RELEASE NOTES for DRIVE

Version 3.1 Build 1

relate software

www.relate-software.com

support@relate-software.com

ROI +353 1 459 7800

UK +44 871 284 3446

INTRODUCTION **1**
MTD (Making Tax Digital) UK Only **2**
.NET Framework Update to Version 4.6 2
MTD VAT Returns - Check Status 2
VAT Return - VAT MTD Exceptions 3
VAT Return – VAT Due on Acquisitions from other EC Member States 4
VAT MTD Authorisation expiry Information message 5
DRIVE Desktop **6**
Launch at Startup - Jobs Option 6
Budgets **7**
Print Budget - Client Status and Job Status Options 7
Period Dates **8**
Lock Periods - Option to show Unpassed Timesheet / Expenses 8
Client & Contact Database **9**
Client & Contact Database Summary – Exclude Closed Clients 9
GDPR **10**
Lookups - GDPR Categories 10
Client/Contact Database Browse - GDPR Fields 11
Data Mining - GDPR Fields 12
GDPR Consent - All Option 13
Templates **14**
Bill Template - New Merge Fields 14
Deadline Management **15**
Deadline Frequency - Four Weekly option 15
Nominal Ledger **16**
Recurring Nominal Journal – Maximize 16
Year-End Routine Redesigned **17**
My Communications **20**
E-Mail Settings - Delivery & read Receipt options 20
Data Import From Excel to DRIVE **21**
Import Clients from excel into drive – changes 21
Client/Contact/Prospect Other Information View **23**
Other Information View – will only show active clients 23
SEPA/DD & BACS/DD Details **24**
Reports **26**

Books in Report - New Fields 26
SIP 9 Report – New Fields 27
Expense Claim Form - Option to 'Show Signature' 28
Job Other Information Tab Introduced in four reports 29
Client WIP Reconciliation Report – By Staff, new breakdown by client 30
Staff Transfer Report Changes 31
Client Aged WIP Report – New WIP Provision Amount Column 33
Client Aged Debt Report – New Fees Provision Amount Column 35
Aged Debtors Report – New Fees Provision Amount Column 36
Receipts Discount Report – New SEPA DD & BACS DD columns 37

INTRODUCTION

These release notes outline the enhancements introduced in **DRIVE Version 3.1 (including 3.0.27).**

We have made improvements in MTD-VAT Returns, Reports, Client Summary, Budgets, GDPR, Year End and Import Routine.

Please take the time to read the notes and then 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 users and internal quality control reviews. If you have any changes you would like to see in DRIVE CRM & Practice Management, please send an email to enhancements@relate-software.com with a detailed description of the change required.

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.

MTD (MAKING TAX DIGITAL) UK ONLY

.NET FRAMEWORK UPDATE TO VERSION 4.6

HMRC have informed software vendors that from 1st October 2019 they will only support TLS 1.2. TLS stands for Transport Layer Security and is a cryptographic protocol to provide secure communications over a network. The use of TLS 1.2 provides greater security when digitally transferring data. DRIVE has been updated to ensure the use of TLS 1.2 when filing MTD Vat Returns to HMRC. In order to upgrade to TLS 1.2 we have also updated the version of .Net Framework to 4.6.

.Net Framework 4.6 is standard on modern PCs. If you have any concerns in relation to the version of .Net Framework installed on your PC please contact your IT. DRIVE will not run on a lower version of .Net Framework.

MTD VAT RETURNS - CHECK STATUS

We have added a new option in MTD VAT Returns, **Check Status**.

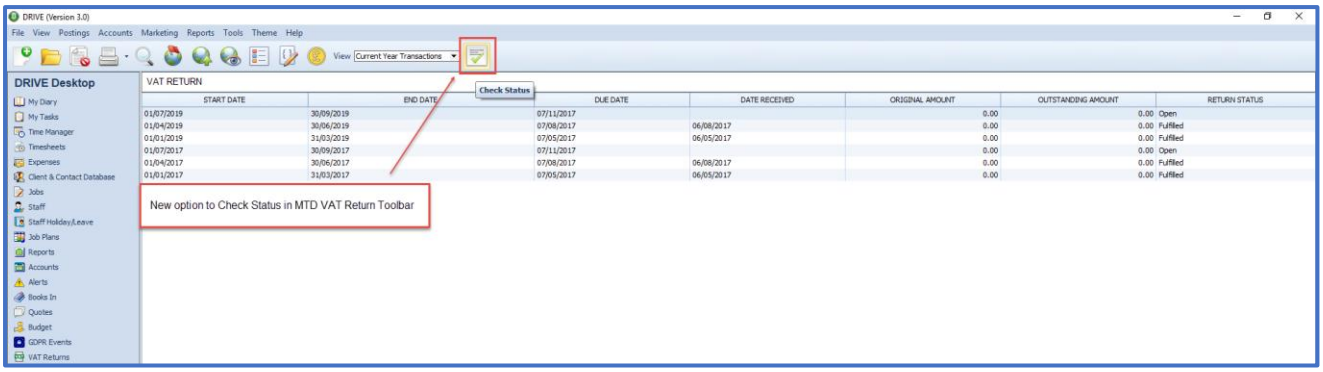
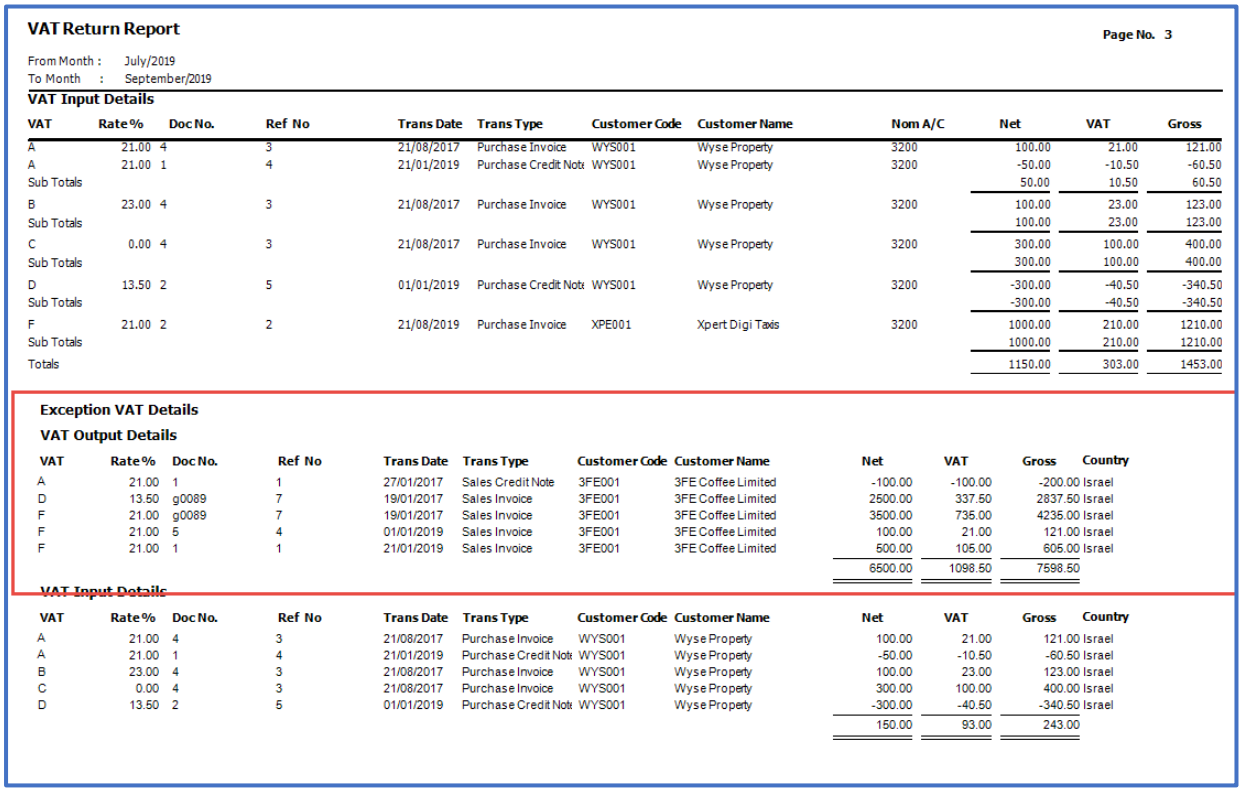


Figure 1: Check Status Icon

The **Check Status** option will check with HMRC as to the Status of all VAT Returns on screen and update the Return Status, Date Received, Original Amount and Outstanding Amount accordingly.

VAT RETURN - VAT MTD EXCEPTIONS

We have introduced a new section on for MTD VAT Returns, the **Exception VAT Details**.



VAT Return Report Page No. 3

From Month : July/2019
To Month : September/2019

VAT Input Details

VAT	Rate %	Doc No.	Ref No	Trans Date	Trans Type	Customer Code	Customer Name	Nom A/C	Net	VAT	Gross
A	21.00	4	3	21/08/2017	Purchase Invoice	WYS001	Wyse Property	3200	100.00	21.00	121.00
A	21.00	1	4	21/01/2019	Purchase Credit Note	WYS001	Wyse Property	3200	-50.00	-10.50	-60.50
Sub Totals									50.00	10.50	60.50
B	23.00	4	3	21/08/2017	Purchase Invoice	WYS001	Wyse Property	3200	100.00	23.00	123.00
Sub Totals									100.00	23.00	123.00
C	0.00	4	3	21/08/2017	Purchase Invoice	WYS001	Wyse Property	3200	300.00	100.00	400.00
Sub Totals									300.00	100.00	400.00
D	13.50	2	5	01/01/2019	Purchase Credit Note	WYS001	Wyse Property	3200	-300.00	-40.50	-340.50
Sub Totals									-300.00	-40.50	-340.50
F	21.00	2	2	21/08/2019	Purchase Invoice	XPE001	Xpert Digi Taxis	3200	1000.00	210.00	1210.00
Sub Totals									1000.00	210.00	1210.00
Totals									1150.00	303.00	1453.00

Exception VAT Details

VAT Output Details

VAT	Rate %	Doc No.	Ref No	Trans Date	Trans Type	Customer Code	Customer Name	Net	VAT	Gross	Country
A	21.00	1	1	27/01/2017	Sales Credit Note	3FE001	3FE Coffee Limited	-100.00	-100.00	-200.00	Israel
D	13.50	g0089	7	19/01/2017	Sales Invoice	3FE001	3FE Coffee Limited	2500.00	337.50	2837.50	Israel
F	21.00	g0089	7	19/01/2017	Sales Invoice	3FE001	3FE Coffee Limited	3500.00	735.00	4235.00	Israel
F	21.00	5	4	01/01/2019	Sales Invoice	3FE001	3FE Coffee Limited	100.00	21.00	121.00	Israel
F	21.00	1	1	21/01/2019	Sales Invoice	3FE001	3FE Coffee Limited	500.00	105.00	605.00	Israel
								6500.00	1098.50	7598.50	

VAT Input Details

VAT	Rate %	Doc No.	Ref No	Trans Date	Trans Type	Customer Code	Customer Name	Net	VAT	Gross	Country
A	21.00	4	3	21/08/2017	Purchase Invoice	WYS001	Wyse Property	100.00	21.00	121.00	Israel
A	21.00	1	4	21/01/2019	Purchase Credit Note	WYS001	Wyse Property	-50.00	-10.50	-60.50	Israel
B	23.00	4	3	21/08/2017	Purchase Invoice	WYS001	Wyse Property	100.00	23.00	123.00	Israel
C	0.00	4	3	21/08/2017	Purchase Invoice	WYS001	Wyse Property	300.00	100.00	400.00	Israel
D	13.50	2	5	01/01/2019	Purchase Credit Note	WYS001	Wyse Property	-300.00	-40.50	-340.50	Israel
								150.00	93.00	243.00	

Figure 2: VAT MTD Exception Report

Transactions which have been excluded from the Generate VAT Returns Summary will be listed. The Generate VAT Returns Summary will exclude all NON UK, NON NI and NON EU country clients.

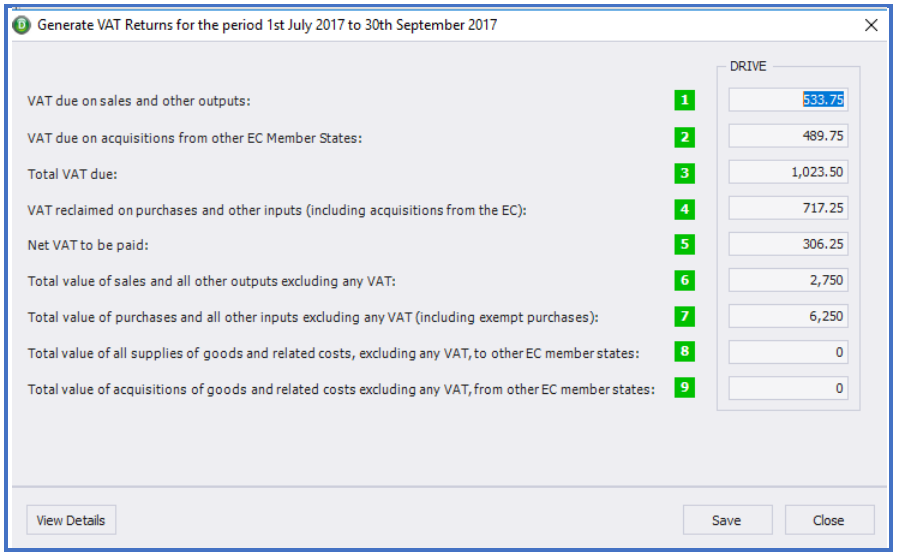
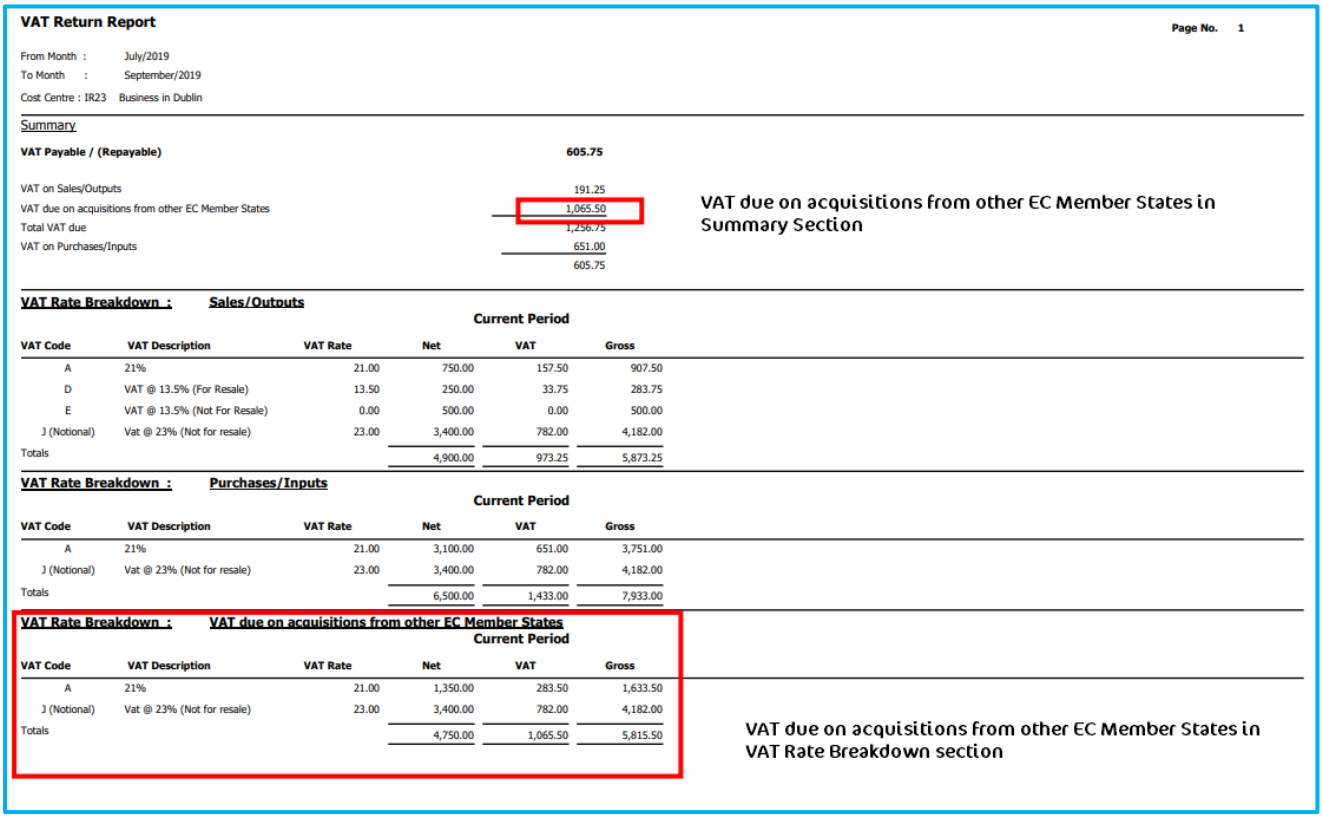


Figure 3: Generate VAT Returns Summary

VAT RETURN – VAT DUE ON ACQUISITIONS FROM OTHER EC MEMBER STATES

On the VAT MTD Return Report, in the **Summary**, at the top of the Report **VAT due on acquisitions from other EC Member States** will be shown separately and in the **VAT Rate Breakdown** section the detail will be shown under its own separate heading.



VAT Return Report

Page No. 1

From Month : July/2019
To Month : September/2019
Cost Centre : IR23 Business in Dublin

Summary

VAT Payable / (Repayable)	**605.75**
VAT on Sales/Outputs	191.25
VAT due on acquisitions from other EC Member States	1,065.50
Total VAT due	1,256.75
VAT on Purchases/Inputs	651.00
	605.75

VAT due on acquisitions from other EC Member States in Summary Section

VAT Rate Breakdown : Sales/Outputs

Current Period

VAT Code	VAT Description	VAT Rate	Net	VAT	Gross
A	21%	21.00	750.00	157.50	907.50
D	VAT @ 13.5% (For Resale)	13.50	250.00	33.75	283.75
E	VAT @ 13.5% (Not For Resale)	0.00	500.00	0.00	500.00
J (Notional)	Vat @ 23% (Not for resale)	23.00	3,400.00	782.00	4,182.00
Totals			4,900.00	973.25	5,873.25

VAT Rate Breakdown : Purchases/Inputs

Current Period

VAT Code	VAT Description	VAT Rate	Net	VAT	Gross
A	21%	21.00	3,100.00	651.00	3,751.00
J (Notional)	Vat @ 23% (Not for resale)	23.00	3,400.00	782.00	4,182.00
Totals			6,500.00	1,433.00	7,933.00

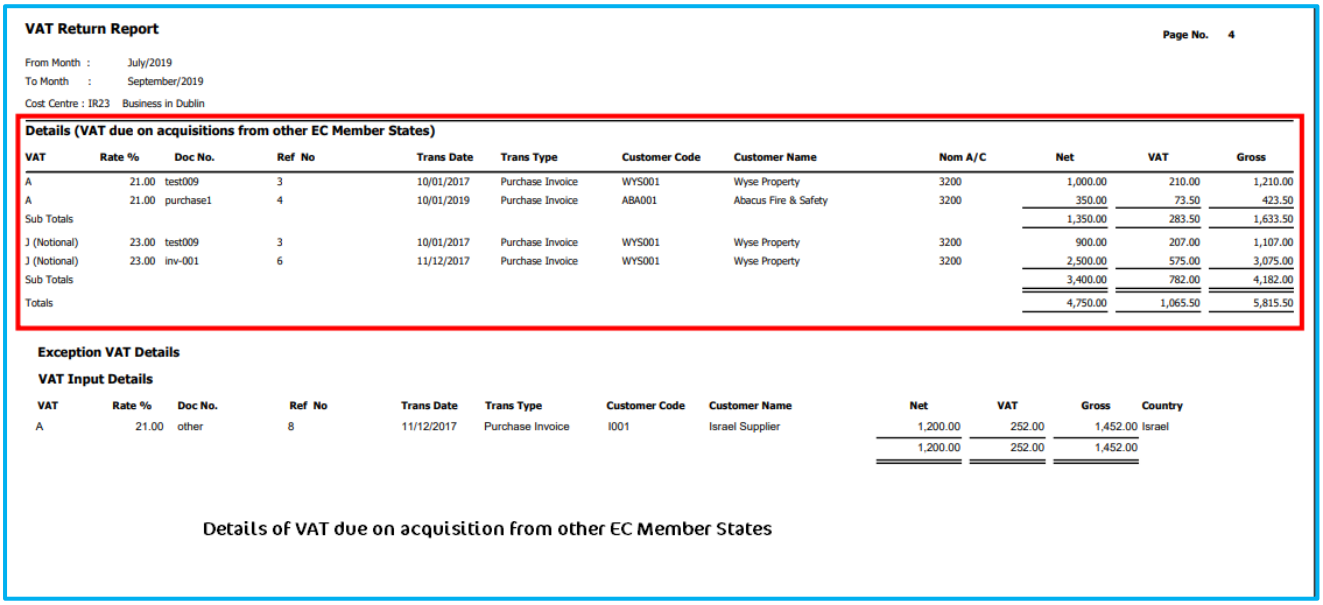
VAT Rate Breakdown : VAT due on acquisitions from other EC Member States

Current Period

VAT Code	VAT Description	VAT Rate	Net	VAT	Gross
A	21%	21.00	1,350.00	283.50	1,633.50
J (Notional)	Vat @ 23% (Not for resale)	23.00	3,400.00	782.00	4,182.00
Totals			4,750.00	1,065.50	5,815.50

VAT due on acquisitions from other EC Member States in VAT Rate Breakdown section

Figure 4: Summary & VAT Rate Breakdown



VAT Return Report

Page No. 4

From Month : July/2019
To Month : September/2019
Cost Centre : IR23 Business in Dublin

Details (VAT due on acquisitions from other EC Member States)

VAT	Rate %	Doc No.	Ref No	Trans Date	Trans Type	Customer Code	Customer Name	Nom A/C	Net	VAT	Gross
A	21.00	test009	3	10/01/2017	Purchase Invoice	WYS001	Wyse Property	3200	1,000.00	210.00	1,210.00
A	21.00	purchase1	4	10/01/2019	Purchase Invoice	ABA001	Abacus Fire & Safety	3200	350.00	73.50	423.50
Sub Totals									1,350.00	283.50	1,633.50
J (Notional)	23.00	test009	3	10/01/2017	Purchase Invoice	WYS001	Wyse Property	3200	900.00	207.00	1,107.00
J (Notional)	23.00	inv-001	6	11/12/2017	Purchase Invoice	WYS001	Wyse Property	3200	2,500.00	575.00	3,075.00
Sub Totals									3,400.00	782.00	4,182.00
Totals									4,750.00	1,065.50	5,815.50

Exception VAT Details

VAT Input Details

VAT	Rate %	Doc No.	Ref No	Trans Date	Trans Type	Customer Code	Customer Name	Net	VAT	Gross	Country
A	21.00	other	8	11/12/2017	Purchase Invoice	I001	Israel Supplier	1,200.00	252.00	1,452.00	Israel
								1,200.00	252.00	1,452.00	

Details of VAT due on acquisition from other EC Member States

Figure 5: Details of each Invoice or Receipt

VAT MTD AUTHORISATION EXPIRY INFORMATION MESSAGE

We have introduced an information message if your VAT MTD credentials have expired. According to HMRC guidelines, your MTD credentials for VAT will be authenticated through their site. Your VAT MTD credentials will expire after 18 months, at which point you will now receive an information message notifying you and you will be redirected to HMRC website to re-authenticate.

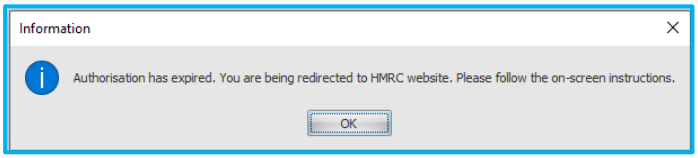


Figure 6: Information Message after the Authorisation has expired.

DRIVE DESKTOP

LAUNCH AT STARTUP - JOBS OPTION

We have added **DRIVE Desktop – Jobs** as an option that can be set to launch at startup.

To enable the launch screen, right-click on the left panel under the **DRIVE Desktop** section and select **Properties**.

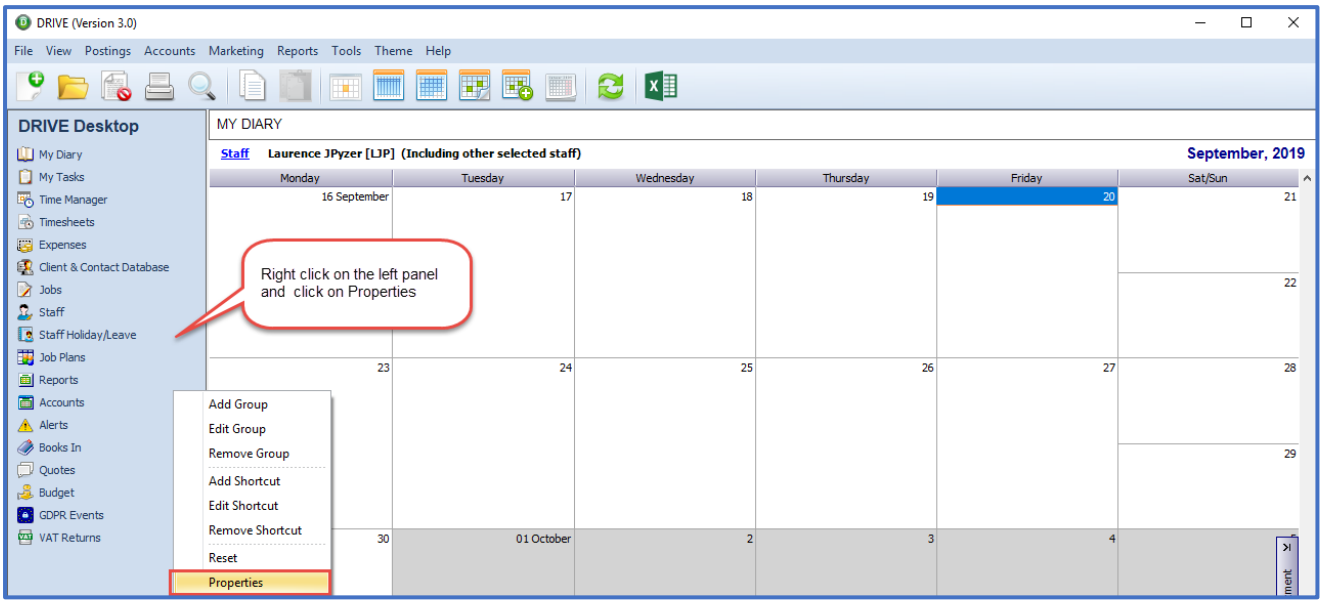


Figure 7: Properties

From the **Properties** screen, click the drop-down arrow and select **DRIVE Desktop- Jobs** and click **OK**.

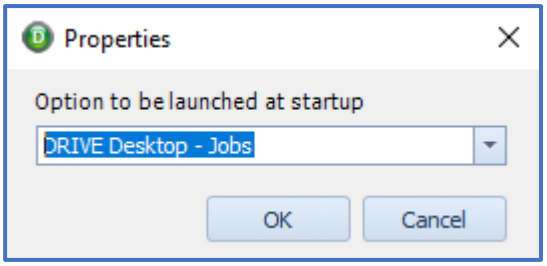


Figure 8: Properties, Drive Desktop - Jobs

This change will only take effect when you login into DRIVE the next time.

BUDGETS

PRINT BUDGET - CLIENT STATUS AND JOB STATUS OPTIONS

We have added two new options in the **Print Budget** export.

1. Client Status
2. Job Status

This will allow you to choose if you wish to include or exclude closed clients or jobs in the report export.

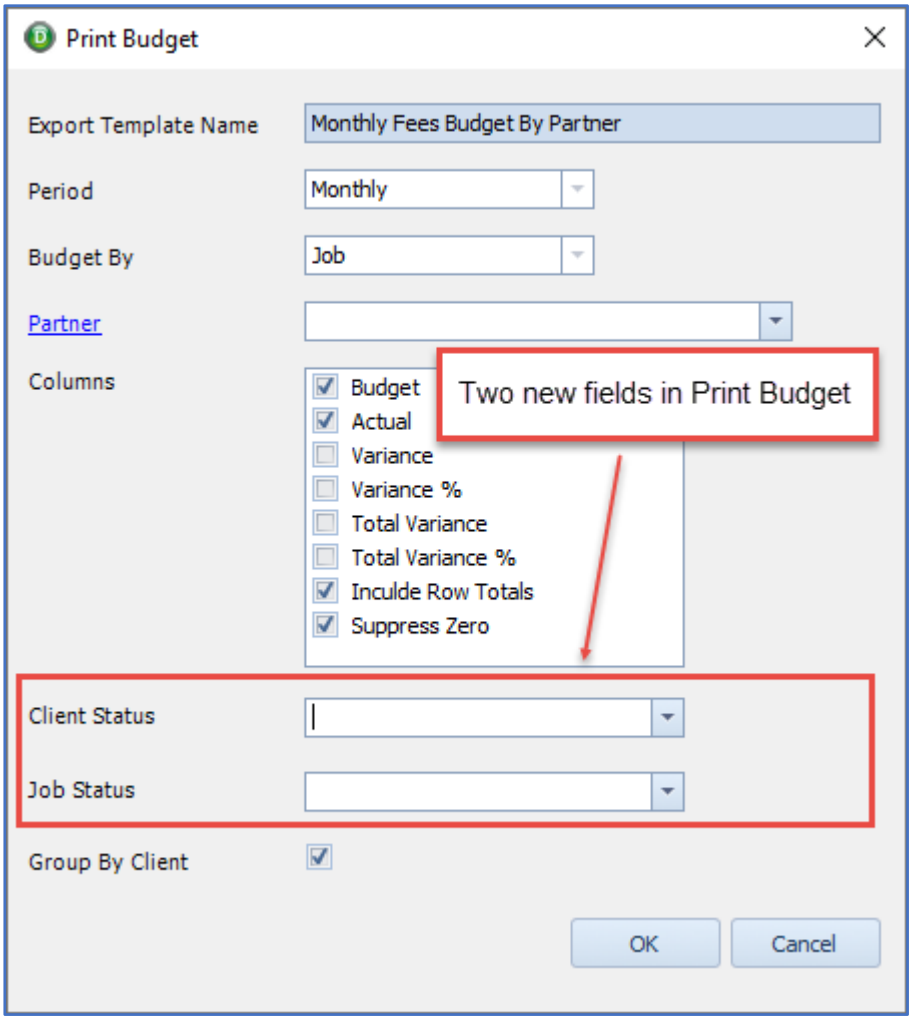


Figure 9: Client & Job Status options in Print Budget

PERIOD DATES

LOCK PERIODS - OPTION TO SHOW UNPASSED TIMESHEET / EXPENSES

When you go to lock a period, if there are any unpassed timesheets or expenses then you get a message to that effect, we have now added an option to show the details these entries.

You will get the following message

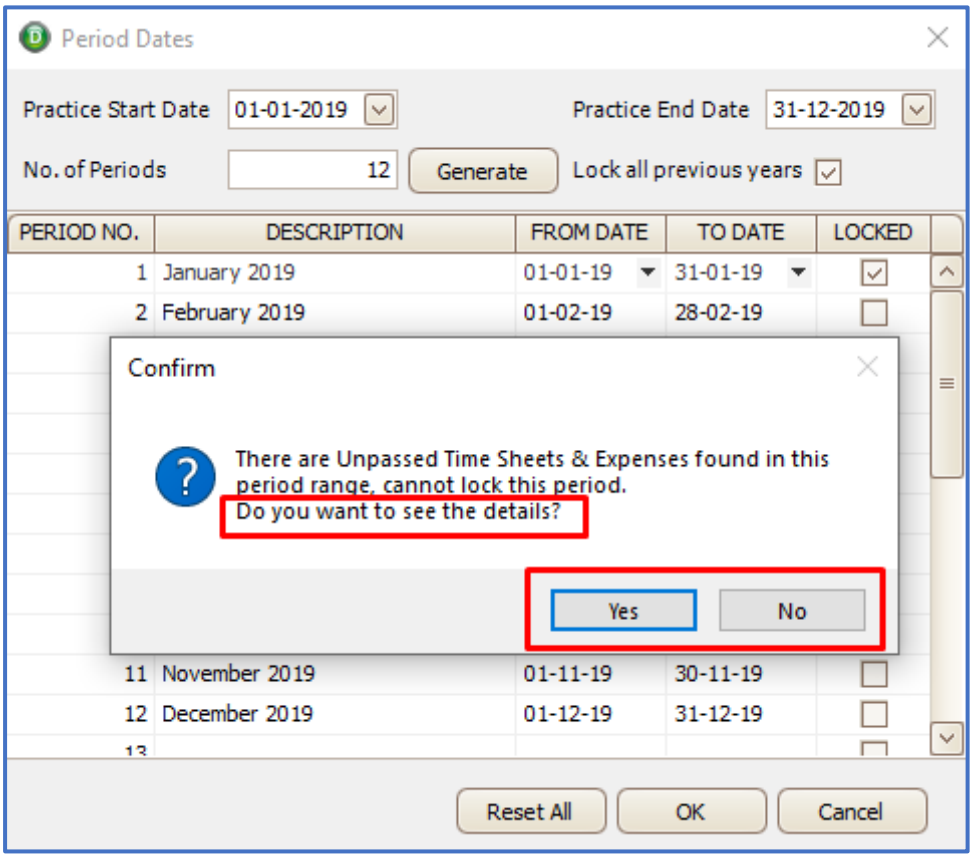


Figure 10: Option to show details of Unpassed Time Sheets & Expenses.

Click on **Yes** to generate the report of the unpassed records of Timesheet and Expenses.

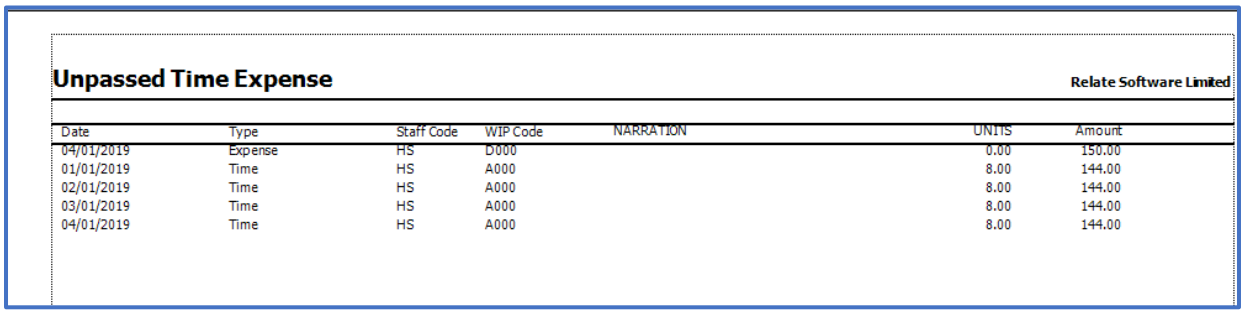


Figure 11: Unpassed Time Expenses entries

CLIENT & CONTACT DATABASE

CLIENT & CONTACT DATABASE SUMMARY – EXCLUDE CLOSED CLIENTS

The Client and Contact Summary, available at the bottom of the browse of clients, will now also exclude closed clients if this is the selection you have ticked in the Tools, Settings, General, Setup.

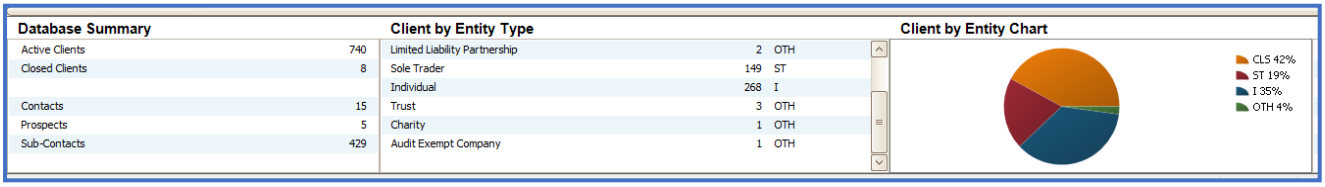


Figure 12: Client and Contact Summary

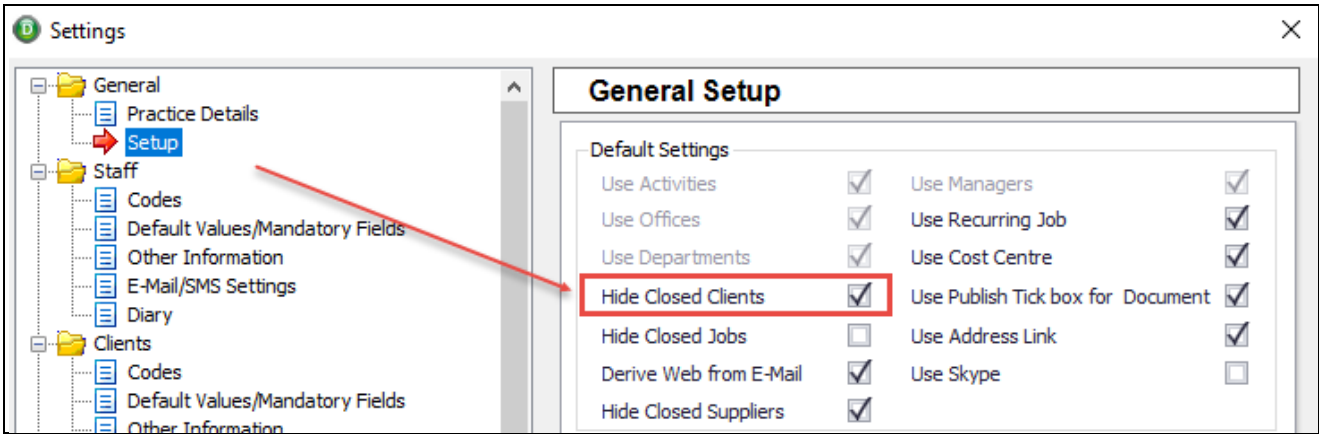


Figure 13: Tools, Settings, General, Setup - Hide Closed Clients

Now the Closed Clients will also be hidden from the **Client by Entity Type** and **Client by Partner** section of the Summary.

GDPR

LOOKUPS - GDPR CATEGORIES

The **Offers** GDPR Categories has been removed as system reserved category, only the **Newsletter** category will be system reserved and a default. You cannot delete or modify system reserved categories. You can **Add**, **Edit** & **Delete** other GDPR categories through **Tools**, **Lookups, GDPR Categories.**

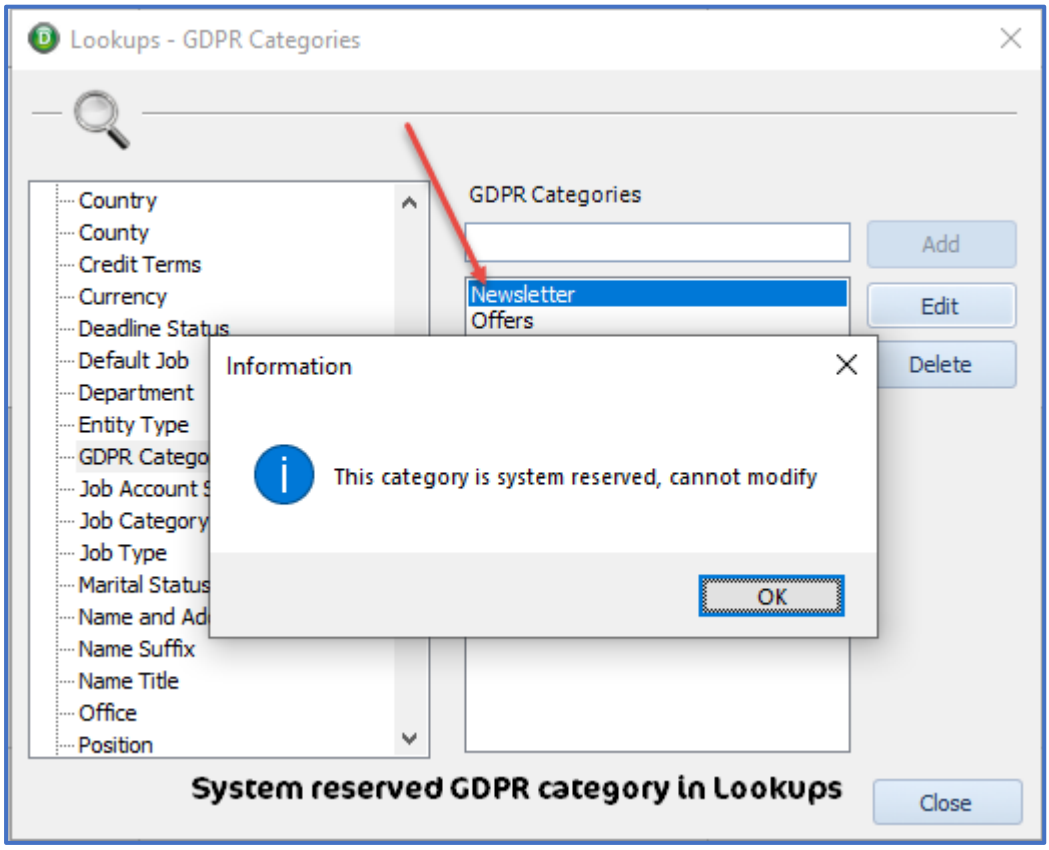


Figure 14: Tools, Lookups, GDPR Categories

CLIENT/CONTACT DATABASE BROWSE - GDPR FIELDS

We have added all of the available GDPR fields to the **Column Chooser** in the **Client & Contact Database**.

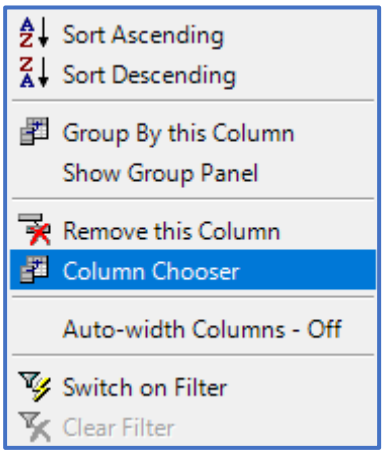


Figure 15: Column Chooser

As you scroll down the list of available columns in the **Column Chooser** you will now see all of the GDPR relevant columns e.g. NEWSLETTER_EMAILOPTINDATE. You can highlight the column you want and click the **Add** icon in the centre to add it to the selected columns.

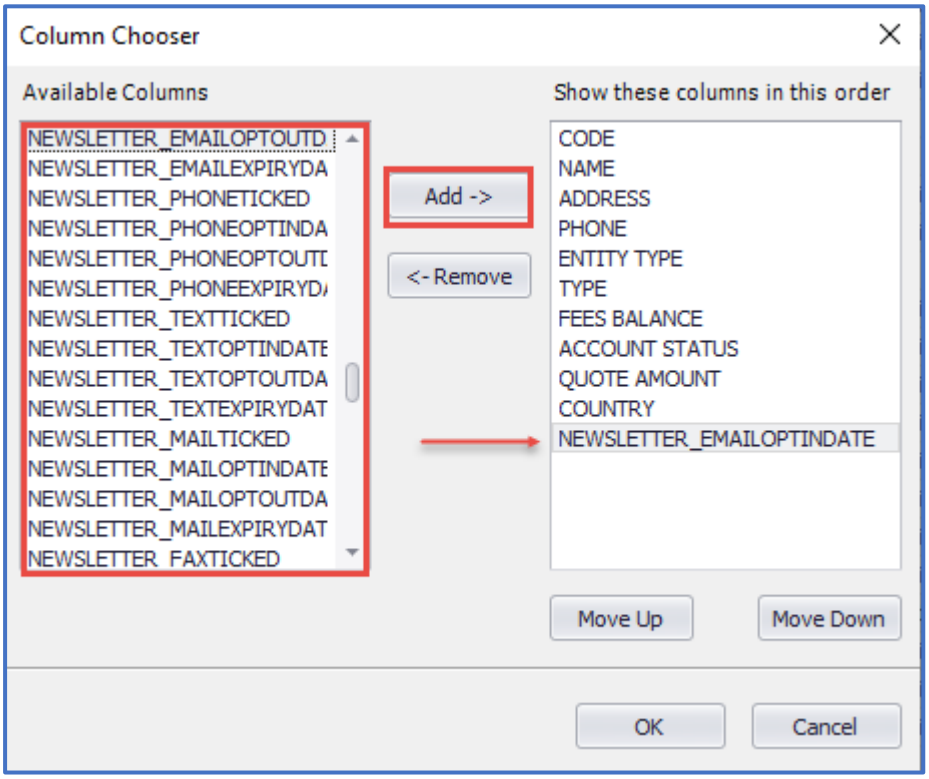


Figure 16: GDPR relevant columns

DATA MINING - GDPR FIELDS

We have added all of the available GDPR relevant fields in **Data Mining**, **Marketing**. In the **Fields** tab of the **Query** window the GDPR relevant fields will now be available from the **Section** column. To add these to the datamine tick the relevant checkbox.

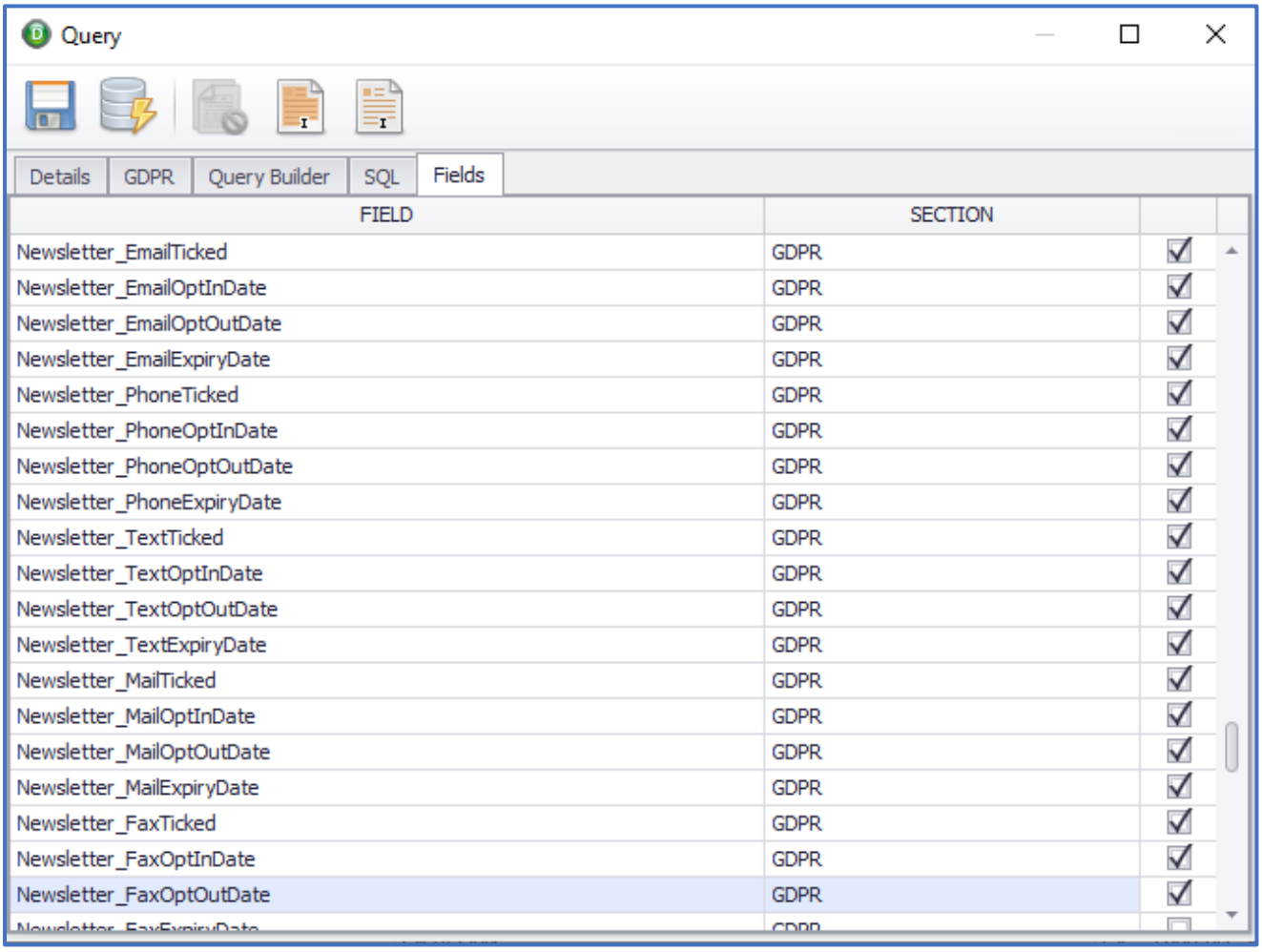


Figure 17: Datamine, Query, Fields, GDPR relevant

GDPR CONSENT - ALL OPTION

In the GDPR – Consent window, we have added an **All** option.

If you select **All** and enter a date in the **Opt In Date**, **Opt Out Date** or **Expiry Date** columns, then select which other categories of communication this applies to, these categories of communication will be updated with the same dates. You can change the date manually also if you wish.

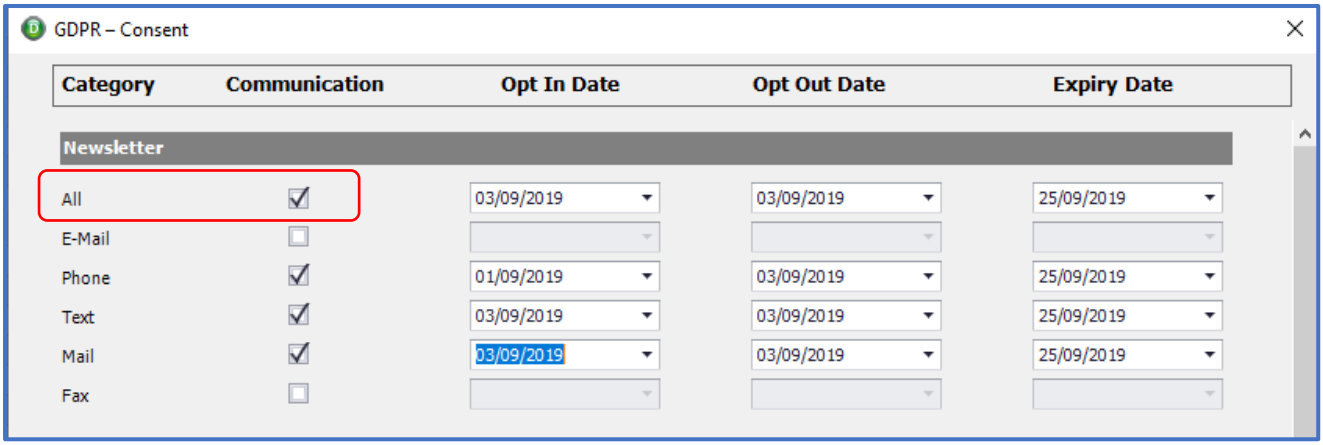


Figure 18: GPDR Consent

TEMPLATES

BILL TEMPLATE - NEW MERGE FIELDS

We have added two new merge fields in Bill Templates for Sole Trader entity types.

The new merge fields are:

- Personal_Name
- Personal_ Name1

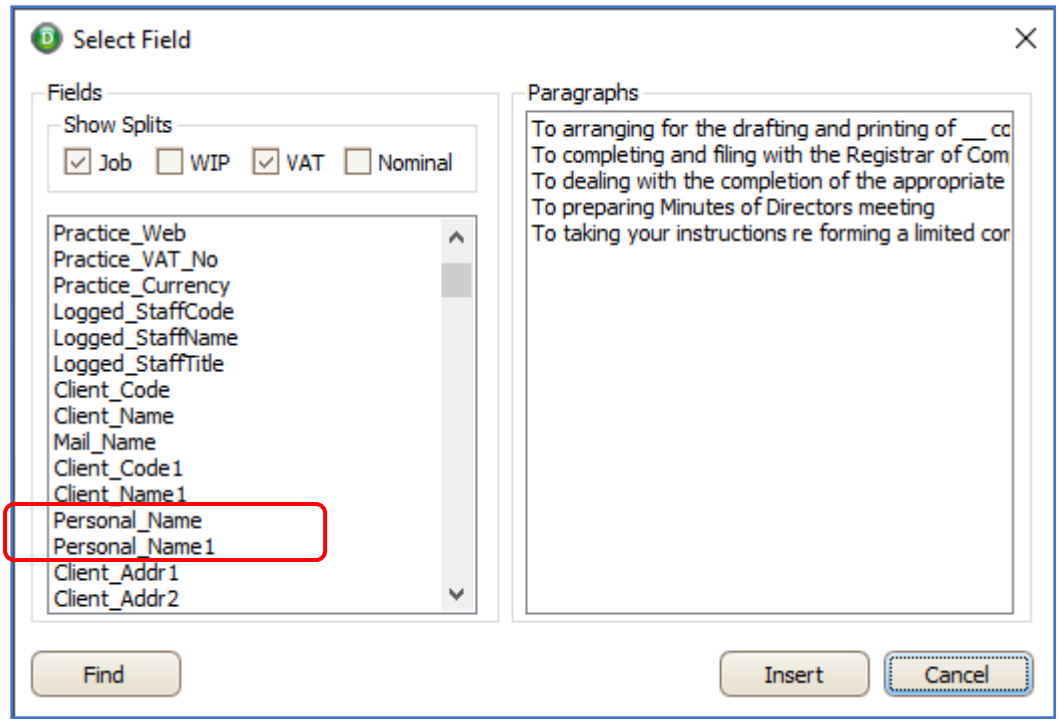


Figure 19: New fields in Bill Template for Sole Trader

DEADLINE MANAGEMENT

DEADLINE FREQUENCY - FOUR WEEKLY OPTION

We have added a **Four Weekly** frequency option to the list of available Frequency's in **Tools**, **Workflow/Deadline, Define Deadline Dates**.

Open an existing deadline or **Add** a new deadline, select **Type of Date: Recurring**, select the drop-down beside the **Frequency** field and you will now see a new **Four-Weekly** option.

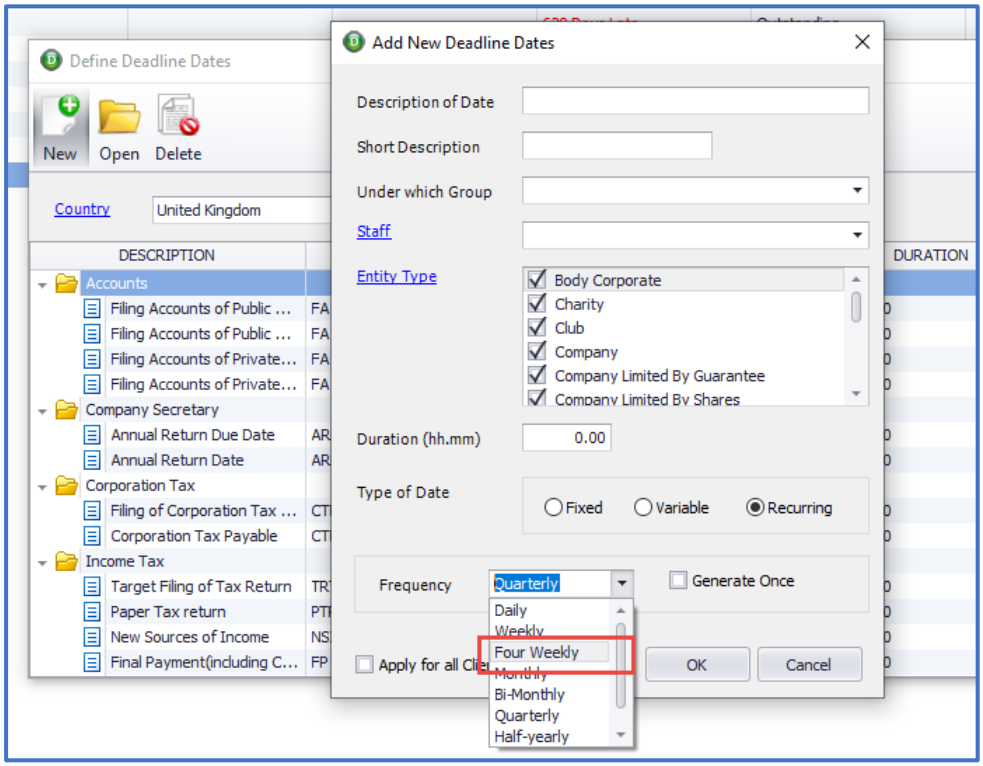


Figure 20: Deadline Setup, Four Weekly Frequency

NOMINAL LEDGER

RECURRING NOMINAL JOURNAL – MAXIMIZE

We have added a **Maximize** option to the **Recurring Nominal Journal** screen, under the **Nominal Ledger**.

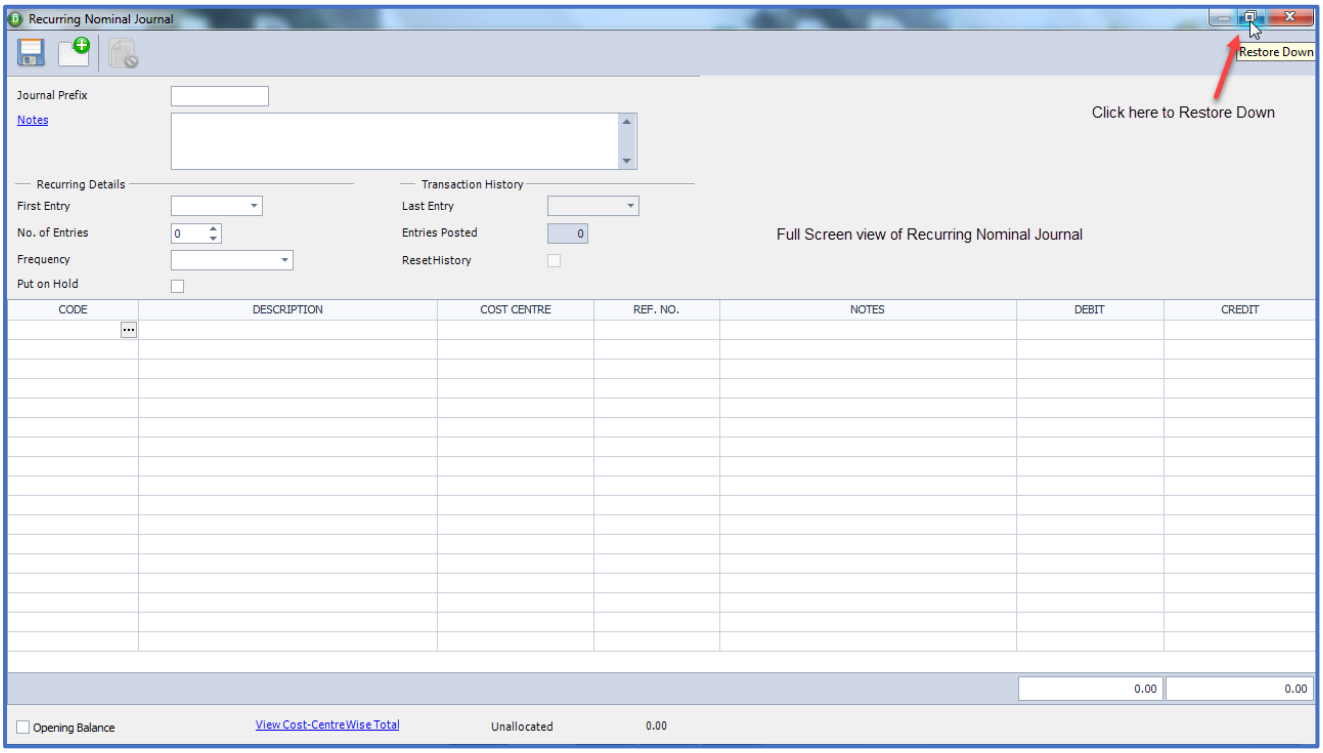


Figure 21: Full-Screen of Recurring Nominal Journal

YEAR-END ROUTINE REDESIGNED

We have redesigned the Year-End routine; it is now a two-step process. To run the Year-End go to the **Tools** menu and select **Year-End**.

Step 1

The first step is a

- Full Recalculation
- Validation Checks
- Check for Unpassed Time Entries
- Check for Draft Bills or Credit Notes

This may take some time depending on the volume of transactions. The progress bar will show the progress of these 4 separate checks

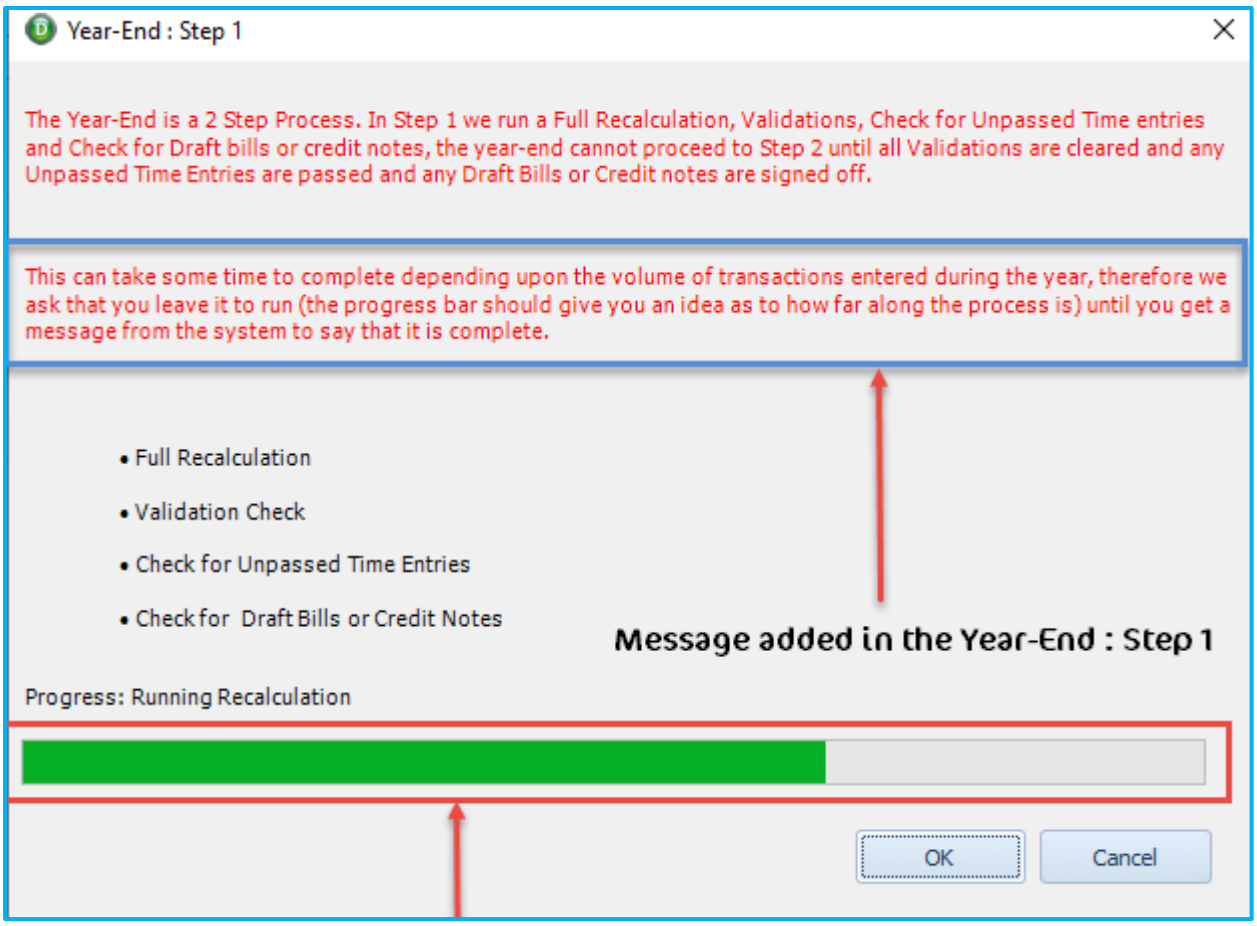


Figure 22: Progress bar in Year-End Routine Step 1

If you have any Unpassed Time Entries or Draft Bills/Credit Notes which are not signed off or any Validation Errors which the Recalculation can't clear you won't be able to proceed to Step 2.

Clear these validations and then you will be able to proceed to step 2.

Step 2

This step will prompt you to confirm that you have produced the standard year end reports and that you have saved these, that you have taken a backup of your dataset, its location etc before allowing you to run the Year-End. A Log file is kept of these details.

We have added hyperlinks to routines and locations so that you can be assured that everything is in order before you run the Year-End.

Steps	Description
1.	**Produced and saved all year-end reports (TB, WIP Control, Debtors Control, Bank Rec's etc).** Tick the box to confirm that you have produced all of the above reports. To enter a location of these reports click the **Location** hyperlink.
2.	**Ran a Full Recalculation (Tools, Recalculation, Full Recalculation).** Tick the box to confirm that you have ran a Full Recalculation or click on the **Recalculation** hyperlink to run a Full Recalculation.
3.	**Ran a Validation Check (Tools, Validation Check) and there are no outstanding validations.** Tick the box to confirm that you have ran the Validation checks or click on the **Validation** hyperlink to run the Validation Checks.
4.	**Taken a Backup of your database (immediately preceding).** Tick the box to confirm that you have taken a full backup of your database and To enter a location where the backup is saved click the **Location** hyperlink.
5.	**Make sure that all staffs have logged out of the system.** Tick the box to confirm that all users are logged out of the system. To check if users are logged in click on the **User Admin** hyperlink and the Relate DRIVE Database Administration 3.0 will open. You can delete logged in users from here directly or contact any logged in users to request them to log out.
6.	**Make sure that your period dates are set correctly.** Tick to confirm that the period dates are correct. To check the Period Dates click on the **Period Dates** hyperlink. The Period Dates form will appear, required changes can be made here, if required.
7.	**Make sure that there are no unpassed time entries.** Tick to confirm that there are no unpassed time entries. To check if there are any unpassed time entries click on the hyperlink **unpassed time entries**.
8.	**Make sure that there is no draft bill/credit note.** Tick to confirm that there are no draft bills or credit notes. To check whether there are any click the **draft bill/ credit note** hyperlink.

Select the **Retained Profit Account** from the drop-down and click on **OK** and the progress bar will continue.

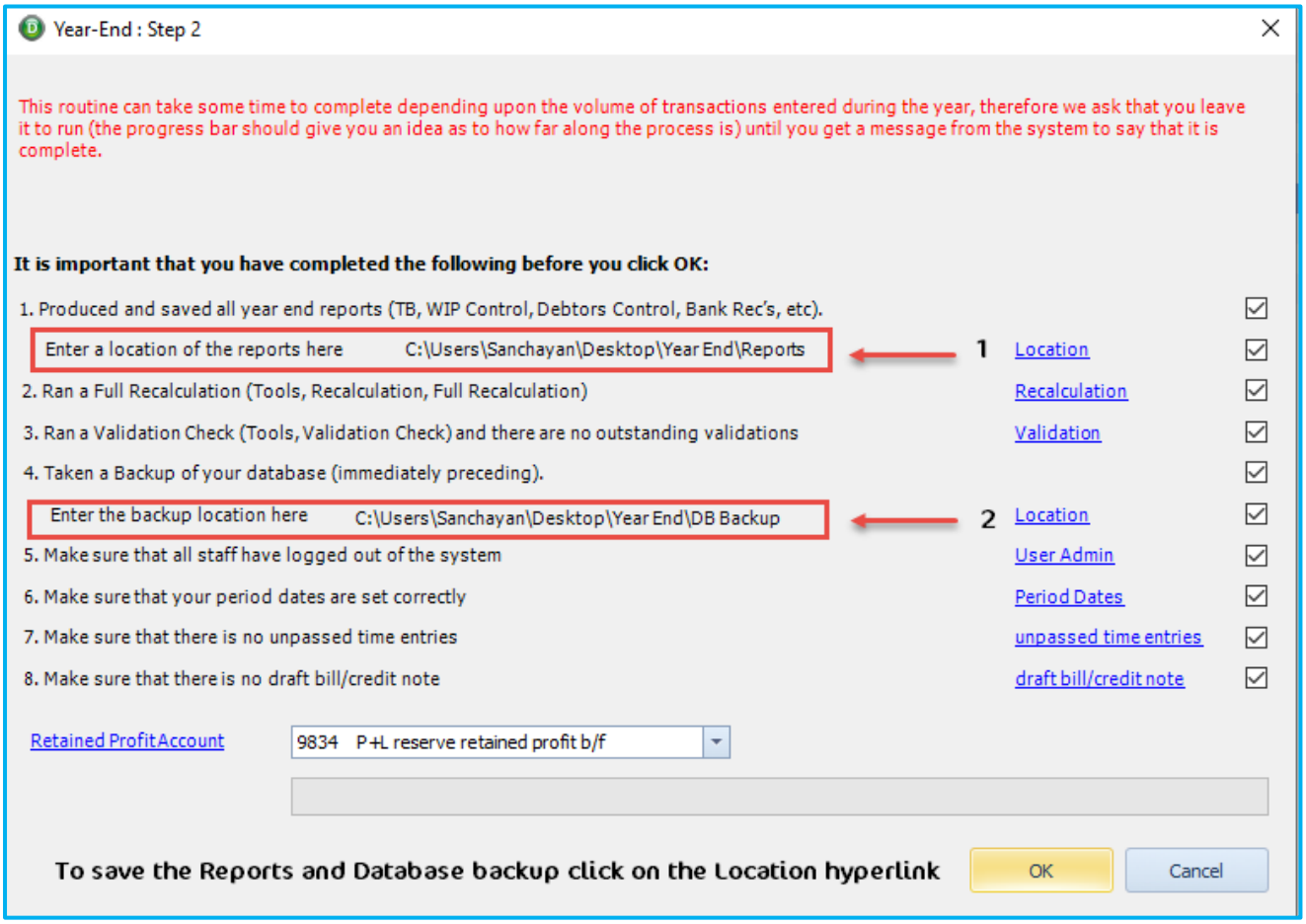


Figure 23: Tick the boxes in Year-End Step 2

Once complete then you will get the following message. Click **OK**.

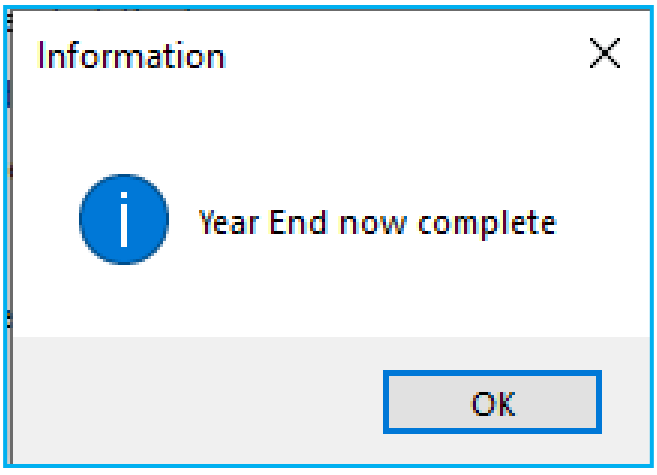


Figure 24: Year End Complete Message

MY COMMUNICATIONS

E-MAIL SETTINGS - DELIVERY & READ RECEIPT OPTIONS

To enable these options, go to **Communication Settings** under My Communication. Click on the **Options** tab and tick the **Delivery Receipt** or the **Read Receipt** checkbox(s) under the Tracking options.

Please note your email provider you and/or your email recipient's email provider may block these requests. This is outside of our control.

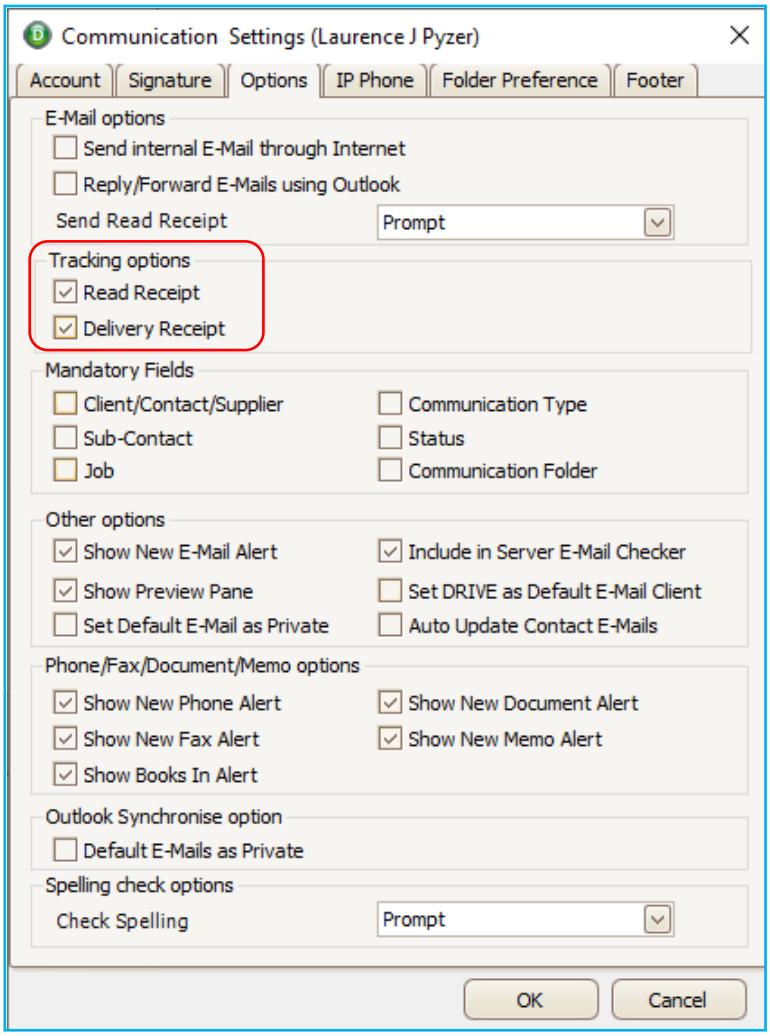


Figure 25: Delivery & Read Receipt

DATA IMPORT FROM EXCEL TO DRIVE

IMPORT CLIENTS FROM EXCEL INTO DRIVE – CHANGES

- Log File
- Business Type

Log File

When importing Client data into DRIVE from **File, Import**, **Import Client from Excel**, we have introduced the reporting of errors and the reasons for them in a log file. This will help you to rectify any issues and re-import.

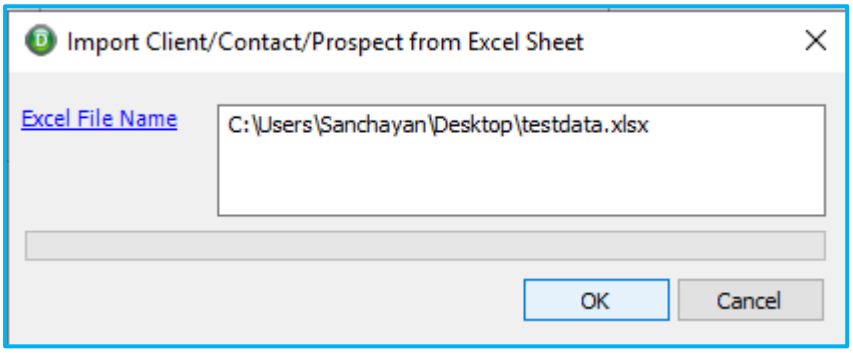


Figure 26: Select the source file to import the data into DRIVE

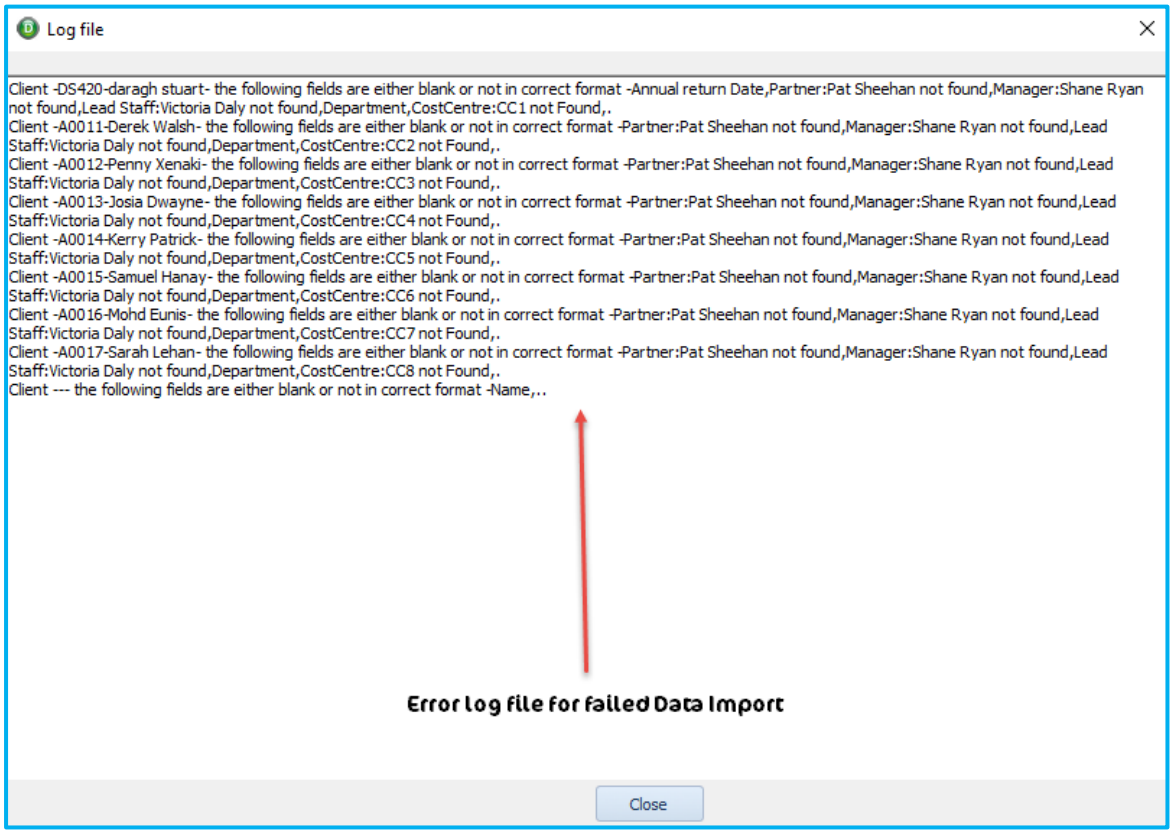


Figure 27: Error Log file for failed Standard Data Import into DRIVE

Business Type

If the source excel includes a **Business Type**, the Business Type will be created in DRIVE and then imported.

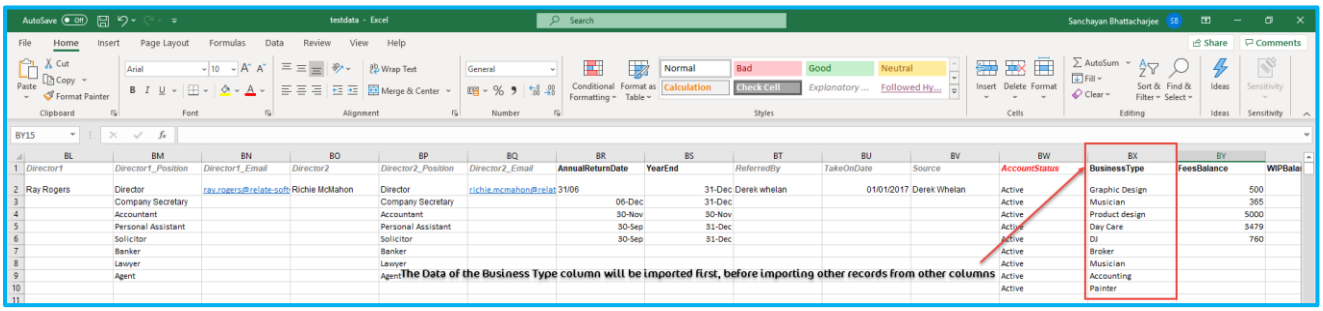


Figure 28: Business Type records imported first from the source data

CLIENT/CONTACT/PROSPECT OTHER INFORMATION VIEW

OTHER INFORMATION VIEW – WILL ONLY SHOW ACTIVE CLIENTS

The Client/Contact/Prospect Other Information View option will only display active clients. To access this view, go to the **View** option from the Toolbar and select **Client/Contact/Prospect Other Information**.

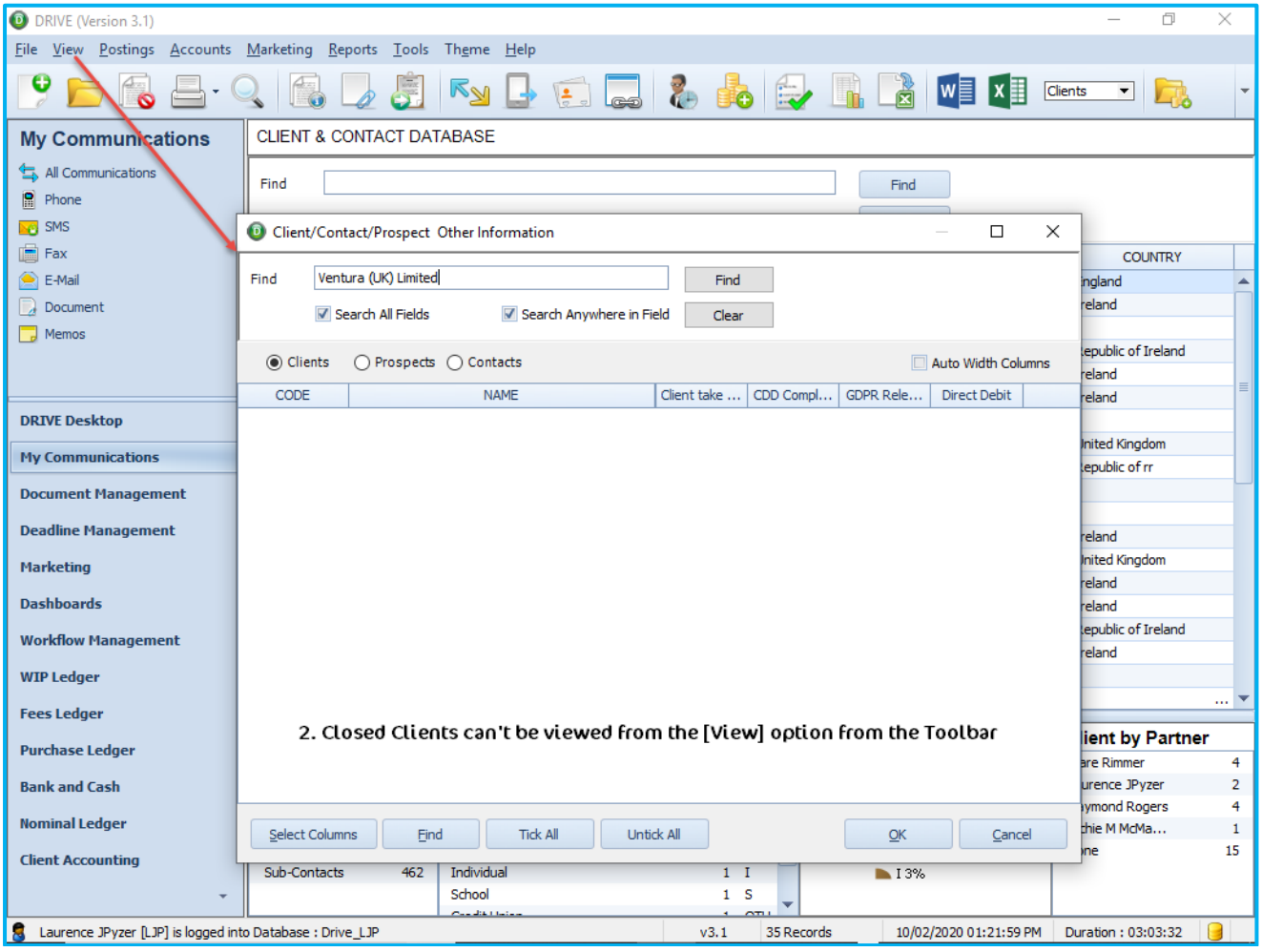


Figure 29: ONLY Active Clients/Contacts & Prospects will be displayed

SEPA/DD & BACS/DD DETAILS

You can now record the SEPA/DD or BACS/DD details of your clients in DRIVE.

From the Client & Contact Database, highlight your client, right-click, you will see two new options, for **SEPA/DD** (Ireland) and **BACS/ DD** (UK).

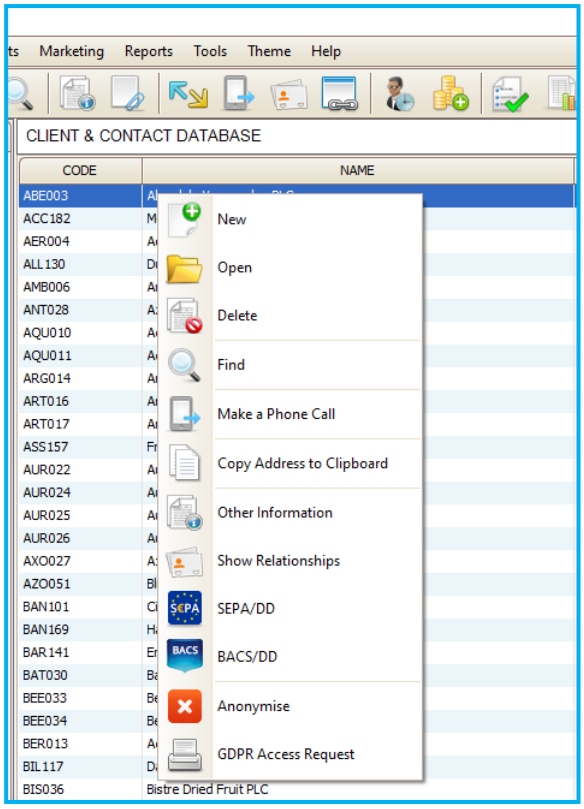


Figure 30: SEPA/DD and BACS DD

SEPA/DD - Ireland

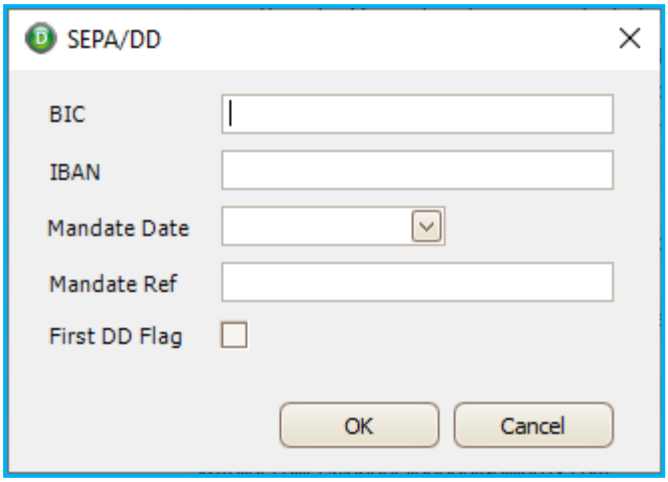


Figure 31: SEPA/DD Details

Enter the following details

BIC	Enter the clients Bank Identifier Code. A **Bank Identifier Code** is a unique identifier for a specific financial institution. This is a mandatory field and must be a valid BIC.
IBAN	Enter the clients International Bank Account Number. An **International Bank Account Number** is a unique identifier of a bank account of a customer at a financial institution. This is the only permissible account identifier for SEPA payments. This is a mandatory field and must be a valid IBAN.
Mandate Date	Select the Mandate Date by using the calendar drop-down menu.
Mandate Ref	Enter the Mandate Reference number. The reference number will help you to track DD's.
First DD Flag	Tick the First DD Flag if this is the first time this DD is generated. It can remain ticked on regeneration of the SEPA file.

BACS/DD (UK)

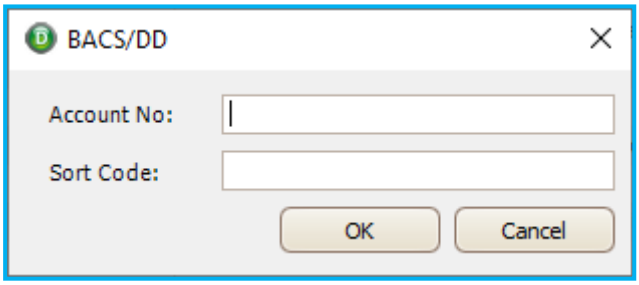


Figure 32: Account Number and Sort Code field for BACS/DD method

Enter the following details

Account No	Enter the Account Number. This is a mandatory field.
Sort Code	Enter the Sort Code. This is used by banks to identify and route the money transfers to the respective bank and the correct account.

REPORTS

BOOKS IN REPORT - NEW FIELDS

We have added 5 new fields in the **Books In** Report under the Client Reports. The new fields are:

- Address
- City
- County
- Post Code
- Country

To include the above fields in the **Books In** report, right click on the report name and select **Open**. The Report Setup will open; select **Column Selection** from the list of options on the left. You will then see the list of available columns that can be selected to appear on the report, including the 5 new columns. Tick to select and click **OK** to save these changes.

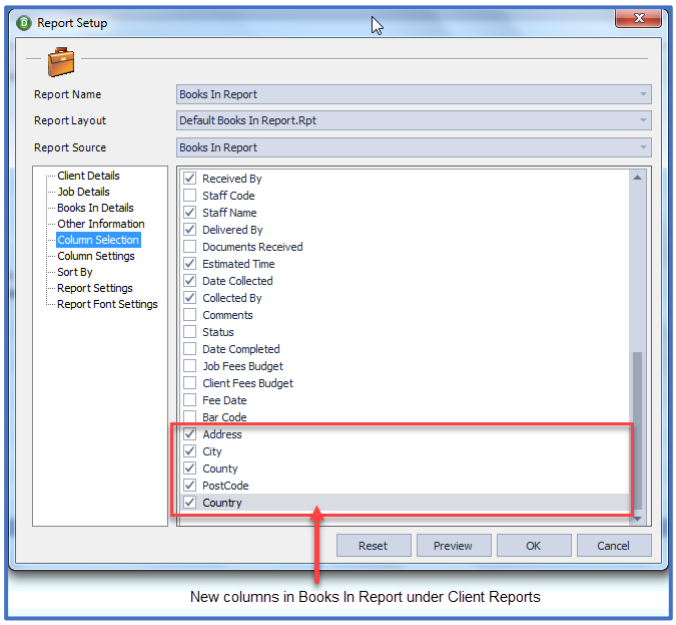


Figure 33: Books In Report, Column Selection

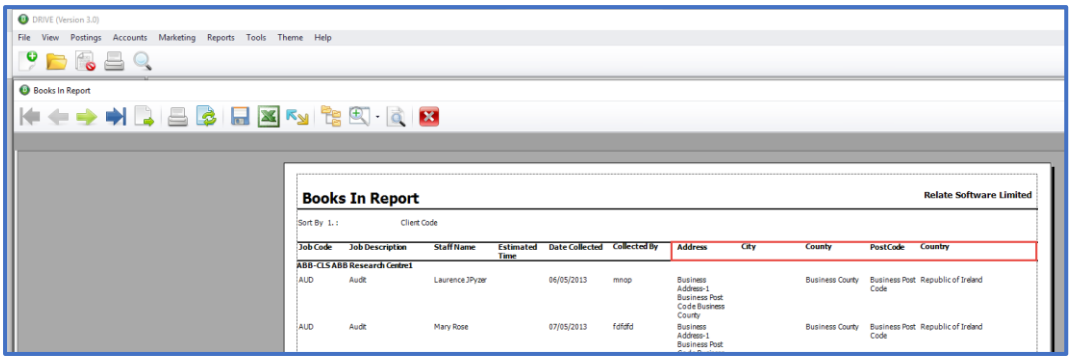


Figure 34: Books In Report Preview

SIP 9 REPORT – NEW FIELDS

We have added 4 new fields in the **SIP 9** Report under the Staff Reports. The new fields are:

- Job Code
- Staff Code
- Staff Name
- WIP Description

These fields will appear where there are unassigned entries and where you have chosen to include the detail of these on the report.

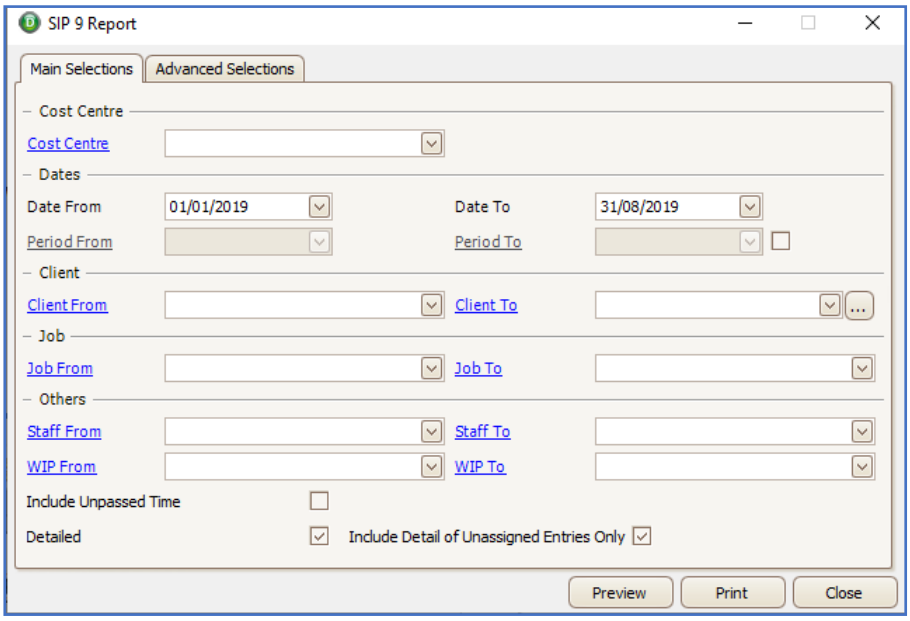


Figure 35: SIP 9 Report Selections

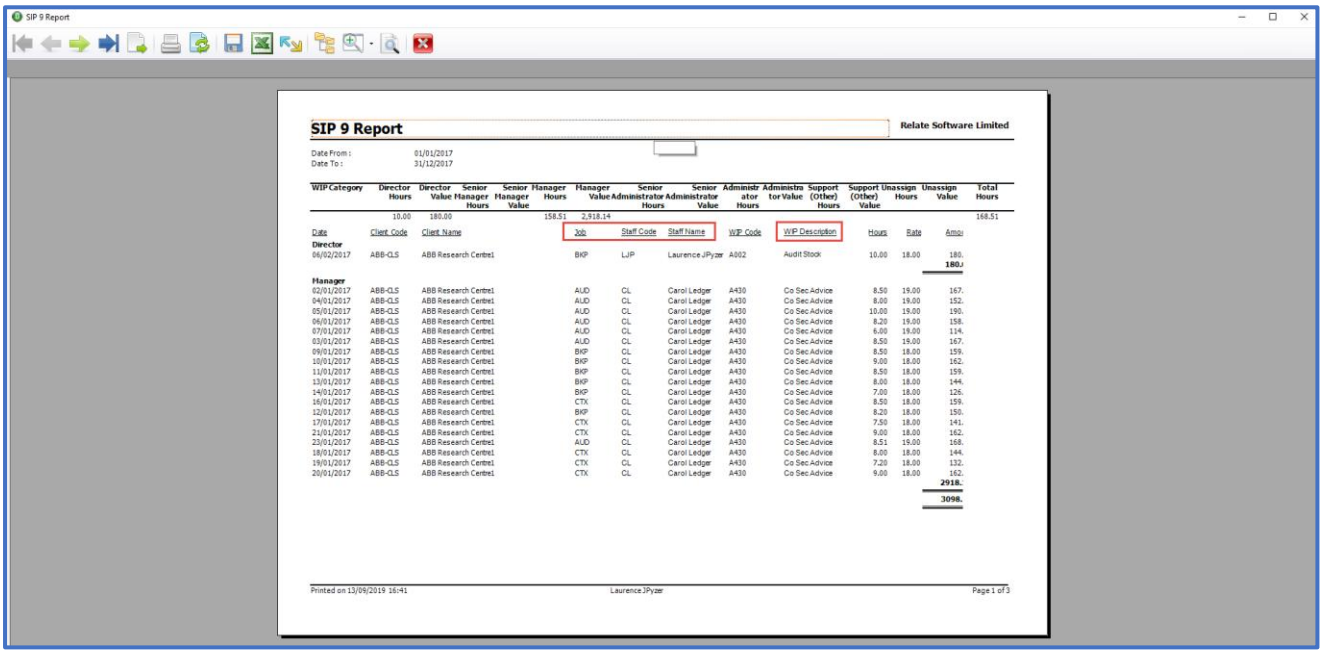


Figure 36: SIP 9 Report Preview

EXPENSE CLAIM FORM - OPTION TO 'SHOW SIGNATURE'

We have added an option in the **Expense Claim Form** Report, under the Staff Reports, to include footer on the report for **Employee Signature** & **Date** and **Approver Signature** and **Date**.

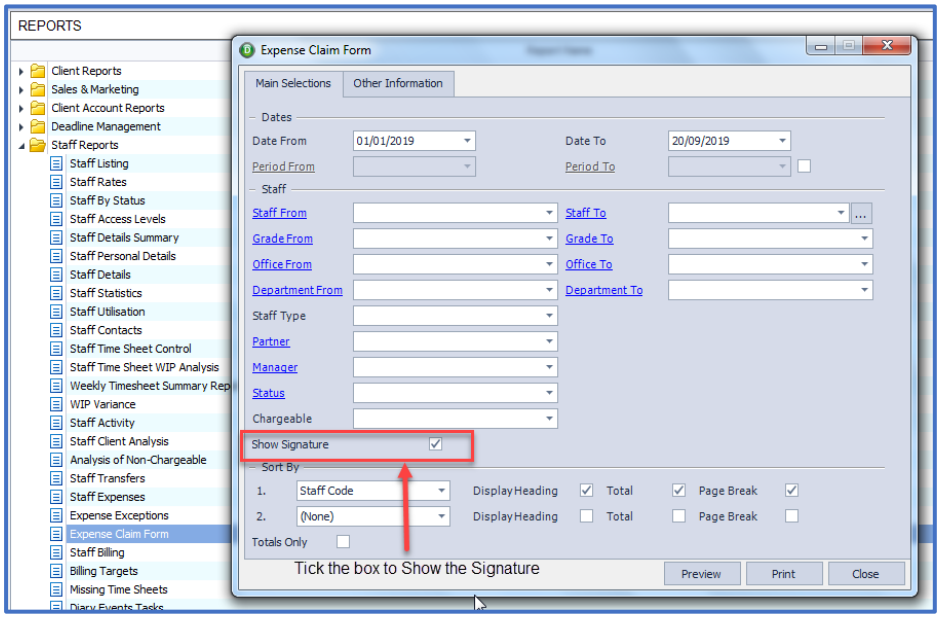


Figure 37: Show Signature checkbox

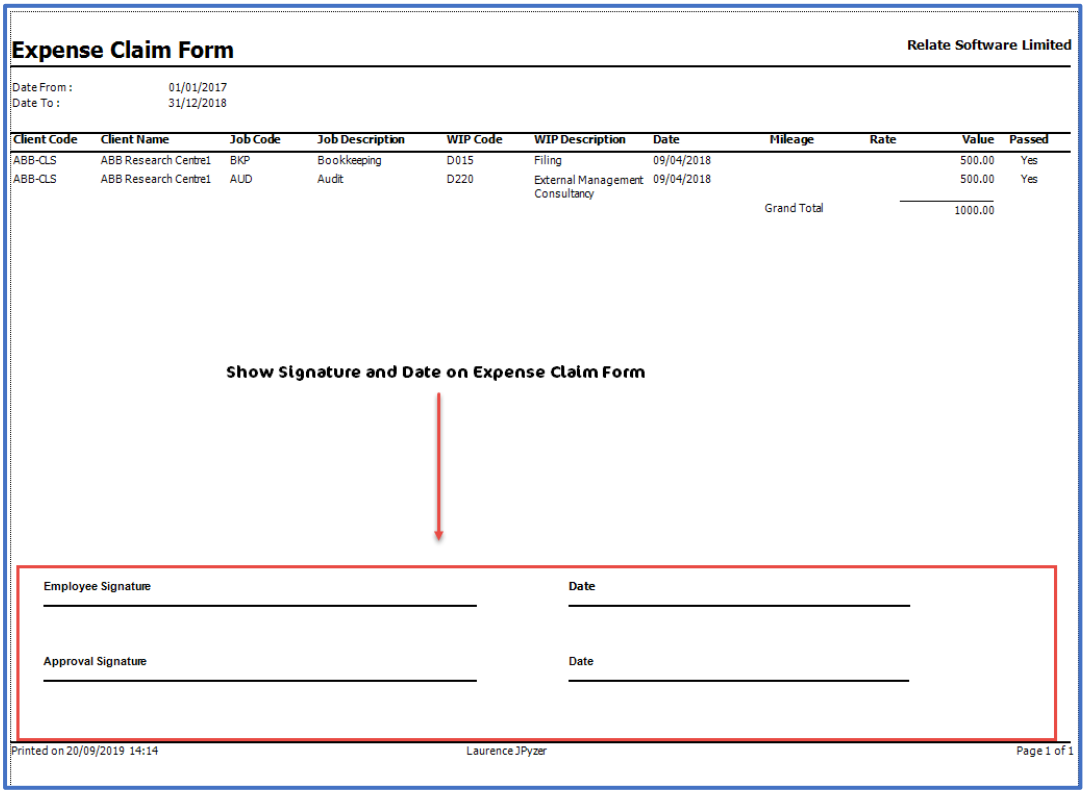


Figure 38: Signature Footer

JOB OTHER INFORMATION TAB INTRODUCED IN FOUR REPORTS

We have added the **Job Other Information** tab to the following reports:-

- **Bill and Credit Note Listing** under the **Fees Reports**
- **Client Aged Debt** Report under **Client Reports**
- **Client Aged WIP** Report under **Client Reports**
- **Receipt Discounts Listing** under **Bank and Cash Reports**

This will allow you to filter these reports further based on Job specific other information fields.

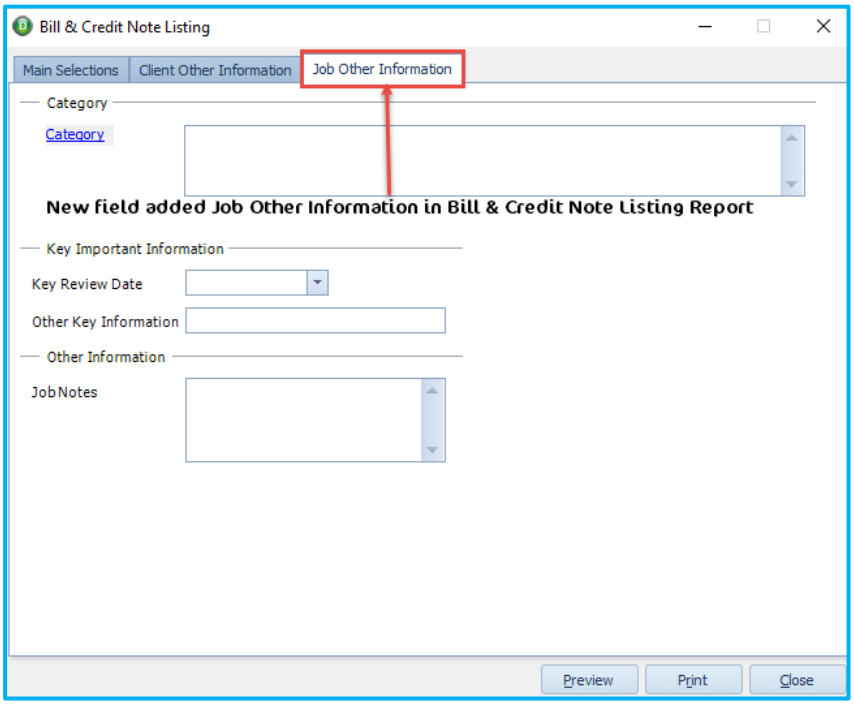


Figure 39: Job Other Information Tab in Bill & Credit Note Listing Report

CLIENT WIP RECONCILIATION REPORT – BY STAFF, NEW BREAKDOWN BY CLIENT

When running this report with **Report Type = By Staff**, we have added an option to **Show Recovery Report By Client**.

Previously this report gave a recovery rate for a staff member overall, this will now show the client by client breakdown of this calculation.

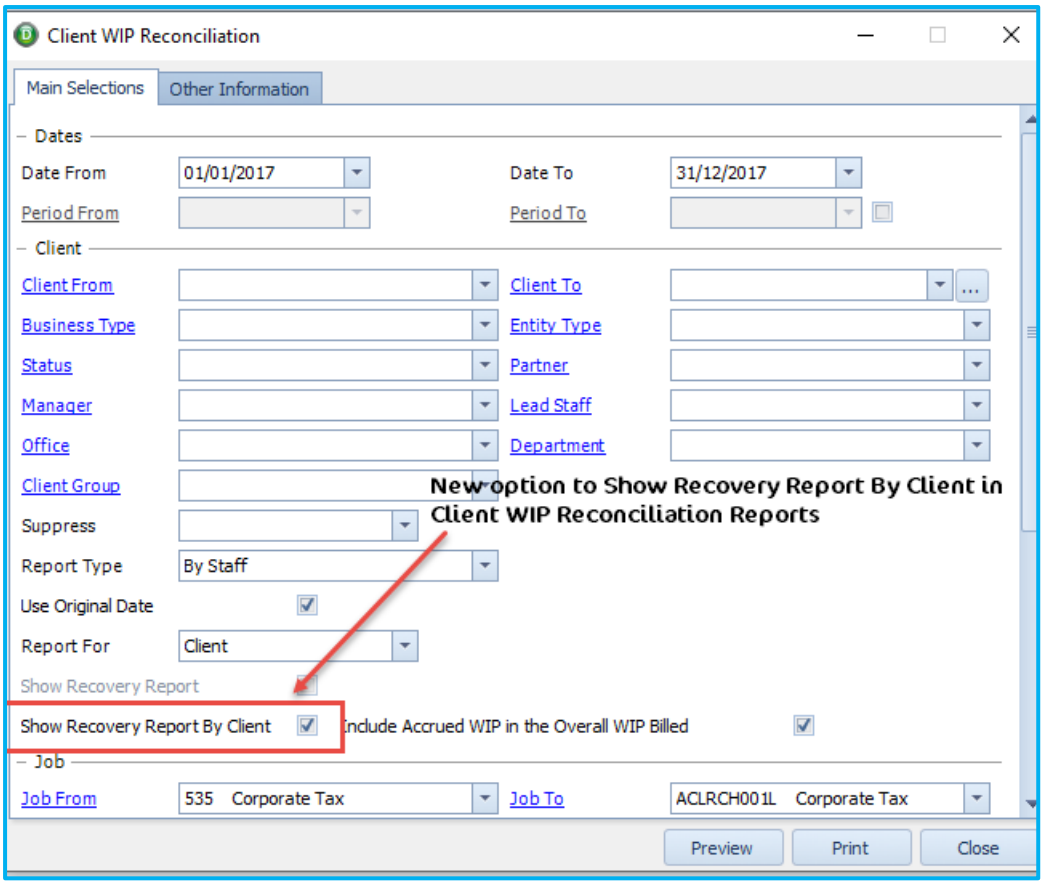


Figure 40: Tick the box to show Recovery Report By Client (a breakdown)

STAFF TRANSFER REPORT CHANGES

Job Department

When running this report, we have added an option **Department** under the 'Job' section, this will allow you to run this report for a specific Job department.

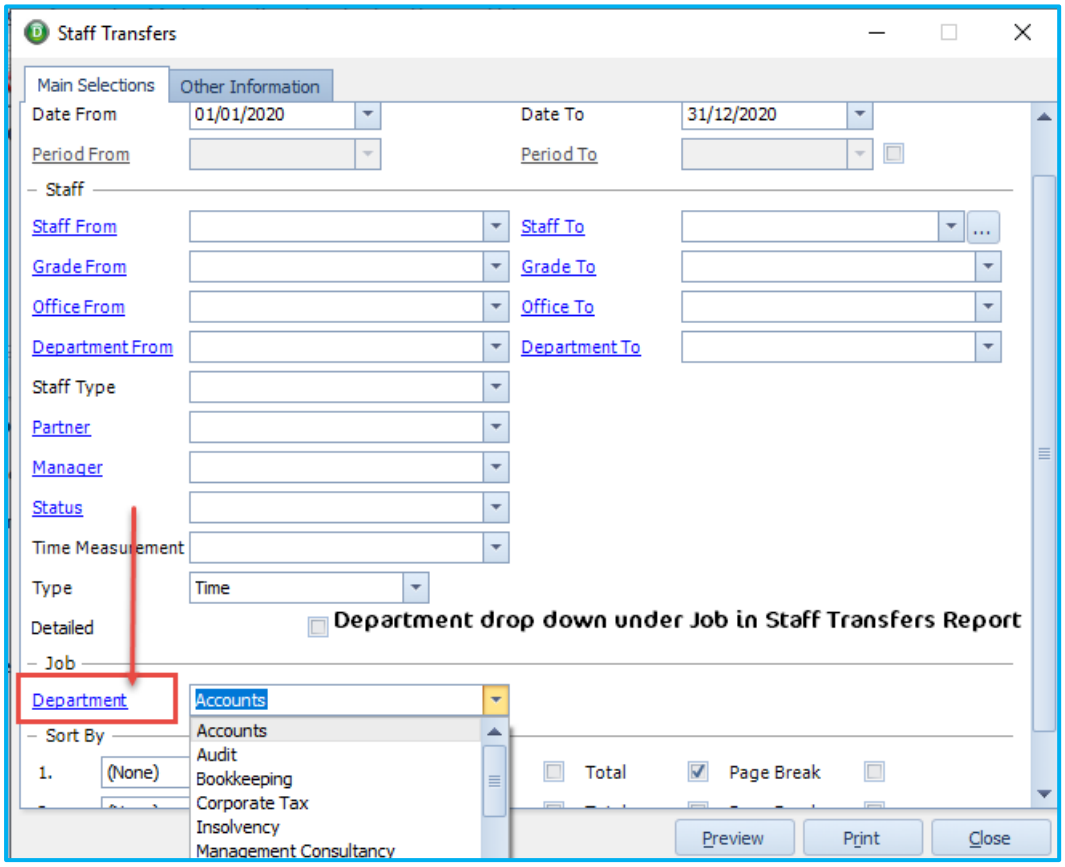
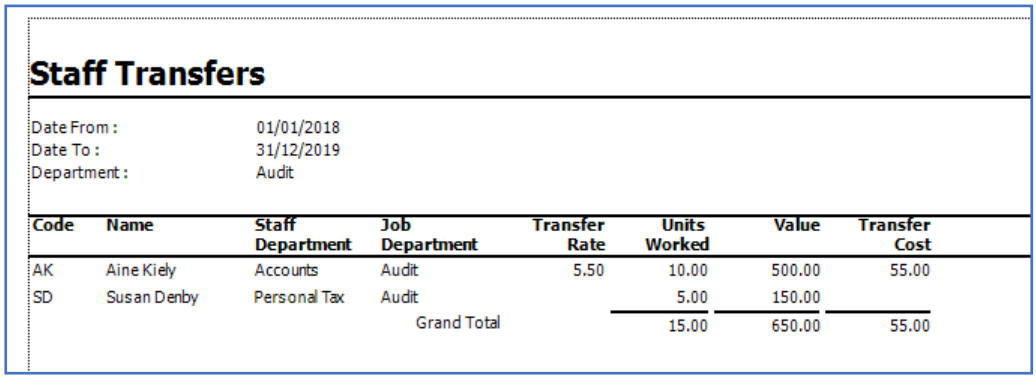


Figure 41: Job Department in Staff Transfers Report

When running this report the staff members department will be displayed and the selected Job department.



Staff Transfers

Date From : 01/01/2018
Date To : 31/12/2019
Department : Audit

Code	Name	Staff Department	Job Department	Transfer Rate	Units Worked	Value	Transfer Cost
AK	Aine Kiely	Accounts	Audit	5.50	10.00	500.00	55.00
SD	Susan Denby	Personal Tax	Audit		5.00	150.00	
			Grand Total		15.00	650.00	55.00

Figure 42: Staff Transfers Report showing both Staff and Job Department

Type (Transaction)

When running this report we have added a **Type** option, just below the Time Management dropdown. You will see two new options; **Time** and **Expenses**.

If you want to generate the report for just time entries then in the **Type** drop-down select '**Time**'. If you leave the **Type** blank then the report will pull up all transaction irrespective of the time and expenses.

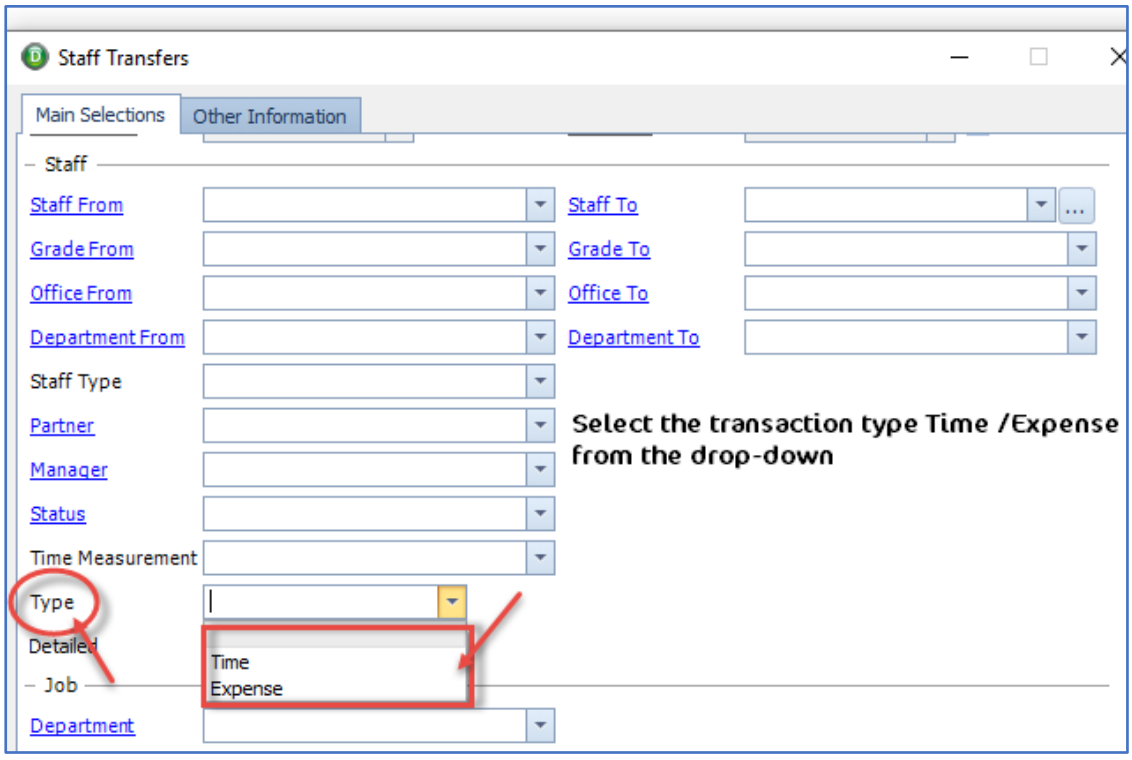
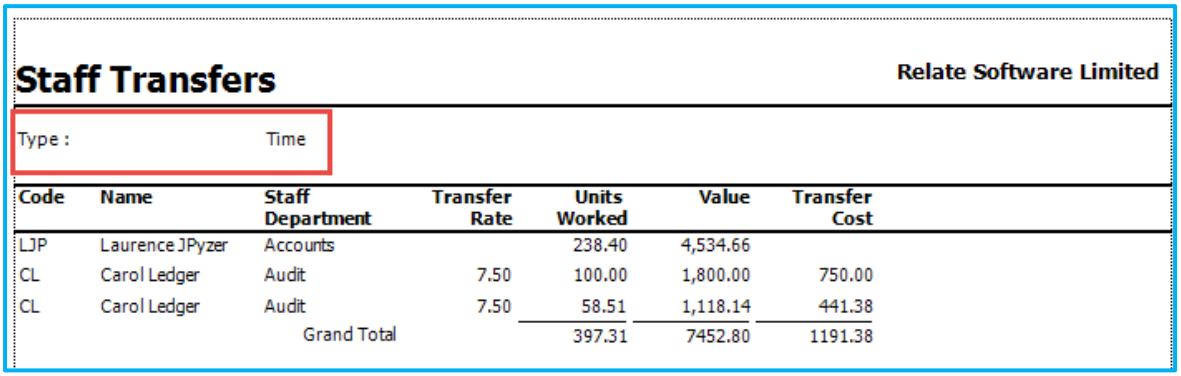


Figure 43: New option Type in Staff Transfers Report



Staff Transfers — Relate Software Limited

Type : Time

Code	Name	Staff Department	Transfer Rate	Units Worked	Value	Transfer Cost
LJP	Laurence JPyzer	Accounts		238.40	4,534.66	
CL	Carol Ledger	Audit	7.50	100.00	1,800.00	750.00
CL	Carol Ledger	Audit	7.50	58.51	1,118.14	441.38
		Grand Total		397.31	7452.80	1191.38

Figure 44: Type in Staff Transfers Report Preview

CLIENT AGED WIP REPORT – NEW WIP PROVISION AMOUNT COLUMN

We have added **WIP Provision** amount field as a column option in the **Client Aged WIP** Report.

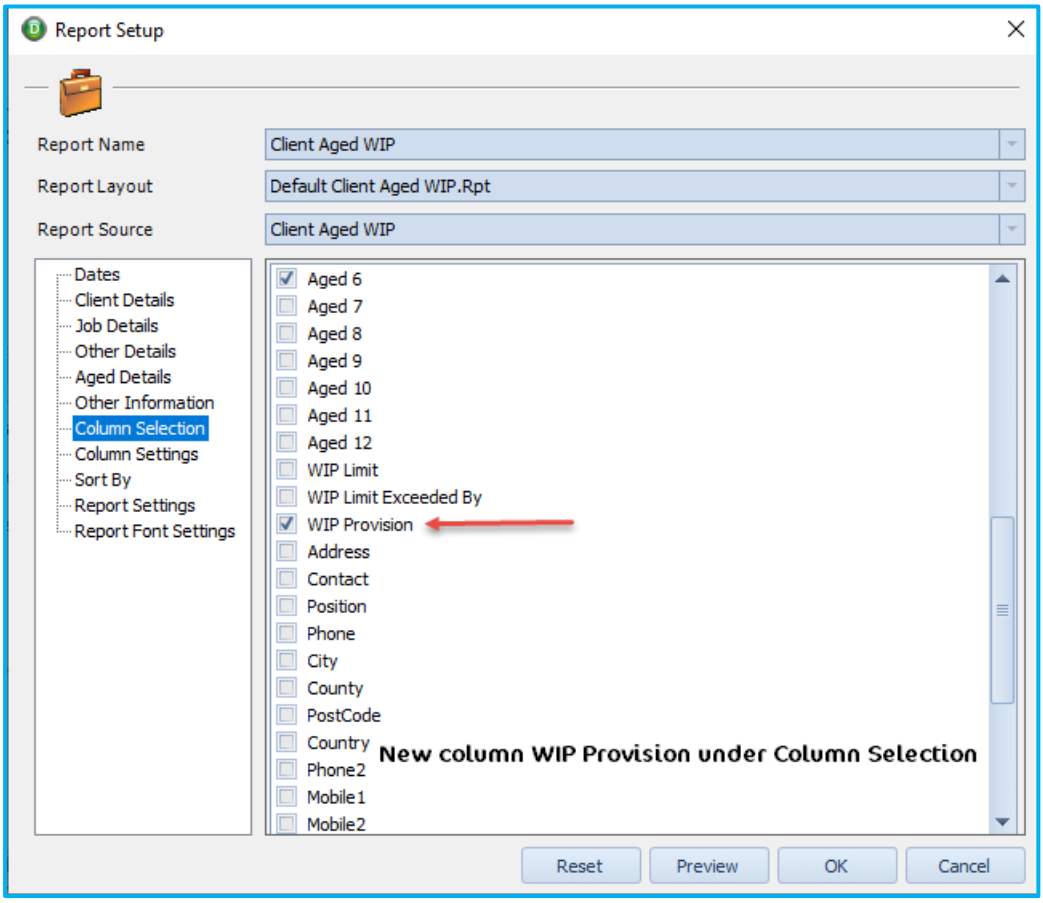


Figure 45: WIP Provision in Column Selection in Client Aged WIP Report

The **WIP Provision** amount column is available for both **Clients** and **Jobs**.

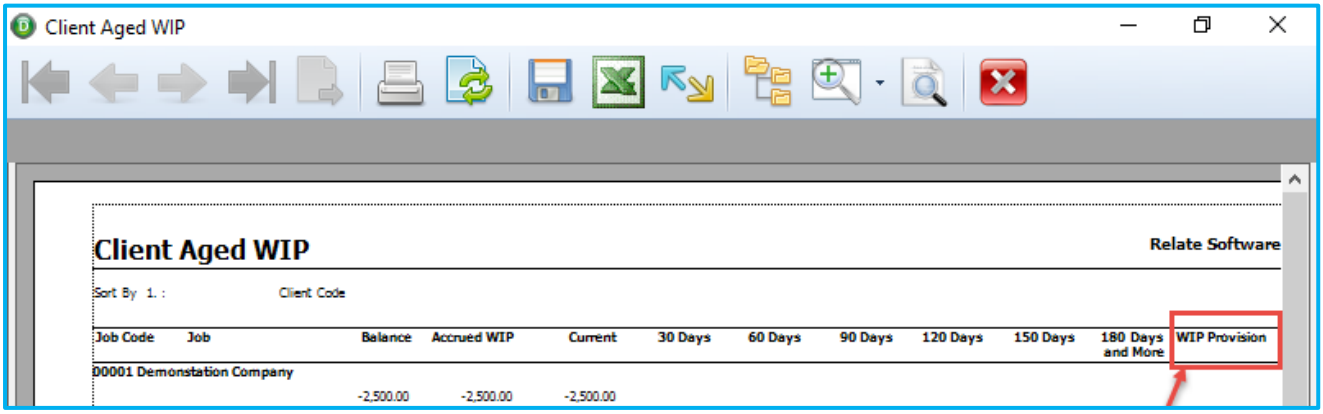


Figure 46: WIP Provision column in Client Aged WIP Report

The **Client Only** tick box on the report 'Main Selections' will determine whether the Report will show the Client WIP Provision or the Job WIP Provision.

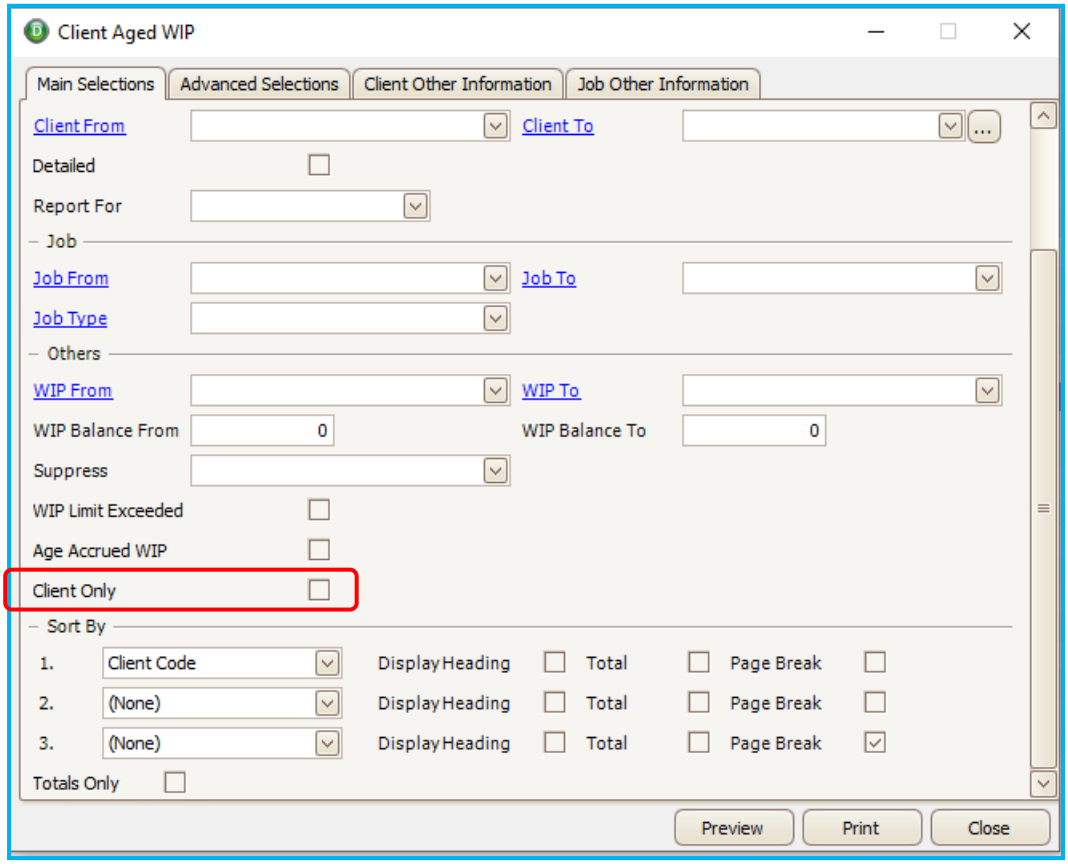


Figure 47: Client Only checkbox on Main Selections of Client Aged WIP Report

CLIENT AGED DEBT REPORT – NEW FEES PROVISION AMOUNT COLUMN

We have added **Fees Provision** amount field as a column option in the **Client Aged Debt** Report.

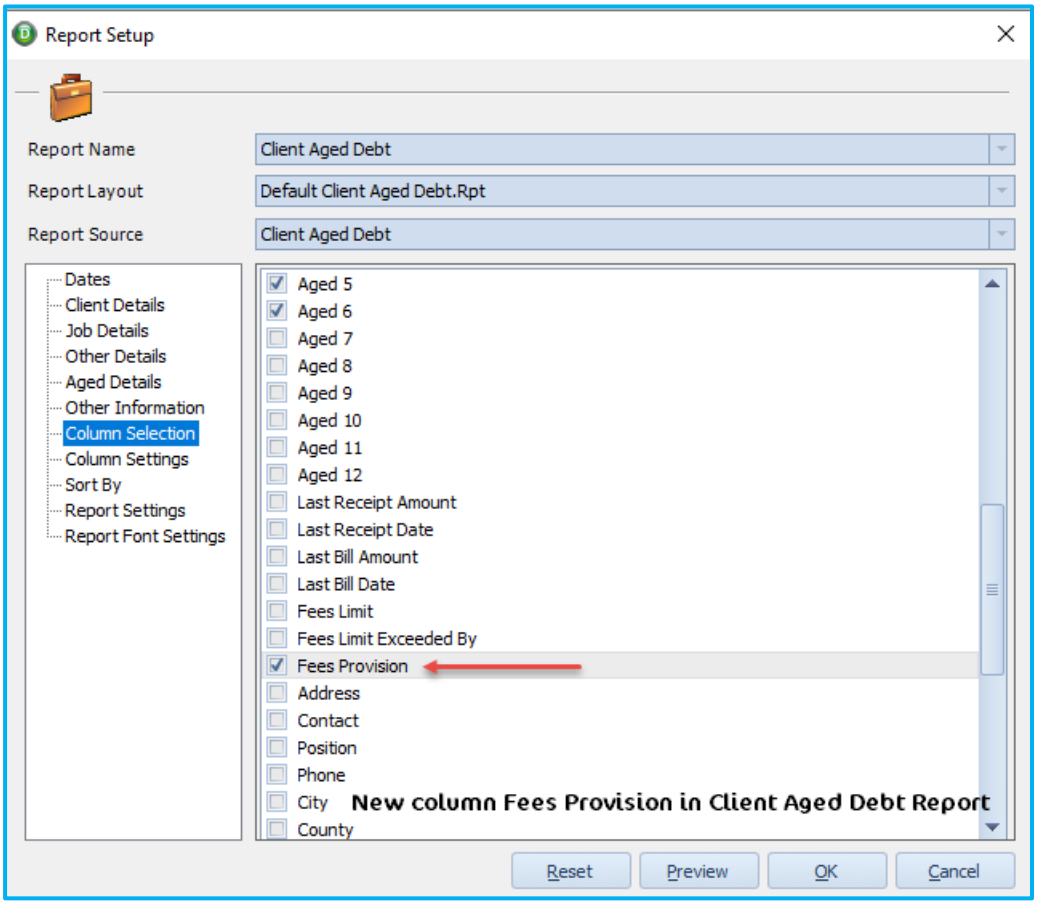


Figure 48: Fees Provision in Column Selection in Client Aged Debt Report

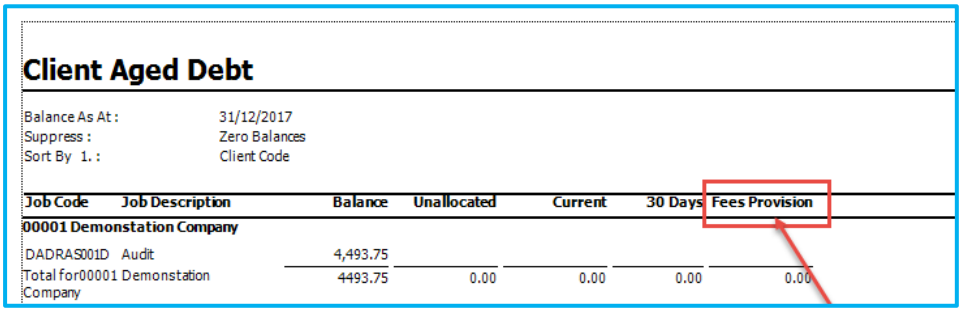


Figure 49: Fees Provision column in Client Aged Debt Report

AGED DEBTORS REPORT – NEW FEES PROVISION AMOUNT COLUMN

We have added **Fees Provision** amount field as a column option in the **Aged Debtors** Report under **Fees Reports**.

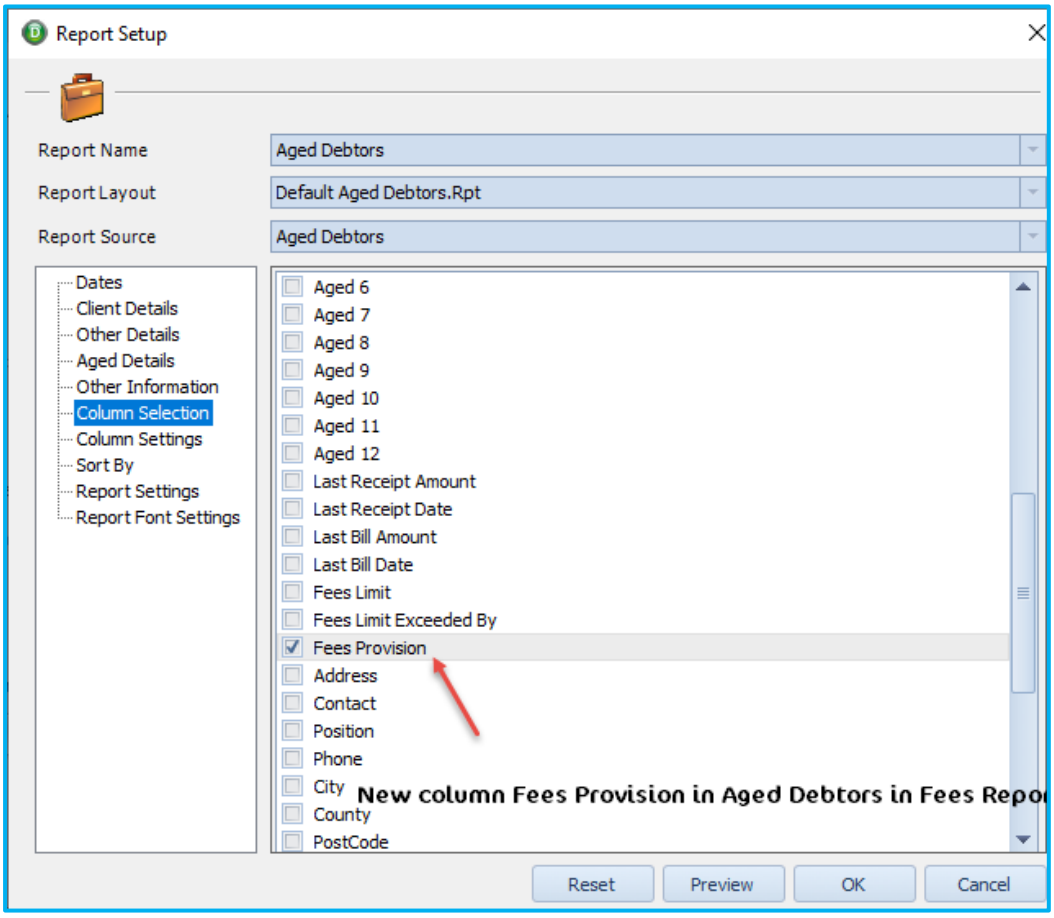


Figure 50: Fees Provision in Column Selection in Aged Debtors

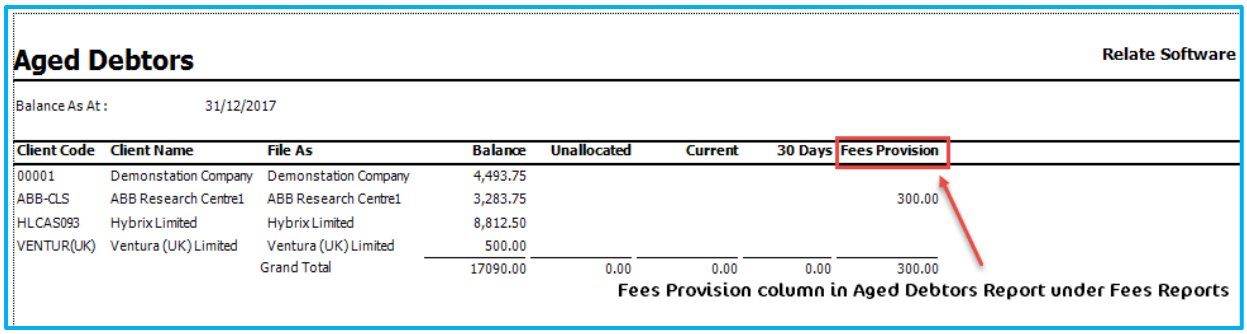


Figure 51: Fees Provision column in Aged Debtors Reports

RECEIPTS DISCOUNT REPORT – NEW SEPA DD & BACS DD COLUMNS

We have added the following columns in the Receipt Discount Report in **Bank and Cash Reports**.

- IBAN
- BIC
- Mandate Ref
- Mandate Date
- First DD Flag
- Account No
- Sort Code

To add these columns to the report, right-click on the report name and select 'Open'. Then select Column Selection and tick the required boxes.

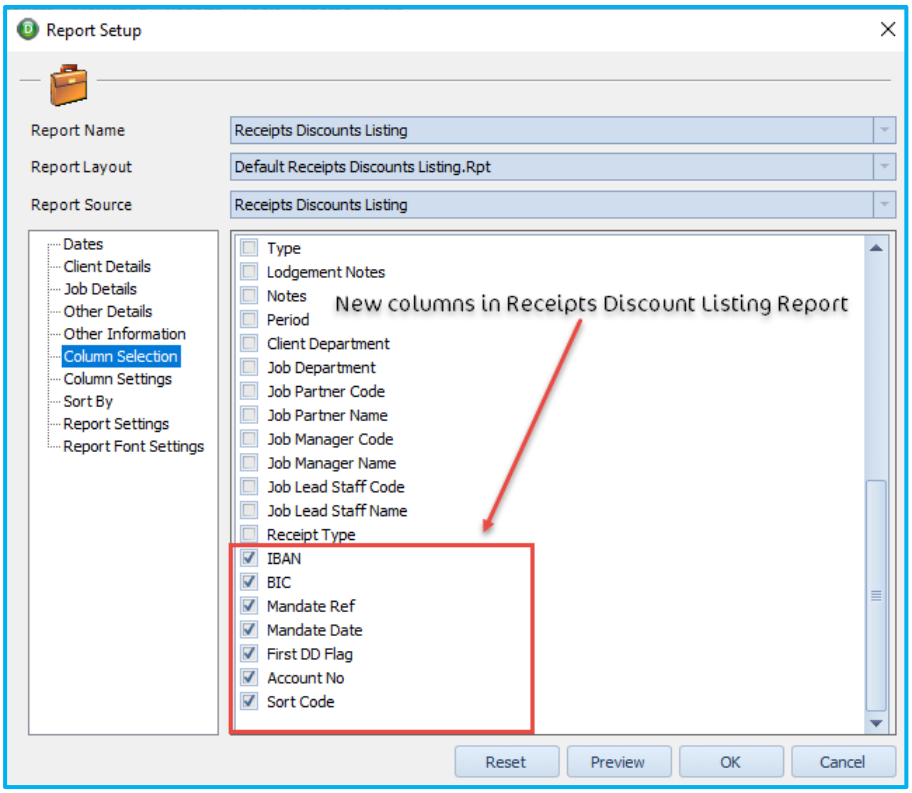


Figure 52: New columns available

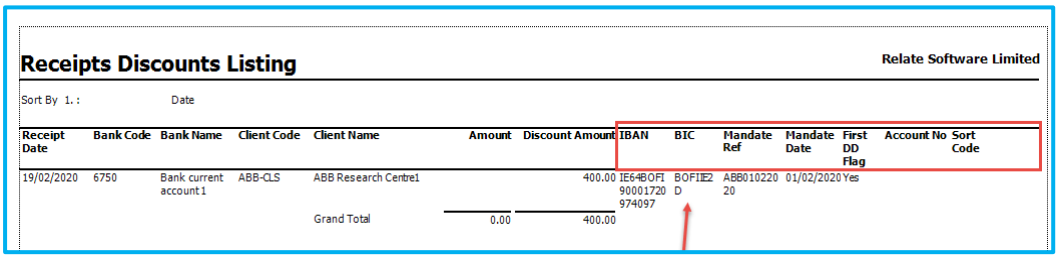


Figure 53: Sample showing new columns