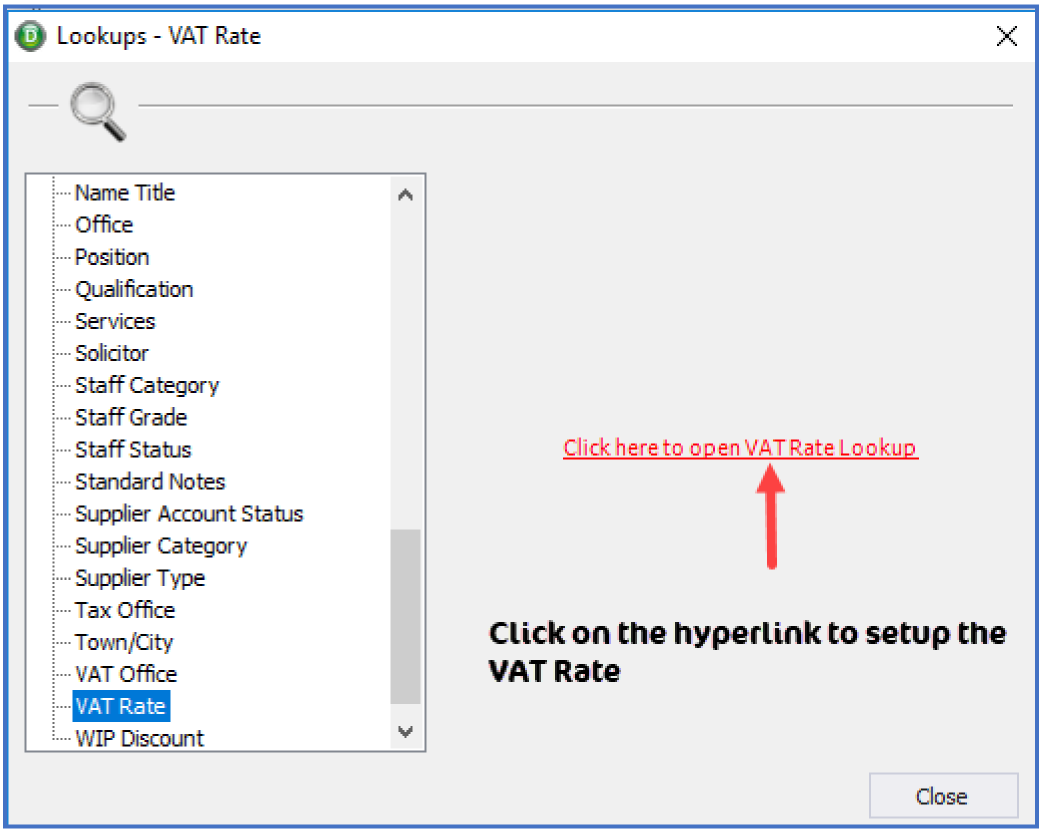
NOTIONAL VAT IN DRIVE

OVERVIEW

DRIVE has also introduced 'Notional VAT Rates' so as to ensure users can accurately report VAT due on acquisitions from other EC Member States and VAT reclaimed on purchases and other inputs from other EC Member States.

SETTING UP NOTIONAL VAT RATES

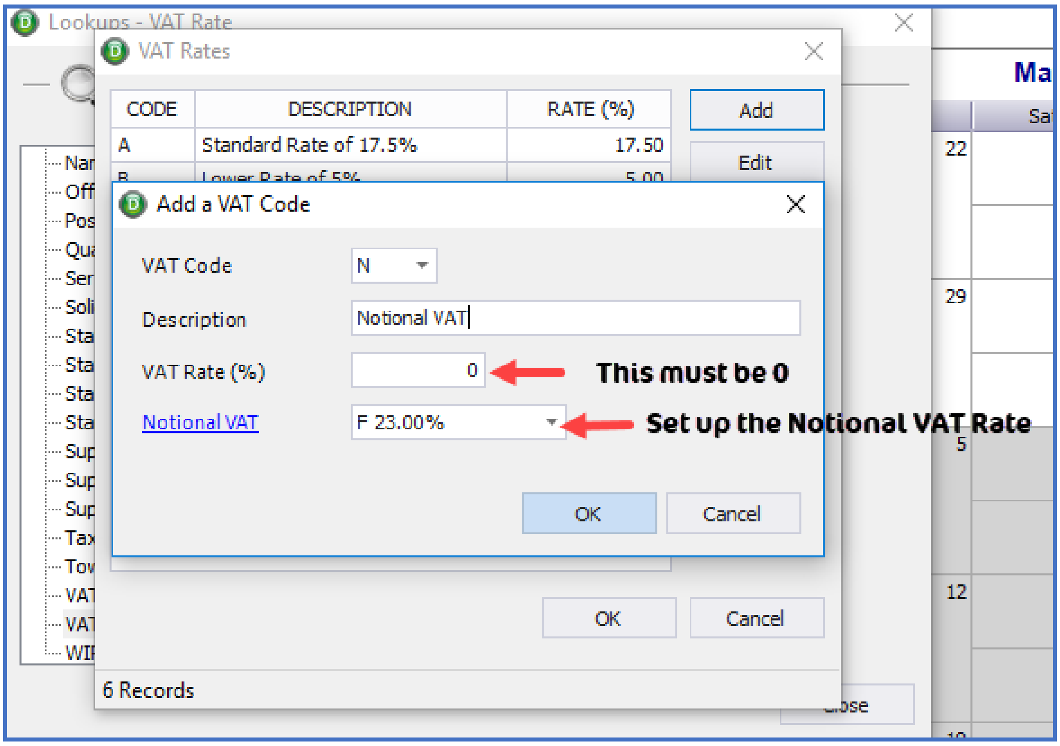
Step 1: From [**Tools**], select [**Lookup**] then select [**VAT Rate**].



Step 2: Click on the hyperlink, all existing VAT Rates will be displayed.

Step 3: Click [**Add**] to create the notional VAT Rate or [**Edit**] an existing Zero Rated VAT Code.

Heading	Description
VAT Code	Enter a VAT code for Notional VAT.
Description	Enter the Description for the VAT code.
VAT Rate (%)	For Notional VAT, the VAT Rate percentage must be 0.
Notional VAT	Select the VAT rate for the Goods or Services. E.g. for an Irish supplier, the VAT Code can be 23% as Standard. It can be a reduced rate as well.



When posting a transaction where notional VAT is applicable you will use the 0% VAT Code. The transactions will be posted with 0 VAT.

Notional VAT Rates will only affect the VAT Return, not the posting or nominal code balance.

On the generated VAT Return the VAT on the Purchase Invoice will be calculated at the Notional VAT Rate (e.g. 20% and will show in box 2 and 4 in the VAT Summary).

On the printed report you will also see the Notional postings.

NOTIONAL VAT TRANSACTIONS ON REPORTS

The Notional VAT will appear on your VAT Return Report.

The VAT Rate Breakdown section will show you the Notional VAT Code separately, with Totals for Net, VAT & Gross for all notional VAT transactions.

VAT Return Report **Page No. 1**

From Month : July/2017
To Month : September/2017

Summary

VAT Payable/ (Repayable)	**-183.50**
VAT on Sales/Outputs	533.75
VAT due on acquisitions from other EC Member States	0.00
Total VAT due	533.75
VAT on Purchases/Inputs	717.25
	-183.50

VAT Rate Breakdown : Sales/Outputs — **Current Period**

VAT Code	VAT Description	VAT Rate	Net	VAT	Gross
A	Standard Rate of 17.5%	17.50	1,250.00	218.75	1,468.75
C	Standard Rate of 21%	21.00	1,500.00	315.00	1,815.00
Totals			2,750.00	533.75	3,283.75

VAT Rate Breakdown : Purchases/Inputs — **Current Period**

VAT Code	VAT Description	VAT Rate	Net	VAT	Gross
A	Standard Rate of 17.5%	17.50	3,300.00	577.50	3,877.50
D	Special Rate of 21.5%	21.50	650.00	139.75	789.75
N	Notional VAT	0.00	1,000.00	0.00	1,000.00
Z	Zero Rate	0.00	1,300.00	0.00	1,300.00
Totals			6,250.00	717.25	6,967.25

The VAT Input Details section will show you all the individual notional VAT transactions along with their details [rate, %, doc & ref no's, date, customer/supplier, net, vat and gross amounts].

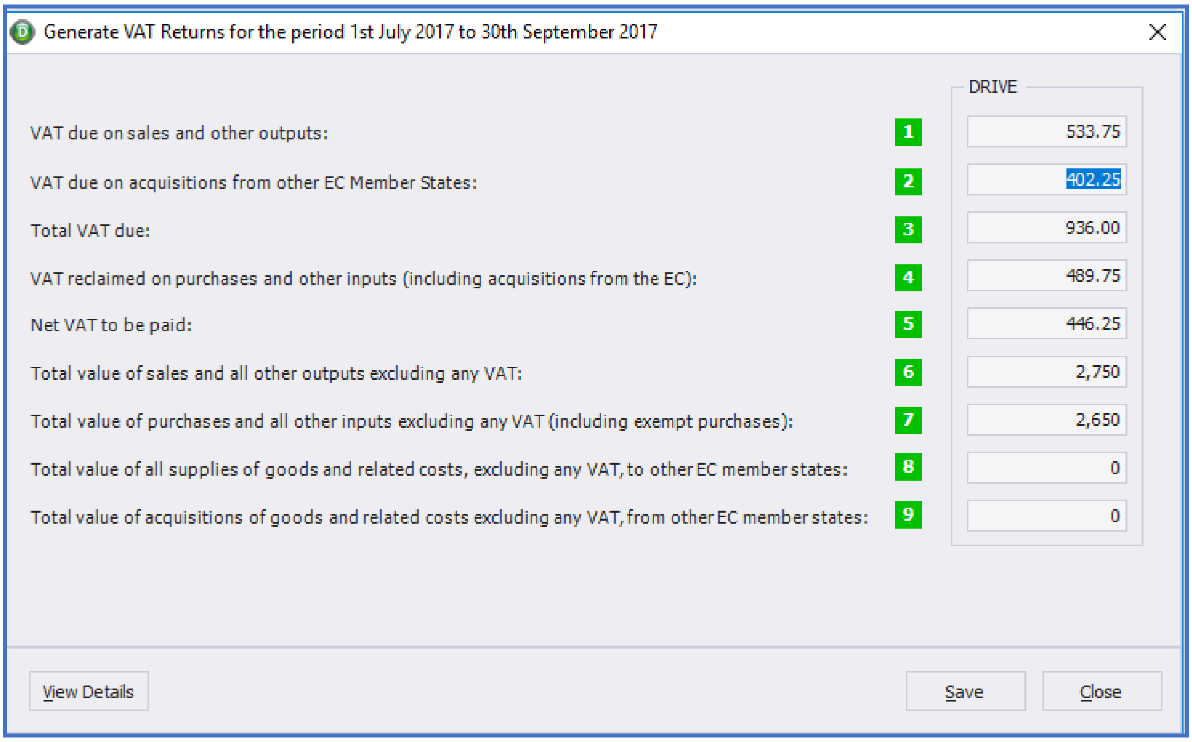
VAT Return Report **Page No. 3**

From Month : July/2017
To Month : September/2017

VAT Input Details

VAT	Rate %	Doc No.	Ref No	Trans Date	Trans Type	Customer Code	Customer Name	Nom A/C	Net	VAT	Gross
A	17.50	4	4	02/01/2017	Purchase Invoice	AUT004	Automatic Electric Ltd.	7138	500.00	87.50	587.50
A	17.50	5	5	19/07/2017	Purchase Invoice	GAT012	Gatsby Antiques (UK) Limited	7138	800.00	140.00	940.00
A	17.50	1	1	01/08/2017	Purchase Invoice	GAT012	Gatsby Antiques (UK) Limited	7138	500.00	87.50	587.50
A	17.50	2	2	02/08/2017	Purchase Invoice	AUT004	Automatic Electric Ltd.	7138	1,500.00	262.50	1,762.50
Sub Totals									3,300.00	577.50	3,877.50
D	21.50	3	3	07/08/2017	Purchase Invoice	SOM005	Sullivan Corporation	7138	650.00	139.75	789.75
Sub Totals									650.00	139.75	789.75
N	0.00	8	Notional-1	20/08/2017	Purchase Invoice	EUR002	EURO Supplier	7138	1,000.00	0.00	1,000.00
Sub Totals									1,000.00	0.00	1,000.00
Z	0.00	6	6	08/03/2017	Purchase Invoice	TES001	Thompson Retail Store	7138	600.00	0.00	600.00
Z	0.00	7	7	10/08/2017	Purchase Invoice	GAT012	Gatsby Antiques (UK) Limited	7138	700.00	0.00	700.00
Sub Totals									1,300.00	0.00	1,300.00
Totals									6,250.00	717.25	6,967.25

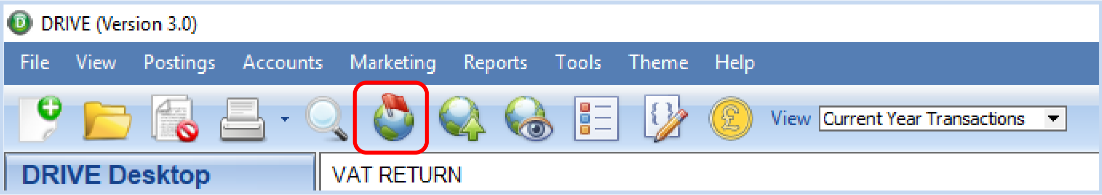
And on the 'Generate VAT Returns' summary, the Notional VAT amounts will be displayed in **Box 2** [**VAT due on acquisitions from other EC Member States**] and in **Box 4** [**VAT reclaimed on purchases and other inputs (including acquisitions from the EC)**].


Generate VAT Returns for the period 1st July 2017 to 30th September 2017
DRIVE
VAT due on sales and other outputs:
1
533.75
VAT due on acquisitions from other EC Member States:
2
402.25
Total VAT due:
3
936.00
VAT reclaimed on purchases and other inputs (including acquisitions from the EC):
4
489.75
Net VAT to be paid:
5
446.25
Total value of sales and all other outputs excluding any VAT:
6
2,750
Total value of purchases and all other inputs excluding any VAT (including exempt purchases):
7
2,650
Total value of all supplies of goods and related costs, excluding any VAT, to other EC member states:
8
0
Total value of acquisitions of goods and related costs excluding any VAT, from other EC member states:
9
0
View Details
Save
Close

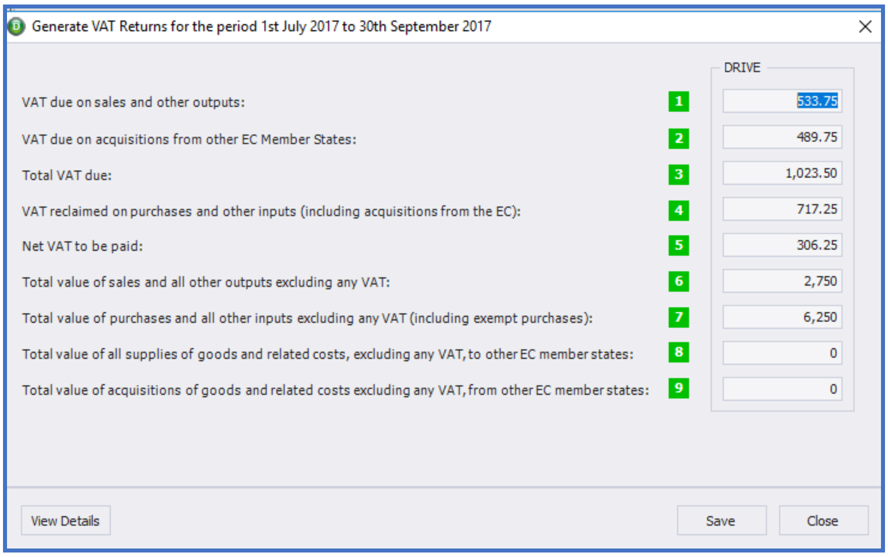
GENERATE & SUBMIT

TO GENERATE A VAT RETURN

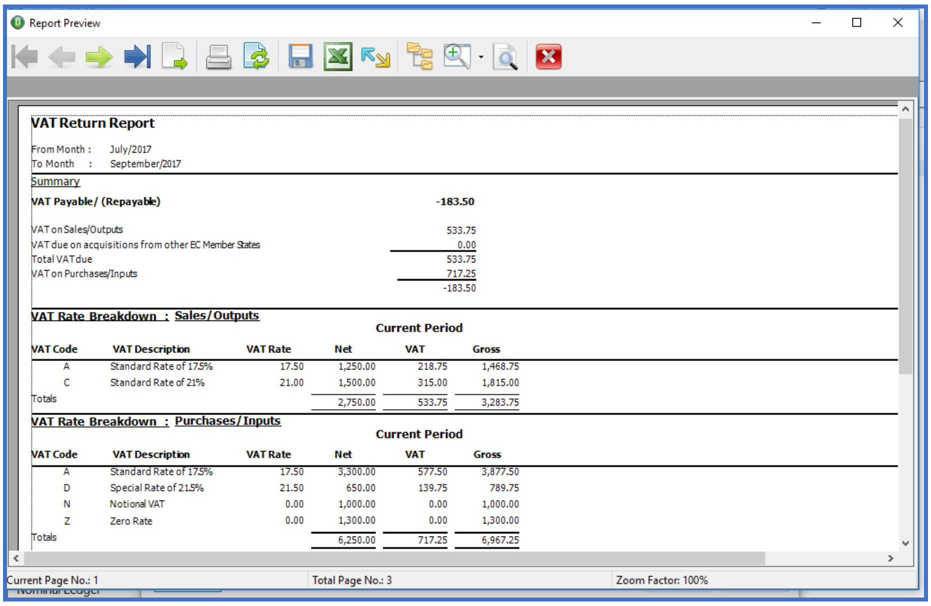
To generate a VAT Return, highlight the appropriate VAT Return period in the VAT Return browse, then click the [**Generate**] icon. You must select an [**Open**] period.



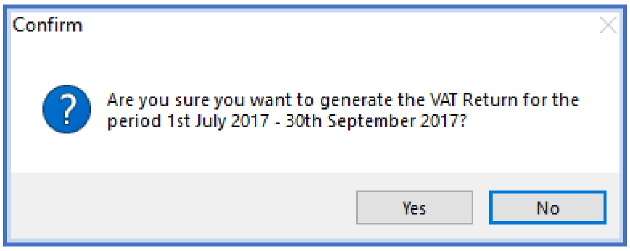
The Generate VAT Return window will appear, showing the summary VAT Figures



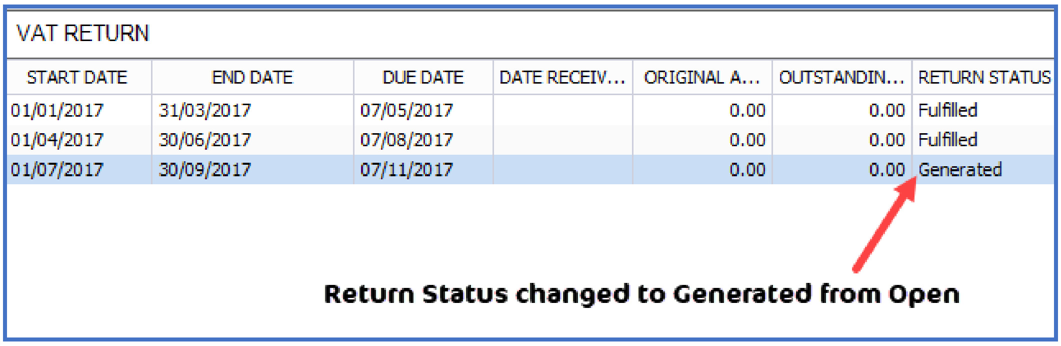
To see the detailed VAT Return breakdown click on the [**View Details**] icon.



Once you are happy with the figures generated then click the [**Save**] icon. You will get the following message



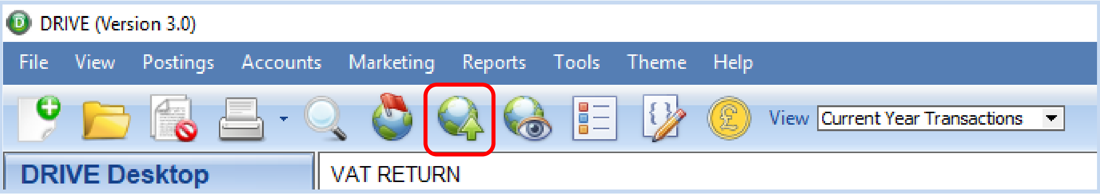
Click [**Yes**] to close the window and update the Return Status of the VAT Return. On the VAT Return window, the [**Return Status**] will be changed from [**Open**] to [**Generated**].


VAT RETURN

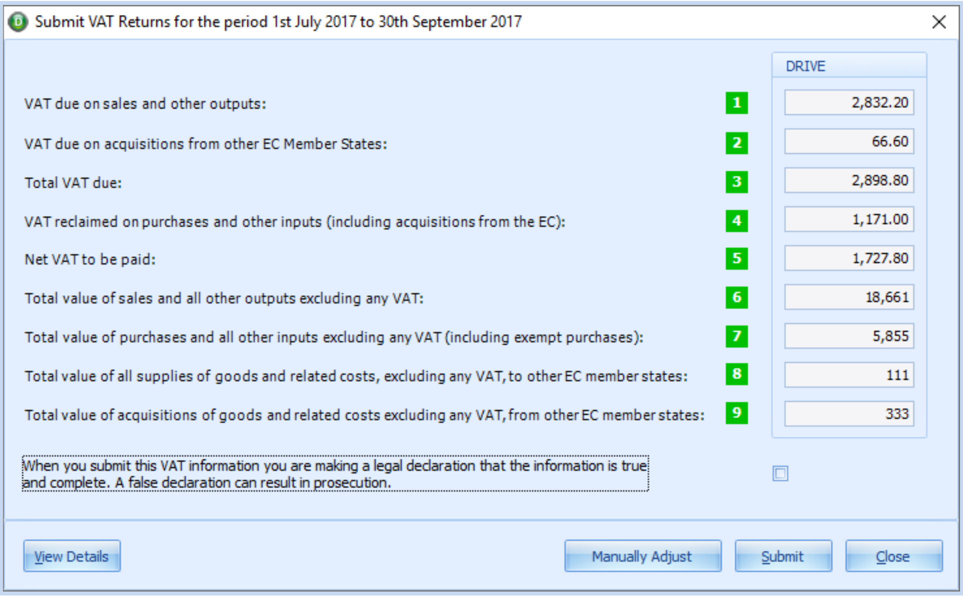
START DATE	END DATE	DUE DATE	DATE RECEIV...	ORIGINAL A...	OUTSTANDIN...	RETURN STATUS
01/01/2017	31/03/2017	07/05/2017		0.00	0.00	Fulfilled
01/04/2017	30/06/2017	07/08/2017		0.00	0.00	Fulfilled
01/07/2017	30/09/2017	07/11/2017		0.00	0.00	Generated

TO SUBMIT THE VAT RETURN

To submit a VAT Return, highlight the appropriate VAT Return period in the VAT Return browse, then Click the [**Submit**] icon.



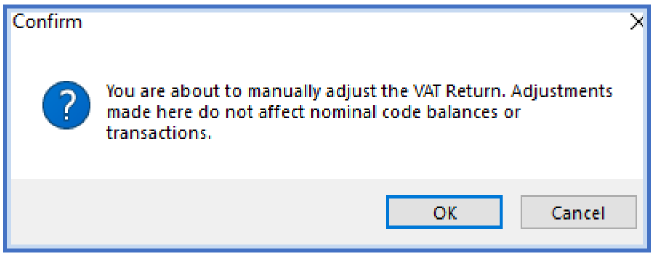
The figures which were calculated when the VAT Return was Generated will be displayed.



MANUAL ADJUSTMENT OF VAT RETURN

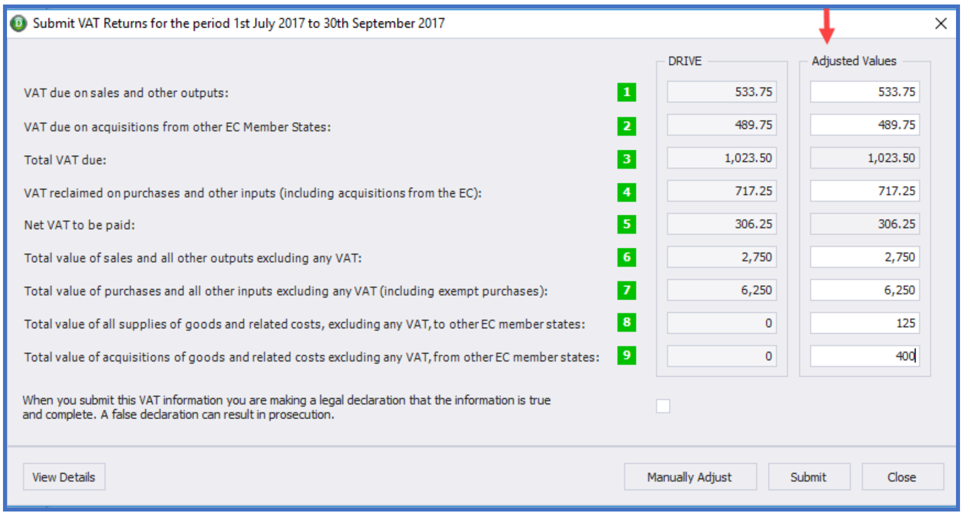
There is also an option to [**Manually Adjust**] the figures on the return before submitting your VAT return to HMRC. This allows for situations which DRIVE does not handle, such as flat rate VAT.

Click the [**Manually Adjust**] option, the following message will appear advising you that any adjustment which you make will not affect the nominal code balance or transactions.



Click [**OK**].

An additional column [**Adjusted Values**] will appear which will duplicate the figures in the [**DRIVE**] column but allow for edits to the non calculated boxes e.g. the values of **Total VAT Due** [Box 3] and **Net VAT to be paid** [Box 5] cannot be adjusted. These two boxes will be read-only.

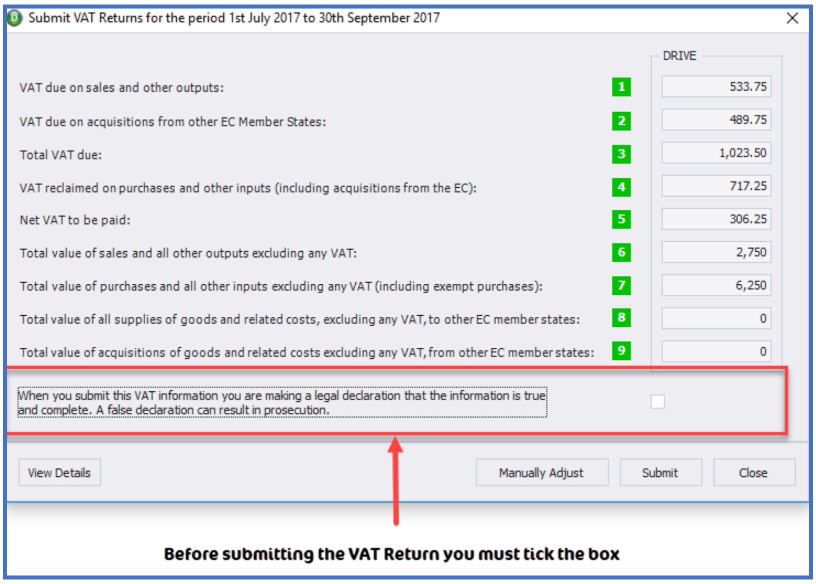


FINALISE VAT RETURN SUBMISSION

You will only be able to submit the VAT Return to HMRC when you have ticked the declaration checkbox. This is compulsory.

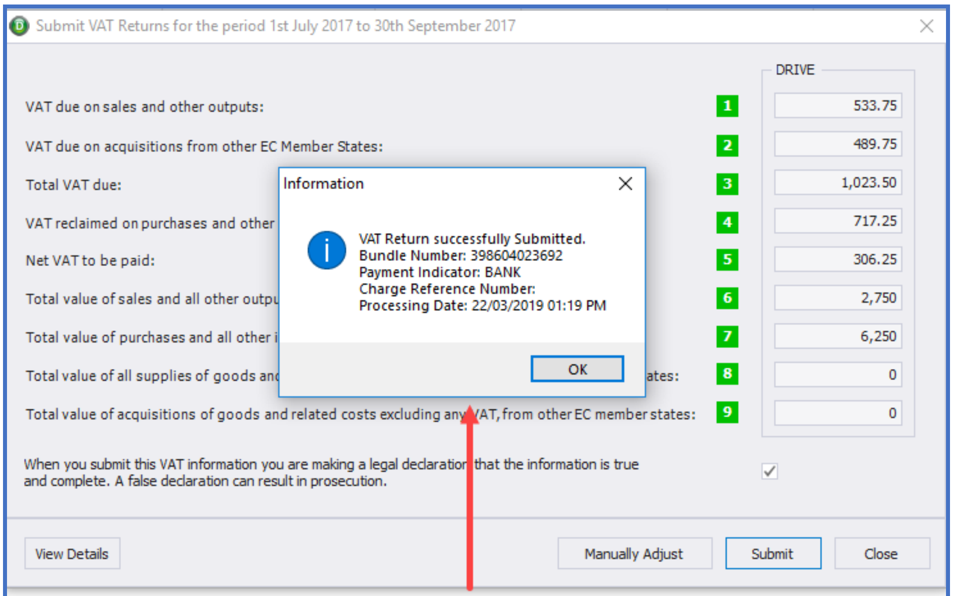
Declaration: When you submit this VAT information you are making a legal declaration that the information is true and compete. A false declaration can result in prosecution.

We strongly advise that you check and confirm that the figures which are displayed on screen are as expected and correct. If any figures are incorrect after a VAT Return has been submitted you will not be able to make any amendments on DRIVE, as per HMRC requirements any additional adjustments will have to be done directly through HMRC.



Click [**OK**] if you want to proceed with submitting the VAT Return to HMRC.

On successful submission, you will receive a confirmation message on your screen with the [**Bundle Number**], [**Payment Indicator**], [**Charge Reference Number**] and [**Processing Date and Time**.] See example below:

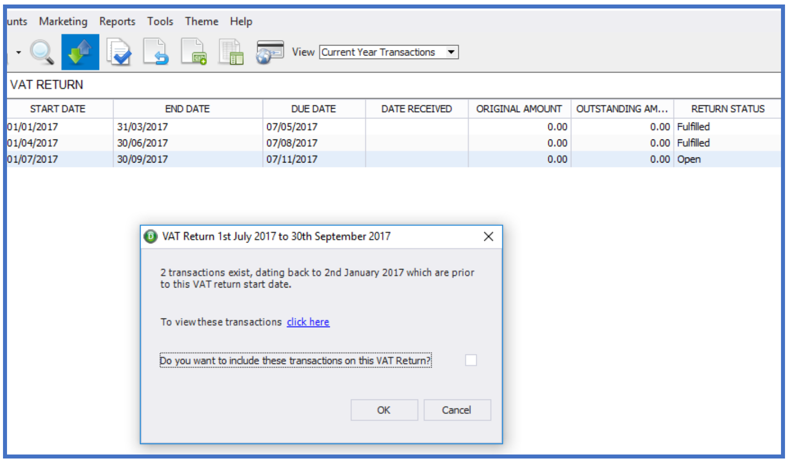


Confirmation message for VAT Return successfully submitted.

EXCEPTIONS THAT MAY OCCUR

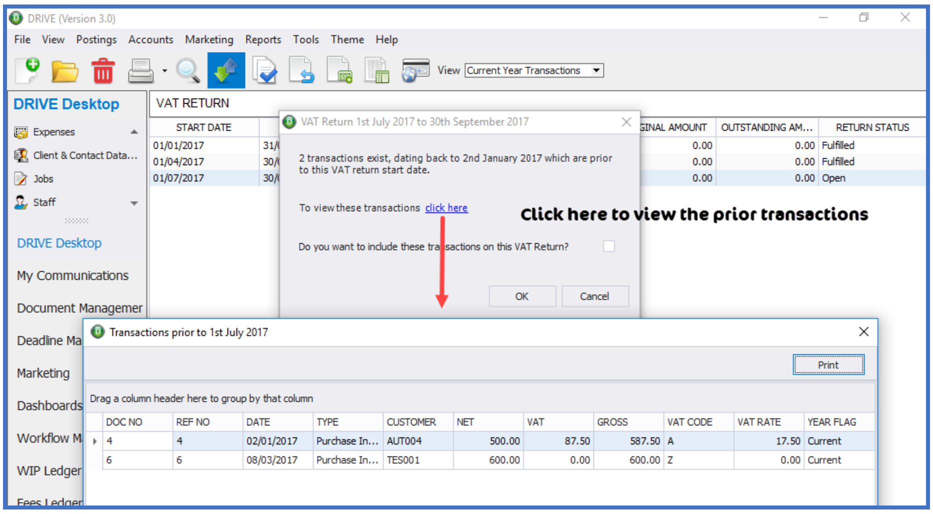
1. INCLUDE TRANSACTIONS PRIOR TO THE VAT RETURN START DATE

If there are VAT transactions recorded in the system dated prior to the VAT return start date and which have not been included in an earlier VAT Return then the following message will appear

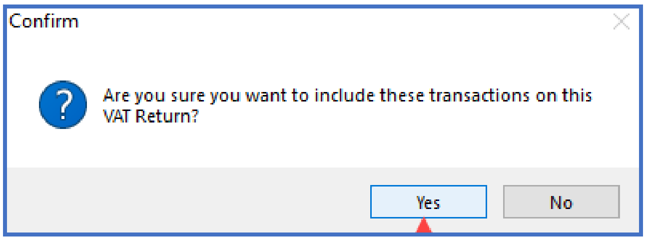


Tick [**Do you want to include these transactions on this VAT Return**] to include them in this VAT Return.

To view these transactions click on the [**click here**] hyperlink



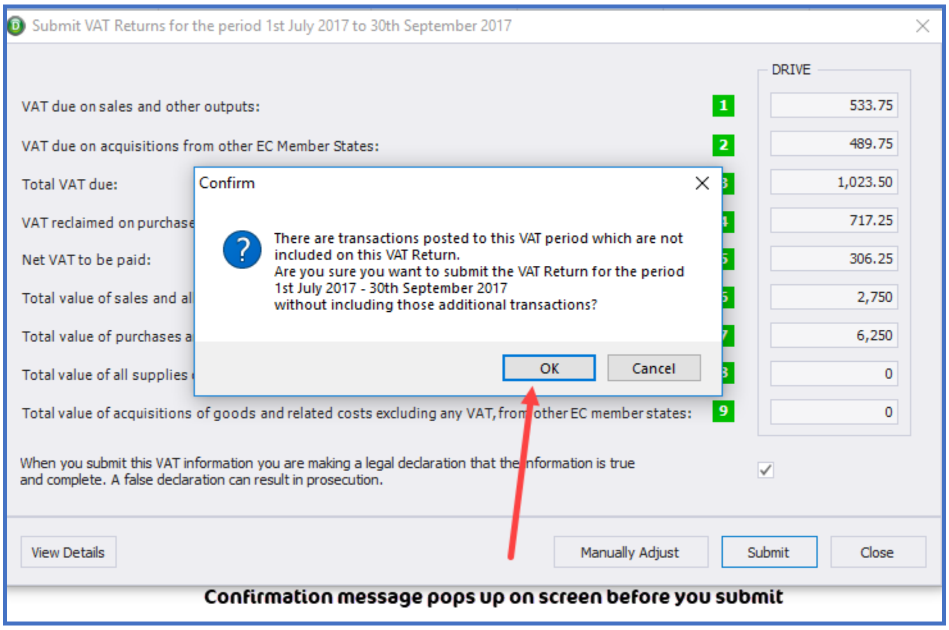
You will be asked to re-confirm that you want to include these transactions



Click [**Yes**] or [**No**].

2. TRANSACTIONS NOT INCLUDED IN THE RETURN

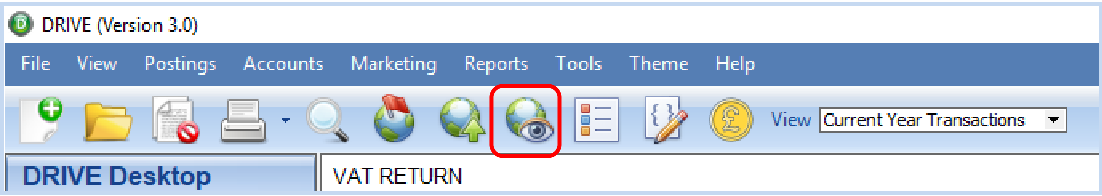
Before the final submission of the VAT Return to HMRC the system will perform an additional [Validation] check for transactions not being included in the return and will prompt you to confirm that you are happy to submit **without** these transactions. See example message below



Click [**OK**] to proceed with submitting the VAT Return to HMRC **without** these transactions or [**Cancel**] to abandon the submission and review the transactions.

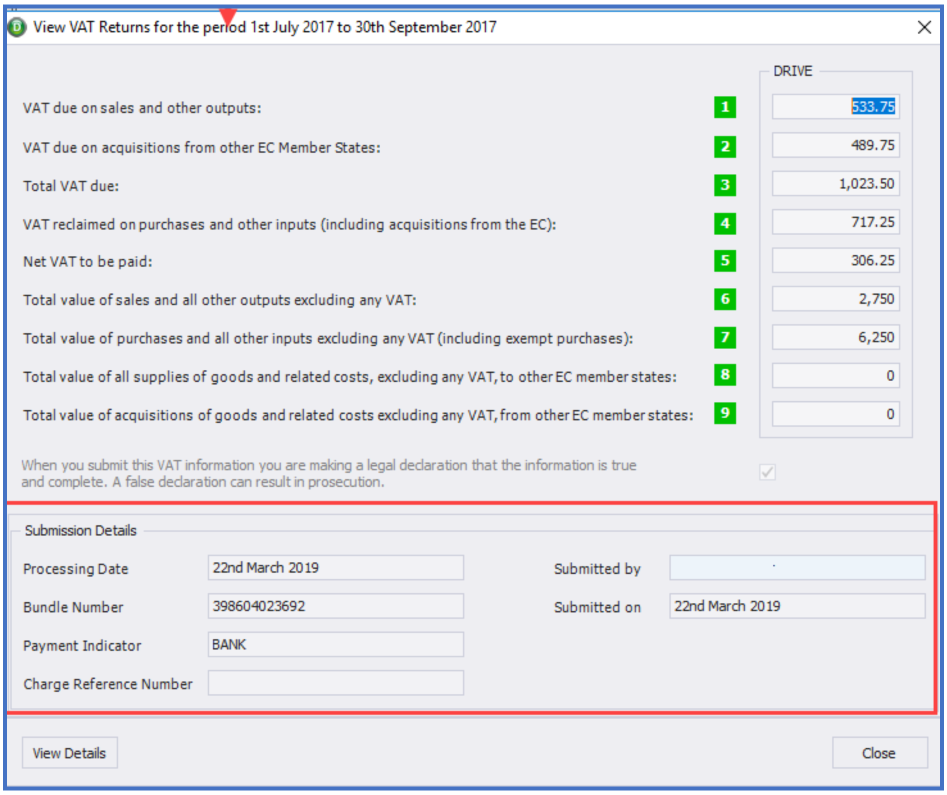
VIEWING YOUR VAT RETURN

To view your VAT Return, highlight the appropriate VAT Return and click on the [**View Return**] icon.



Along with the standard VAT Return details you will also be able to see the submission details:

Processing Date, Bundle Number, Payment Indicator, Charge Reference Number, Submitted by, and **Submitted on**.

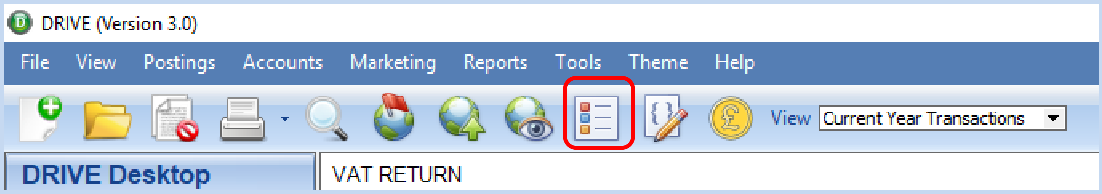


If you have adjusted the return you will also see the adjusted values column.

VAT PAYMENTS

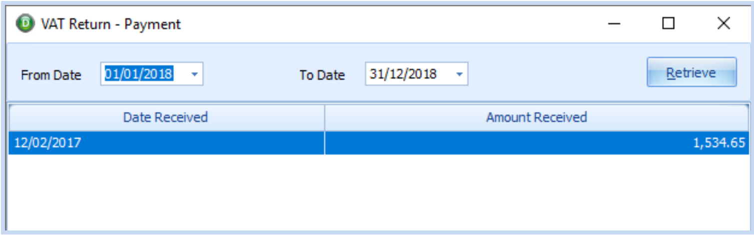
From the VAT Return browse you can view the Payments made to HMRC.

To view the Payments made to HMRC click the [**Payments**] icon.



Enter the start and end dates of the range you want to check and click the [**Retrieve**] icon.

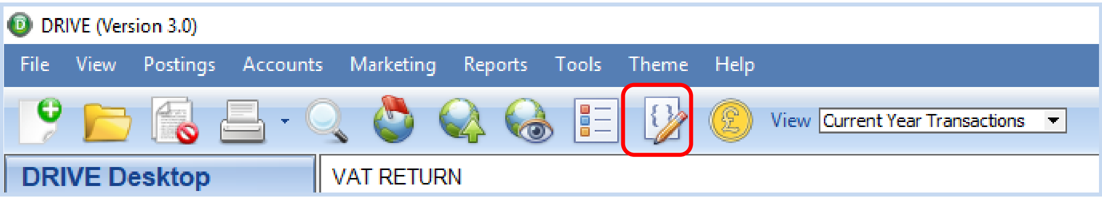
HMRC will then return the amounts paid and the dates those payments were made.



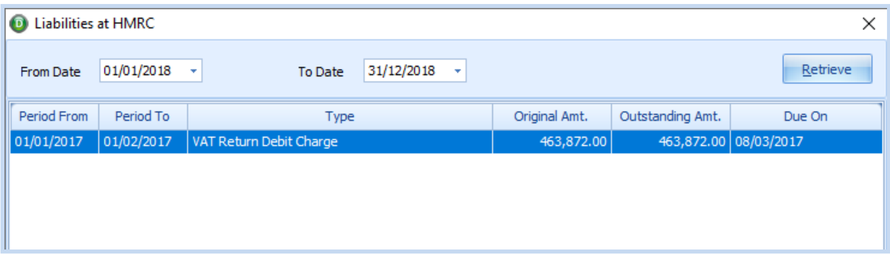
VAT LIABILITIES

From the VAT Return browse you can view the Liabilities to HMRC.

To view the Liabilities to HMRC click the [**Liabilities**] icon.



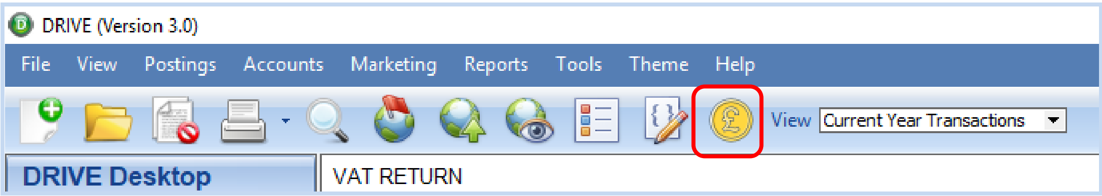
Enter the start and end dates of the range you want to check and click the [**Retrieve**] icon.



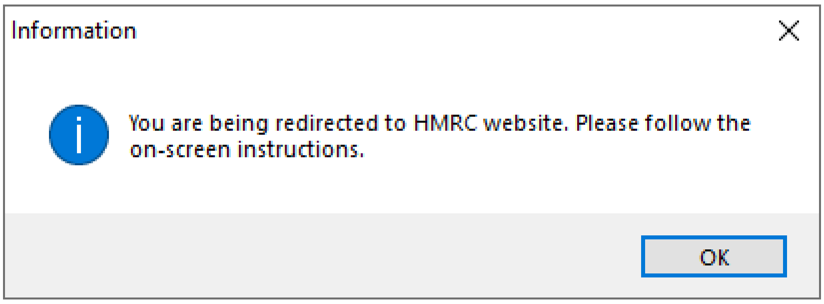
HMRC will then return the applicable VAT Periods, the original amount of VAT due, what has been paid and the date any liabilities are due.

MAKE VAT PAYMENT TO HMRC

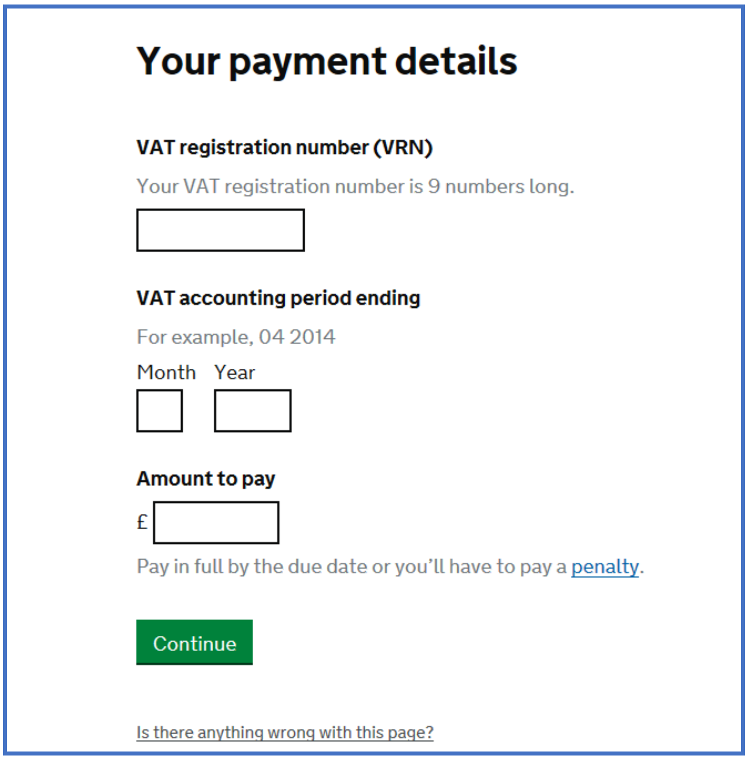
To make a payment to HMRC for VAT, click on the [**Make a Payment**] icon on the VAT Return toolbar.



You will get a message to say that you are being redirected to the HMRC website, click [**OK**].



HMRC will ask you for your VRN (VAT Registration Number). You will also need to enter the month and year of the VAT Return and the amount you are paying.



MULTIPLE VAT ENTITIES (COST CENTRES)

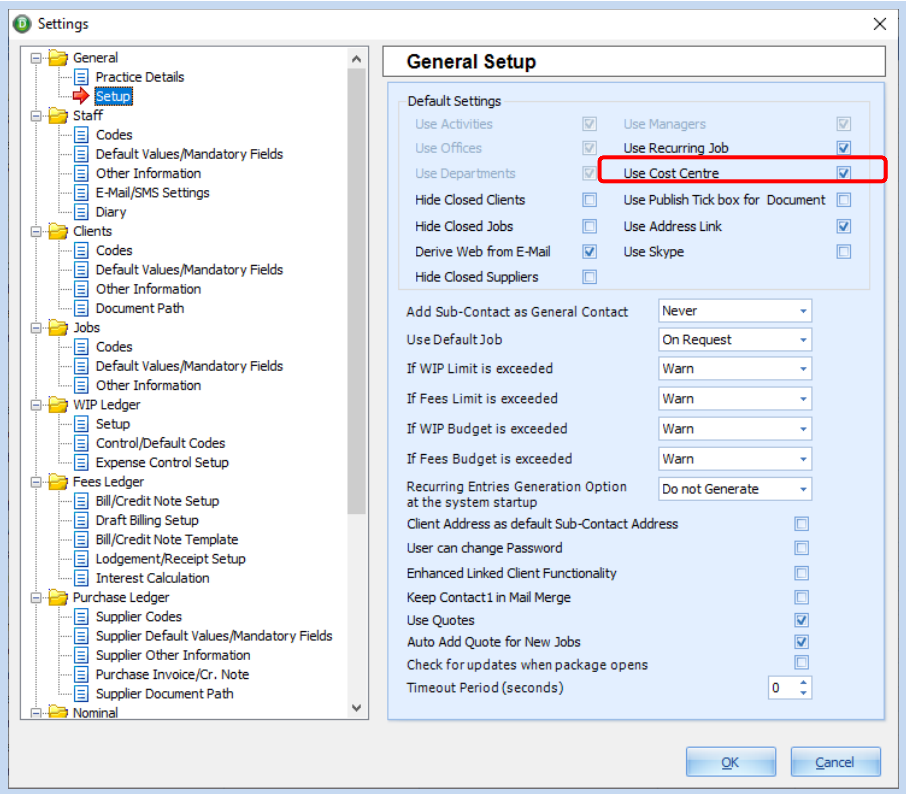
Where the practice has more than one entity type indicated by multiple cost centre's then you will be able to associate VAT numbers to each cost centre and submit VAT returns for each entity.

The VAT Number of each cost centre must be unique and will be validated through HMRC.

SETTING UP VAT FOR MULTIPLE ENTITIES

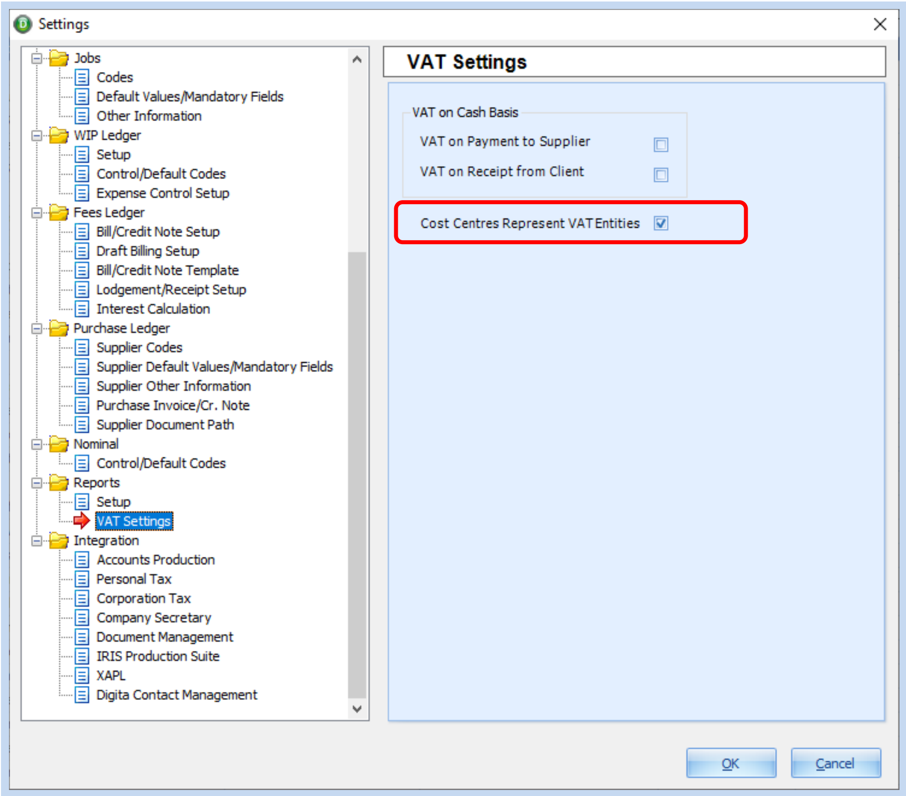
Step 1: You must setup your data with Cost Centres

From [**Tools**], [**Settings**], [**General**], [**Setup**]



Tick the '***Use Cost Centre***' checkbox

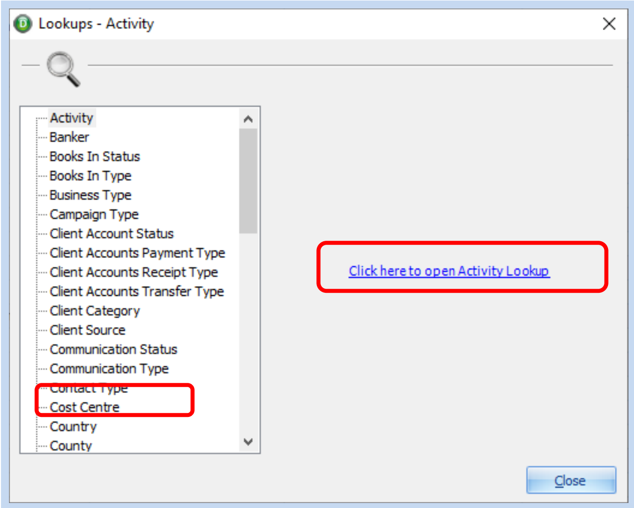
Step 2: From [**Tools**], [**Settings**], [**Reports**], [**VAT Settings**]



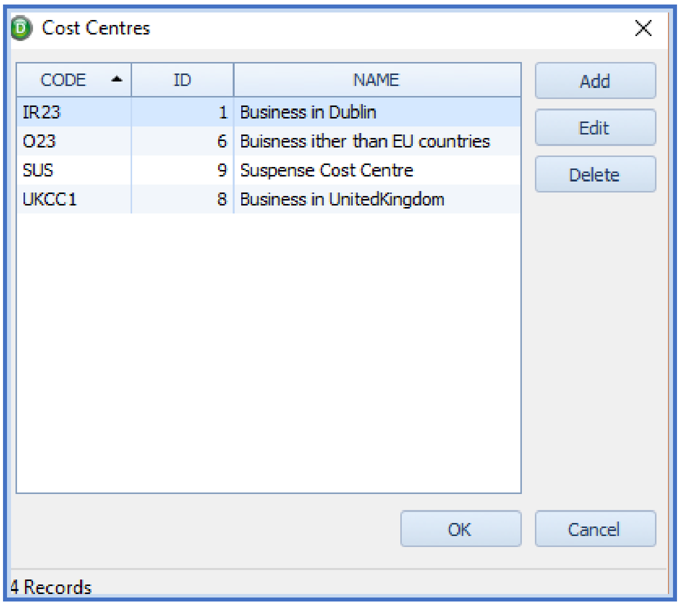
Tick the '***Cost Centres Represent VAT Entities***' checkbox

SETTING UP A COST CENTRE

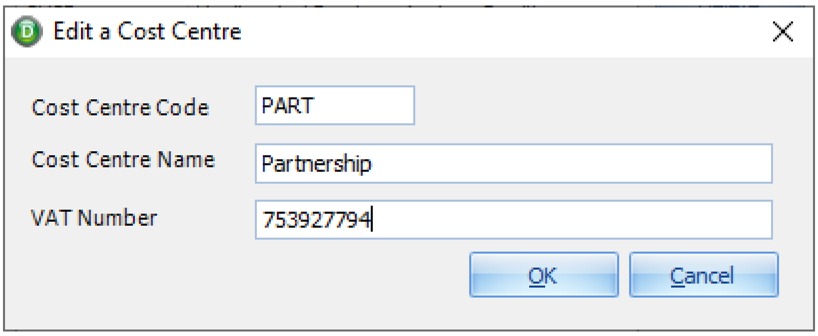
From [**Tools**], [**Lookup**s], [**Cost Centre**]



Click on the ***'Click here to open the cost centre lookup'*** hyperlink



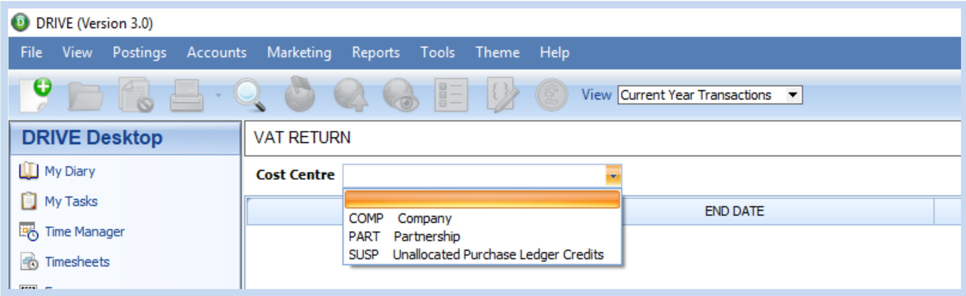
Click [**Add**] and enter the code and name of the cost centre and its associated HMRC VAT number and click [**OK**].



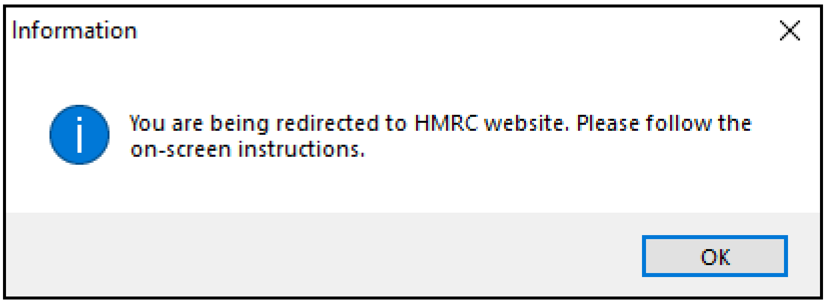
VALIDATING YOUR VAT NUMBER WITH HMRC

Before you can submit VAT returns by cost centre you will need to validate each VAT number with the HMRC.

Select the required cost centre record from the VAT Return browse



You will get a message to say that you are being redirected to the HMRC website, click [**OK**].



See ***'Authorisation Process'***, Page 3

Enter/Paste the [**Authorisation Code**] issued to you by HMRC.

Repeat this process for each Cost Centre/VAT Entity.

ACCESS RIGHTS TO GENERATE, VIEW & SUBMIT VAT THROUGH HMRC (MTD)

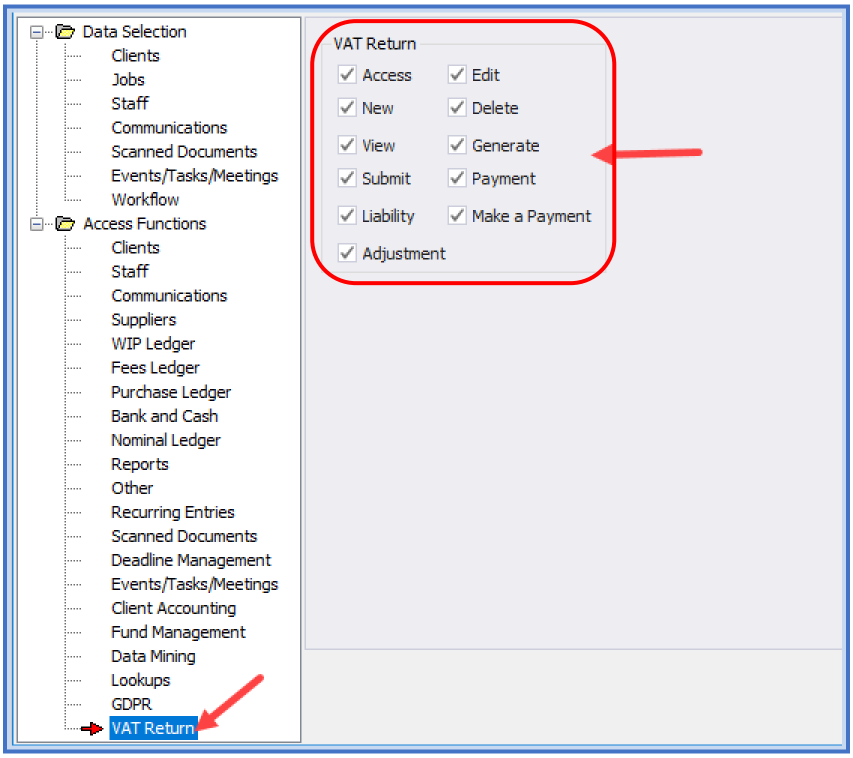
In order to generate and/or submit VAT Returns to HMRC you will need to be given access rights.

ACCESS RIGHTS

Click [**Tools**] > [**Staff Access Rights**] or [**User Access Groups**]

Click [**VAT Returns**] on the left panel.

Under the VAT Returns heading, select the appropriate access rights



Click [**OK**].

CHANGES TO SYSTEM DEFINED 'IRELAND' DEADLINES

Due to the introduction of PAYE Modernisation in Ireland, '**P**' forms have been abolished from the Tax Year 2019 by Revenue. And therefore the following deadlines have been removed and a new deadline has been added. This will not affect previous years existing deadlines.

REMOVED

P35 - Annual summary of all amounts (Income Tax, Employers and Employees PRSI together with Universal Social Charge and where applicable Local Property Tax) payable by an Employer to the Revenue

P60 - Certificate of employee's annual pay and deductions

P30 - Monthly or Quarterly return of PAYE, USC, PRSI & LPT to the Revenue

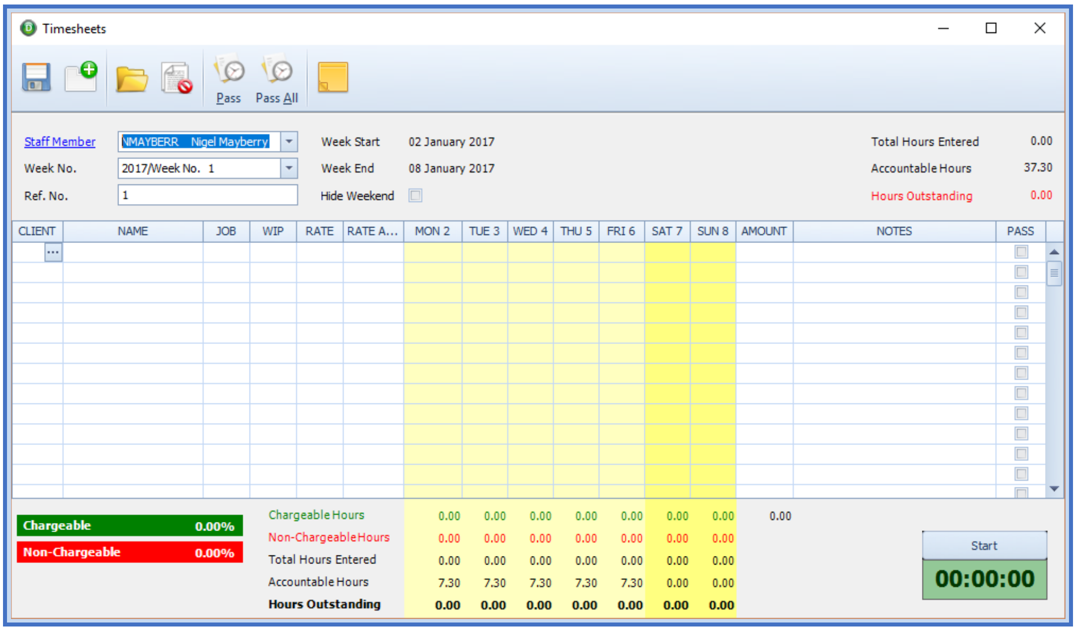
NEW

RS - Revenue Submission

WEEK 31/12/2018 - 04/01/2019 = WEEK 53/WEEK 1

As per ISO 8601 standard, the following rules have been introduced in Timesheet Week No.

- If the Practice Year starts from Monday to Thursday, then it falls in Week No. 1.
- If the Practice Year starts from Friday to Sunday, then it falls in Week No. 52/53 of the previous year.



ACCESS RIGHTS FOR BANK RECONCILIATIONS

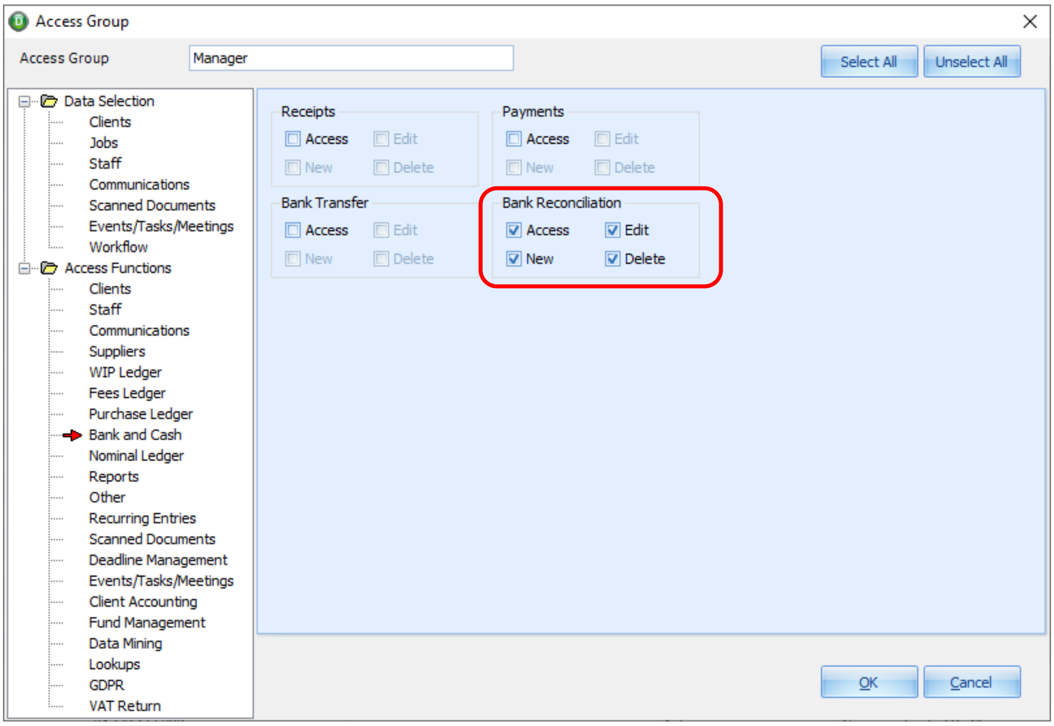
To create, edit or delete bank reconciliations you will need to be given access rights.

ACCESS RIGHTS

Click [**Tools] > [Staff Access Rights]** or [**User Access Groups]**

Click [**Bank and Cash**] on the left panel.

Under the Bank Reconciliation heading, select the appropriate access rights



Click [**OK**].