RELEASE NOTES

for DRIVE

Version 3.2 Build 1

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software

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INTRODUCTION

These release notes outline the enhancements introduced in **DRIVE Version 3.2**

We have made significant improvements in the performance/speed in the areas of Communications, Lodgements and Email. We have made additional changes to Reports, including UK MTD-VAT Returns and introduced a new Bank Import feature.

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 user feedback 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 recommends that you take regular backups of your database to minimise any loss of data.

BANK IMPORTS IN BANK AND CASH

In this update we have introduced a new feature to import Bank csv files, with records of bank payments and receipts, from AIB and Bank of Ireland into DRIVE. Future updates will include other bank csv files.

BANK IMPORTS

From the [**Bank and Cash**] module, you should see a new option called [**Bank Imports**]. Click on the [**Bank Imports**] icon and you should then see the **Bank Import** browse screen, see below

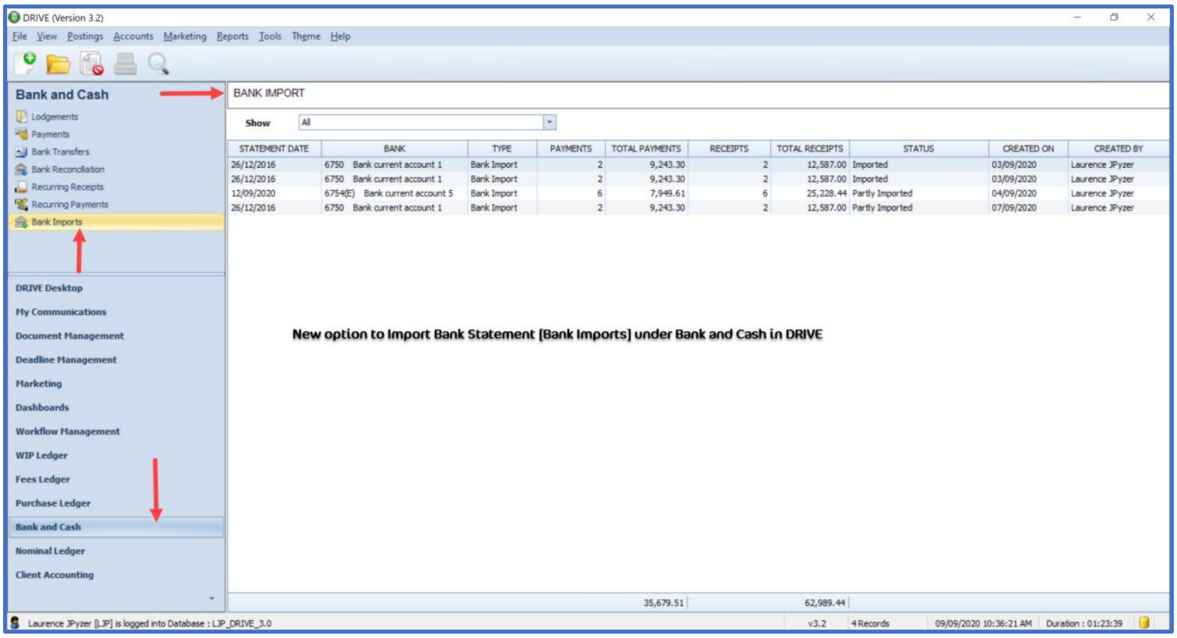


Figure: Bank Imports

To import a bank csv file click on the [**New**] icon. The [**Bank Import**] window will appear on your screen.

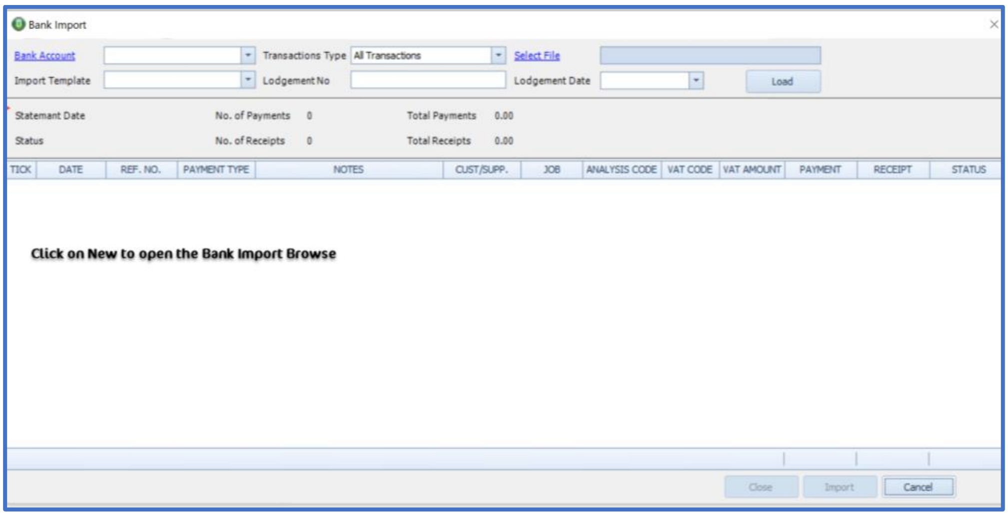


Figure: New Bank Import

1. Select the [**Bank Account**] which these bank payments and receipts are to be imported into, click the drop-down arrow to see the list of available banks.

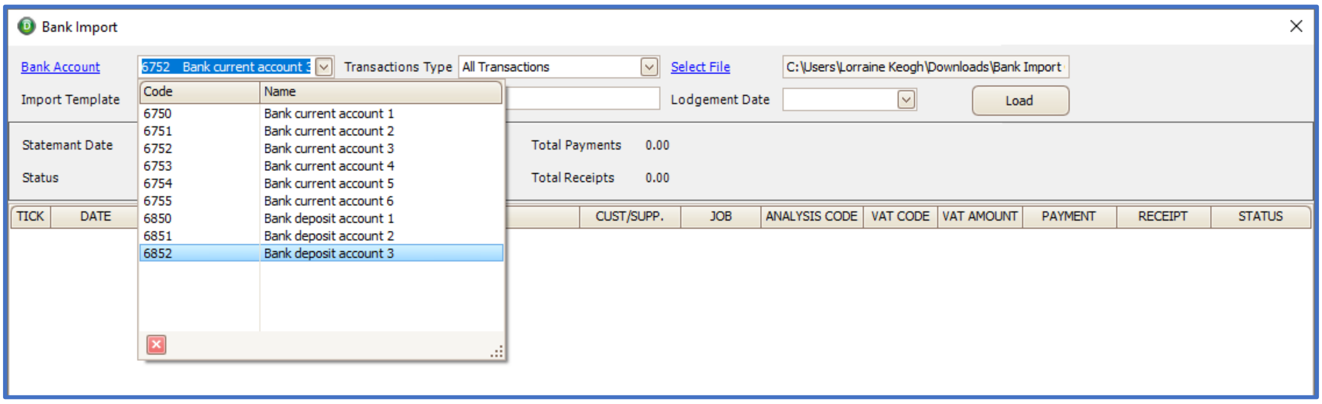
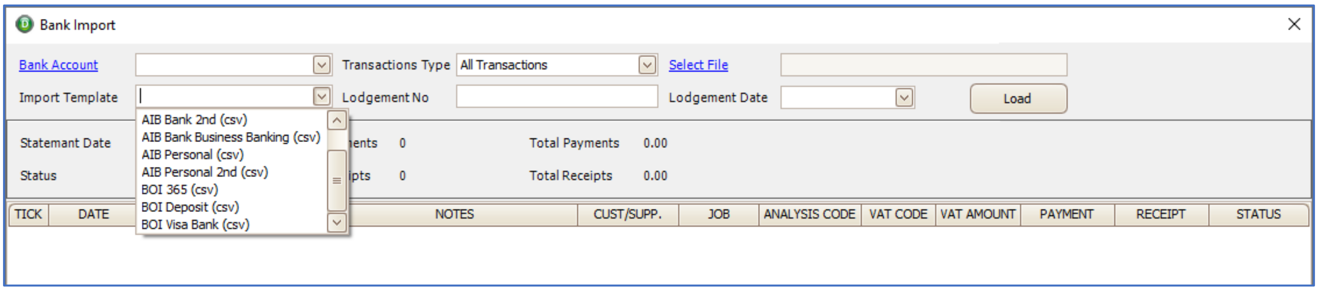


Figure: Bank Account selection

2. Select the [**Import Template**] to be used, click the drop-down arrow to see the list of available import template files.



Available Import Templates

1. AIB Bank (csv)
2. AIB Bank (out)
3. AIB Bank 2nd (csv)
4. AIB Bank Business Banking (csv)
5. AIB Personal (csv)
6. AIB Personal 2nd (csv)
7. BOI 365 (csv)
8. BOI Deposit (csv)
9. BOI Visa Bank (csv)

You must select the correct template based on your actual bank account type e.g. If you are an AIB Business Banking customer then you must select the template for AIB Banking Business Banking (csv).

3. Select the [**Transaction Type**] you want to import from the bank csv file. By default [**All Transactions**] will be selected, alternatively you can choose to import only payments or only receipts.

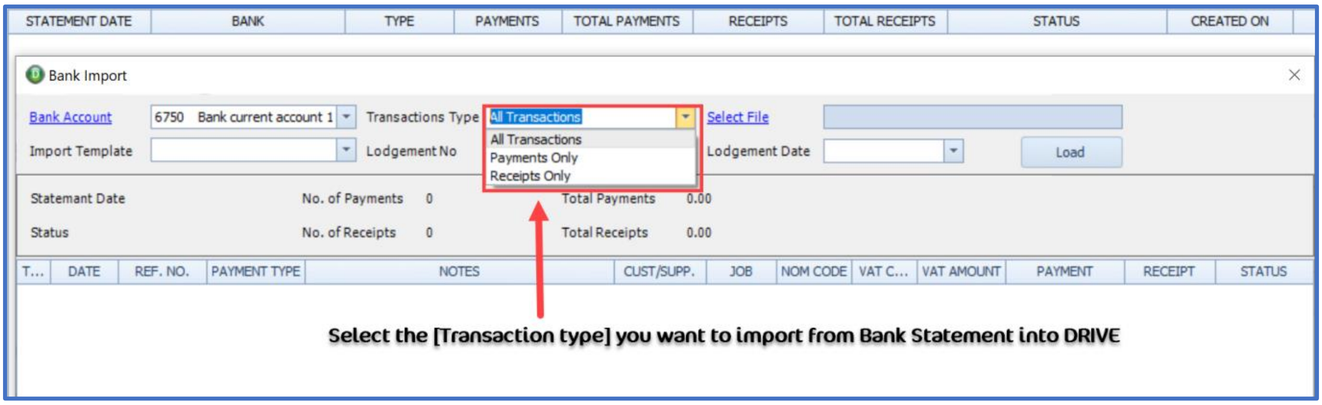


Figure: Transaction Types selection

4. Select the actual file which you want to import, click on the [**Select File**] hyperlink, this will open windows explorer, you should go to the location of the csv file that you have downloaded from the bank and click OK.

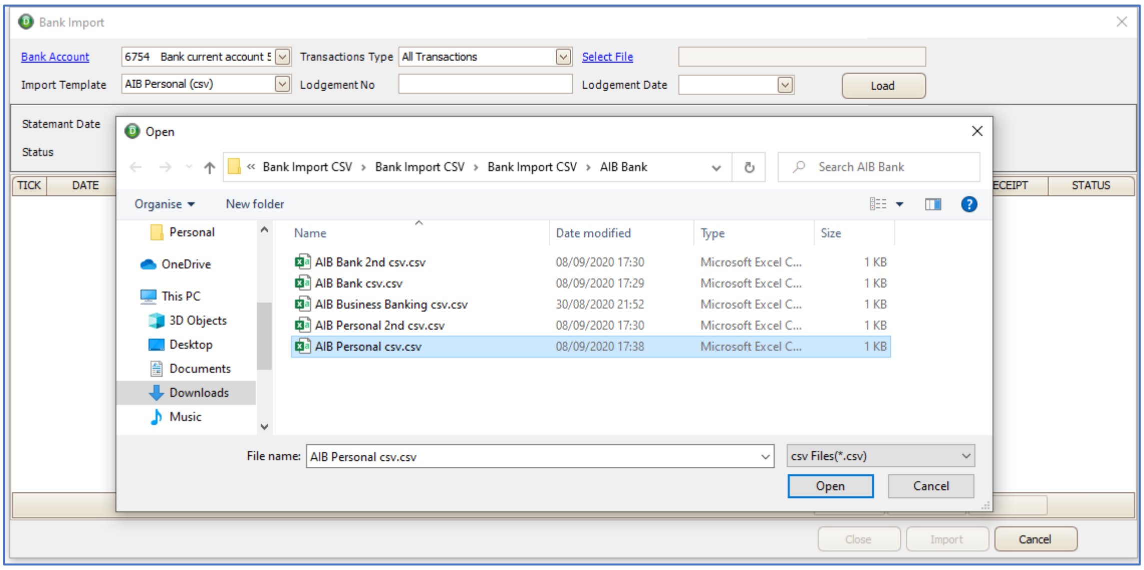
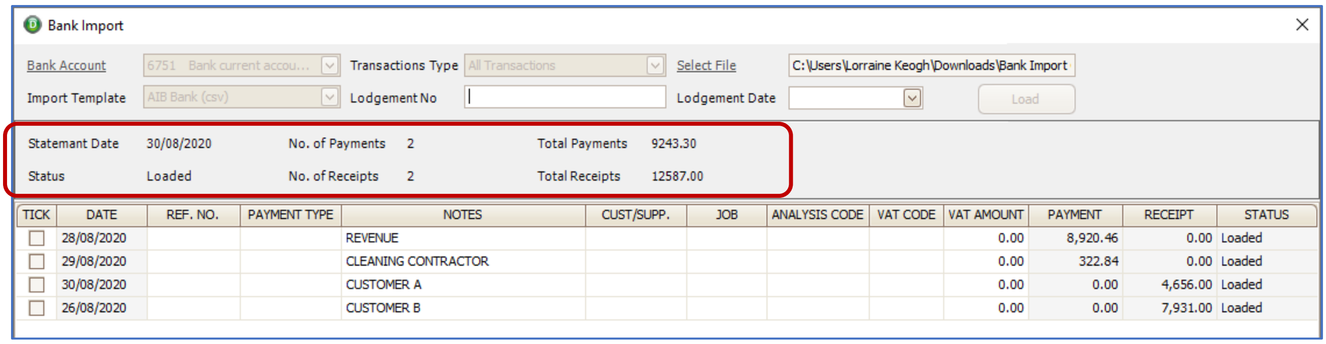


Figure: Select the CSV file to import

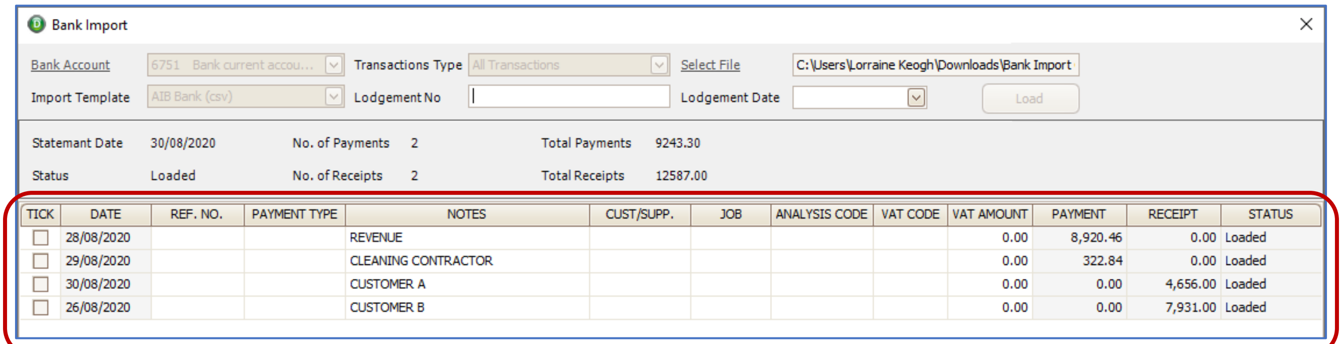
5. To display the payments and receipts contained in the bank import file and the summary or header details, click the [**Load**] icon.



Once the details of the file are loaded the [**Header Details**] section of the above screen will be updated with the following information.

Statement Date	The date of the latest transaction
No. of Payments	The number of payment transactions in the loaded csv file
Status	The status of the loaded csv file: Loaded, Imported or Partly Imported
No of Receipts	The number of receipt transactions in the loaded csv file
Total Payments	The total amount of all payment transactions in the loaded csv file
Total Receipts	The total amount of all receipt transactions in the loaded csv file

Figure: Header details of the Loaded Bank Import file



The details contained in the csv file of the individual payments and receipts will be displayed along with additional columns of information that is needed before the entries can be imported into the system.

Tick	Tick to select the entries that you want to import
Date	The date of the payment or receipt, read-only
Ref. No.	Enter a Reference Number for the transaction (before importing), if required
Payment Type	Enter or select a Payment or Receipt Type (before importing), if required
Notes	The details that appear on your Bank account will appear here, you can change these if you wish (before importing), if required
Customer/ Supplier	Select the Customer or Supplier from the drop-down list, if appropriate
Job	If you have selected a customer then you must select a job from the available list
Analysis Code	For non-customer receipts or non-supplier payments you must select a Nominal Analysis Code from the dropdown list or enter the code
VAT Code	For non-customer receipts or non-supplier payments you can enter a VAT code, if appropriate
VAT Amount	If a VAT Code is selected, then this column will show the calculated amount
Payment	Payment amounts will be shown in this column, read-only
Receipt	Receipt amounts will be shown in this column, read-only
Status	This column will show the status of the transaction [**Loaded or Imported**]

NOTE: Imported transactions cannot be modified in the bank import file, they can be edited in the relevant payments or receipts browse.

6. Enter the [Lodgement No], you must enter a lodgement number if you have selected to import any receipts.

7. Enter the [Lodgement Date], you must enter a lodgement date if you have selected to import any receipts.

NOTE: If you have your Tools, Settings, Fees Ledger, Lodgement/Receipt Setup set to [**Use Receipt only**] then the lodgement number will be shown as the prefix to the Receipt Number.

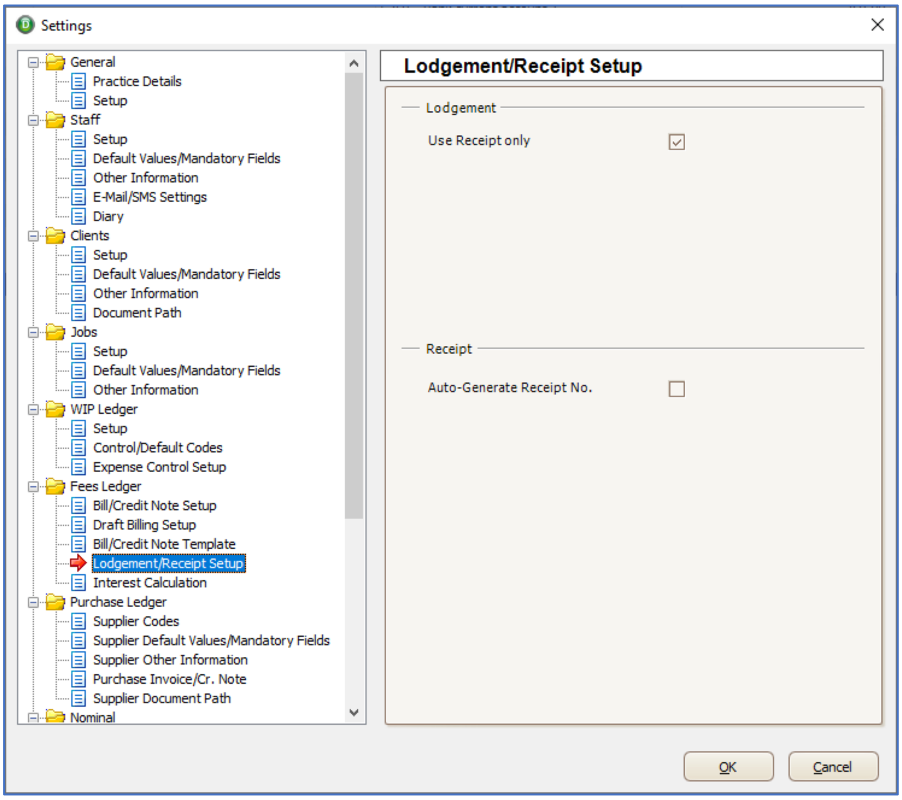


Figure: 'Use Receipt only' selected

REPORTS

JOB LISTING REPORT – 'JOB WIP DISCOUNT %' COLUMN ADDED

We have added WIP Discount % as a column option in the Job Listing Report.

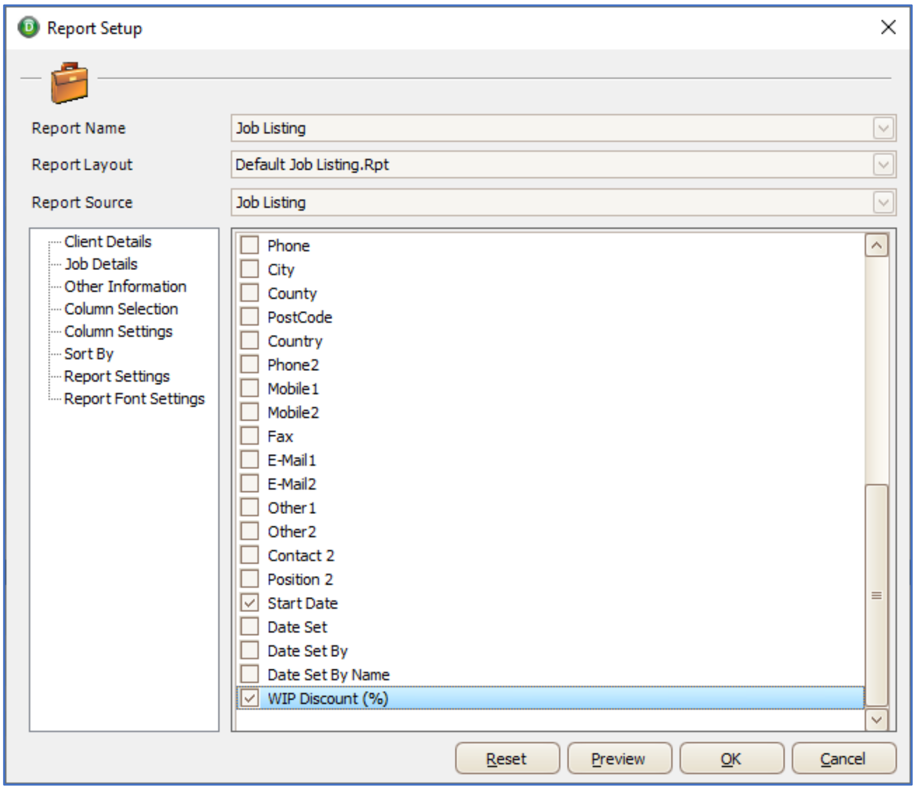
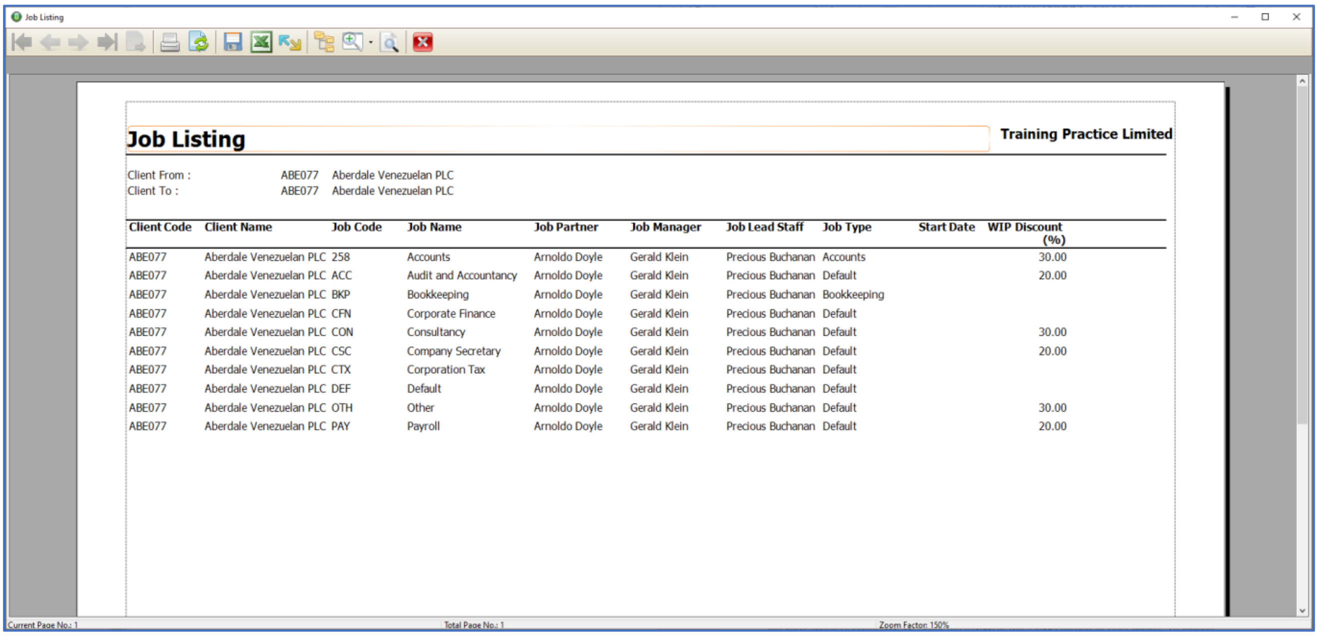


Figure: WIP Discount % column in the Report Setup



Job Listing

Training Practice Limited

Client From : ABE077 Aberdale Venezuelan PLC
Client To : ABE077 Aberdale Venezuelan PLC

Client Code	Client Name	Job Code	Job Name	Job Partner	Job Manager	Job Lead Staff	Job Type	Start Date	WIP Discount (%)
ABE077	Aberdale Venezuelan PLC	258	Accounts	Arnoldo Doyle	Gerald Klein	Precious Buchanan	Accounts		30.00
ABE077	Aberdale Venezuelan PLC	ACC	Audit and Accountancy	Arnoldo Doyle	Gerald Klein	Precious Buchanan	Default		20.00
ABE077	Aberdale Venezuelan PLC	BKP	Bookkeeping	Arnoldo Doyle	Gerald Klein	Precious Buchanan	Bookkeeping		
ABE077	Aberdale Venezuelan PLC	CFN	Corporate Finance	Arnoldo Doyle	Gerald Klein	Precious Buchanan	Default		
ABE077	Aberdale Venezuelan PLC	CON	Consultancy	Arnoldo Doyle	Gerald Klein	Precious Buchanan	Default		30.00
ABE077	Aberdale Venezuelan PLC	CSC	Company Secretary	Arnoldo Doyle	Gerald Klein	Precious Buchanan	Default		20.00
ABE077	Aberdale Venezuelan PLC	CTX	Corporation Tax	Arnoldo Doyle	Gerald Klein	Precious Buchanan	Default		
ABE077	Aberdale Venezuelan PLC	DEF	Default	Arnoldo Doyle	Gerald Klein	Precious Buchanan	Default		
ABE077	Aberdale Venezuelan PLC	OTH	Other	Arnoldo Doyle	Gerald Klein	Precious Buchanan	Default		30.00
ABE077	Aberdale Venezuelan PLC	PAY	Payroll	Arnoldo Doyle	Gerald Klein	Precious Buchanan	Default		20.00

Figure: WIP Discount % in the Job Listing Report

DATAMINING – JOB ONLY – 'JOB WIP DISCOUNT %' COLUMN ADDED

We have added JOB WIP Discount % as an available field in 'Job only' Datamines.

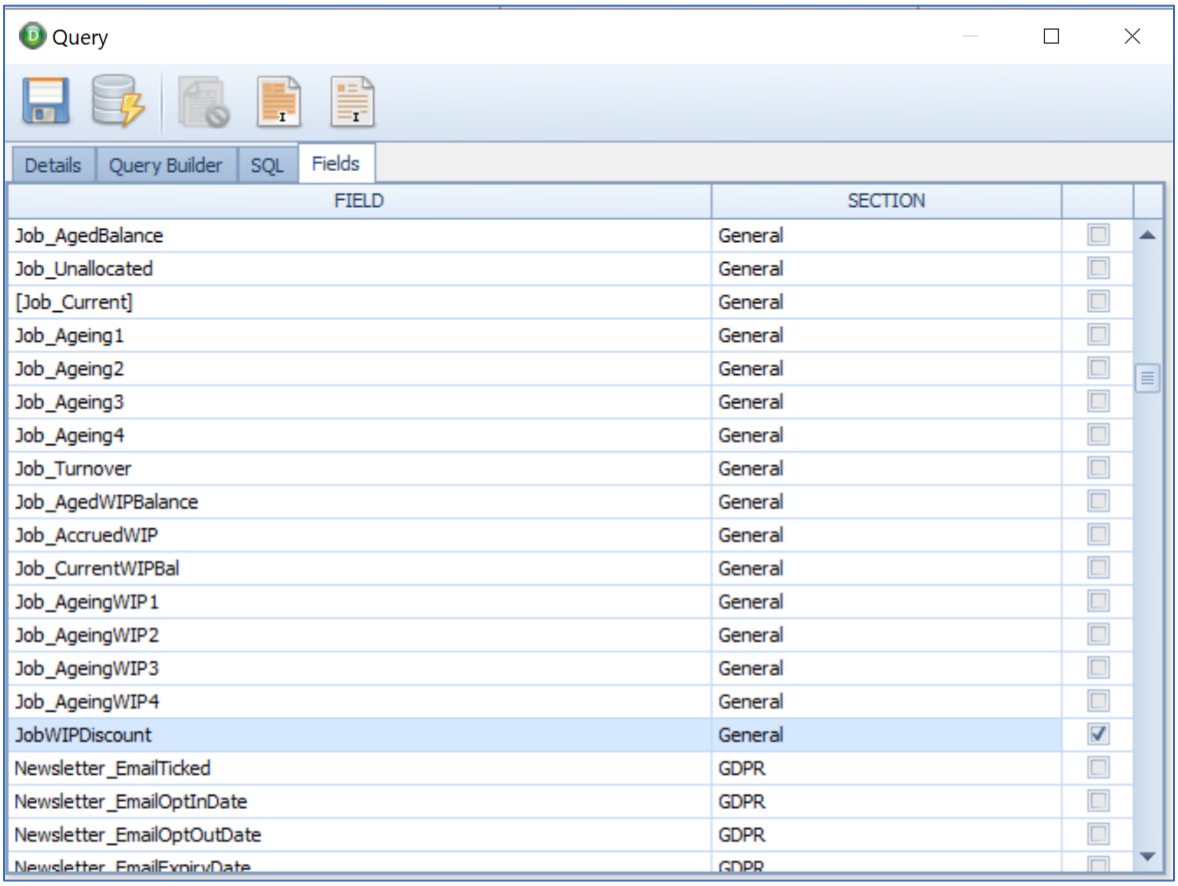


Figure: JOBWIPDiscount Field

QUOTES REPORT – 'AML DATE' RANGE ADDED

On the Quotes Report, the option to run the report for a specific AML Date has been changed to allow for a range of dates (From/To).

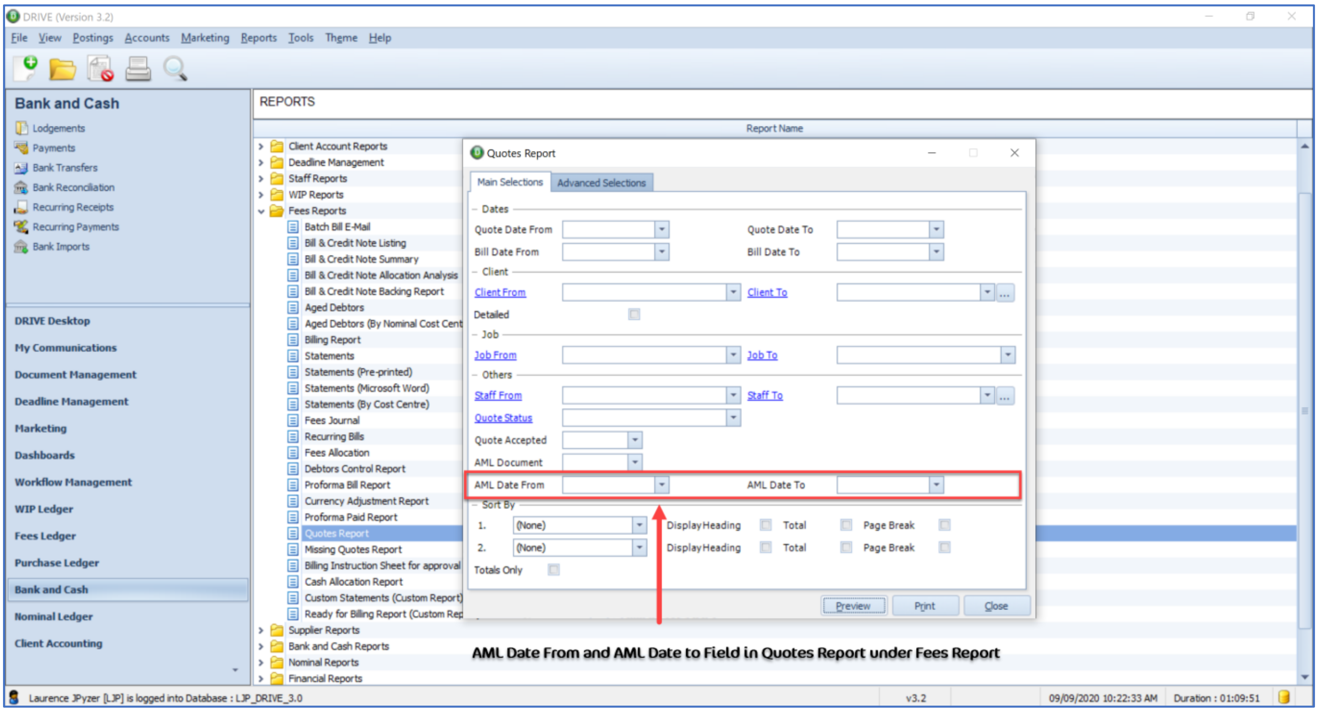


Figure: 'AML Date From' and 'AML Date To' in Quotes Report

WORKFLOW MANAGER REPORT – 'NOTES' COLUMN ADDED

We have added the 'Notes' as an available column on the Workflow Manager Report.

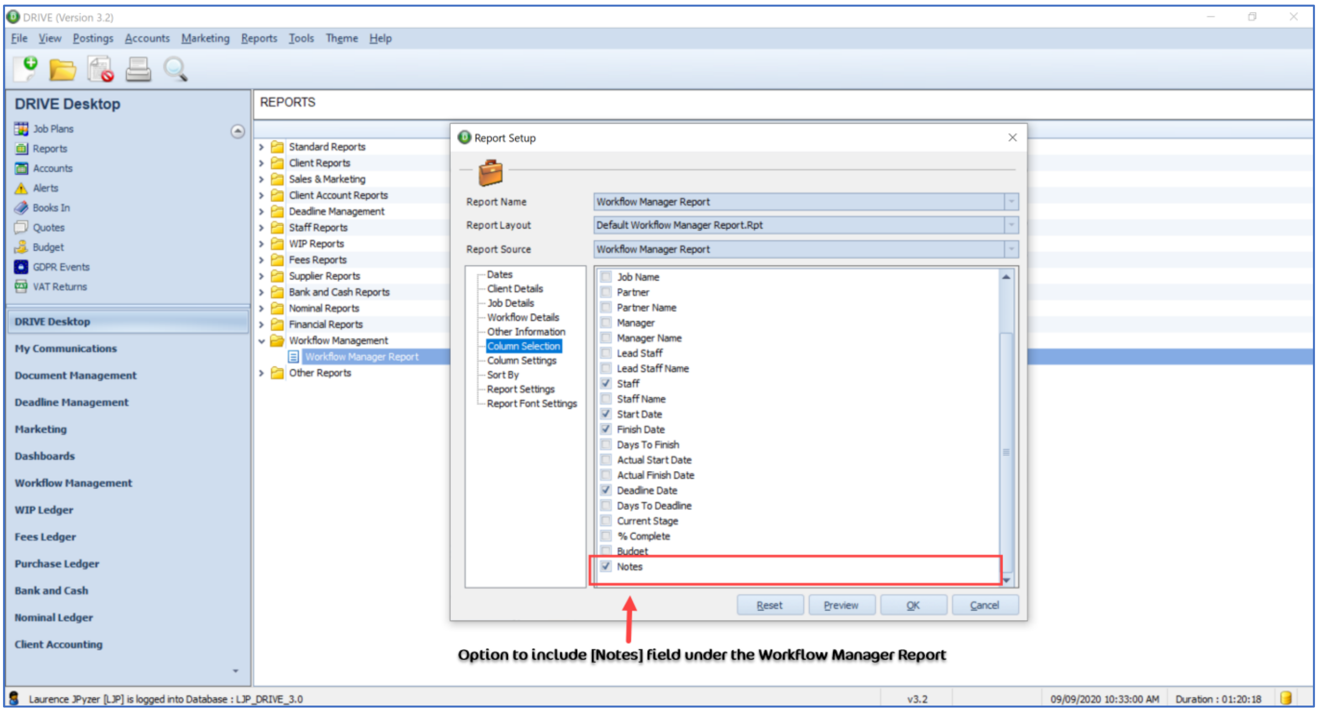


Figure: Option to include 'Notes' from the column chooser

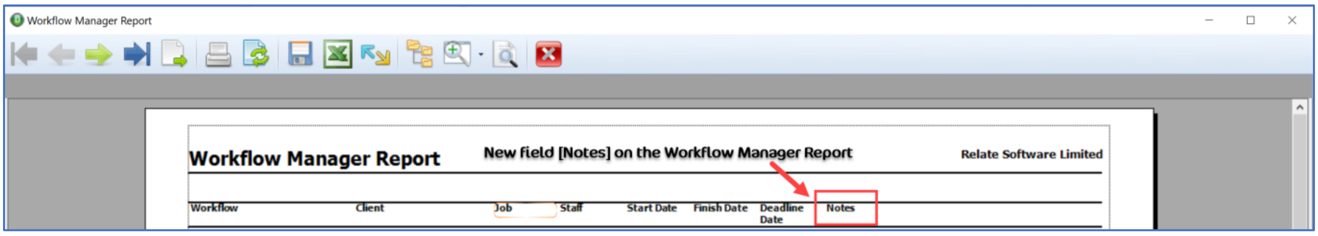


Figure: 'Notes' column on the Workflow Manager Report

MTD VAT RETURN – SAME VRN FOR MULTIPLE COST CENTRES

Where you are using DRIVE with multiple cost centres but these cost centres have the same VAT Registered Number (VRN) then you can now set the appropriate VRN on the Cost Centre's and also apply the same VRN for multiple cost centres.

LOOKUPS, COST CENTRES

From Tools, Lookups, Cost Centre, click on the hyperlink to open the Cost Centre Lookup. Highlight the appropriate cost centre and click edit. You will be able to add the same VRN Number now to multiple cost centres.

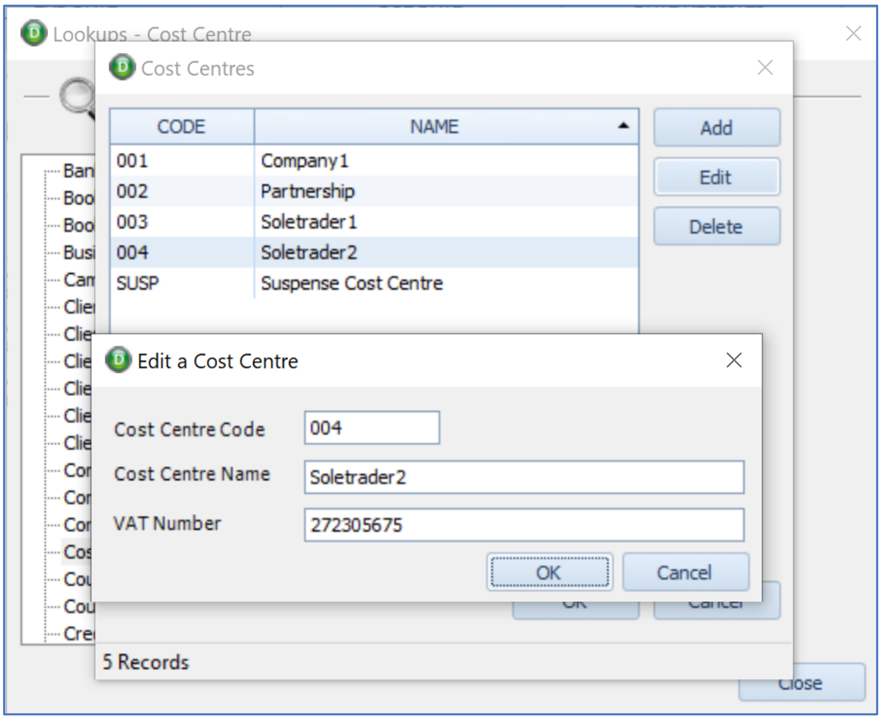


Figure: Cost Centre edit

MTD VAT RETURN BROWSE - OPTION TO RUN BY VRN NUMBER

Now instead of an option to run the VAT Return for a specific Cost Centre, you will now have an option to generate the return for a specific **VRN Number**.

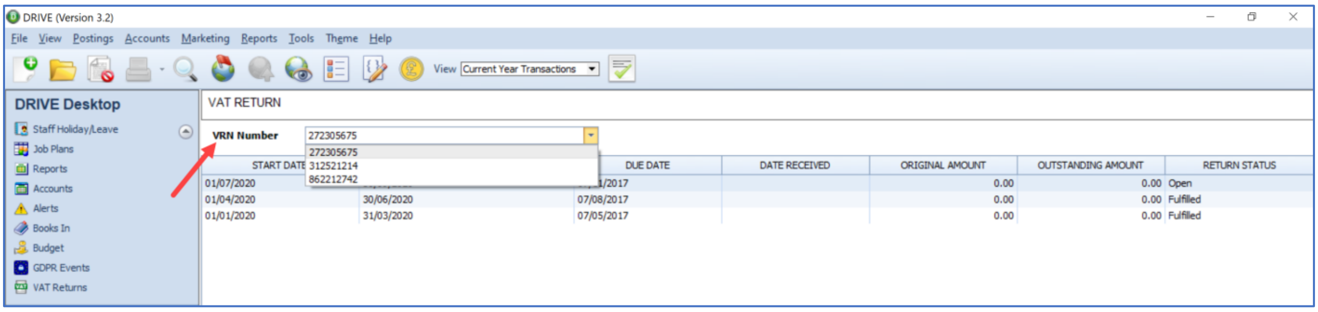


Figure: VRN Number in VAT Return browse

A list of available VRN Numbers will appear when you click on the VRN Number drop-down, when you select the appropriate VRN then the obligation for the combined cost centres will be generated. And if you select to generate the return, then the combined output will be generated and submitted.

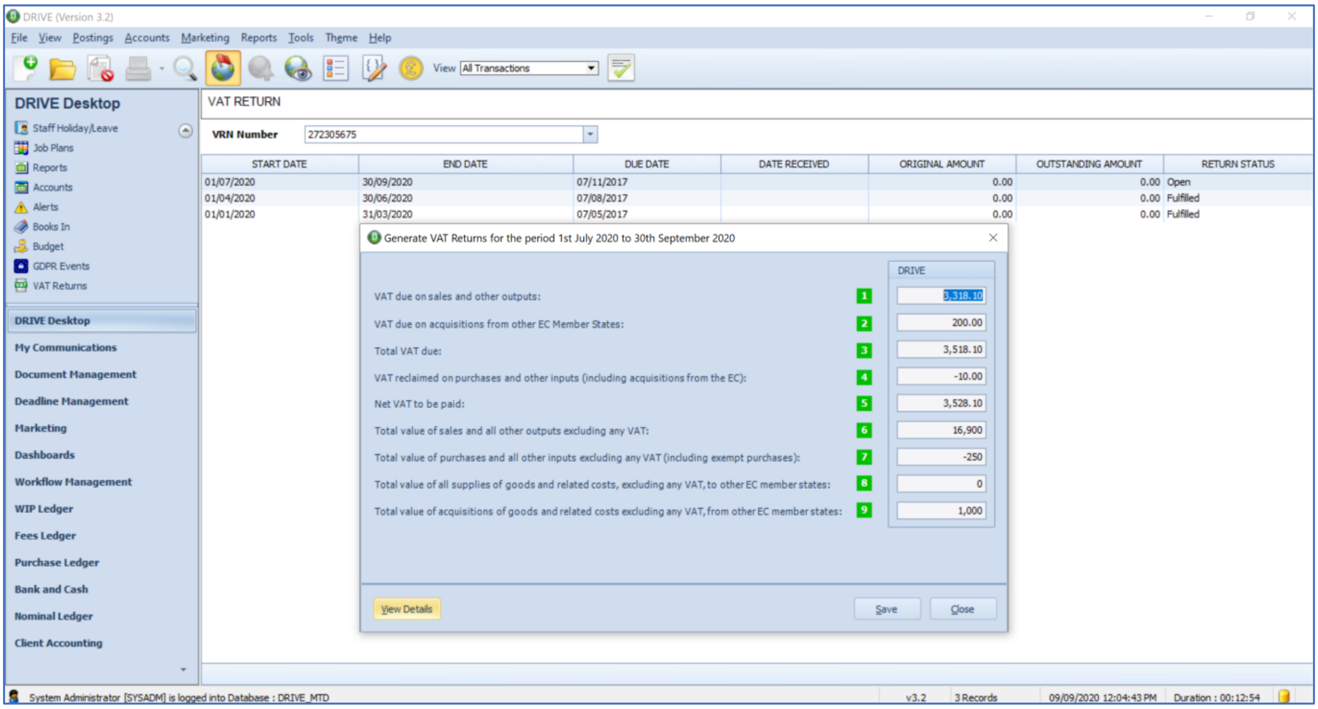


Figure: VAT Return generation screen

MTD VAT RETURN REPORT - COST CENTRES

If you click to 'View' the details of a multiple Cost Centre VAT Return, then the consolidated VAT Report will be generated for the selected VRN and the list of Cost Centres that this applies to will be listed.

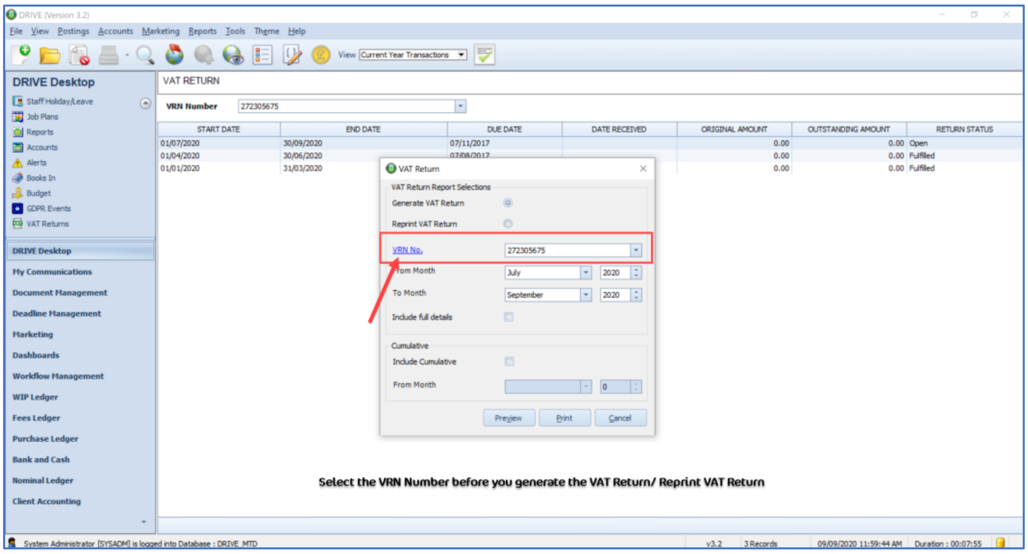
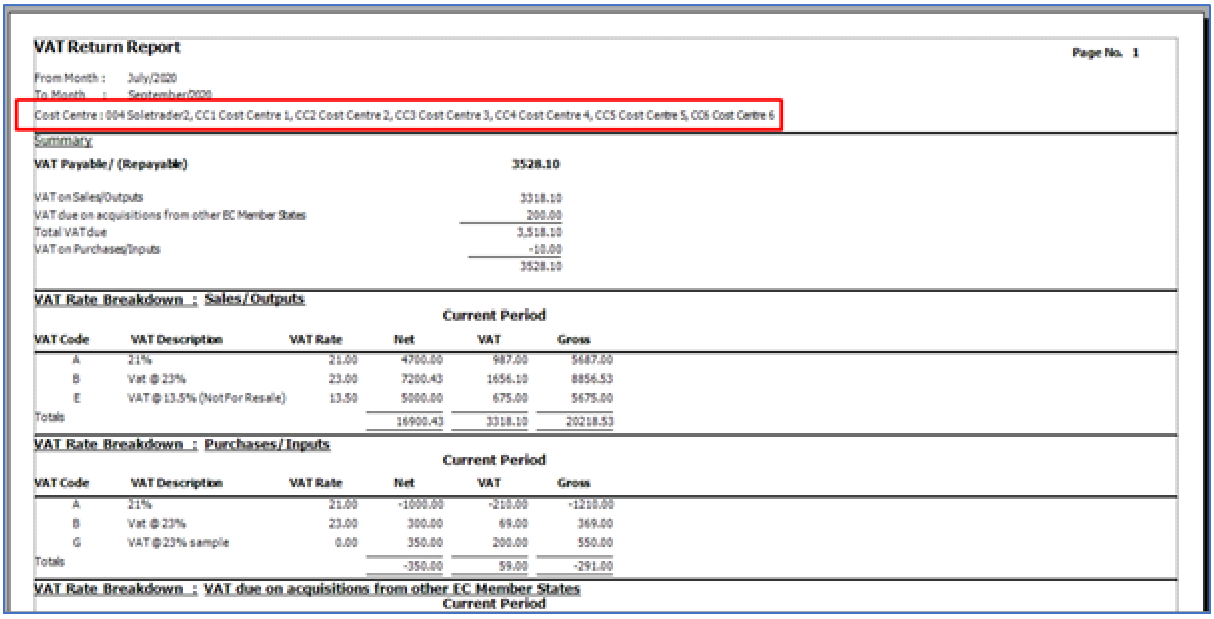


Figure: VRN No. in the VAT Return Generate window



VAT Return Report

Page No. 1

From Month : July/2020
To Month : September/2020
Cost Centre : 004 Soletrader2, CC1 Cost Centre 1, CC2 Cost Centre 2, CC3 Cost Centre 3, CC4 Cost Centre 4, CC5 Cost Centre 5, CC6 Cost Centre 6

Summary

VAT Payable/ (Repayable)	**3528.10**
VAT on Sales/Outputs	3318.10
VAT due on acquisitions from other EC Member States	200.00
Total VAT due	3,518.10
VAT on Purchases/Inputs	-10.00
	3528.10

VAT Rate Breakdown : Sales/Outputs

Current Period

VAT Code	VAT Description	VAT Rate	Net	VAT	Gross
A	21%	21.00	4700.00	987.00	5687.00
B	Vat @ 23%	23.00	7200.43	1656.10	8856.53
E	VAT @ 13.5% (Not For Resale)	13.50	5000.00	675.00	5675.00
Totals			16900.43	3318.10	20218.53

VAT Rate Breakdown : Purchases/Inputs

Current Period

VAT Code	VAT Description	VAT Rate	Net	VAT	Gross
A	21%	21.00	-1000.00	-210.00	-1210.00
B	Vat @ 23%	23.00	300.00	69.00	369.00
G	VAT @ 23% sample	0.00	350.00	200.00	550.00
Totals			-350.00	59.00	-291.00

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

Current Period

Figure: Cost Centre Names on VRN Return Report

SETTINGS

CLIENT SELECT 'BY NAME' OR 'BY CODE'

When posting transactions and selecting which client you want, we have introduced an option whereby you can choose to select your clients by entering their client code or by entering their client name.

To set the system to the appropriate option, go to Tools, Settings, Clients, Setup and under [**Select Clients By**], click the drop-down and choose either 'Code' or 'Name'.

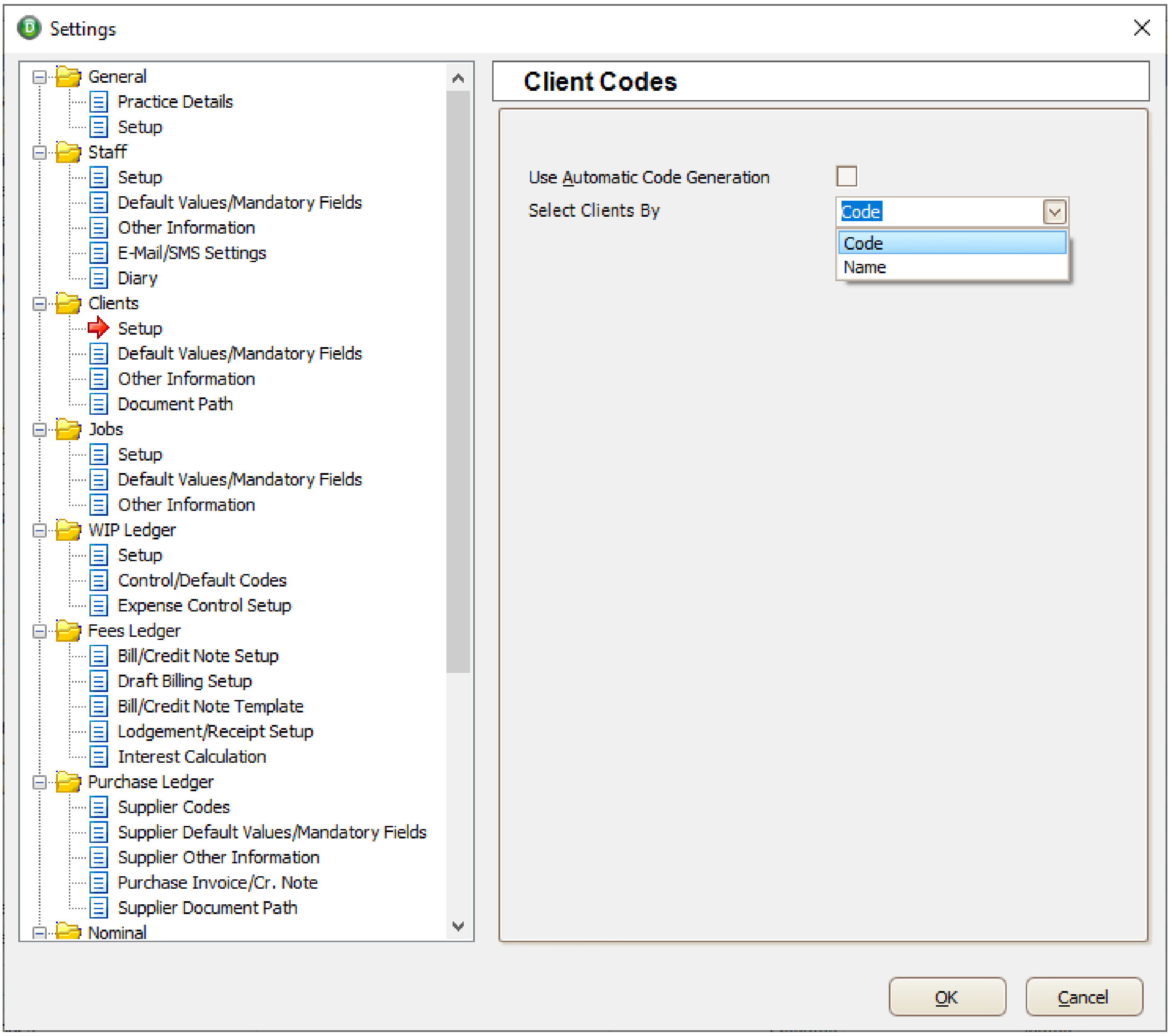


Figure: Clients – Setup; Select Clients By 'Code' or 'Name'

IMPORT ROUTINE

FILE - IMPORT – IMPORT CLIENT FROM EXCEL – 'SOURCE' FIELD ADDED

We have added the 'Source' field to the 'Import Clients From Excel'. Source fields that do not already exist in the system will be automatically created.

File, Import and select 'Import Clients from excel'

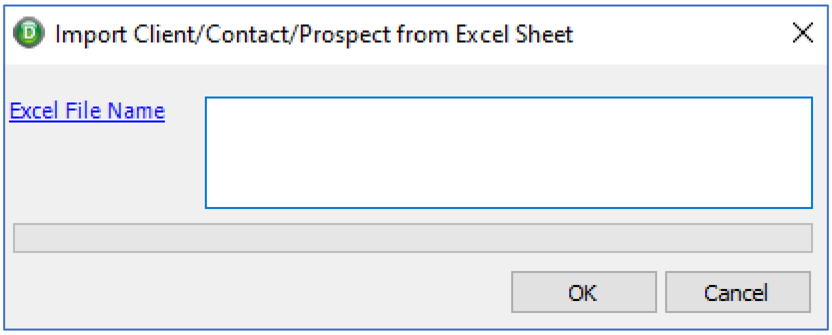


Figure: File, Import, Import Clients from Excel.

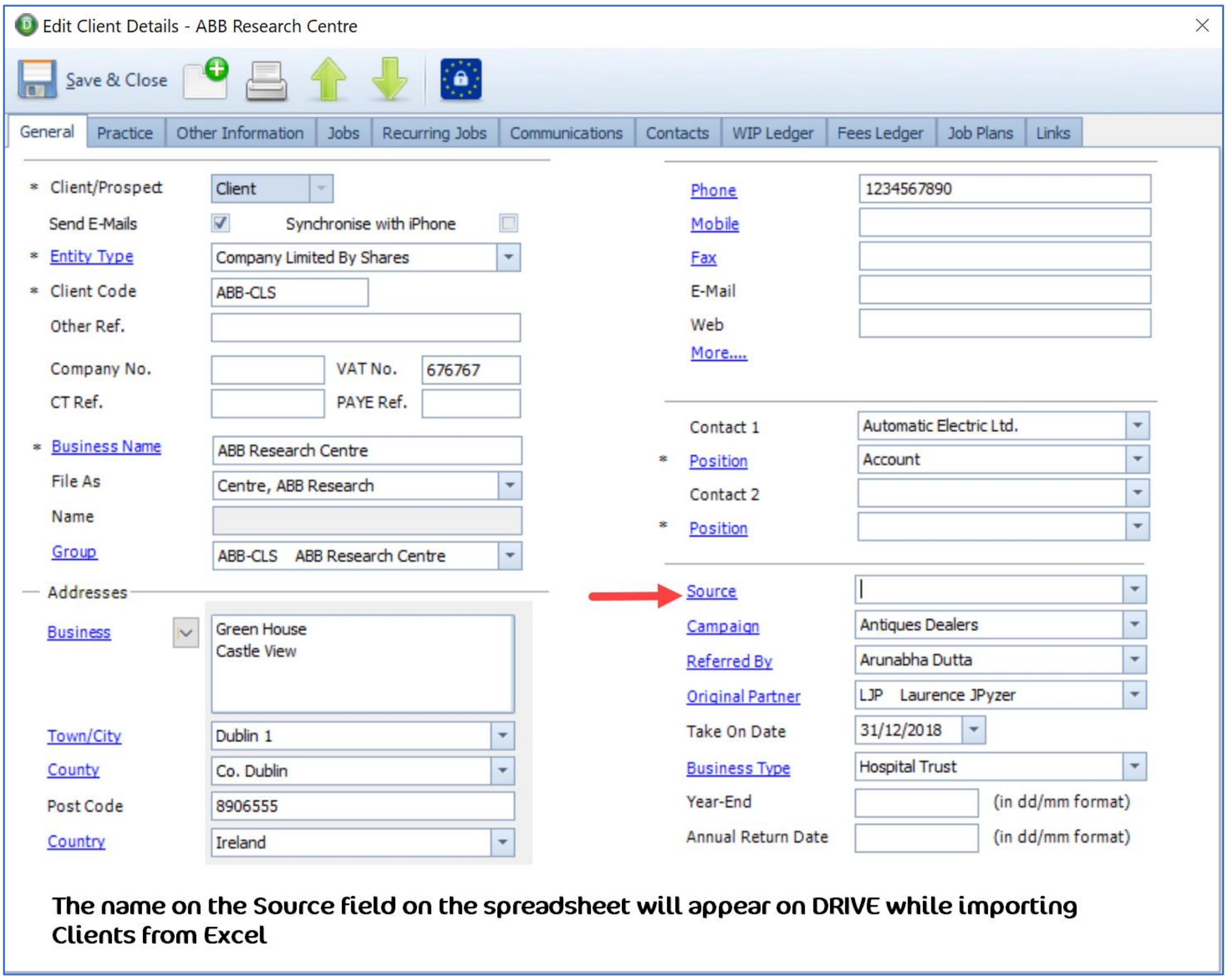


Figure: [Source] field in Client browse for successful Client Import from Excel.

COMPANY SECRETARY INTEGRATION

ENTITY TYPE MAPPING - IMPROVED

We have updated the entity type mapping between Relate Company Secretary and DRIVE. This will apply if you have the integration in DRIVE turned ON in Tools, Settings, Integration, Company Secretary.

DRIVE: Entity Type	Relate Company Secretary: Entity Type
Company Limited By Shares	Private company limited by shares
Company Limited By Guarantee	Private company limited by guarantee exempt under section 30
Partnership	Partnership
Sole Trader	Sole Trader

Figure: Updated mapping

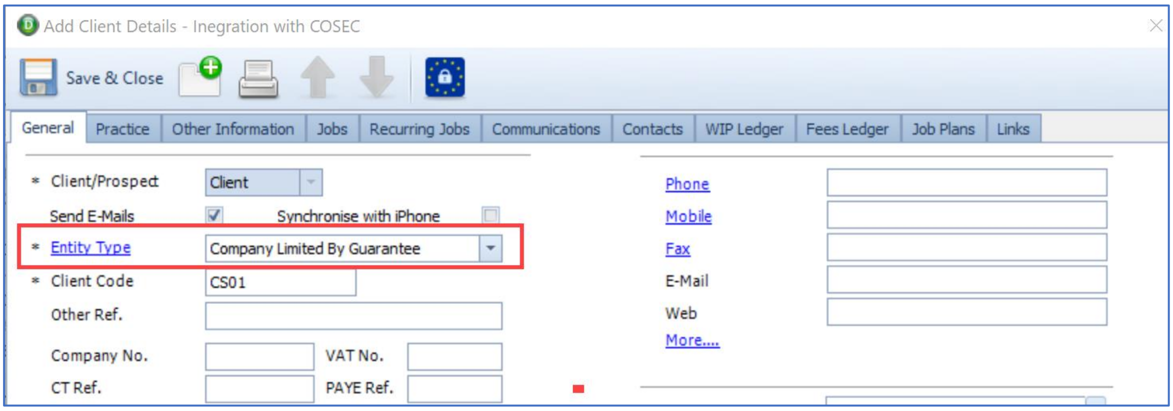


Figure: 'Entity type' in DRIVE is set as 'Company Limited by Guarantee'

When integrated with Relate Company Secretary, the following screen will appear

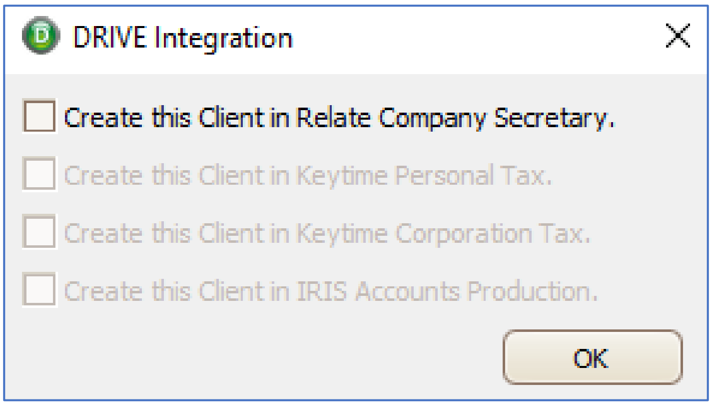


Figure: DRIVE Integration with Relate Company Secretary.

OTHER

FOR UK & NI PRACTICES – SOLE TRADER & INDIVIDUAL CLIENTS – REF 'NI NO'

For United Kingdom or Northern Ireland Practices (Tools, Settings, Practice Details, Country), we have updated the Reference number fields on the Client Details, General Tab.

Where the Entity Type = Sole Trader or Individual then the field previously referred to as 'PPS number' will be labelled 'NI No'.

Practice Details/Country	Entity Type	Field Name
United Kingdom/Northern Ireland	Sole Trader/Individual	NI No
Republic of Ireland/Ireland	Sole Trader/Individual	PPS No

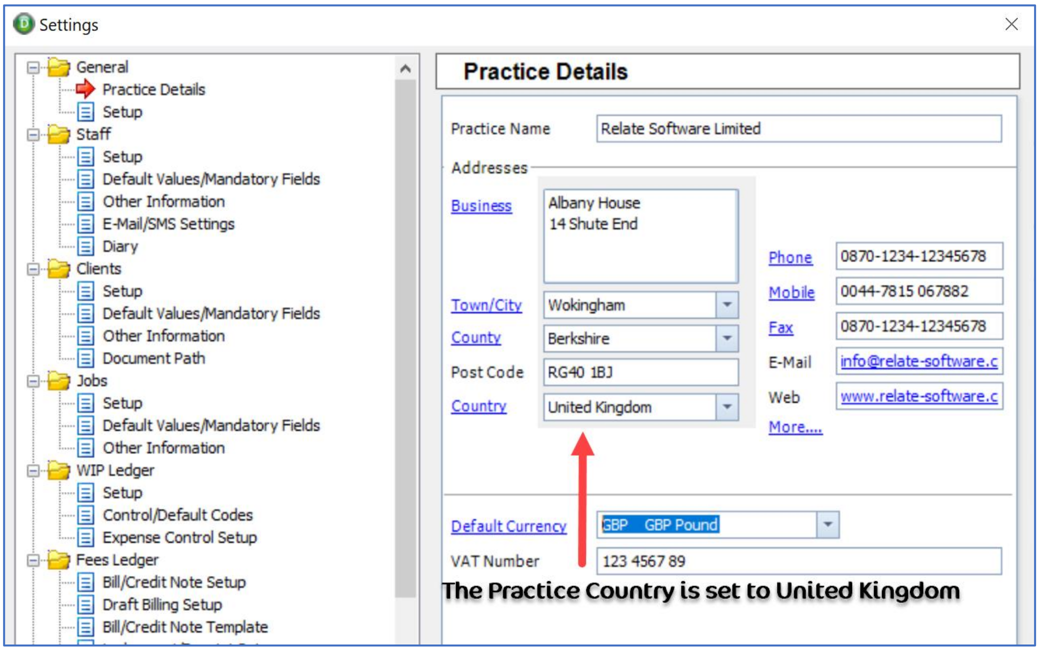


Figure: Tools, Settings, Practice Details, Country

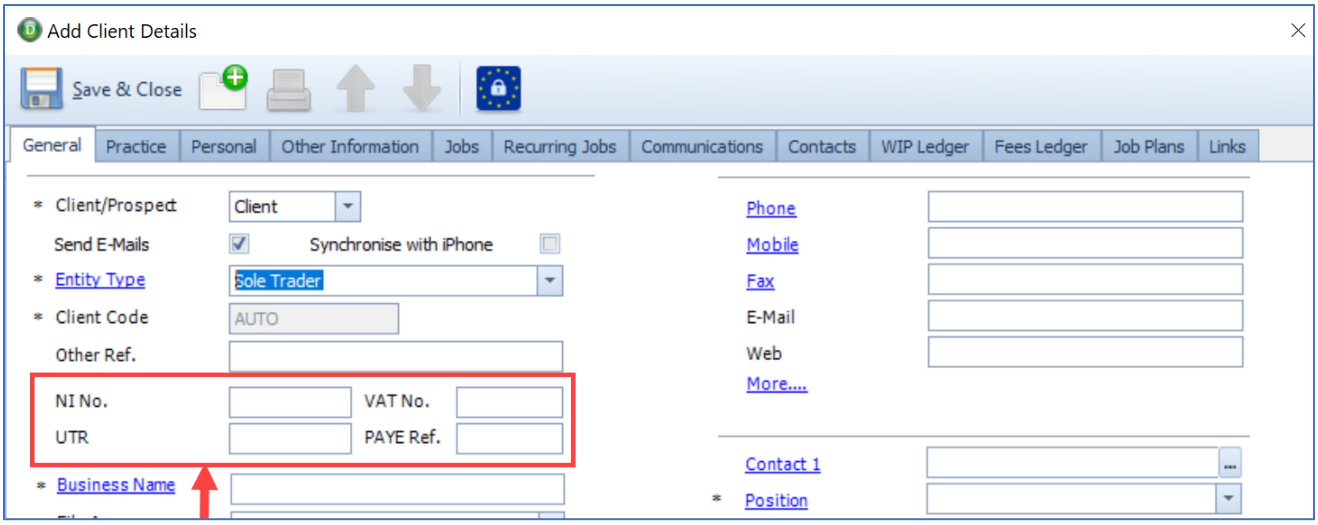


Figure: Client Details, General – Sole Trader - NI No.

QUOTES – NEW 'CLOSED' STATUS

We have added a new system-defined Status of 'Closed' to the list of available Quote Statuses.

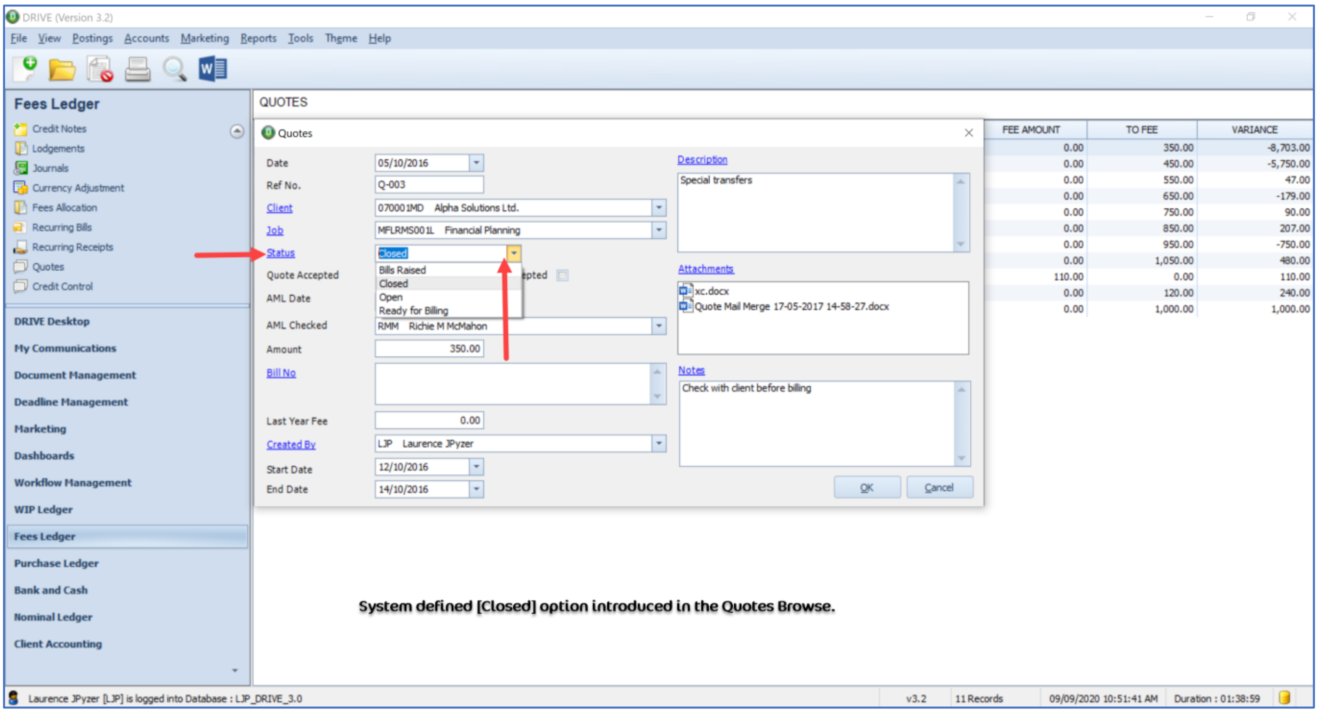
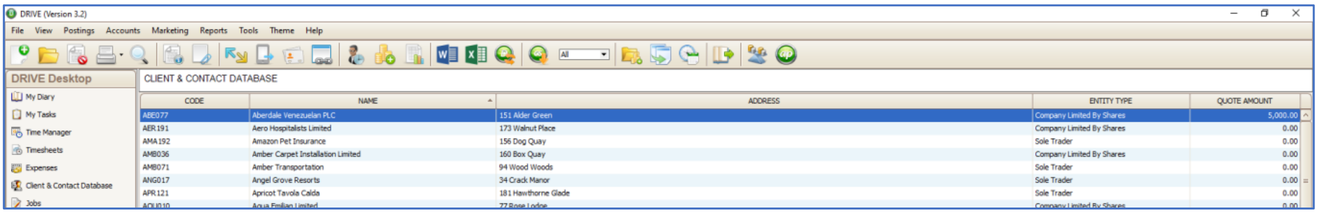


Figure: 'Closed' status

This will mean that the 'Quote Amount' column in the Client & Contact Database browse will now ONLY show 'Open' or 'Ready for Billing' Quotes. 'Closed' and 'Bill Raised' Quotes will not be included in the calculation of this amount.



DATAMINING – 'EMPTY' DATE FIELD FILTER

We have added an option to allow you to filter a date field in a datamine which is empty or blank.

To use this, go to the relevant date column, click on the Filter icon (top right corner of the Column) and select 'Show Empty'. Now ONLY records with a blank or empty date will appear.

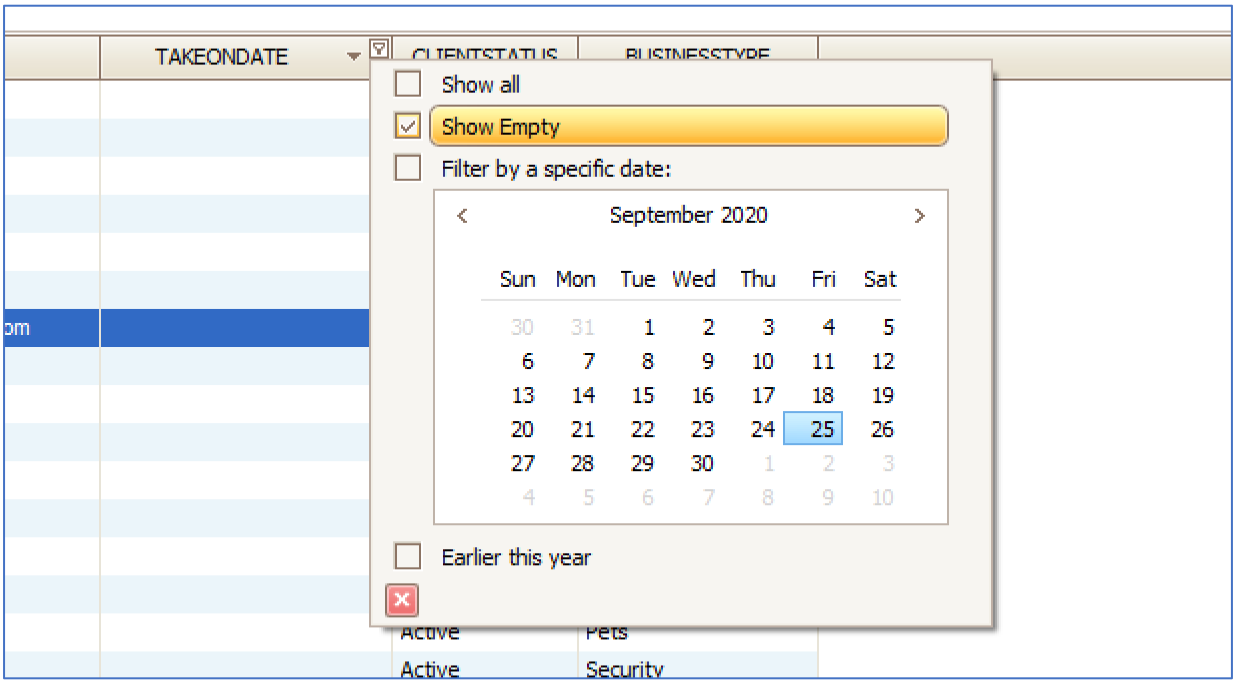


Figure: 'Show Empty' to filter blank dated records in a Datamine

NORTHERN IRELAND – NEW 'CONFIRMATION STATEMENT' SYSTEM DEADLINE

We have added a 'Confirmation Statement' deadline to the Northern Ireland system defined deadlines.

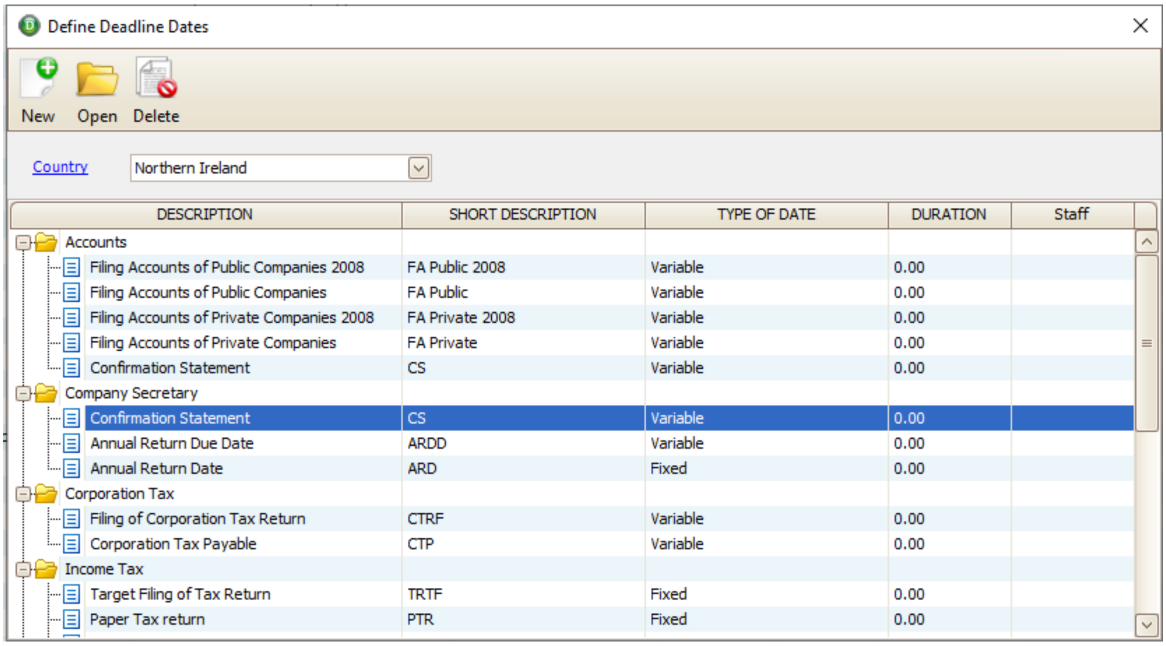


Figure: Confirmation Statement in Define Deadline Dates

It is a 'Variable deadline, set to be generated 14 Days After the Annual Return Date of the client.

It is set to only apply to 'Companies Limited By Shares' or 'Companies Limited By Guarantee'.

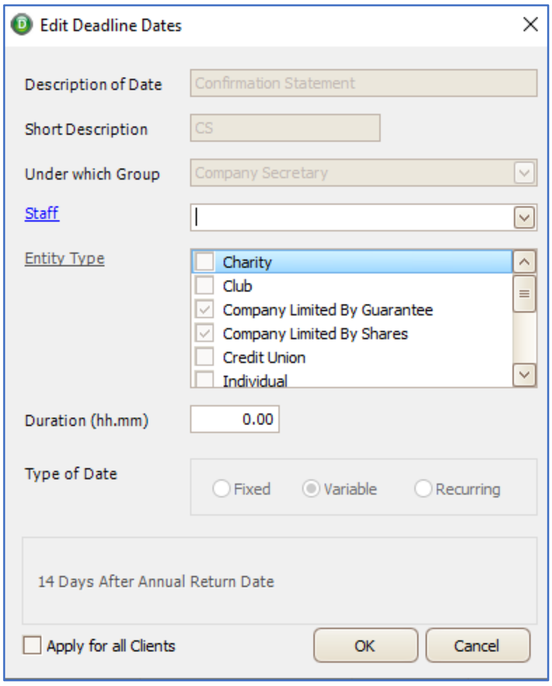


Figure: Confirmation Statement System Default Deadline