



DRIVE



TRAINING COURSE

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MAIN MENU & NAVIGATION

DRIVE is arranged into modules which allow you to carry out all the functions you require in your daily work. Each of these modules is self-contained and can be accessed through buttons on the left-hand navigation toolbar of the main window. For example, the DRIVE Desktop module contains things like your diary, tasks and timesheets. The system is easy to navigate and the following section explains all the simple ways of getting around the system.

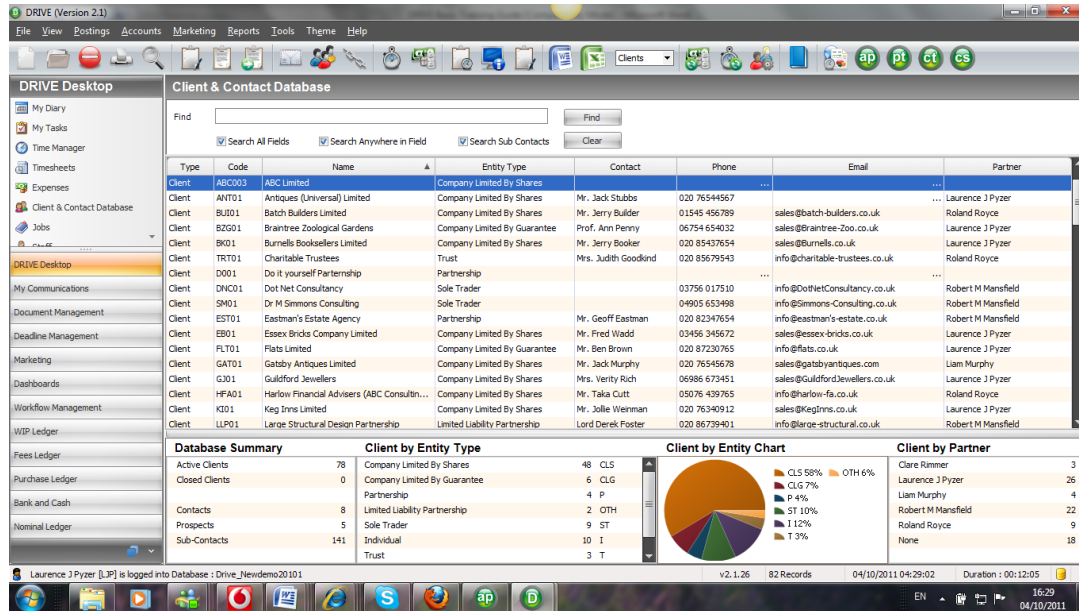


Figure 1

By clicking the My Communications section, the options available are displayed, as shown in Figure 2 below.

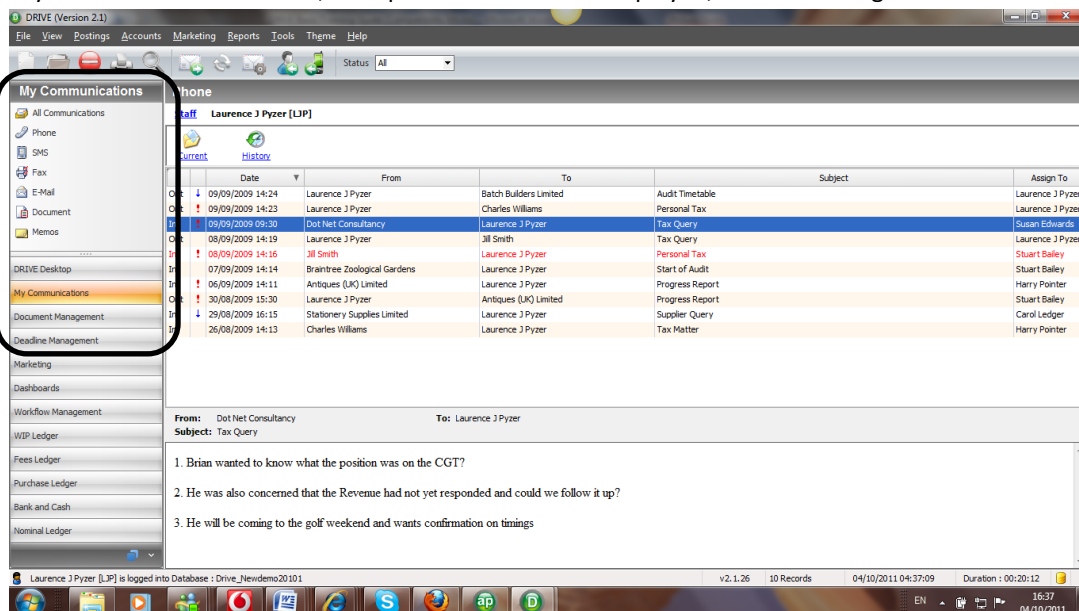


Figure 2

Like other systems, there are several methods a user can adopt to navigate through the system. To add a new client select the "New" button (circled), as shown in Figure 3

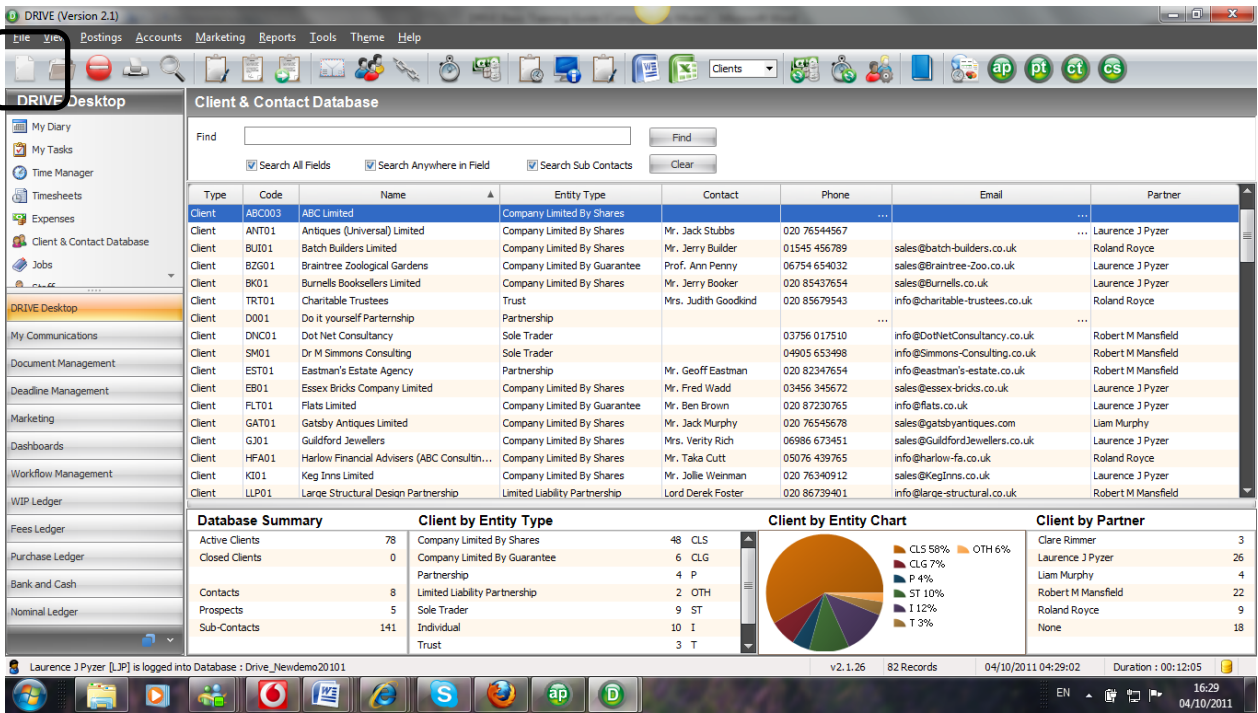


Figure 3

Alternatively, the toolbar at the top of the main window provides another method to navigate around DRIVE. For example, you have the “File” option, which allows the user to select the “New” option as shown in Figure 4 below.

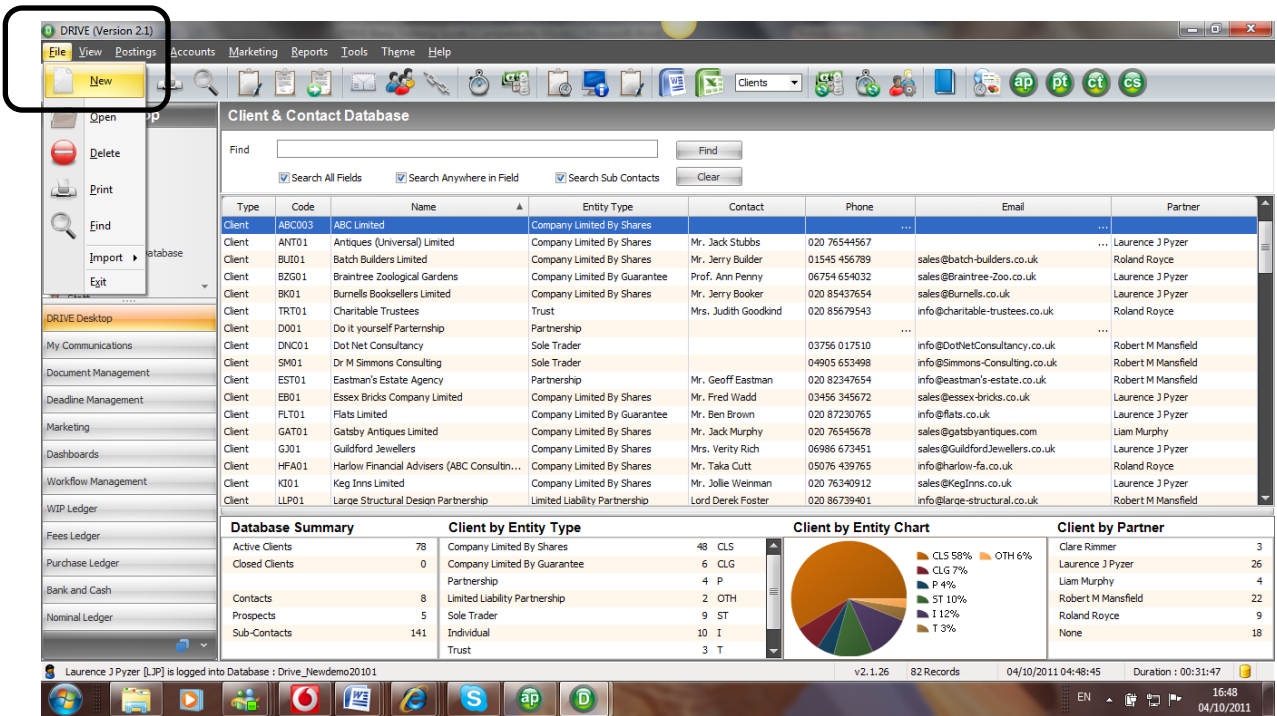


Figure 4

Furthermore, you can right click on the program main window and select the option “New” as shown in Figure 5 below.

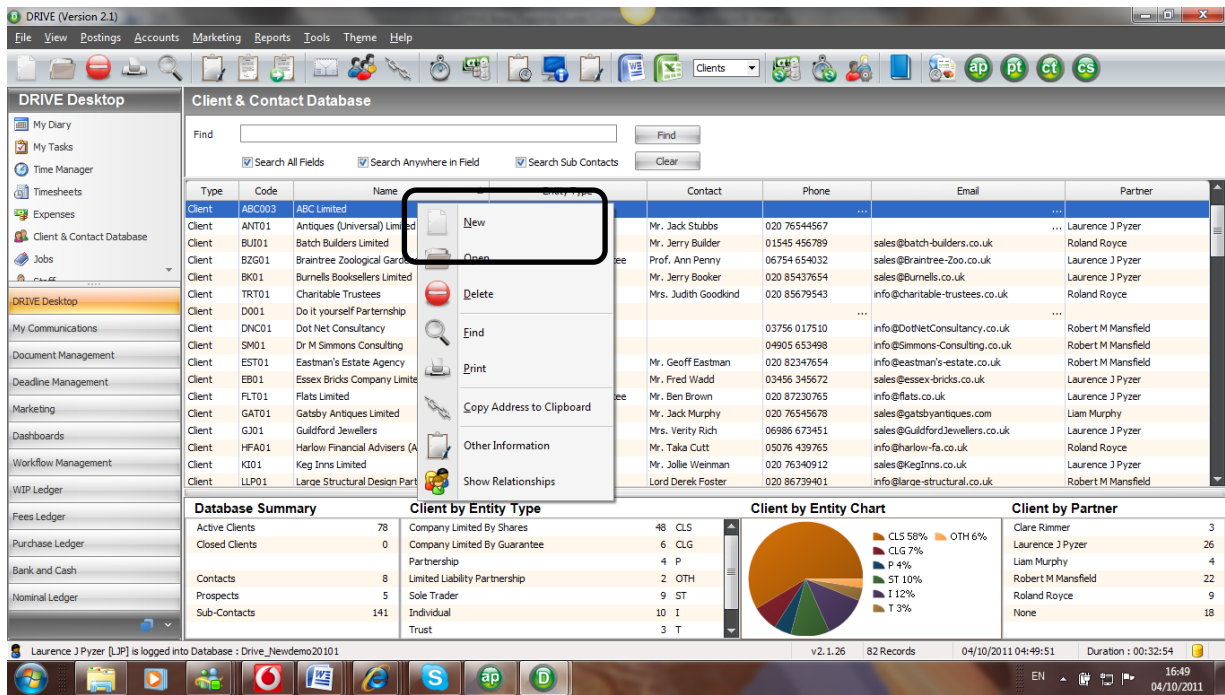


Figure 5

If you select the Client & Contact Database, by clicking “New” through any of the three methods, the same screen will appear to enter a new client/contact, as shown in Figure 6 below.



Figure 6

SEARCH & SORTS

If you want to search for a client, just start typing the name of the client while the cursor has any client highlighted on the Client & Contact screen i.e. Flats Limited and a search facility (called Fast Search) will appear on the screen, as shown in Figure 7 below.

The screenshot shows the DRIVE software interface with the 'Client & Contact Database' window open. A search for 'Flats Limited' is in progress, and a 'Fast Search' box is highlighted. The database table below shows the results of the search.

Type	Code	Name	Entity Type	Contact	Phone	Email	Partner
Client	ABC003	ABC Limited	Company Limited By Shares				
Client	ANT01	Antiques (Universal) Limited	Company Limited By Shares	Mr. Jack Stubbs	020 76544567		Laurence J Pyzer
Client	BUJ01	Batch Builders Limited	Company Limited By Shares	Mr. Jerry Bulder	01545 456789	sales@batch-builders.co.uk	Roland Royce
Client	BZG01	Bramtree Zoological Gardens	Company Limited By Guarantee	Prof. Ann Penny	06754 654032	sales@bramtree-zoo.co.uk	Laurence J Pyzer
Client	BK01	Burnells Booksellers Limited	Company Limited By Shares	Mr. Jerry Booker	020 85437654	sales@burnells.co.uk	Laurence J Pyzer
Client	TRT01	Charitable Trustees	Trust	Mrs. Judith Goodkind	020 85679543	info@charitable-trustees.co.uk	Roland Royce
Client	D001	Do it yourself Partnership	Partnership				
Client	DNC01	Dot Net Consultancy	Sole Trader		03756 017510	info@dotnetconsultancy.co.uk	Robert M Mansfield
Client	SM01	Dr M Simmons Consulting	Sole Trader		04905 653498	info@simmons-consulting.co.uk	Robert M Mansfield
Client	EST01	Eastman's Estate Agency	Partnership	Mr. Geoff Eastman	020 82347654	info@eastman's-estate.co.uk	Robert M Mansfield
Client	EB01	Essex Bricks Company Limited	Company Limited By Shares	Mr. Fred Wadd	03456 345672	sales@essex-bricks.co.uk	Laurence J Pyzer
Client	FLT01	Flats Limited	Company Limited By Shares			info@flats.co.uk	Laurence J Pyzer
Client	GAT01	Gatsby Antiques Limited	Company Limited By Shares	Mr. Jack Stubbs	020 76544567	sales@gatsbyantiques.com	Liam Murphy
Client	GJ01	Guldford Jewellers	Company Limited By Shares	Mr. Jack Stubbs	020 76544567	sales@guldfordjewellers.co.uk	Laurence J Pyzer
Client	HFA01	Harlow Financial Advisers (ABC Consult...)	Company Limited By Shares	Mr. Taka Oult	05076 439765	info@harlow-fa.co.uk	Roland Royce
Client	KJ01	Keg Inns Limited	Company Limited By Shares	Mr. Jolie Weinman	020 76340912	sales@keginns.co.uk	Laurence J Pyzer
Client	LLP01	Large Structural Design Partnership	Limited Liability Partnership	Lord Derek Foster	020 86739401	info@large-structural.co.uk	Robert M Mansfield

Figure 7

Alternatively, to perform a search, select 'File' and then 'Find' or click the search shortcut icon as shown in screen below. Note the extra search field appears above the client list, as shown in Figure 8.

The screenshot shows the DRIVE software interface with the search shortcut icon highlighted in the top toolbar. The 'Client & Contact Database' window is open, and the search field is empty.

Figure 8

Type the name of the client or contact that you wish to find i.e. Flats Limited in the 'Find' text field, as shown Figure 9 below.

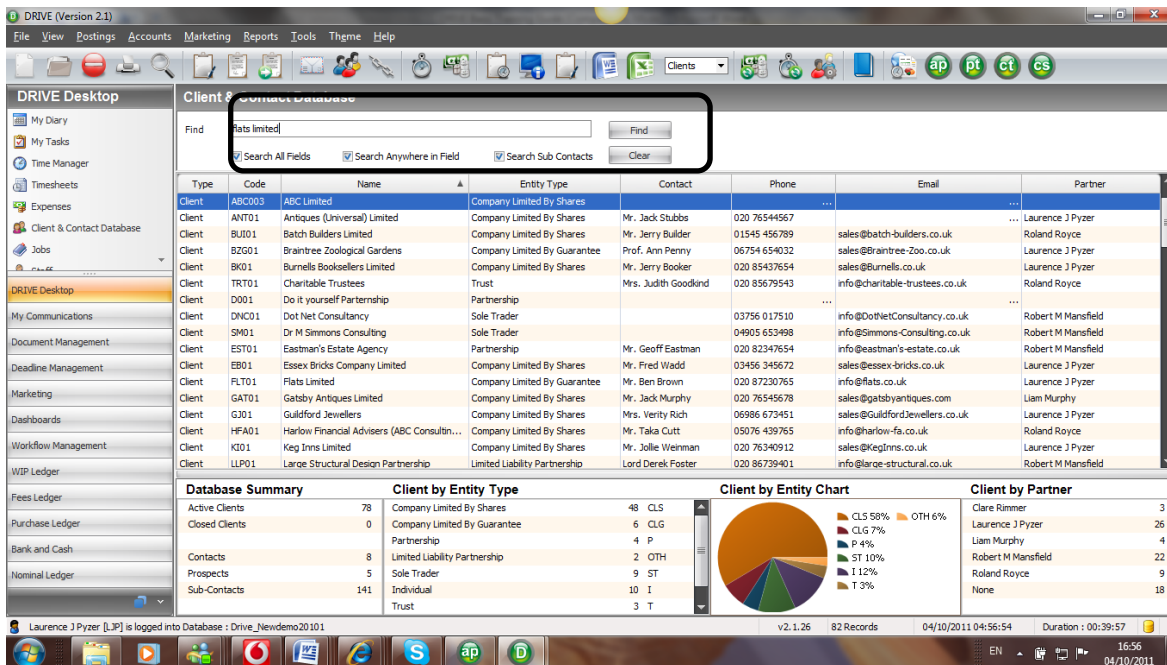


Figure 9

There are now two further options available:

Select all fields: includes all fields that are displayed as columns on the browse when performing the search

Search anywhere in field: this search function will look for the user's specified criteria e.g. if you do not know the full name of the client/contact, just type in part of the name i.e. flats

Clicking the Find button and the following screen will appear.

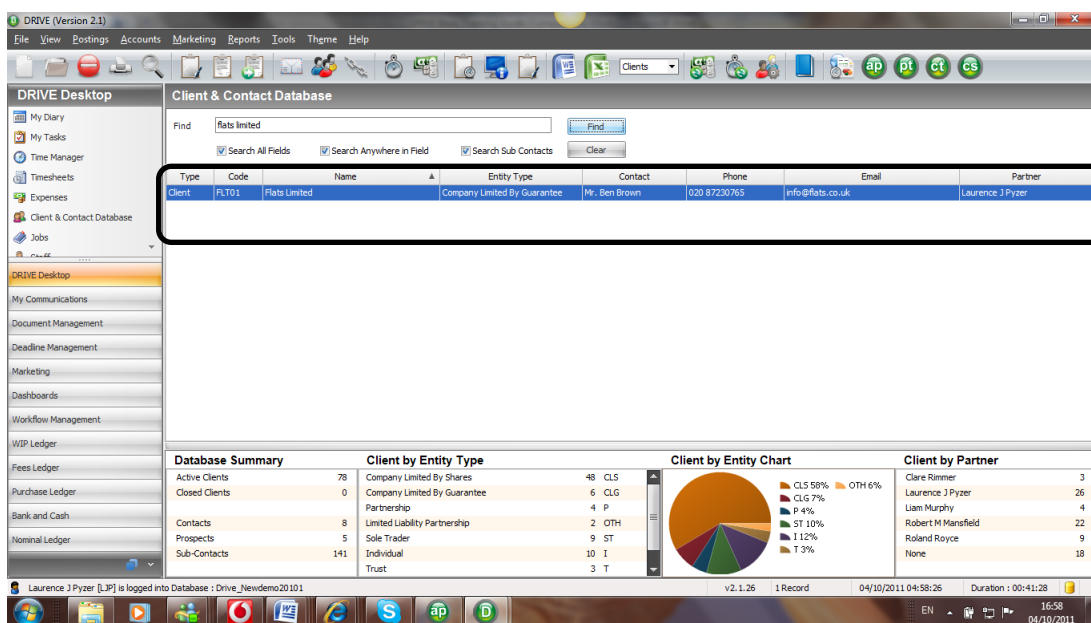


Figure 10

As we can see from Figure 10, one result was found from the search. To display this result, double click on the entry i.e. Flats Limited. However, depending on the search, there could be several results found, just select one from the list.

To perform another search, just click the 'Clear' button and enter the new search criteria. To remove the search field from the program window, click the 'Find' button and it will remove the panel.

Another way of searching for a client is to sort the column you wish to search for into alphabetical order. For example, if we want to order the 'Code' field, just click the Code column header.

The field values are ordered in sequence and a pointer is placed on the field name to indicate which field is currently the selected field.

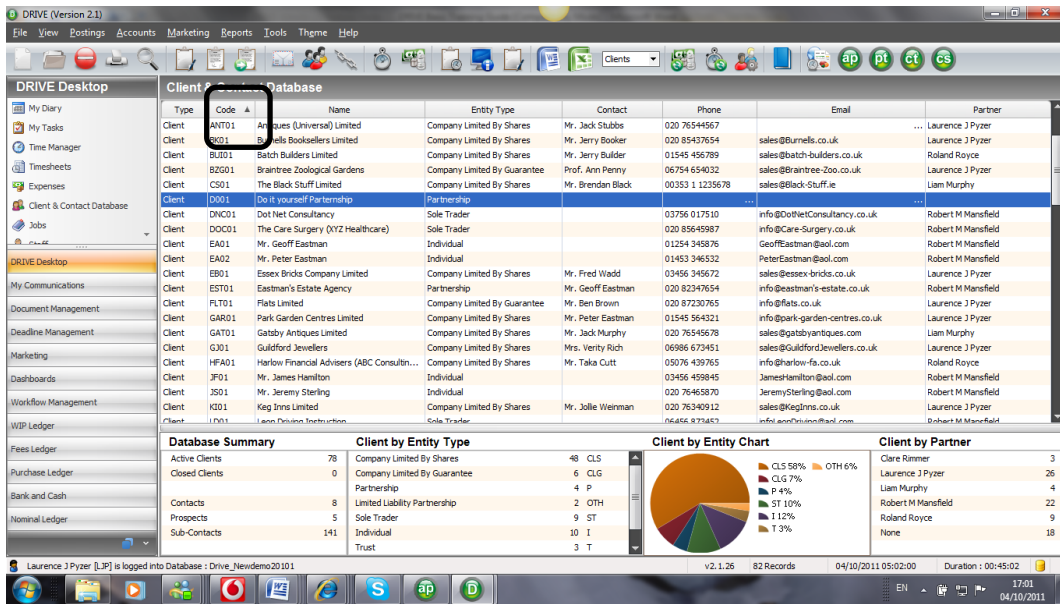


Figure 11

A further method of sorting is to right click on the field heading i.e. Code Field and select 'Sort by Ascending' or by 'Descending' as shown in Figure 12.

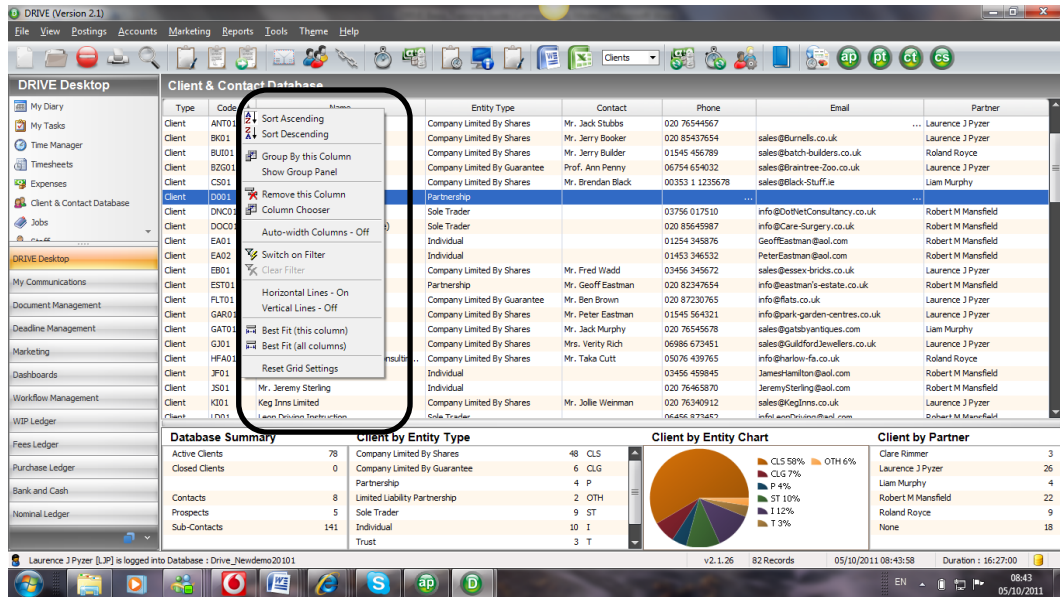


Figure 12

FILTERS

Another way of finding information is by using a 'Filter'. To switch on a filter, right click on the column field that you wish to filter. For example, in Figure 13, we wish to filter the Business Type. When the drop down list appears, select 'Switch on Filter' from the list.

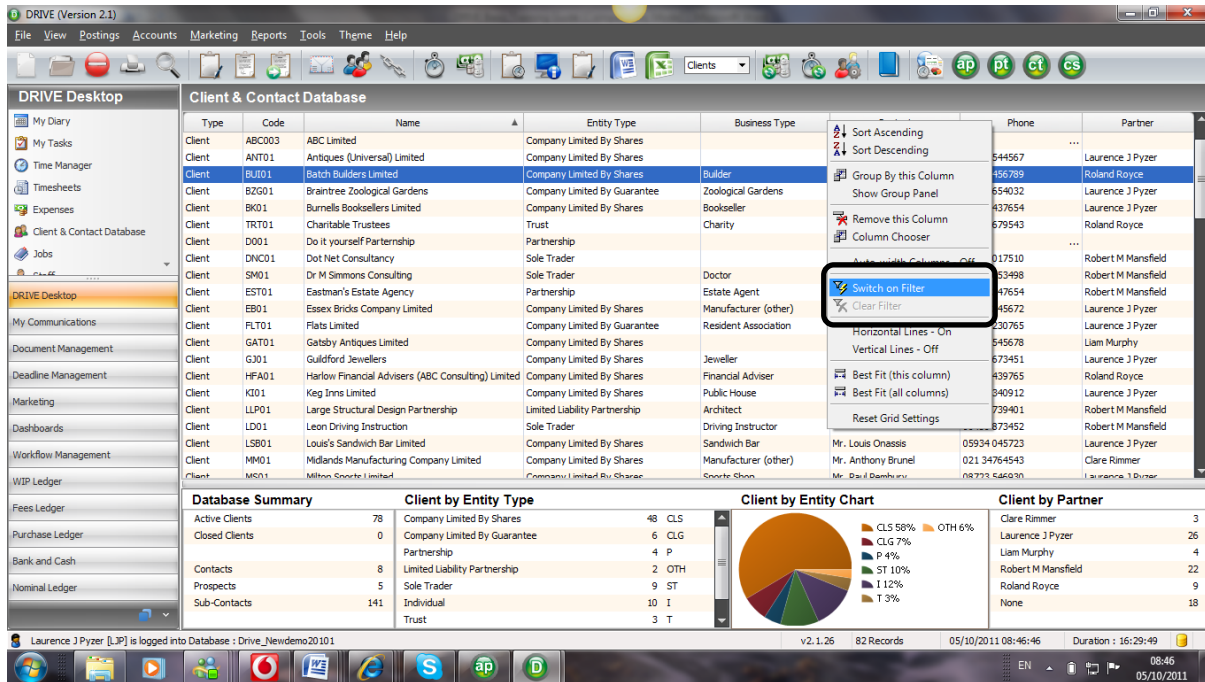


Figure 13

After clicking the 'Switch on Filter' option, a drop down arrow is added to the field header of the Business Type column (circled), as shown in Figure 14 and you will get a list of business types to filter by.

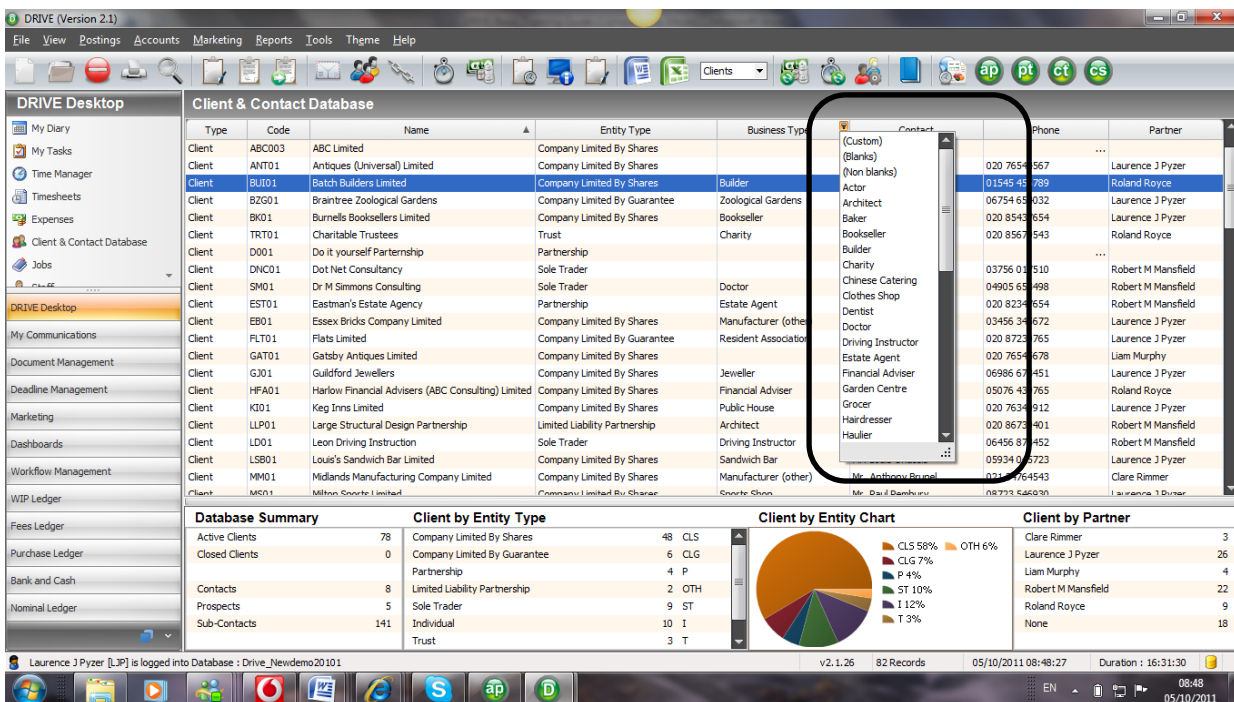


Figure 14

FIELD/COLUMN CHOOSER

This option allows you to specify which columns appear on the main window. In Figure 15, we can see that six columns are in view i.e. Code, File As, Phone, Mobile, Entity Type and Type. If you want the client's business type to be displayed in Client & Contact window, right click on the field heading and the following screen appears.

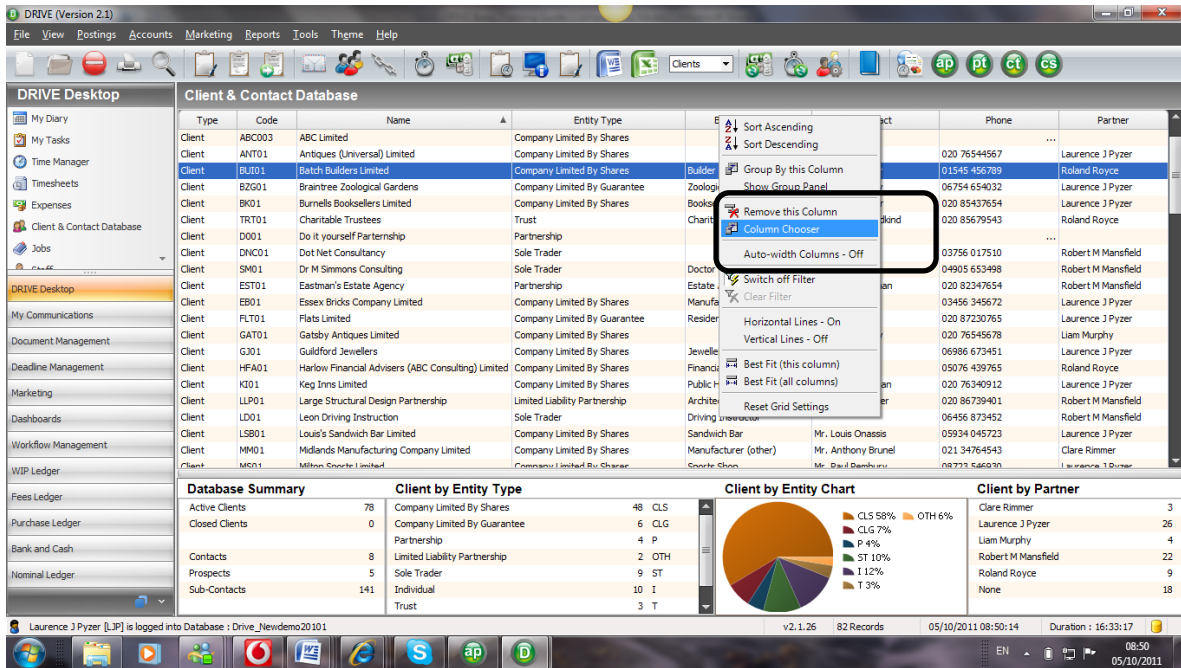


Figure 15

Click on column chooser and the following screen appears.

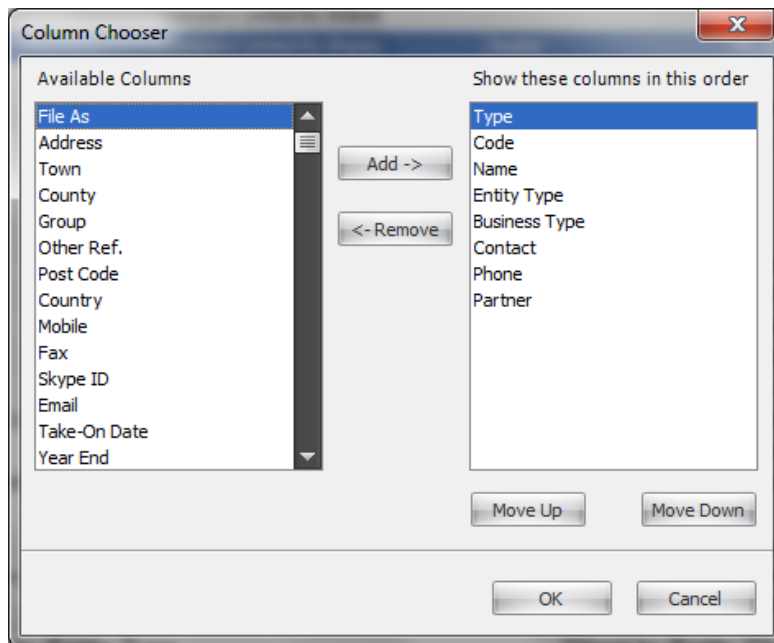


Figure 16

Select 'Year End' in the 'Available Columns' box and then click 'Add'. The 'Year End' now appears in the 'Show these columns in this order' box as shown in Figure 17 below.

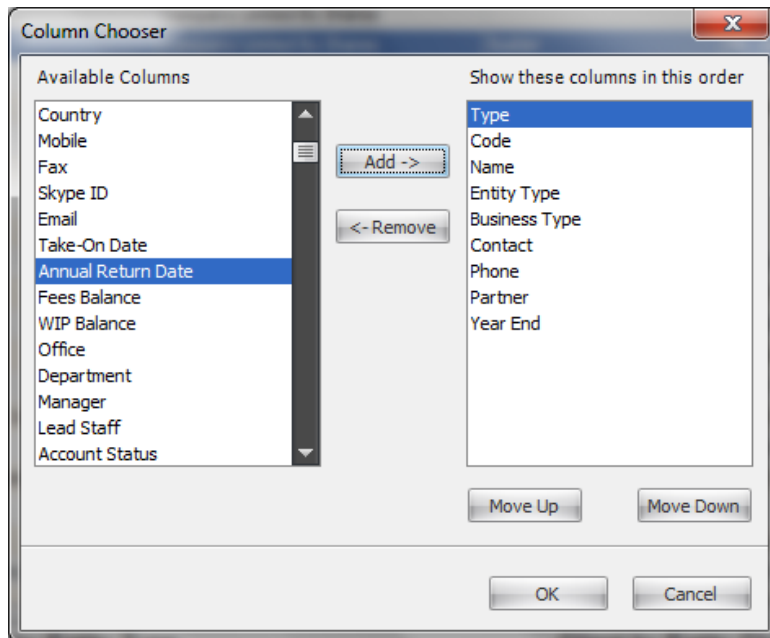


Figure 17

Now click OK and the 'Year End' column is added (circled) to the Client & Contact window as shown in Figure 18 below.

Type	Code	Name	Entity Type	Business Type	Contact	Phone	Partner	Year End
Client	ABC003	ABC Limited	Company Limited By Shares					
Client	ANT01	Antiques (Universal) Limited	Company Limited By Shares		Mr. Jack Stubbs	020 76544567	Laurence J Pyzer	
Client	BUI01	Batch Builders Limited	Company Limited By Shares	Builder	Mr. Jerry Bulder	01545 456789	Roland Royce	Dec 31
Client	BZG01	Braintree Zoological Gardens	Company Limited By Guarantee	Zoological Gardens	Prof. Ann Penny	06754 654032	Laurence J Pyzer	Jun 30
Client	BK01	Burnells Booksellers Limited	Company Limited By Shares	Bookseller	Mr. Jerry Booker	020 85437654	Laurence J Pyzer	Dec 31
Client	TRT01	Charitable Trustees	Trust	Charity	Mrs. Judith Goodkind	020 85679543	Roland Royce	Apr 30
Client	D001	Do it yourself Partnership	Partnership					
Client	DNC01	Dot Net Consultancy	Sole Trader			03756 017510	Robert M Mansfield	Apr 30
Client	SMD1	Dr M Simmons Consulting	Sole Trader	Doctor		04905 653498	Robert M Mansfield	Apr 30
Client	EST01	Eastman's Estate Agency	Partnership	Estate Agent	Mr. Geoff Eastman	020 82347654	Robert M Mansfield	Dec 31
Client	EB01	Essex Bricks Company Limited	Company Limited By Shares	Manufacturer (other)	Mr. Fred Wadd	03456 345672	Laurence J Pyzer	Dec 31
Client	FLT01	Flats Limited	Company Limited By Guarantee	Resident Association	Mr. Ben Brown	020 87230765	Laurence J Pyzer	Dec 31
Client	GAT01	Gatsby Antiques Limited	Company Limited By Shares		Mr. Jack Murphy	020 76545678	Liam Murphy	Dec 31
Client	GJ01	Guildford Jewellers	Company Limited By Shares	Jeweller	Mrs. Verity Rich	06986 673451	Laurence J Pyzer	Mar 31
Client	HFA01	Harlow Financial Advisers (ABC Consulting) L...	Company Limited By Shares	Financial Adviser	Mr. Taka Cutt	05076 439765	Roland Royce	Dec 31
Client	KI01	Keg Inns Limited	Company Limited By Shares	Public House	Mr. Jolie Weinman	020 76340912	Laurence J Pyzer	Mar 31
Client	LLP01	Large Structural Design Partnership	Limited Liability Partnership	Architect	Lord Derek Foster	020 86739401	Robert M Mansfield	Apr 30
Client	LD01	Leon Driving Instruction	Sole Trader	Driving Instructor		06456 873452	Robert M Mansfield	Apr 30
Client	LSB01	Louis's Sandwich Bar Limited	Company Limited By Shares	Sandwich Bar	Mr. Louis Onassis	05934 045723	Laurence J Pyzer	Mar 31
Client	MM01	Midlands Manufacturing Company Limited	Company Limited By Shares	Manufacturer (other)	Mr. Anthony Brunel	021 34764543	Clare Rimmer	Dec 31
Client	MS01	Milton Sports Limited	Company Limited By Shares	Sports Shop	Mr. Paul Dambury	08723 546030	Laurence J Pyzer	Mar 31

Figure 18

GROUPING

This option allows you to specify data you want by grouping the data into categories. For example, we want to group clients by their 'Business Type'. To do this, right click on the field header "Business Type" and choose "Group by this column" from the drop down list that appears as shown in Figure 19.

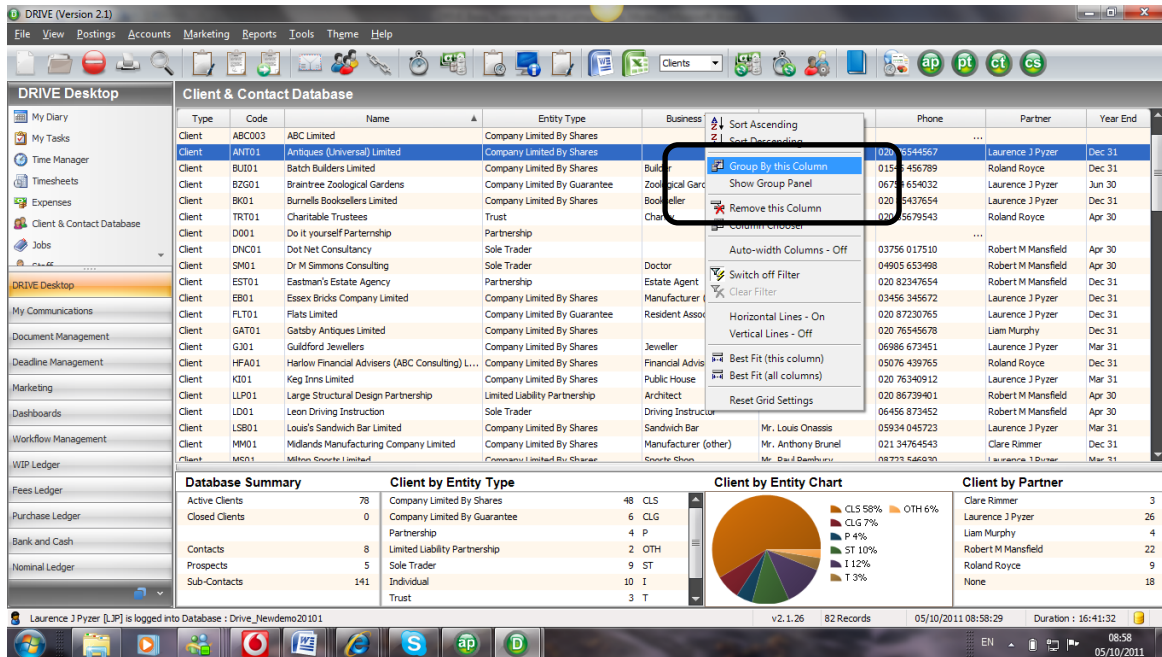


Figure 19

After selecting Group by this column, the following screen appears. It groups the "Business Types" of all the Clients & Contacts as shown in Figure 20.

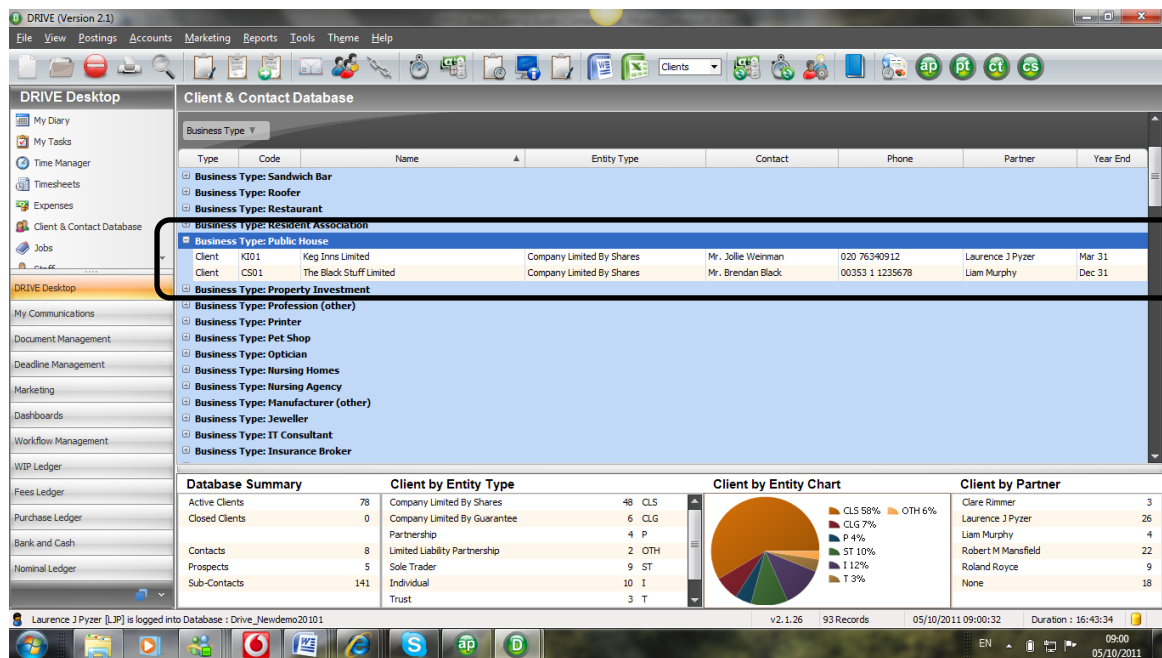


Figure 20

To switch off this grouping option, just drag the "Business Type" button back onto the field toolbar.

CLIENT & CONTACT DATABASE

The Client & Contact Database is a central and fundamental part of the DRIVE system. It is where all of your client information is viewed and maintained. All of the contact and sub contacts are added here. Account information as well as extra information is also held under this section.

The Job structure which your firm assigns will also be maintained under this section of the program. It is vital that you are totally conversant with this section of DRIVE.

CLIENT, CONTACT & PROSPECTS

From the Text Menu, View Option, choose Clients or from the Navigation Bar, choose DRIVE Desktop and then choose Client & Contact Database. The Client & Contact browse appears.

Type	Code	Name	Entity Type	Contact	Phone	Email	Partner
Client	ABC003	ABC Limited	Company Limited By Shares				
Client	ANT01	Antiques (Universal) Limited	Company Limited By Shares	Mr. Jack Stubbs	020 76544567		Laurence J Pyzer
Client	BU001	Batch Builders Limited	Company Limited By Shares	Mr. Jerry Builder	01545 456789	sales@batch-builders.co.uk	Roland Royce
Client	BZ001	Brantree Zoological Gardens	Company Limited By Guarantee	Prof. Ann Penny	06754 654032	sales@brantree-zoo.co.uk	Laurence J Pyzer
Client	BK01	Burnelle Booksellers Limited	Company Limited By Shares	Mr. Jerry Booker	020 85437654	sales@burnells.co.uk	Laurence J Pyzer
Client	TRT01	Charitable Trustees	Trust	Mrs. Judith Goodkind	020 85679543	info@charitable-trustees.co.uk	Roland Royce
Client	D001	Do it yourself Partnership	Partnership				
Client	DNC01	Dot Net Consultancy	Sole Trader		03756 017510	info@DotNetConsultancy.co.uk	Robert M Mansfield
Client	SMD1	Dr M Simmons Consulting	Sole Trader		04905 653498	info@simmons-consulting.co.uk	Robert M Mansfield
Client	EST01	Eastman's Estate Agency	Partnership	Mr. Geoff Eastman	020 82347654	info@eastman's-estate.co.uk	Robert M Mansfield
Client	EB01	Essex Bricks Company Limited	Company Limited By Shares	Mr. Fred Wadd	03456 345672	info@essex-bricks.co.uk	Laurence J Pyzer
Client	FLT01	Flats Limited	Company Limited By Guarantee	Mr. Ben Brown	020 87230765	info@flats.co.uk	Laurence J Pyzer
Client	GAT01	Gatsby Antiques Limited	Company Limited By Shares	Mr. Jack Murphy	020 76545678	sales@gatsbyantiques.com	Liam Murphy
Client	G301	Guldford Jewellers	Company Limited By Shares	Mrs. Verity Rich	06986 673451	sales@guldfordjewellers.co.uk	Laurence J Pyzer
Client	HFA01	Harlow Financial Advisers (ABC Consultin...)	Company Limited By Shares	Mr. Taka Cutt	05076 439765	info@harlow-fa.co.uk	Roland Royce
Client	KI01	Keg Inns Limited	Company Limited By Shares	Mr. Jollie Weinman	020 76340912	info@KegInns.co.uk	Laurence J Pyzer
Client	LLP01	Large Structural Design Partnership	Limited Liability Partnership	Lord Derek Foster	020 86739401	info@large-structural.co.uk	Robert M Mansfield

Figure 21

To change from the Client list to the Contact or Prospect list, click the dropdown as shown in the Figure 22.

Type	Code	Name	Entity Type	Business Type	Contact	Phone	Partner	Year End
Client	ABC003	ABC Limited	Company Limited By Shares					
Client	ANT01	Antiques (Universal) Limited	Company Limited By Shares		Mr. Jack Stubbs	020 76544567	Laurence J Pyzer	Dec 31
Client	BU001	Batch Builders Limited	Company Limited By Shares	Builder	Mr. Jerry Builder	01545 456789	Roland Royce	Dec 31
Client	BZ001	Brantree Zoological Gardens	Company Limited By Guarantee	Zoological Gardens	Prof. Ann Penny	06754 654032	Laurence J Pyzer	Jun 30
Client	BK01	Burnelle Booksellers Limited	Company Limited By Shares	Bookseller	Mr. Jerry Booker	020 85437654	Laurence J Pyzer	Dec 31
Client	TRT01	Charitable Trustees	Trust	Charity	Mrs. Judith Goodkind	020 85679543	Roland Royce	Apr 30
Client	D001	Do it yourself Partnership	Partnership					
Client	DNC01	Dot Net Consultancy	Sole Trader	Doctor		03756 017510	Robert M Mansfield	Apr 30
Client	SMD1	Dr M Simmons Consulting	Sole Trader	Doctor		04905 653498	Robert M Mansfield	Apr 30
Client	EST01	Eastman's Estate Agency	Partnership	Estate Agent	Mr. Geoff Eastman	020 82347654	Robert M Mansfield	Dec 31
Client	EB01	Essex Bricks Company Limited	Company Limited By Shares	Manufacturer (other)	Mr. Fred Wadd	03456 345672	Laurence J Pyzer	Dec 31
Client	FLT01	Flats Limited	Company Limited By Guarantee	Resident Association	Mr. Ben Brown	020 87230765	Laurence J Pyzer	Dec 31
Client	GAT01	Gatsby Antiques Limited	Company Limited By Shares		Mr. Jack Murphy	020 76545678	Liam Murphy	Dec 31
Client	G301	Guldford Jewellers	Company Limited By Shares	Jeweller	Mrs. Verity Rich	06986 673451	Laurence J Pyzer	Mar 31
Client	HFA01	Harlow Financial Advisers (ABC Consulting) L...	Company Limited By Shares	Financial Adviser	Mr. Taka Cutt	05076 439765	Roland Royce	Dec 31
Client	KI01	Keg Inns Limited	Company Limited By Shares	Public House	Mr. Jollie Weinman	020 76340912	Laurence J Pyzer	Mar 31
Client	LLP01	Large Structural Design Partnership	Limited Liability Partnership	Architect	Lord Derek Foster	020 86739401	Robert M Mansfield	Apr 30

Figure 22

GENERAL INFORMATION TAB

To create a new client, click the new button as outlined earlier and the add screen appears. The add screen has a number of tabs with various sections of information; simply click each tab to see what is contained.

Figure 23

Below we will give an overview of the type of information contained on each of these Tabs. The General Tab contains basic standing data on the client such as client code, name, address, contacts details etc. All the information contained in these tabs can also be accessed through the client shortcut menus at the top of the Client and Contact database. The following screen will show you how to access the Fees/ Debtors Ledger of a client. If we click on this button, this will produce the same result as if you had selected the Fees Ledger Tab on the add/edit screen.

Type	Code	Name	Entity Type	Business Type	Contact	Phone	Partner	Year End
Client	ABC003	ABC Limited	Company Limited By Shares					
Client	ANT01	Antiques (Universal) Limited	Company Limited By Shares		Mr. Jack Stubbs	020 76544567	Laurence J Pyzer	Dec 31
Client	BLU01	Batch Builders Limited	Company Limited By Shares	Builder	Mr. Jerry Bulder	01545 456789	Roland Royce	Dec 31
Client	BZG01	Braintree Zoological Gardens	Company Limited By Guarantee	Zoological Gardens	Prof. Ann Penny	06754 654032	Laurence J Pyzer	Jun 30
Client	BK01	Burnells Booksellers Limited	Company Limited By Shares	Bookseller	Mr. Jerry Booker	020 85437654	Laurence J Pyzer	Dec 31
Client	TRT01	Charitable Trustees	Trust	Charity	Mrs. Judith Goodkind	020 85679543	Roland Royce	Apr 30
Client	D001	Do it yourself Partnership	Partnership					
Client	DN001	Dot Net Consultancy	Sole Trader			03755 017510	Robert M Mansfield	Apr 30
Client	SM01	Dr M Simmons Consulting	Sole Trader	Doctor		04905 653498	Robert M Mansfield	Apr 30
Client	EST01	Eastman's Estate Agency	Partnership	Estate Agent	Mr. Geoff Eastman	020 82347654	Robert M Mansfield	Dec 31
Client	EB01	Essex Bricks Company Limited	Company Limited By Shares	Manufacturer (other)	Mr. Fred Wadd	03456 345672	Laurence J Pyzer	Dec 31
Client	FLT01	Flats Limited	Company Limited By Guarantee	Resident Association	Mr. Ben Brown	020 87230765	Laurence J Pyzer	Dec 31
Client	GAT01	Gatsby Antiques Limited	Company Limited By Shares		Mr. Jack Murphy	020 76545678	Liam Murphy	Dec 31
Client	G301	Guldford Jewellers	Company Limited By Shares	Jeweller	Mrs. Verity Rich	06986 673451	Laurence J Pyzer	Mar 31
Client	HFA01	Harlow Financial Advisers (ABC Consulting) L...	Company Limited By Shares	Financial Adviser	Mr. Taka Cutt	05076 439765	Roland Royce	Dec 31
Client	K01	Keq Inns Limited	Company Limited By Shares	Public House	Mr. Jolie Weisman	020 76340912	Laurence J Pyzer	Mar 31
Client	LLP01	Laroe Structural Design Partnership	Limited Liability Partnership	Architect	Lord Derek Foster	020 86739401	Robert M Mansfield	Apr 30

Figure 24

PRACTICE TAB

The Practice Tab displays the Billing defaults, Fees and WIP limits, Practice hierarchy e.g. Partners, Managers, Lead Staff and the services used by this client.

Figure 25

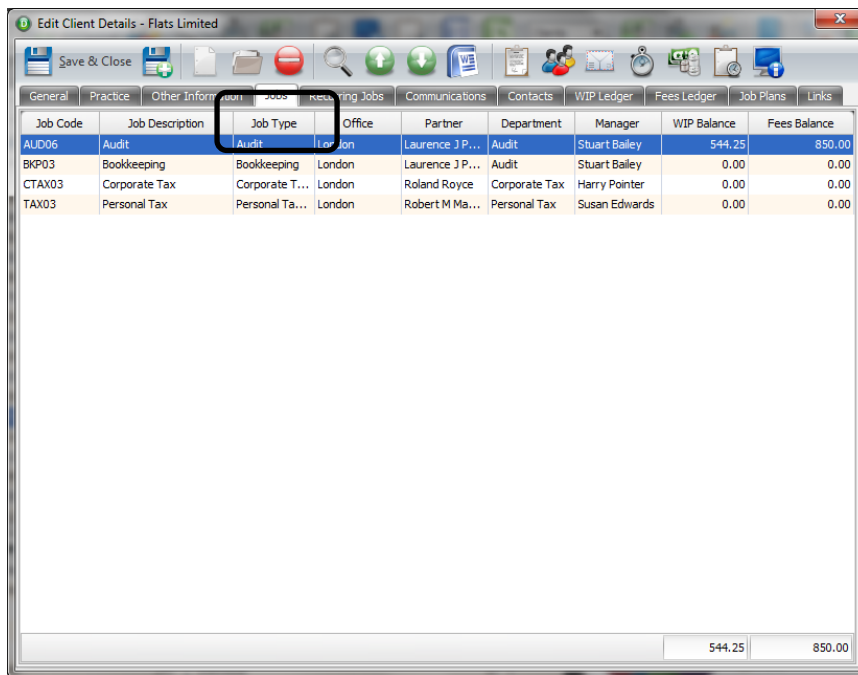
OTHER INFORMATION TAB

The Other Information Tab displays additional fields of information that you can setup yourself about the client. As you can see from Figure 26, many extra fields have been set up for this client Flats Limited e.g. Pipeline and Take-On Management, Promotions etc. It is important you consider any additional fields before you set them up. The system does not come with any defined extra detail fields.

Figure 26

JOBS TAB

The Jobs Tab displays all the jobs that you do for a client. As we can see from Figure 27, for this client jobs for Audit and Corporate Tax have been defined.

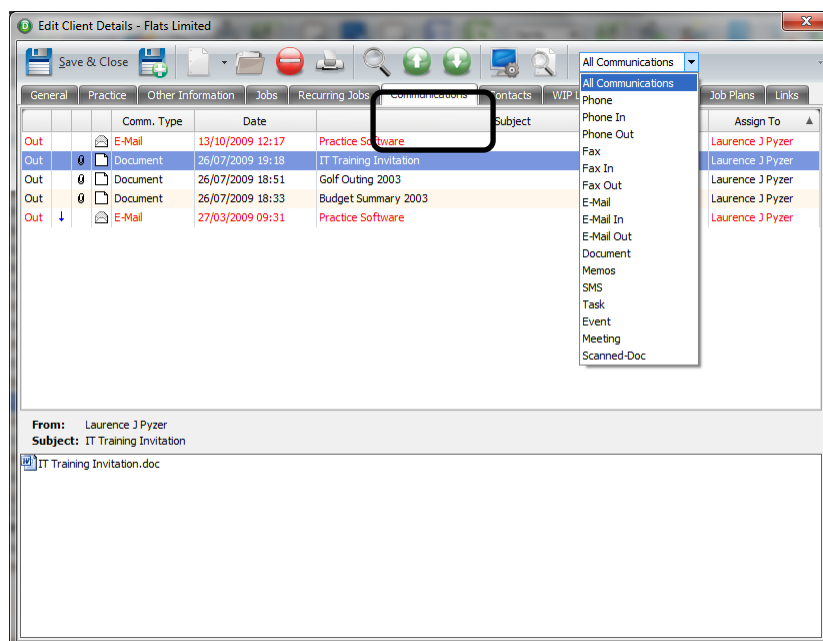


Job Code	Job Description	Job Type	Office	Partner	Department	Manager	WIP Balance	Fees Balance
AUD06	Audit	Audit	London	Laurence J P...	Audit	Stuart Bailey	544.25	850.00
BKP03	Bookkeeping	Bookkeeping	London	Laurence J P...	Audit	Stuart Bailey	0.00	0.00
CTAX03	Corporate Tax	Corporate T...	London	Roland Royce	Corporate Tax	Harry Pointer	0.00	0.00
TAX03	Personal Tax	Personal Ta...	London	Robert M Ma...	Personal Tax	Susan Edwards	0.00	0.00

Figure 27

COMMUNICATIONS TAB

The Communications Tab displays all the communications associated with this client. For example, as we can see from Figure 28, all client emails, memo's, phone calls and documents are all stored in a centralised database, available to anybody with an access level. This is a key screen in DRIVE and shows historically every communication with the client.



Comm. Type	Date	Subject	Assign To
Out E-Mail	13/10/2009 12:17	Practice Software	Laurence J Pyzer
Out Document	26/07/2009 19:18	IT Training Invitation	Laurence J Pyzer
Out	26/07/2009 18:51	Golf Outing 2003	Laurence J Pyzer
Out	26/07/2009 18:33	Budget Summary 2003	Laurence J Pyzer
Out	27/03/2009 09:31	Practice Software	Laurence J Pyzer

Figure 28

We can filter communications by selecting from the dropdown list of communication types. Red indicates an outstanding communication. Black bold means an unread communication.

WIP LEDGER

The WIP Ledger and Fees Ledger show the time and billing elements of the client. The WIP ledger shows the time and expenses generated against the client as shown in Figure 29. The ledger card shows the date, type of WIP, job code, staff code, WIP values and displays the overall client WIP balance.

Date	Type	Bill No.	Job	Staff	WIP	Description	Units	Amount	Billed	Unbilled	Balance
09/02/2009	Time	INV012	AUD06	KM	A000	Audit	3.45	106.95	90.20	16.75	16.75
10/02/2009	Time		AUD06	KM	A000	Audit	7.30	213.90	0.00	213.90	230.65
13/02/2009	Time		AUD06	KM	A000	Audit	7.30	213.90	50.00	163.90	394.55
18/02/2009	Time		AUD06	TT	A001	Audit Planning	3.45	149.70	0.00	149.70	544.25

WIP Balance	544.25	Balance	Accrued	Current	Days 30	Days 60	+Days 90
Unpassed WIP	0.00						
Total WIP	544.25	544.25	0.00	0.00	0.00	0.00	544.25
WIP on Draft Bills	0.00						

Figure 29

FEES LEDGER

The Fees Ledger displays the bills, receipts, credit notes issued and journals on a client. The ledger card shows the date, type, doc number, ref number, job code, financial values and displays the overall client Fees balance. You can also open the Word bill or credit note by clicking on the 'View Bill/Credit Note' button as circled in Figure 30.

Date	Type	Doc. No.	Ref. No.	Job Code	Debit	Credit	Allocated	Outstanding	Balance
01/04/2009	Bill	INV012	12	AUD06	2,350.00	0.00	0.00	2,350.00	2,350.00
06/05/2009	Receipt	LD19	9	AUD06	0.00	1,500.00	0.00	-1,500.00	850.00

Fees Balance	850.00	Balance	Unallocated	Current	30 Days	60 Days	90 Days+
Draft	0.00						
Total Balance	850.00	850.00	-1500.00	0.00	0.00	0.00	2350.00

Figure 30

OVERVIEW

The Diary is used to record Tasks, Events, Meetings, Holidays, Study and Examination Leave. A staff member can record these entries in DRIVE under their own Staff name or under another Staff members name provided they have the required access rights. The default screen when you load DRIVE is the Diary in Week View. Deadlines & Workflows can also appear on the diary but this can be turned on or off.

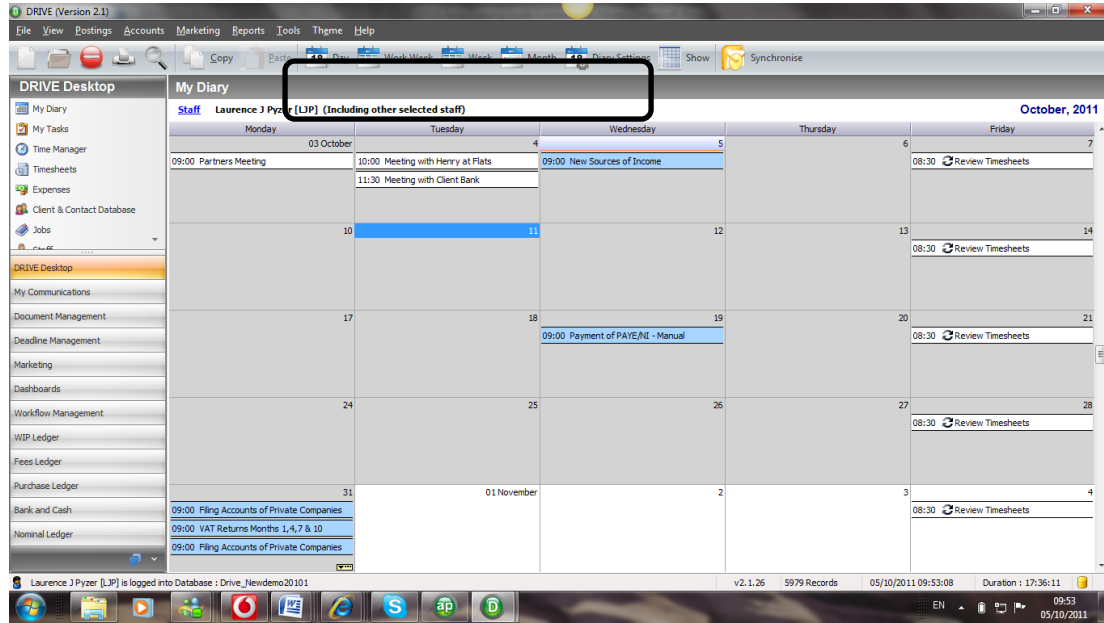


Figure 31

The diary can be viewed in different ways, depending on the user preference. For example in Figure 31, the diary is in Month view. To change the view, click on one of the view shortcuts as circled in Figure 32. For example, the diary is now in 'Week' by simply clicking the 'Week' view option.

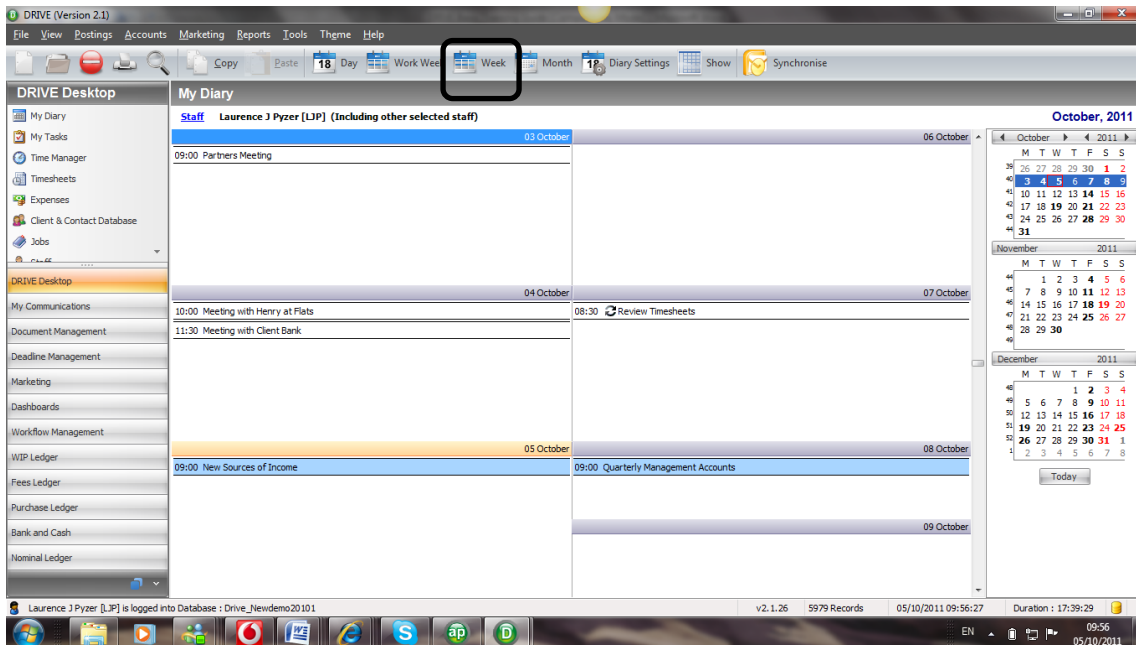


Figure 32

The Views available to select include Day, Work Week, Week and Month. The filters are available on the toolbar at the top of the Diary under the Show icon the Figure 34.

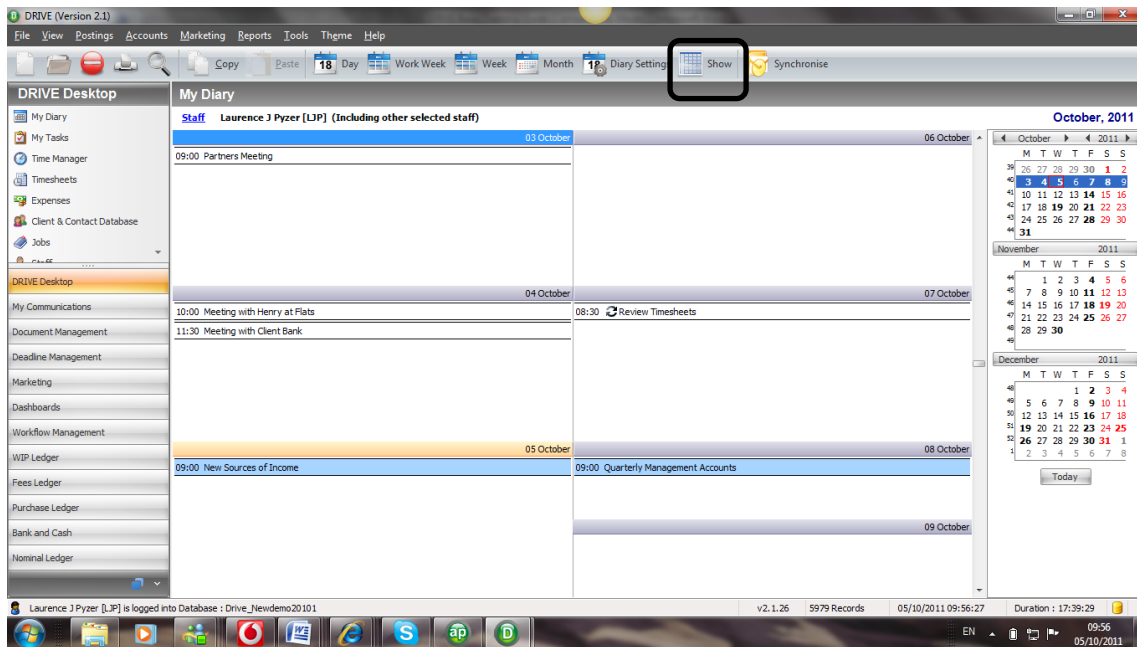


Figure 33

Click on the Show button and you can decide how much information to display on your diary.

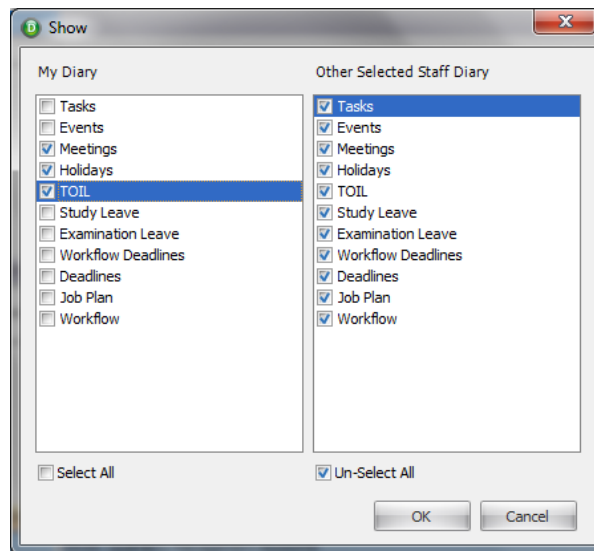


Figure 34

You can also change the diary settings by clicking the Diary Settings button as circled in Figure 35 and Figure 36 appears.

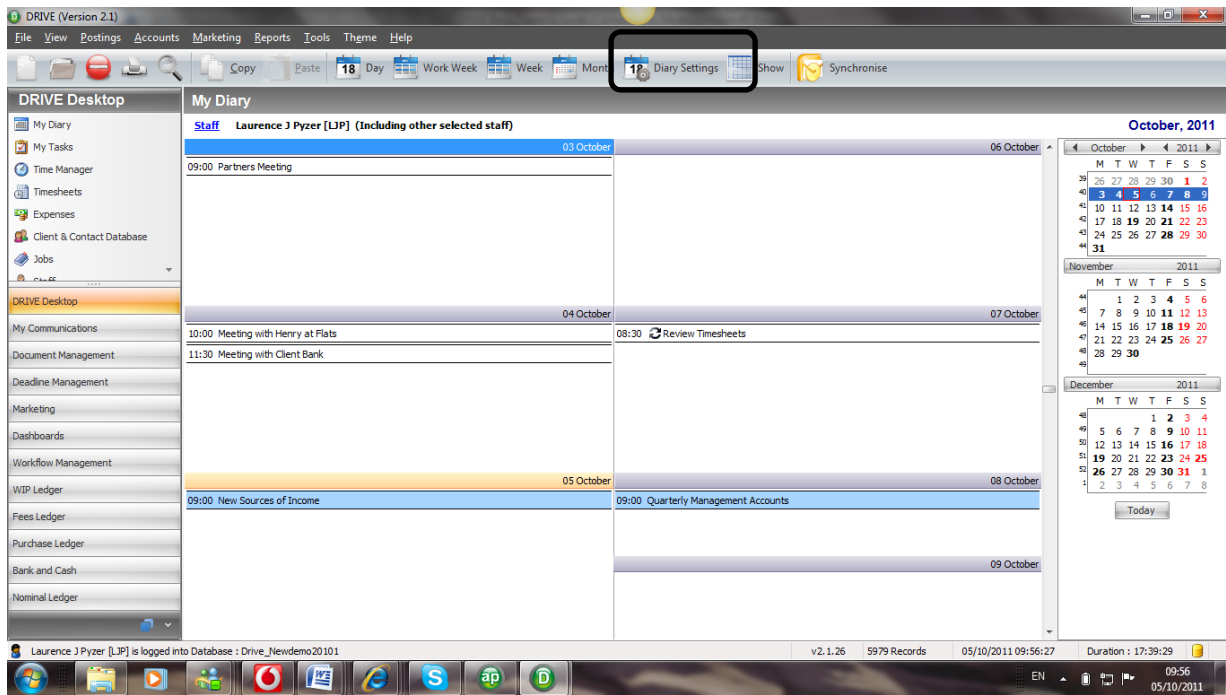


Figure 35

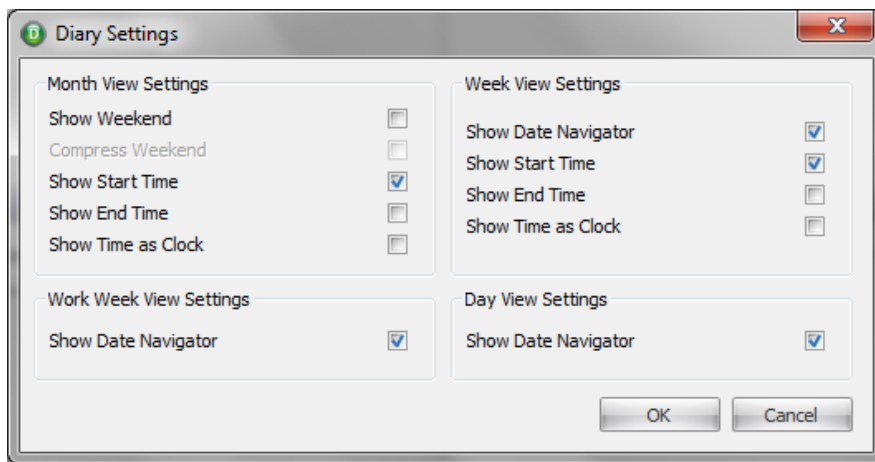


Figure 36

HOW TO USE THE DIARY

To create a new diary item, either right click on My Diary Window and select New or alternatively select File and New from the main DRIVE toolbar. The Add Task/Meeting/Event window will appear as shown in Figure 37

For example, we will create a new meeting on the 10th October 2011 for the client Flats Limited.

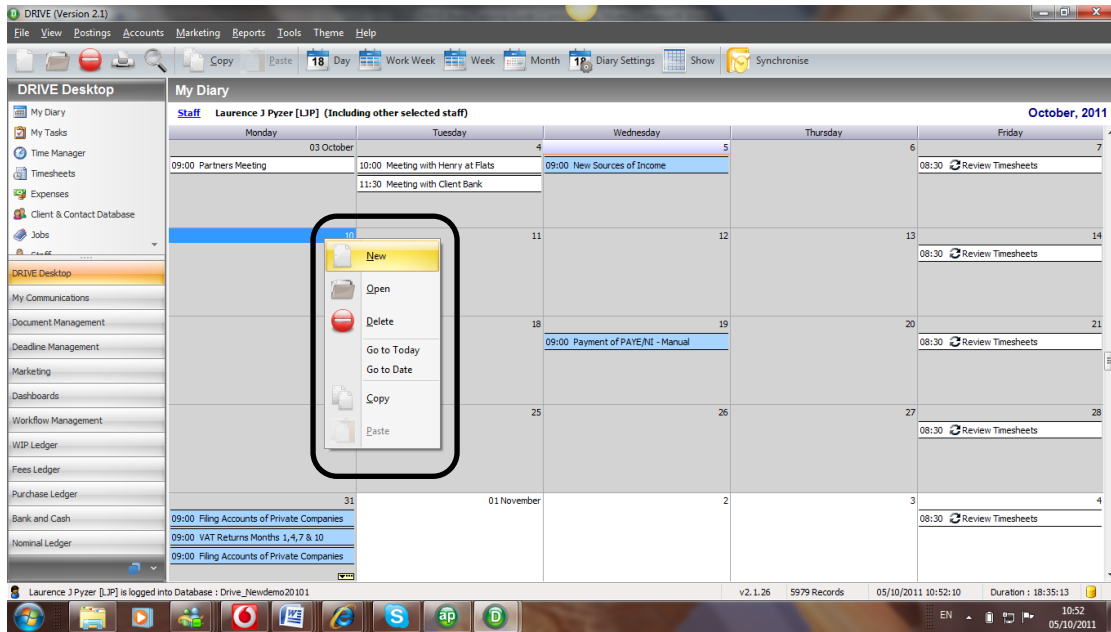


Figure 37

The Task/Meeting/Event window will appear (Figure 38) allowing you to enter the details of the upcoming meeting on 10th October 2011 with the client Flats Limited as shown in Figure 40.

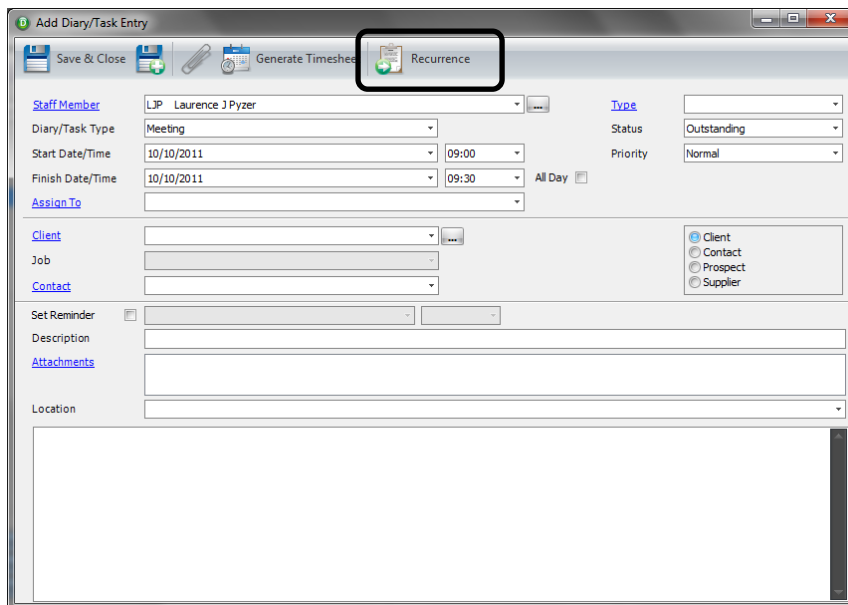


Figure 38

Entering the standing information is straight forward and self explanatory when creating a diary entry. Depending on the type you create there will be different options available. For example if you create a type Examination Leave, the client fields will become greyed out as they are not applicable to this type. For the types Event, Tasks and Meetings there is extra functionality available in the toolbar at top of the Add Diary/Task window.

You can also use the recurrence button should you want to make any meeting, event or task a recurring entry.

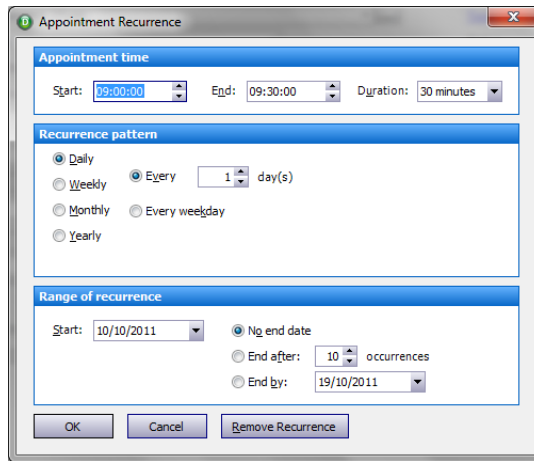


Figure 39

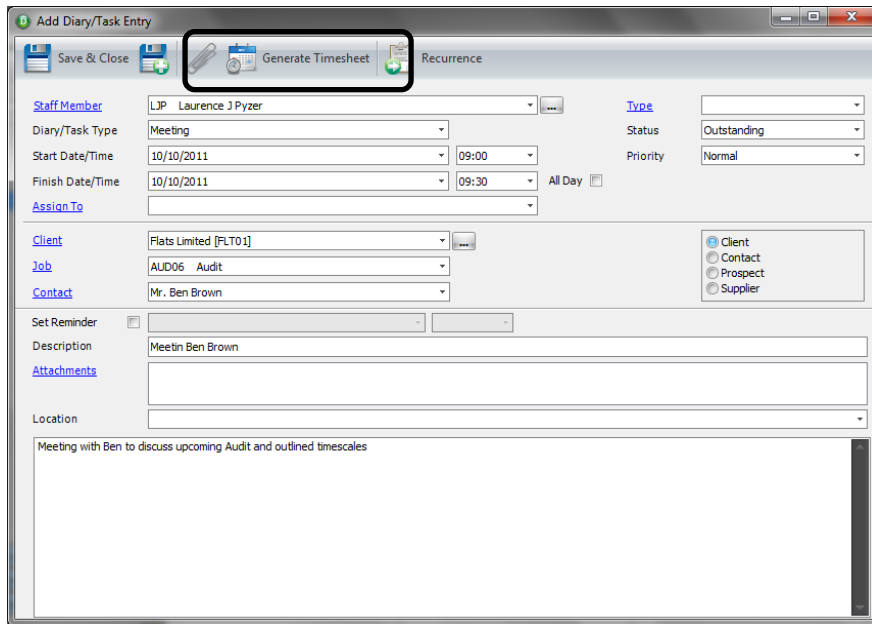


Figure 40

When all the Meeting details have been entered you can send these to your timesheets. To do this, click on the Generate Timesheet button as above.

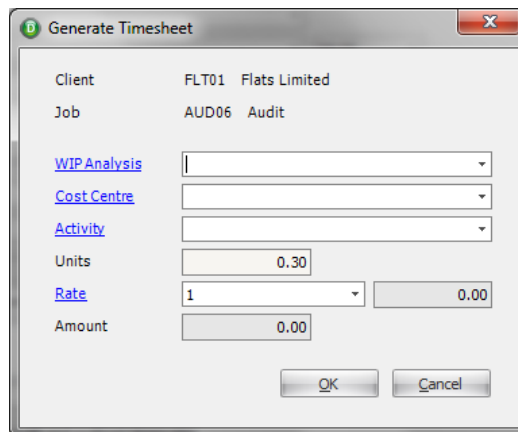


Figure 41

Enter a WIP Analysis code, for example A000 (Audit) and then click OK. By clicking OK, this meeting will be added to the existing timesheet for this period or if the timesheet has not been previously created for this period, it will be automatically created. When all the information has been entered against the meeting, click Save & Close and the item will be saved on the specific date i.e. 10th October 2011 as shown in Figure 42 or click Save & New to enter a new item onto the diary using the same procedure as above.

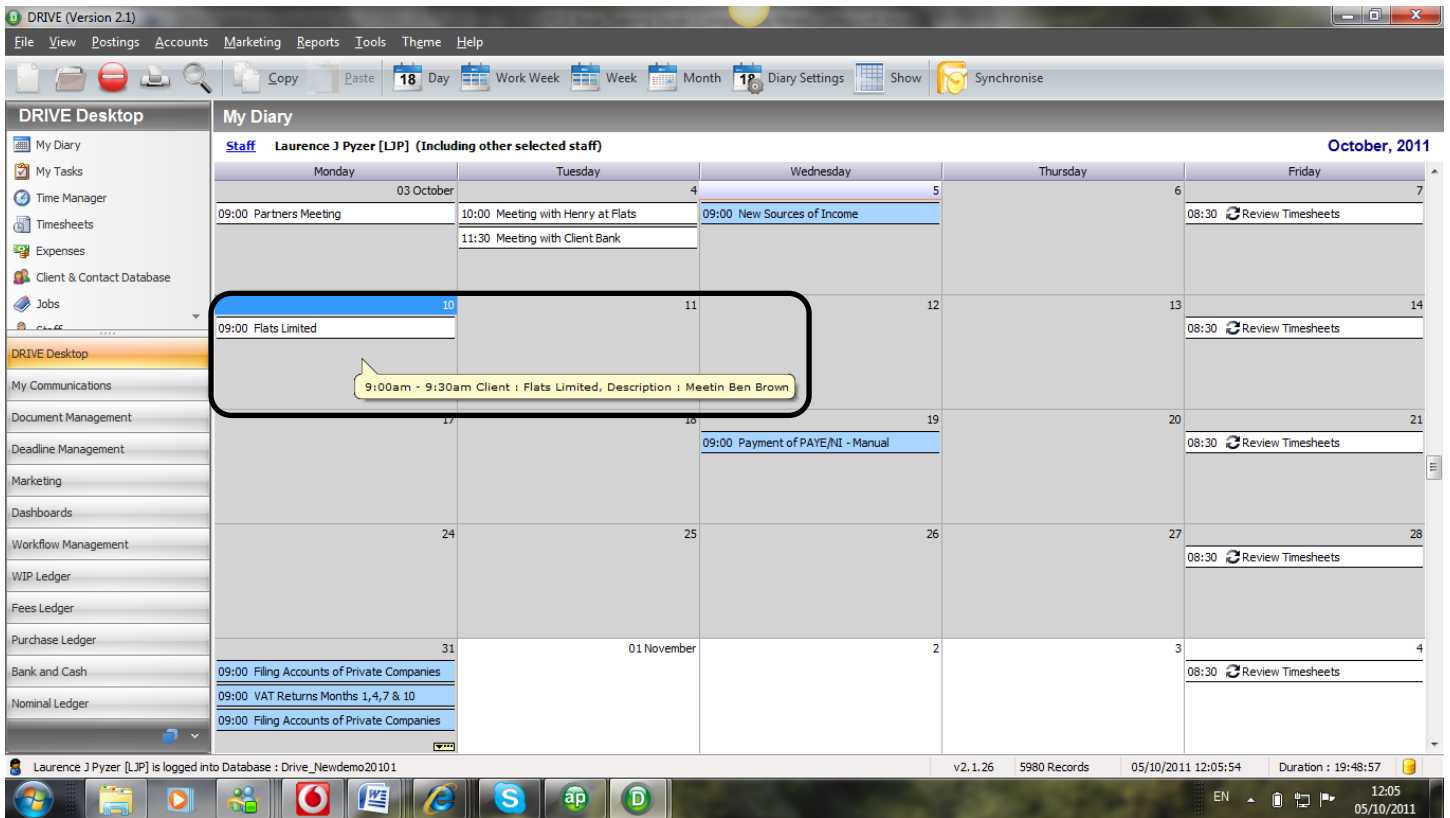


Figure 42

VIEWING MULTIPLE DIARIES

DRIVE Diary allows users to view one or multiple staff member's diaries depending on the user's level of access. To view another staff members diary select the Staff hyperlink from the My Diary screen in DRIVE. The active staff list will appear and you can tick on or off the staff you want to see on the diary.

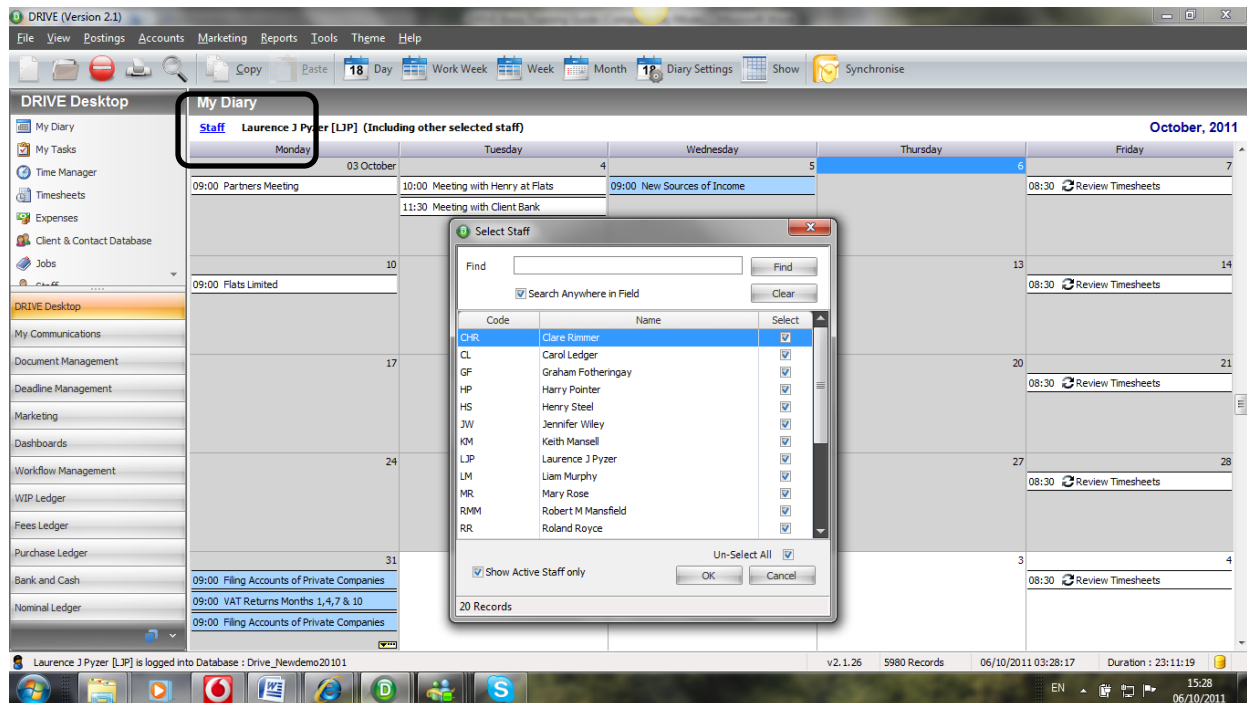


Figure 43

SYNCHRONISE DIARY APPOINTMENTS WITH MICROSOFT OUTLOOK

The DRIVE Diary allows you to synchronise Diary appointments with Microsoft Outlook. On the My Diary screen you will see the Synchronise button in the main toolbar. Click on the button and the following screen will appear:

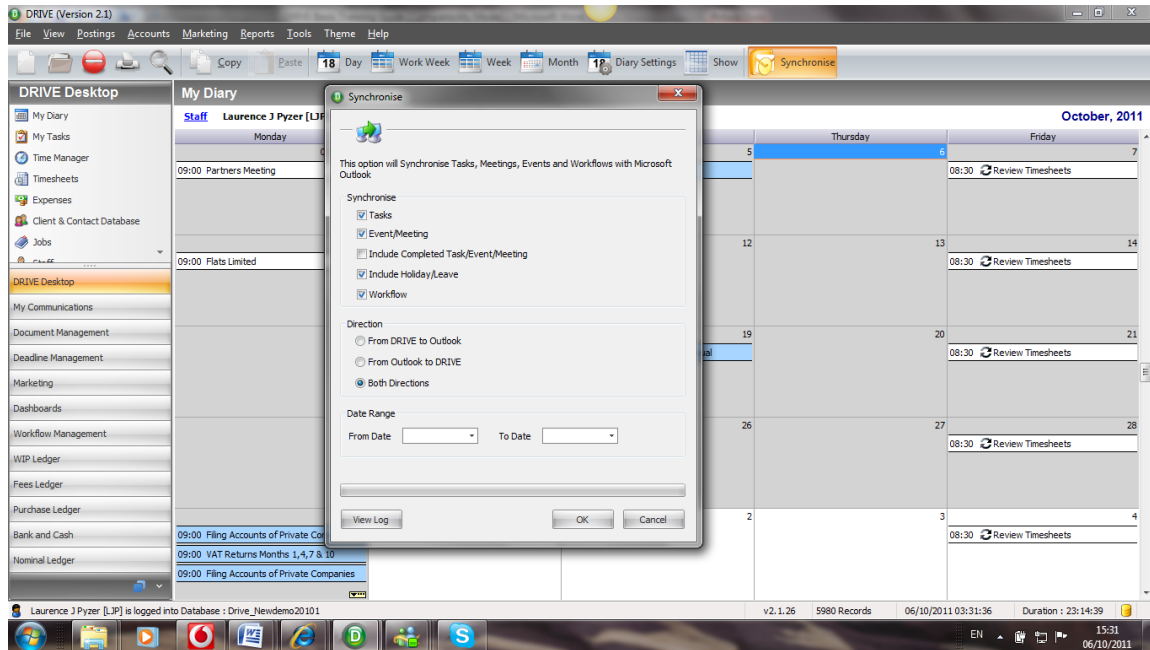


Figure 44

Here you can choose to synchronise your diary entries with Outlook. Select the entries you want to synchronise, the direction you want to synchronise From and To.

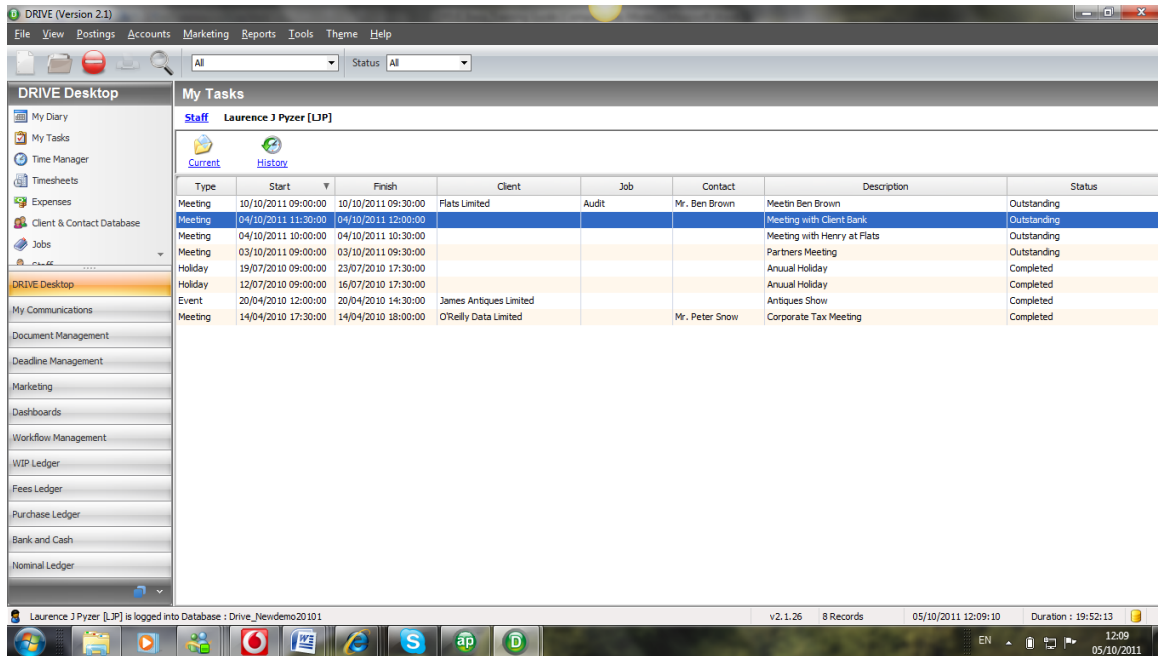


You must select a From Date and To Date for the synchronization to complete successfully.

ENTER TASKS

My Tasks will display the list of meetings, tasks or events generated from the diary or generated through the My Task screen. This list can be treated as a 'to do list' for a staff member. These tasks can then be set up as an alert, so the user does not miss an appointment, meeting etc. Once you complete a particular task, you can change the status of the task to 'completed' and then send the task to 'history' to remove from your current 'to do list'.

From the Navigation Bar, choose Drive Desktop and then choose My Tasks. The My Task browse appears.



Type	Start	Finish	Client	Job	Contact	Description	Status
Meeting	10/10/2011 09:00:00	10/10/2011 09:30:00	Flats Limited	Audit	Mr. Ben Brown	Meetin Ben Brown	Outstanding
Meeting	04/10/2011 11:30:00	04/10/2011 12:00:00				Meeting with Client Bank	Outstanding
Meeting	04/10/2011 10:00:00	04/10/2011 10:30:00				Meeting with Henry at Flats	Outstanding
Meeting	03/10/2011 09:00:00	03/10/2011 09:30:00				Partners Meeting	Outstanding
Holiday	19/07/2010 09:00:00	23/07/2010 17:30:00				Annual Holiday	Completed
Holiday	12/07/2010 09:00:00	16/07/2010 17:30:00				Annual Holiday	Completed
Event	20/04/2010 12:00:00	20/04/2010 14:30:00	James Antiques Limited			Antiques Show	Completed
Meeting	14/04/2010 17:30:00	14/04/2010 18:00:00	O'Reilly Data Limited		Mr. Peter Snow	Corporate Tax Meeting	Completed

Figure 45

Figure 45 displays the current tasks, meetings and events that are still marked as outstanding for this particular staff member. Users can use this display to work across all communication types to manage outstanding meetings or tasks.

By keeping a track of all tasks, you can then run daily, weekly or monthly reports to show any upcoming tasks for a particular client.

PHONE CALLS

A very important aspect of DRIVE is the recording of phone calls, it is vital to record important calls from your clients. This is a matter of getting into a routine. It is vital that everybody in the firm records the relevant and important conversations they have with clients by phone. Forensically it is great to be able to go back into the client communications and explain to a client that you returned their call on Tuesday at 10.30 and ask why they did not receive your message. Firms receive many calls and it is an internal decision which needs to be made about how many and what type of calls should be recorded by staff.

OVERVIEW

The Phone option is a quick and simple method to record phone calls you make or receive. This option allows you to record calls from anywhere in the system. Every phone call logged, records the name of the person making or receiving the call, the length of the call and most importantly the client that the call is against. All of these recorded phone calls are then stored in a centralised database thus providing an update call log on all clients for all staff.

HOW TO USE CALL LOGGING:

There are a few ways to record a phone call in DRIVE. From the Client and Contact Database Window, find the client that you want to record the call against using the Fast Search option. Once you find the client i.e. Flats Limited, select the Make a Phone Call icon (circled) or right click on the client and select Make a Phone Call as shown in Figure 46.

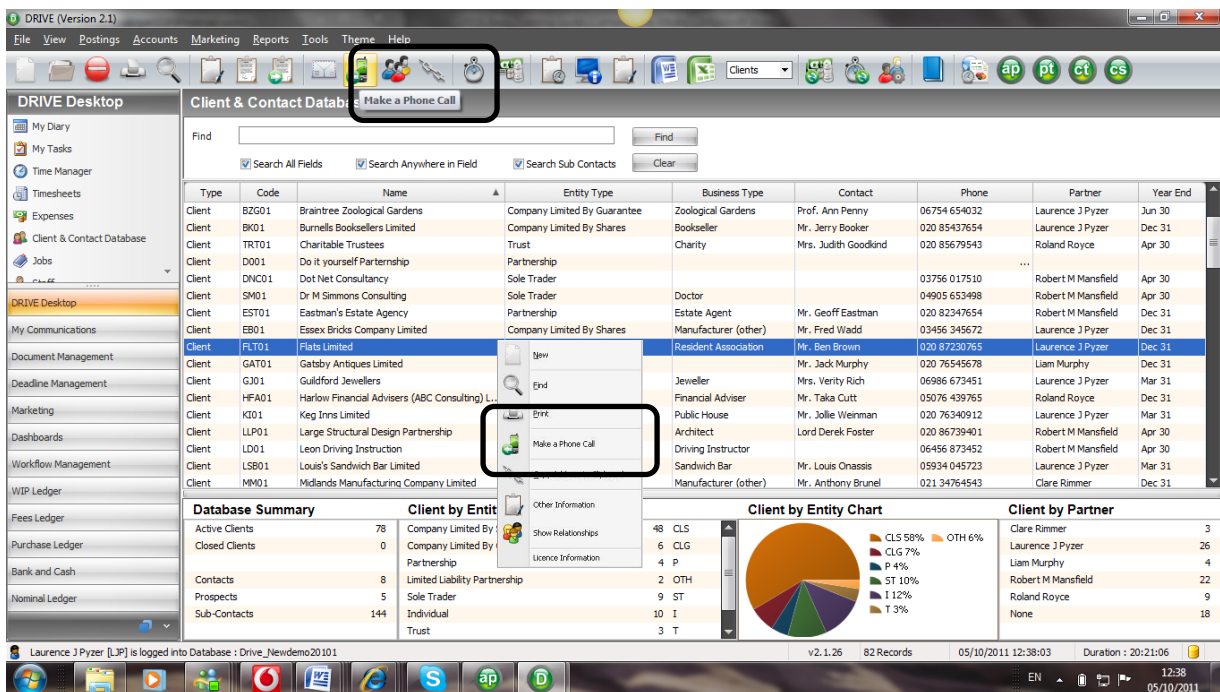


Figure 46

The following screen will appear. As you can see from Figure 47, Flats Limited automatically appears in the client field. Notice that there is a timer at the bottom of the Phone and this can be activated to record the length of time you are on the call. This duration of time can then be passed to the timesheet if you choose to 'Generate Timesheet' as we covered previously in Diary and Tasks.

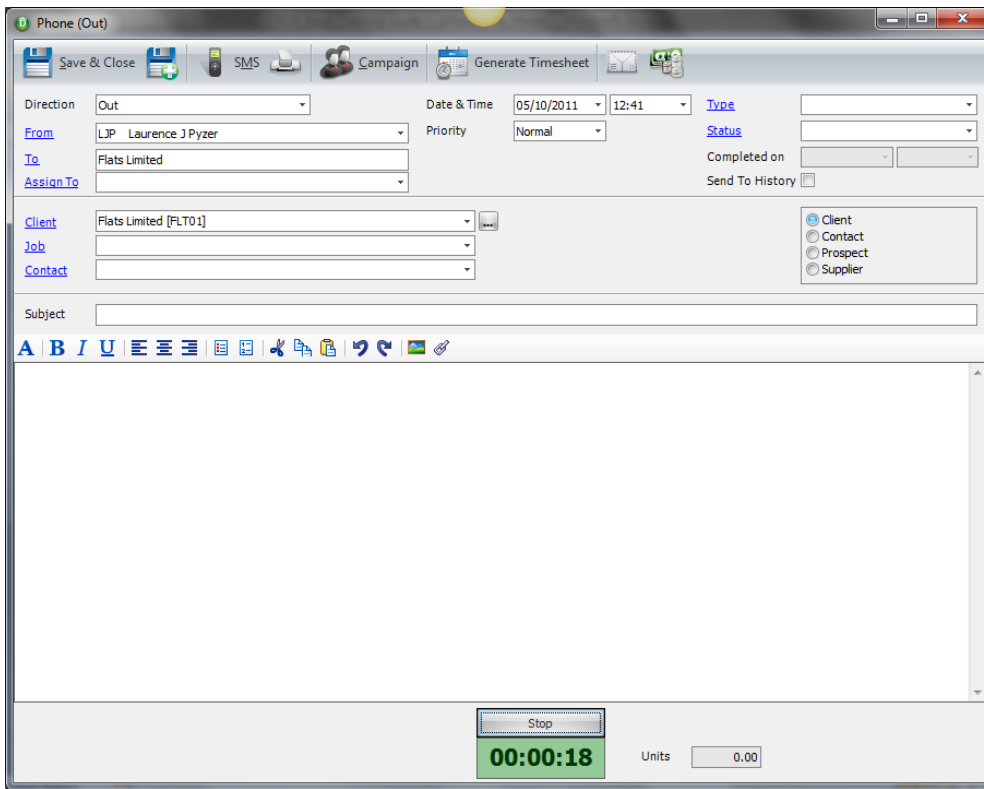


Figure 47

Once you have entered all the details into the Phone window (Figure 48), you can click the button 'Save & Close' and the call will be logged against the client i.e. Flats Limited as shown in Figure 49.

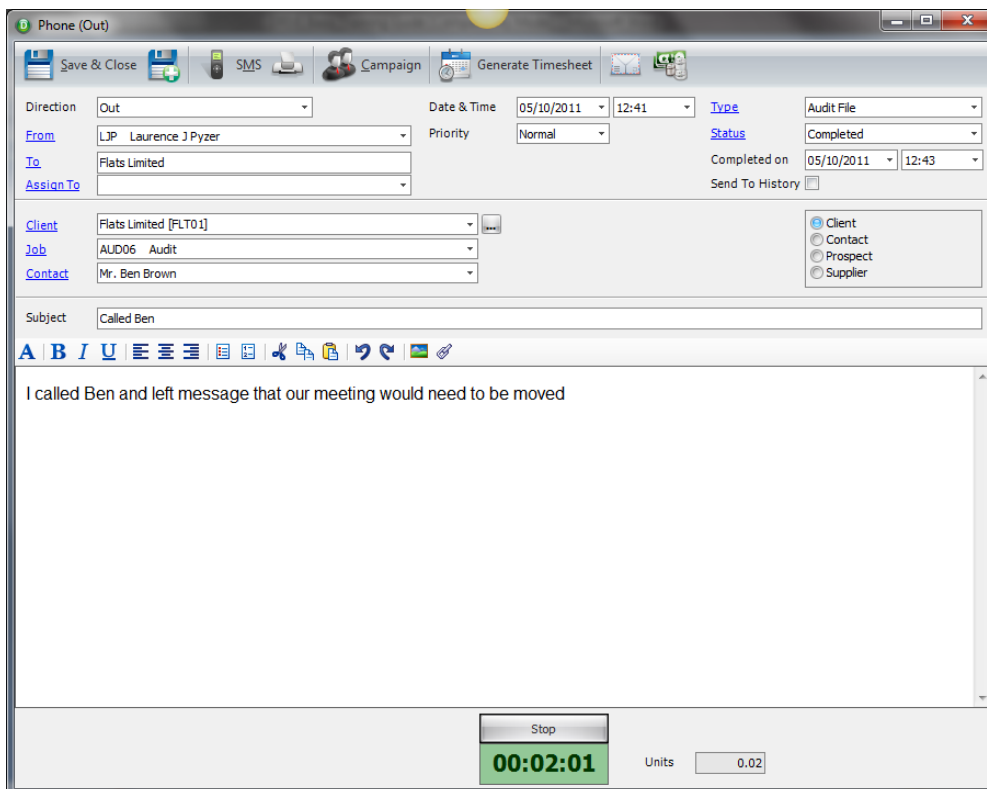


Figure 48

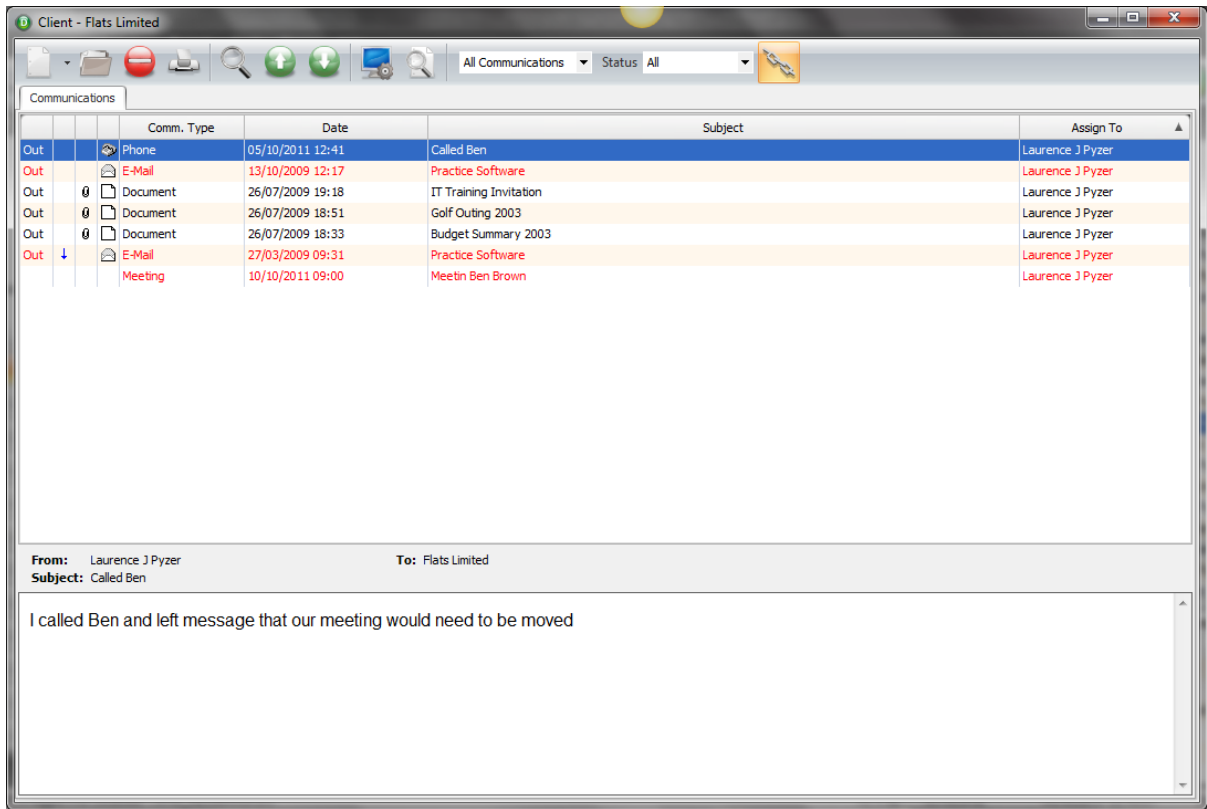


Figure 49

As previously stated, DRIVE allows you to record Phone Calls anywhere throughout the system. For example, if you are on the Diary window and you receive a call from a client that we want to record details. By pressing F6, a communications ribbon toolbar is added above the normal icon toolbar as shown below. This will allow you to record a number of different communication types without having to leave the Diary.

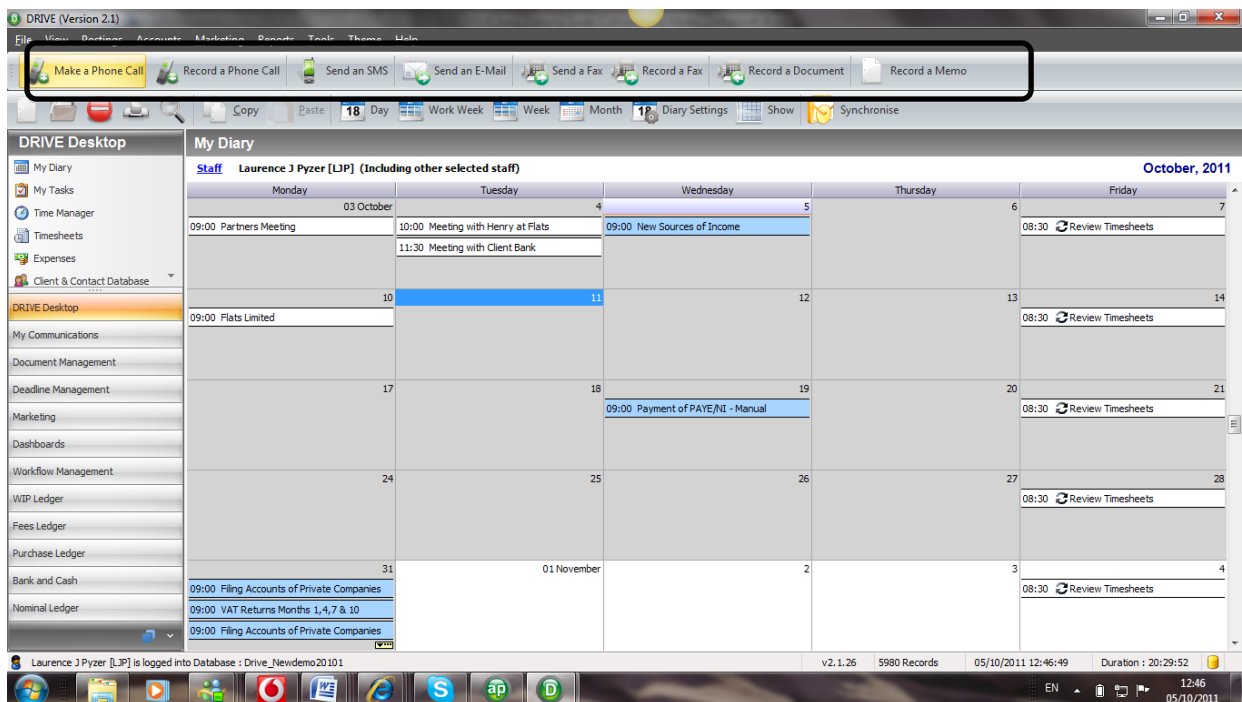


Figure 50

ALERTS

Alerts should have been setup by the system administrator and they will automatically pop-up when necessary. If this does not happen, alerts can be setup using the following instructions.

From the Navigation Menu select Communications and select Phone. On the phone browse click on the Communication Settings icon in Figure 51

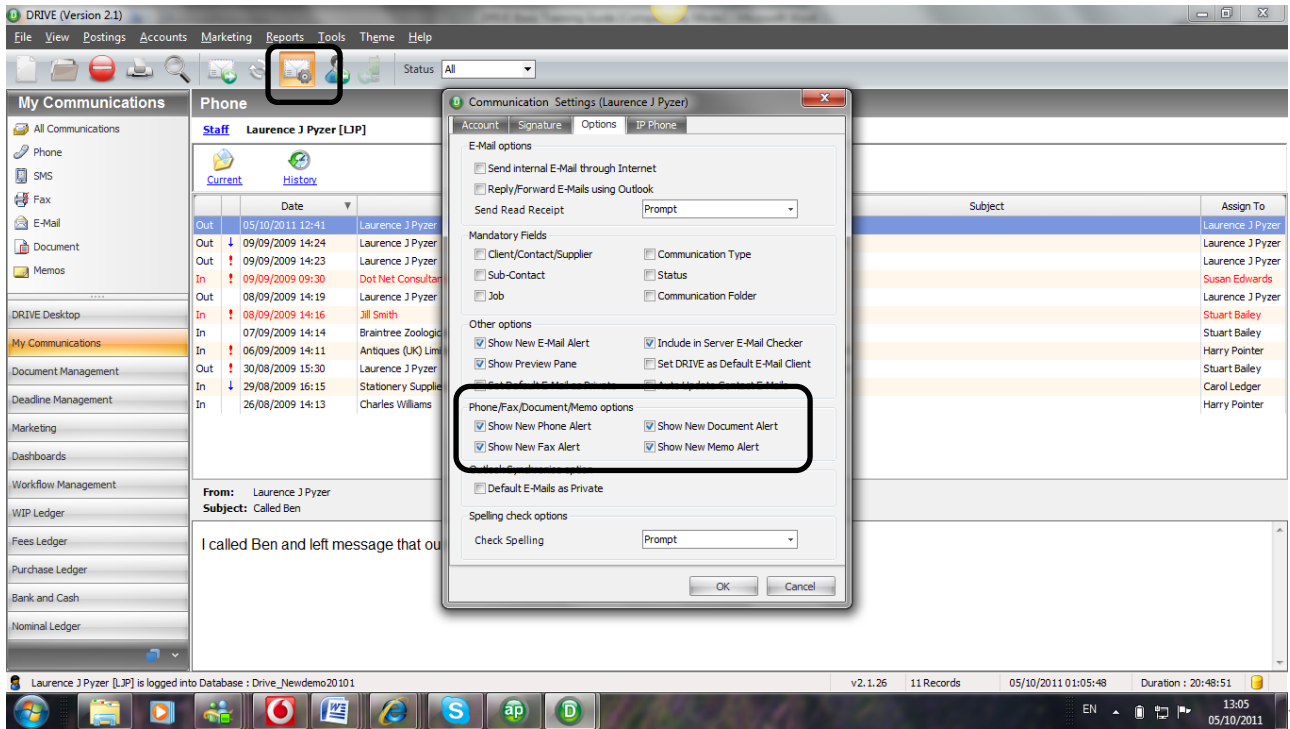


Figure 51

Click the Options Tab and click the option 'Show New Phone Alerts as well as the other alerts. Click OK and an alert window will pop up every time you receive or are assigned a new phone call.

Pretty much all communication types are dealt with in a similar manner. You can create them in the same way and the screens are very similar. Just follow the setup of phone calls to setup Memos and Tasks and Meetings etc.

E-MAIL

DRIVE has its own email client which can be used by the general staff from the firm. Most firms decide to mix and match the DRIVE email client with Microsoft Outlook. Partners would tend to use Outlook as well as some managers who use mobile devices. DRIVE email is a central email system in that all emails come into DRIVE automatically through Exchange or Pop servers.

OVERVIEW

From the Navigation Bar, select My Communications and then choose E-mail. The Email browse appears as follows. The options are self explanatory, you have an inbox, outbox, sent items and so on. As we can see from the screen above, emails appear with different colours. This colour reflects the current status of the email. For example - **black**: email has been read by the user and marked as completed. - **black bold**: email has not been read by the user and - **red**: email has been read by the user but the email is outstanding.

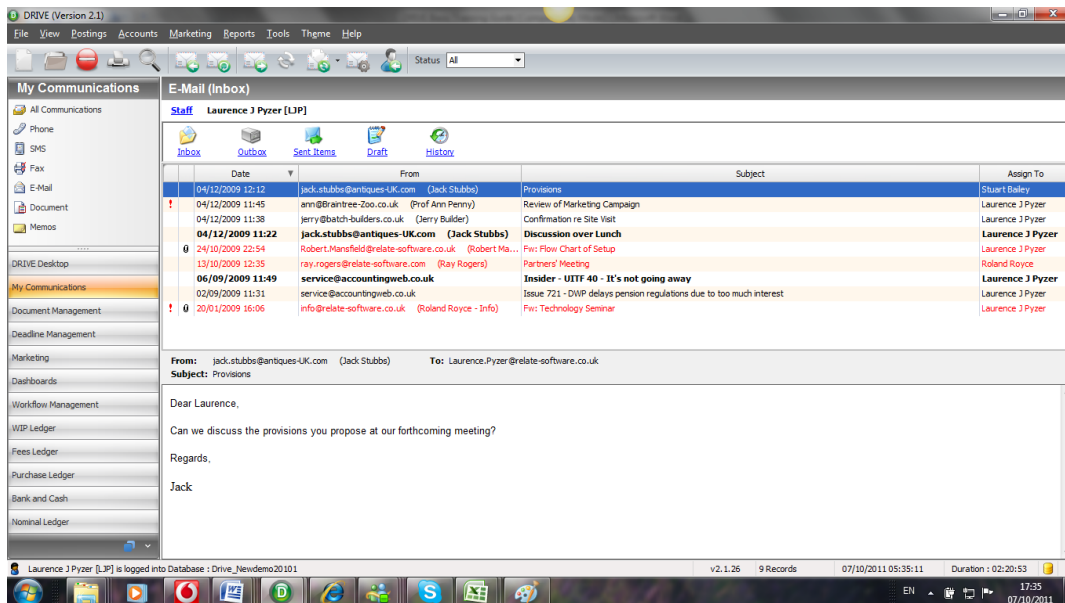


Figure 52

HOW TO SEND AN EMAIL

From the email browse, select 'New' and send a new email screen will appear.

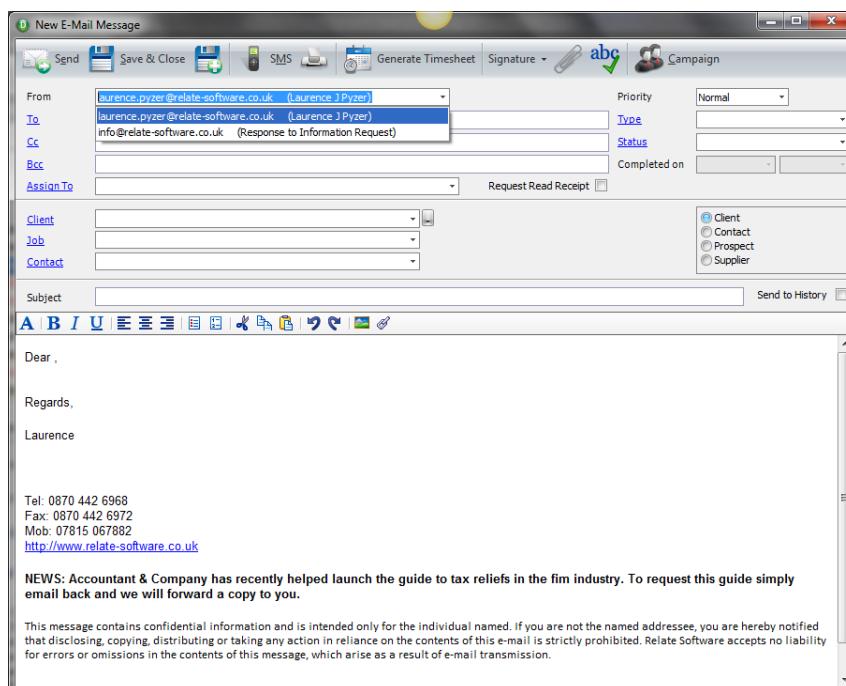


Figure 53

Your email address will automatically appear in the “From” field. If you have two or more email addresses, you can click on the drop down list and select a different “from” email address. Next, enter the e-mail address of the person you want to email. Click the ‘To’ button and the Select Recipients window appears

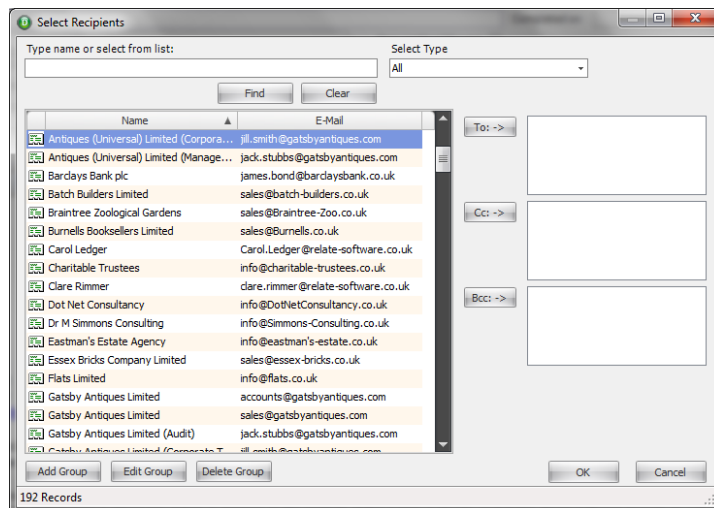


Figure 54

Type the first part of the name you are looking for such as “Fla” and the list will jump to the section on the list.

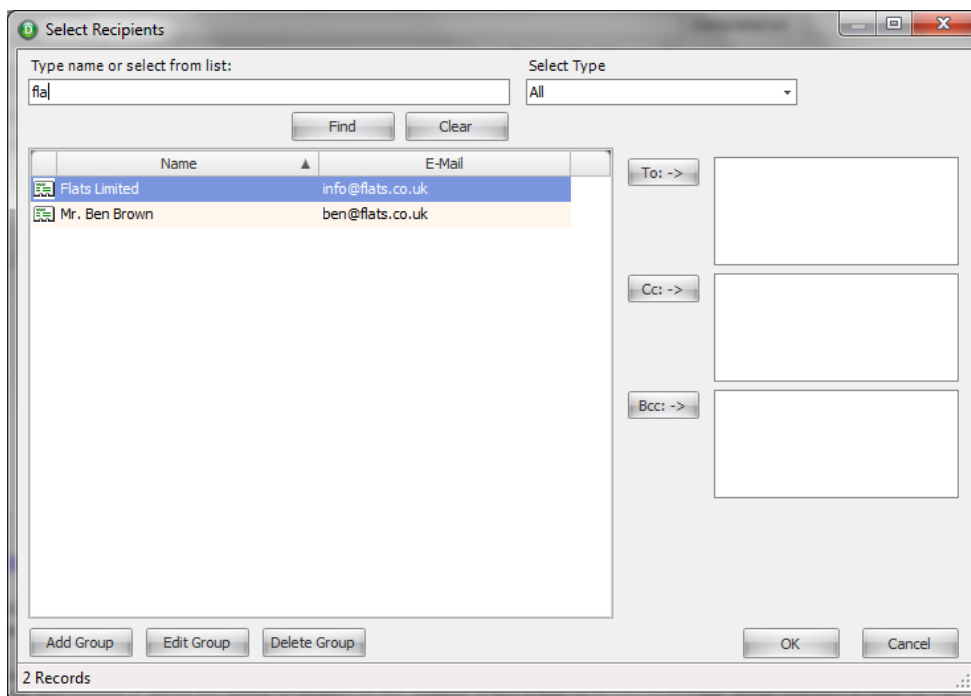


Figure 55

Select the recipient name and click the To:-> button. The selected recipients to which the e-mail is to be sent are displayed as shown in Figure 56

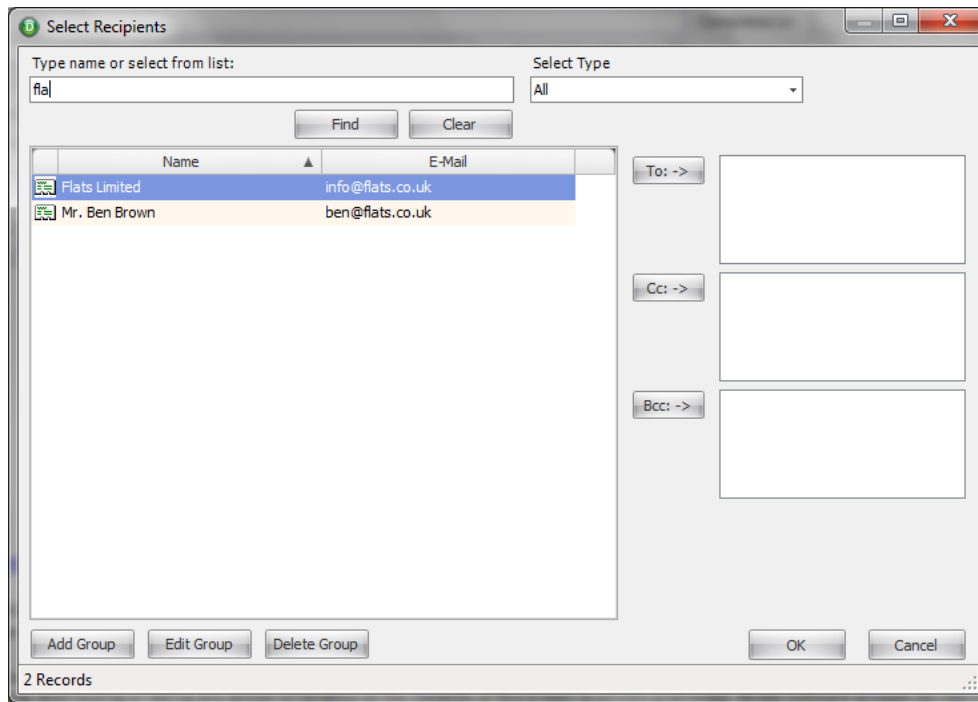


Figure 56

Click OK and the recipient's name is added to the "To" field and the client field is also automatically filled. This will ensure that the client communications history will be updated automatically also.

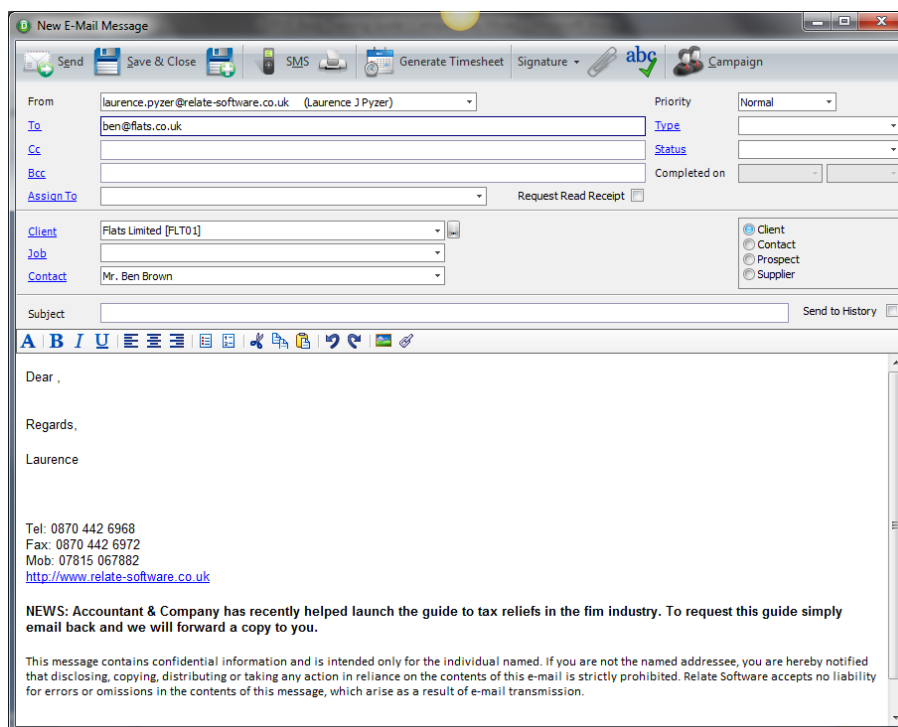


Figure 57

Next, enter the e-mail addresses of the people you want to send a copy of the message to and those who will receive a blind copy of the email following the same procedure for entering the "To" recipient. Next enter a subject for your email "Waiting for files" or whatever detail you want and select a job "Audit" for the email.

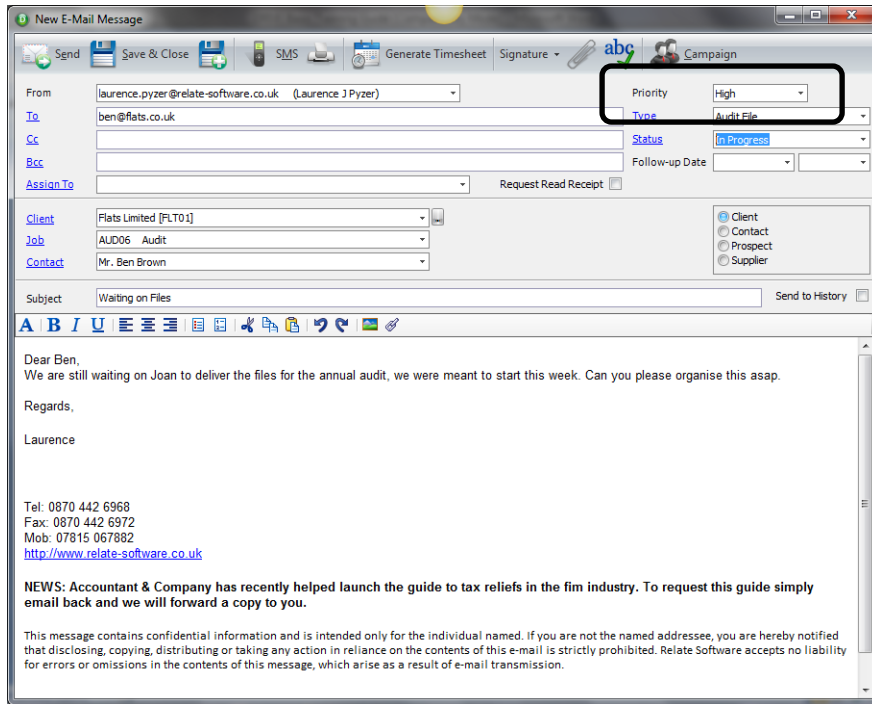


Figure 58

Next, select the priority of the e-mail from the drop-down list. The priority can be High, Normal or Low. In our example, a priority of ‘High’ so we can track it. Next, select a type “Audit File” and status “In Progress”.

Next, add a file attachment to the email that you are sending. Click the attachment icon (looks like a paper clip) and the following screen appears.

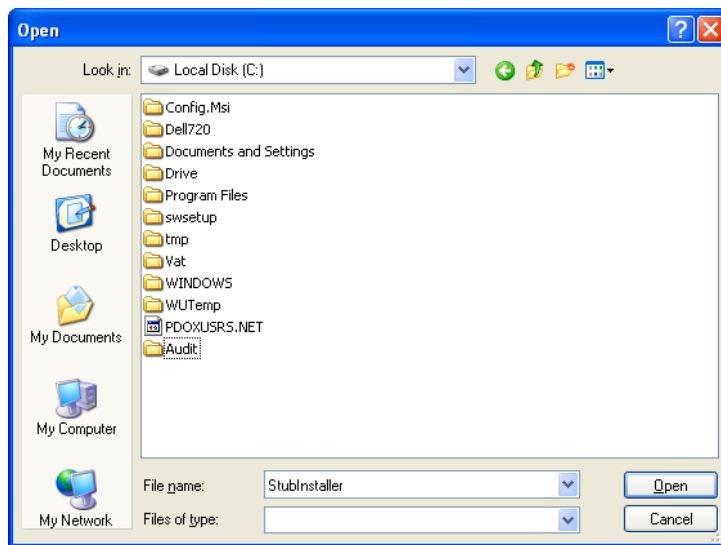


Figure 59

Select the file that you wish to attach to the email from storage location.

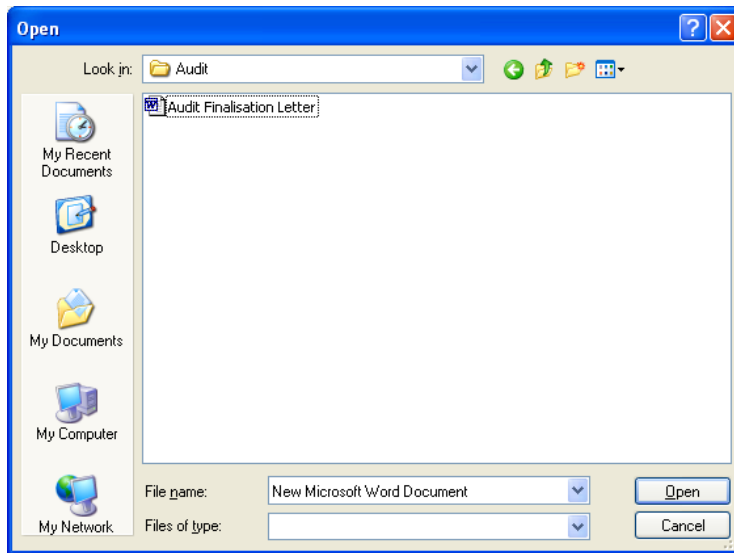


Figure 60

The attached file 'Audit Finalisation Letter' (circled) is added to the outgoing email as shown in Figure 61

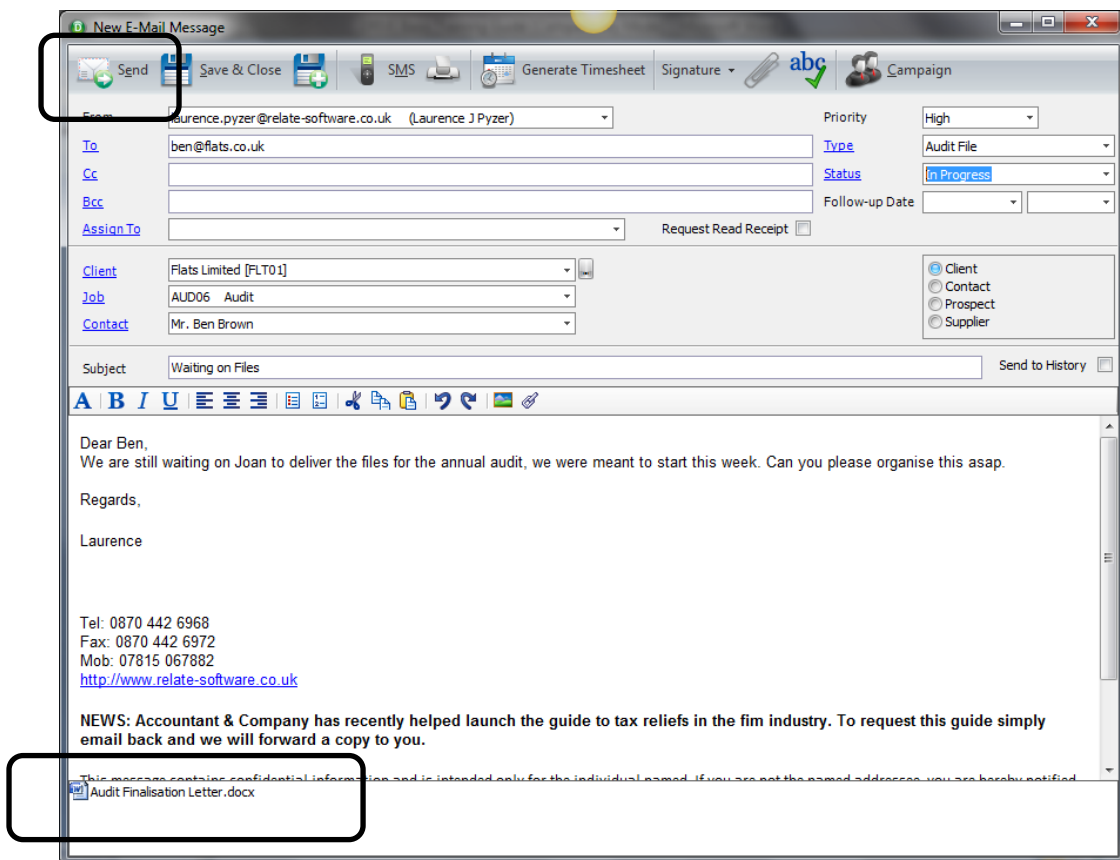


Figure 61

After entering all the information in the email, you can now send the e-mail by clicking the send button as above. When you send the email, it will be added to your outbox as shown in Figure 62

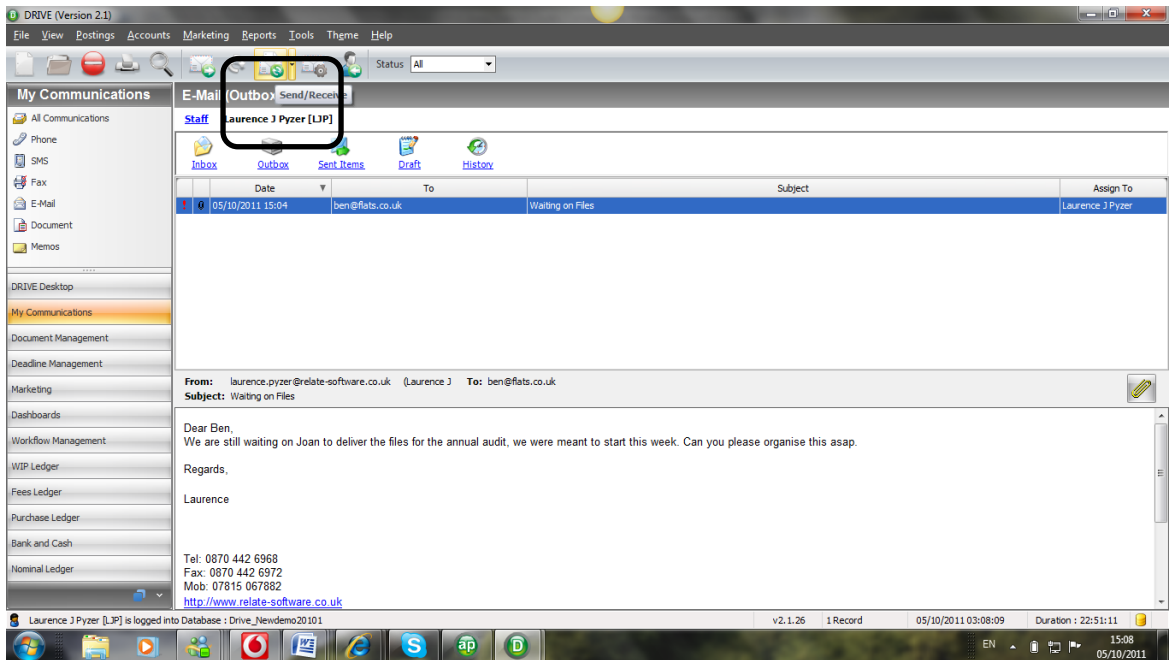


Figure 62

Emails will automatically go from the Outbox every few minutes depending upon the time set by the administrator on your email traffic. The DRIVE Email Checker must be setup on your server to send/receive emails at regular intervals. If you want the email to go immediately simply click the send/receive button as indicated above.

CHANGE THE STATUS OF AN E-MAIL

You can change the status of any email by right-clicking on the email as shown in Figure 63.

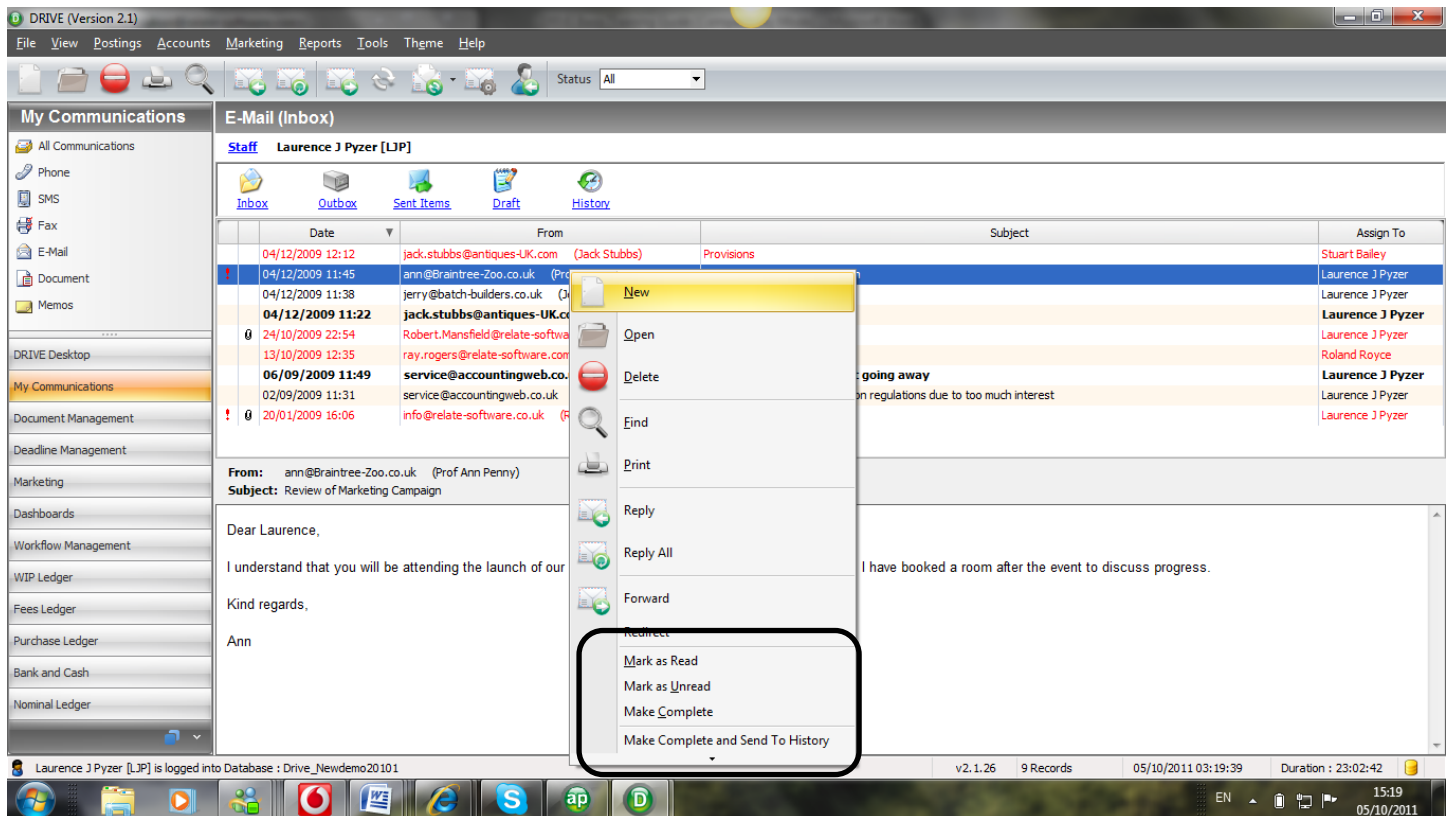
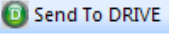


Figure 63

SEND TO DRIVE

Once installed the Send to DRIVE button will appear in Microsoft Outlook, Word and Excel.

MICROSOFT OUTLOOK

Open Outlook as normal. The “Send to DRIVE” (MS Office Add-In)  button will now be displayed in the Standard Tool bar (see Figure 64).

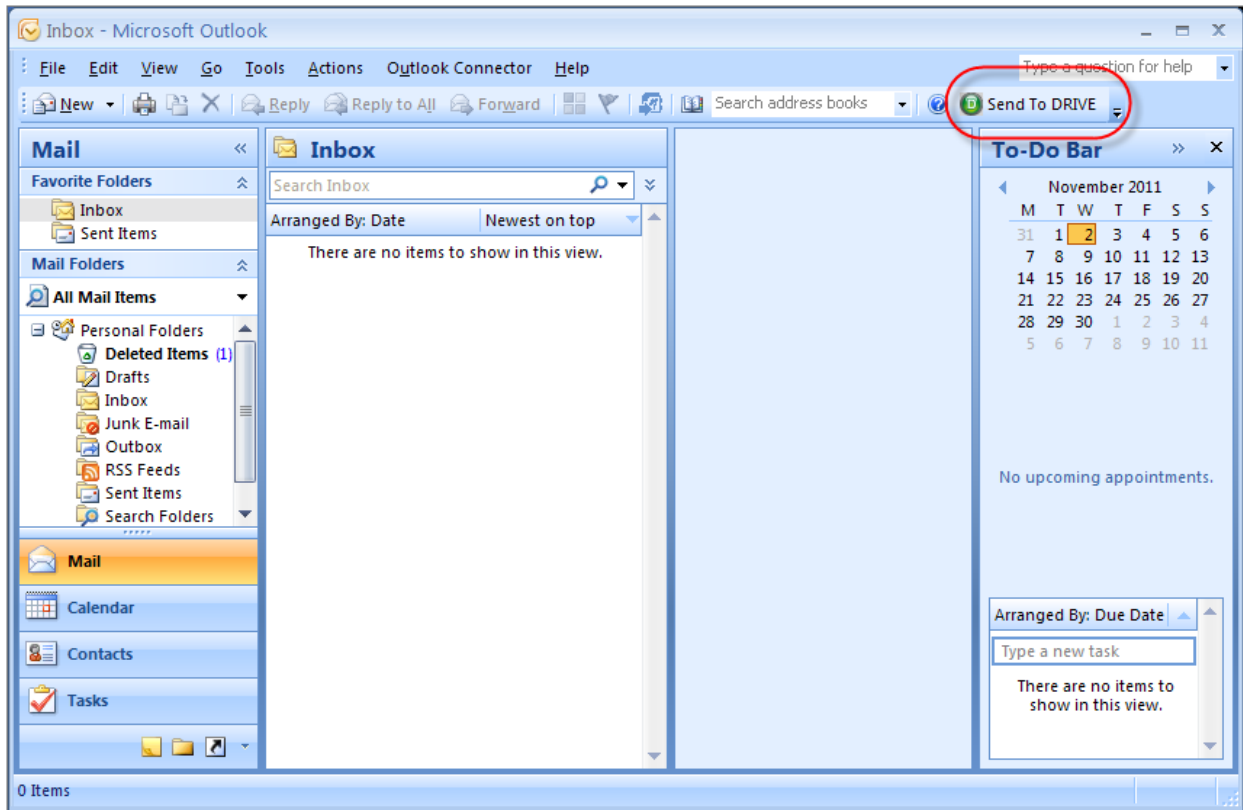


Figure 64

If the “Send to DRIVE” button is not displayed, please see the trouble shooting section.



Only emails in your Inbox and Sent Items can be sent to DRIVE. It is not possible to send over emails in user created-folders.

Highlight the email you want to send to DRIVE and select the Send to DRIVE button. If this is the first time you have used the Send to DRIVE button the “Change database” window will be displayed (see Figure 65).

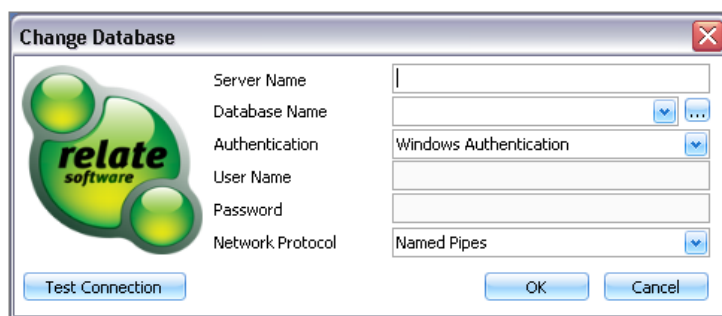


Figure 65

You will need to enter the Server Name and Database Name for your DRIVE database. You can find this by going to Tools > Change Database within DRIVE. This will display the same window but with the correct information. Once you have entered the correct Server Name and Database Name, select the OK button to save the database information.

The “Save E-Mail in DRIVE” window will now be displayed (see Figure 66).

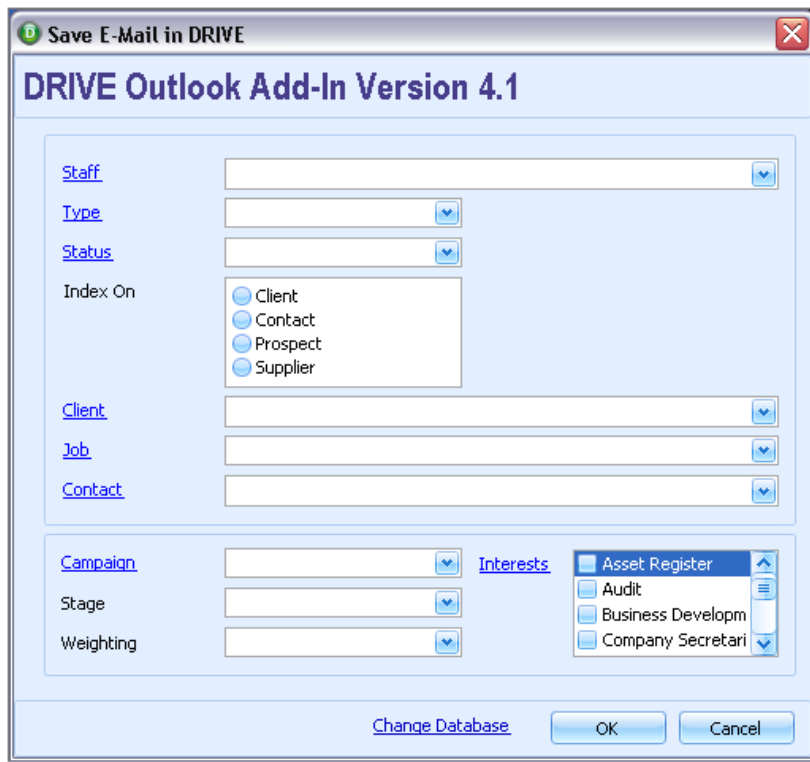
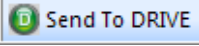


Figure 66

This will allow you to index the email against a Staff member/Client etc within DRIVE.

Make your selections in the appropriate the fields, the main ones being the Staff, Type and Client and select the OK button to send the email to DRIVE.

MICROSOFT WORD

Open WORD as normal. The “Send to DRIVE” (MS Office Add-In)  button will now be displayed in the DRIVE Tab within Word (see Figure 67).

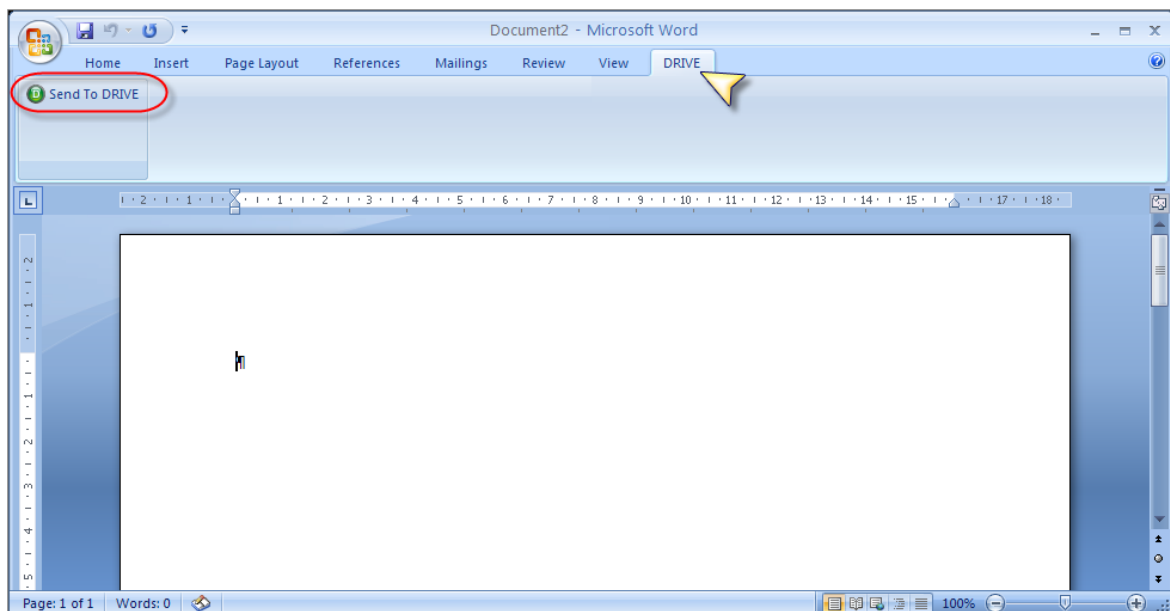


Figure 67

If the “Send to DRIVE” button is not displayed, please see the trouble shooting section.



The Word Document must be saved first before you can send it to DRIVE.

After selecting the Send to DRIVE button the Send to DRIVE window will be displayed fro Word (see Figure 68).

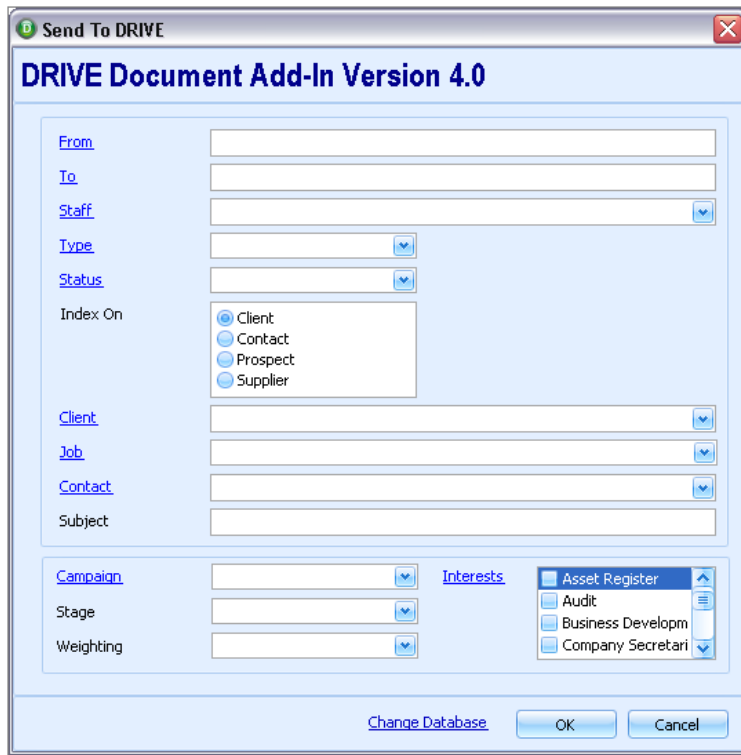
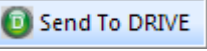


Figure 68

This will allow you to index the document against a Staff member/Client etc within DRIVE. Make your selections in the appropriate the fields, the main ones being the Staff, Type and Client and select the OK button to send the document to DRIVE.

MICROSOFT EXCEL

Open Excel as normal. The “Send to DRIVE” (MS Office Add-In)  button will now be displayed in the DRIVE Tab within Excel (see Figure 69).

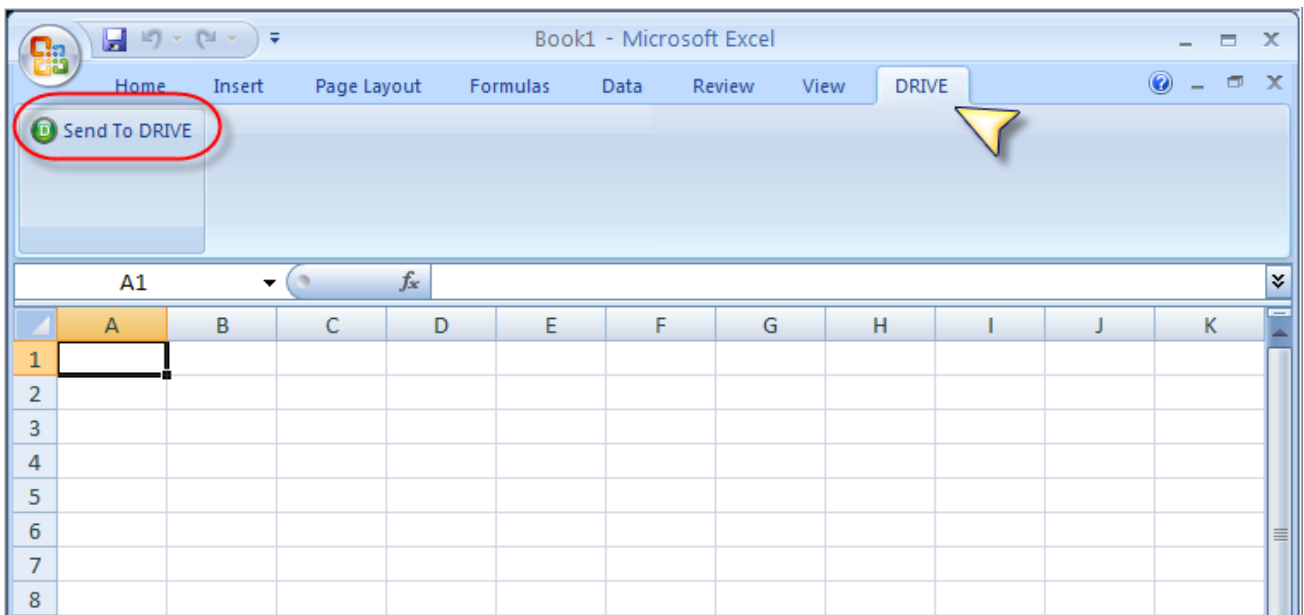


Figure 69

If the “Send to DRIVE” button is not displayed, please see the trouble shooting section.



The Excel Document must be saved first before you can send it to DRIVE.

After selecting the Send to DRIVE button the Send to DRIVE window will be displayed for Excel (see Figure 70).

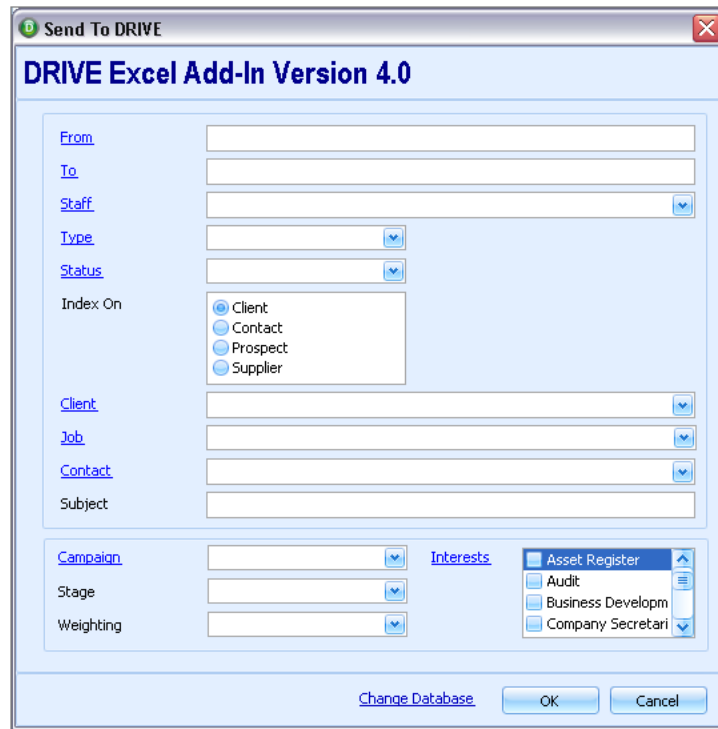


Figure 70

This will allow you to index the spreadsheet against a Staff member/Client etc within DRIVE. Make your selections in the appropriate the fields, the main ones being the Staff, Type and Client and select the OK button to send the spreadsheet to DRIVE.

TROUBLE SHOOTING

THE SEND TO DRIVE BUTTON IS NOT DISPLAYING

Issue: When I load Outlook/WORD/Excel the Send to DRIVE button is not displayed in the Standard toolbar.

Solution: There can be a number of reasons why the button is not being displayed.

The Add-In has not been installed.

The Standard Tool Bar is not selected.

The Add-In is in the disabled items.

To enable the Add-In, refer to the Microsoft Help within the program.

In some instances the Add-In has been installed but still is not displaying in the Standard toolbar. In this case the Add-In was originally installed with the “Just me” option. This means it will only work on the user’s desktop who originally installed it. To resolve this you need to uninstall and re-install the Add-In as “Everyone”.

Could Not Connect to DRIVE Database

Issue: After selecting the Send to DRIVE button the “Could not connect to DRIVE Database” window is displayed (as seen in figure 6).

Solution: You need to enter the Server name and the Database name. You can get this information from DRIVE. When logged into Drive, you need to Select Tools > Change Database. This will display the Change Database window.

The correct Server name and Database name will be shown here. Take note of the Server Name and Database name and input on the machine displaying the “Could not connect to DRIVE Database” message. Select the OK button.

NO EMAILS SELECTED (OUTLOOK ONLY)

Issue: You select the Send to Drive button and get the No emails selected message (see Figure 71)

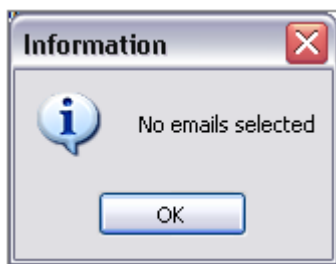


Figure 71

Solution: You currently have no emails selected or have an email selected that is not in your Inbox or Sent Items folder.

INVALID EMAIL STORAGE LOCATION (OUTLOOK ONLY)

Issue: You select the Send to Drive button and get an Invalid Email Storage location error.

Solution: You currently have storage location setup in DRIVE. In DRIVE you need to select the Communication settings and define an email storage location.

TIME RECORDING

DRIVE Time Management covers all the aspects of time and expense recording. DRIVE has an enforced option called Timesheet Monitoring which will ensure that staff enter time every day without fail. It also covers the overseeing Time Manager which shows you all the time entered by the entire practice in one screen. This guide will also show you how to post timesheets, expenses as well as updating time through communications.

POSTING TIMESHEETS

The Timesheet option in DRIVE allows you to record time against a client or a prospect. It also allows you to record Non-chargeable time such as Practice development and Administration work. From the Navigation Bar, select Timesheets DRIVE Desktop and the Timesheet Browse appears

Date Posted	Week	Ref. No.	Batch Date	Chargeable	Non Chargeable	Total	Overtime	Passed
02/01/2009	2009/Week No. 1 [05/01/2009 - 11/01/2009]	1	17/10/2009	15.00	22.30	37.30	3.30	Yes
09/01/2009	2009/Week No. 2 [12/01/2009 - 18/01/2009]	2	09/01/2009	5.00	145.00	150.00	0.00	Yes
17/01/2009	2009/Week No. 3 [19/01/2009 - 25/01/2009]	3	16/01/2009	120.00	30.00	150.00	0.00	Yes
23/01/2009	2009/Week No. 4 [26/01/2009 - 01/02/2009]	4	17/10/2009	150.00	0.00	150.00	0.00	Yes
30/01/2009	2009/Week No. 5 [02/02/2009 - 08/02/2009]	5	17/10/2009	150.00	0.00	150.00	0.00	Yes
06/02/2009	2009/Week No. 6 [09/02/2009 - 15/02/2009]	6	17/10/2009	37.30	0.00	37.30	0.00	Yes
13/02/2009	2009/Week No. 7 [16/02/2009 - 22/02/2009]	7	17/10/2009	20.02	0.39	20.41	-13.19	No
29/04/2010	2009/Week No. 28 [13/07/2009 - 19/07/2009]	8	29/04/2010	-381.45	13.50	-367.55	-401.55	No
29/04/2010	2010/Week No. 27 [05/07/2010 - 11/07/2010]	9	29/04/2010	56.00	5.20	61.20	27.20	No

Figure 72



New: This allows you to create a new timesheet.



Open: Opens the Timesheet that is currently highlighted in the Timesheet Browse



Delete: Deletes the timesheet that is currently highlighted in the Timesheet Browse



Print: Runs the Staff Time Sheet WIP Analysis report for the current year for the current Staff selected.



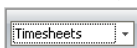
Search: Allows you to search within the Timesheet Browse.



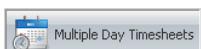
Pass Timesheets: Opens the Pass Timesheets window (see Passing Time/Expenses for more information).



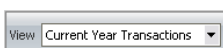
Unpass Timesheets: Opens the Unpass Timesheet window (works the same as the Pass Timesheets).



Timesheet Browse: Allows you to change between Timesheets and Time Records (displays each individual Time record that has been entered)



Multiple Day Timesheet: Allows you to post multiple days (see Multiple Day posting for more information).



View: Allows you to change between Current Year transactions, Previous Year or All transactions.

Click New and the Timesheet screen appears. The logged on staff member automatically appears.

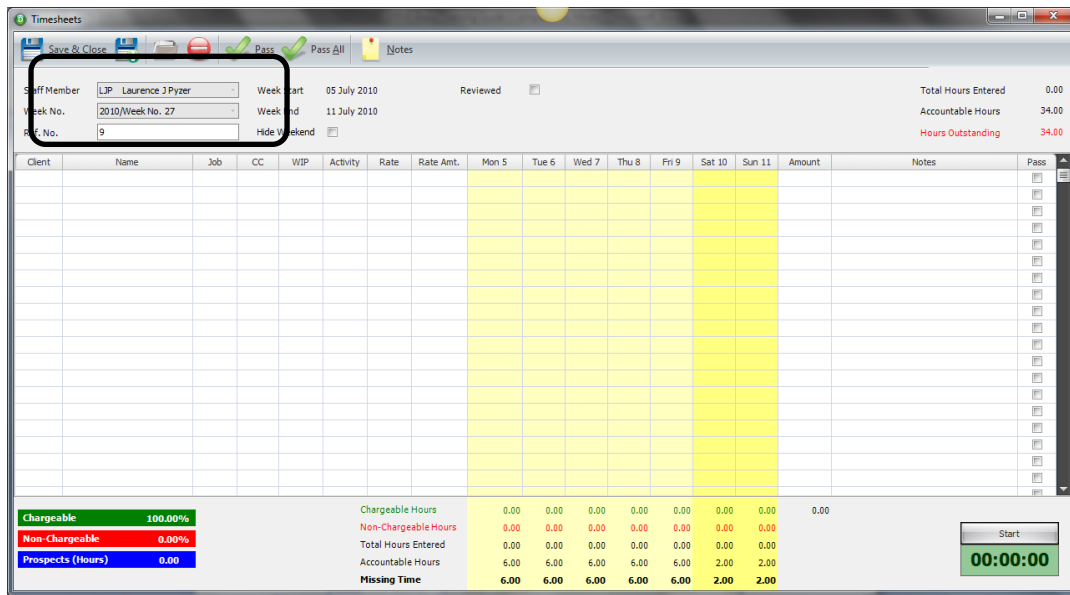


Figure 73

The Week No. is filled in. The Week No. depends on the calendar year. Thus, each Week No. has a defined period. Enter a Ref. No (reference number) or continue with the default value. Next click the client lookup, the three dots“...” field is used to display the ‘Select Client’ window, you can also use the F3 key to display the list of clients. Select the client (Flats Limited) to whom you want to charge the time.

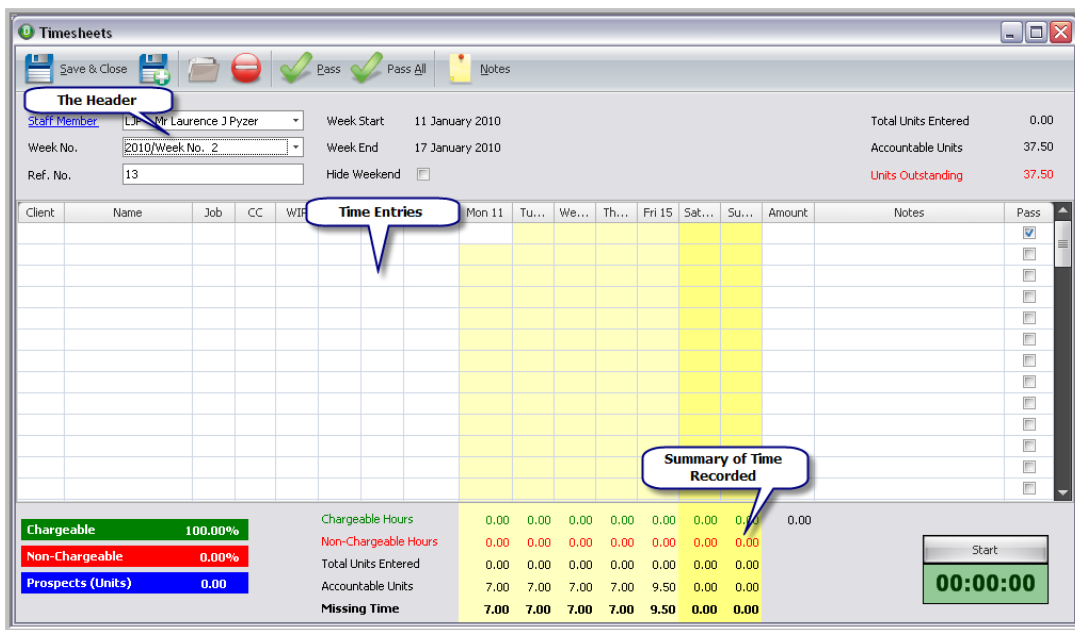


Figure 74

The name of the client (Flats Limited) is automatically displayed under the ‘Name’ column as shown above.

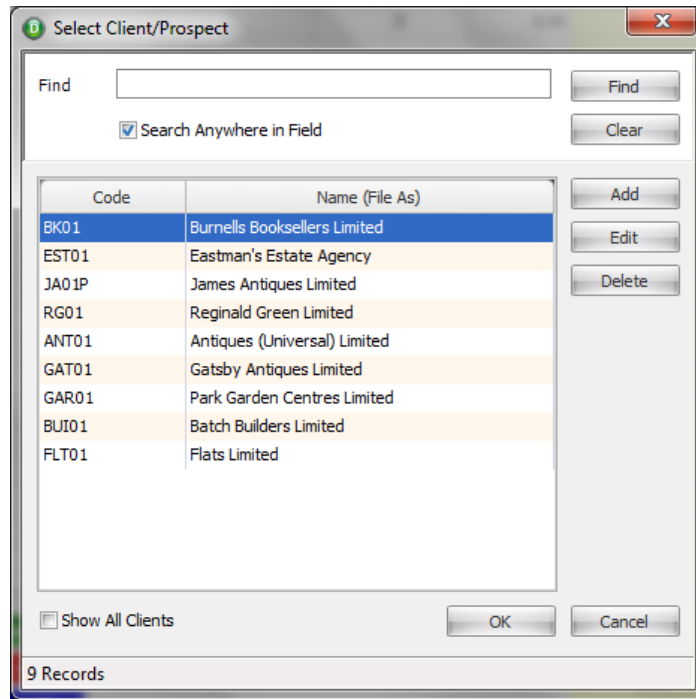


Figure 75

Under Job column, click the job lookup “...” to display the list of jobs available on this client

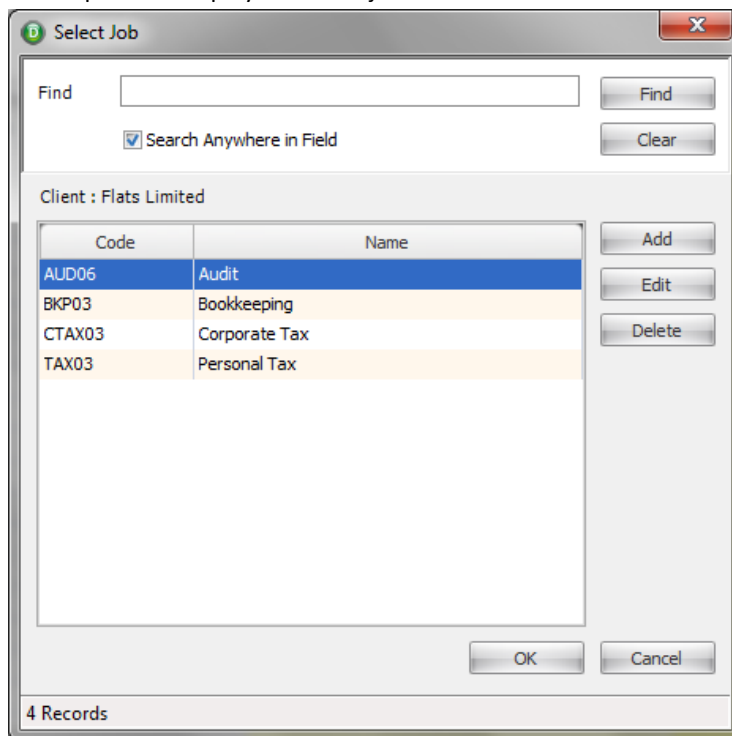


Figure 76

When a client is selected, only chargeable WIP can be chosen. Select the WIP analysis code and click OK, the code will fill into the WIP column. Non-chargeable can only be selected if a client has not been selected as this only applies to staff.

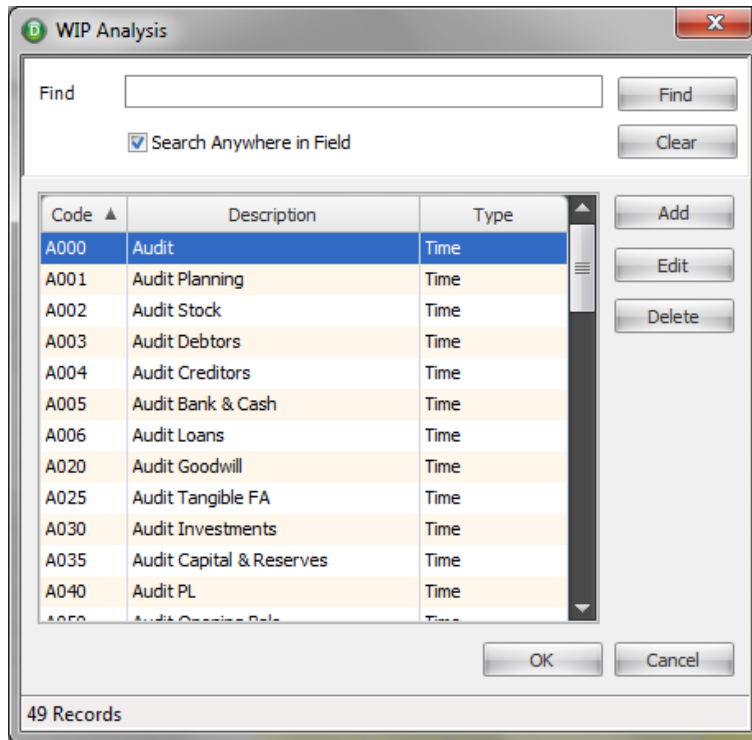


Figure 77

The rate and rate amount will automatically be entered based on the initial DRIVE set-up. Rates can be hidden based upon access levels. Enter the amount of time spent on the client on a particular day. Upon entering the time spent on the client, press the enter button or tab button to input your notes.

You can only enter one job entry on a single timesheet record. For example, if you performed 3 hours work on Monday, Tuesday and Wednesday on a given week for the same client and same job, then you will have 3 separate line entries as shown in Figure 78.

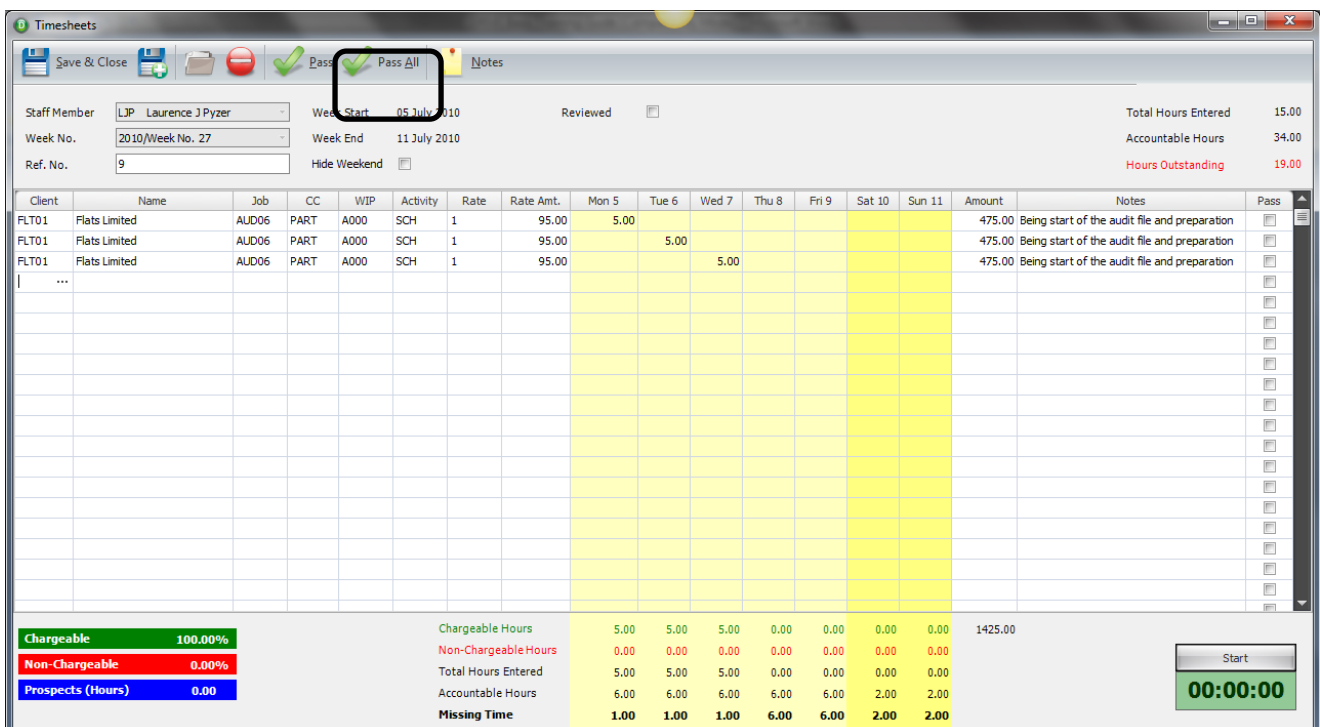


Figure 78

You can pass all the selected time records by clicking the 'Pass All' (circled) or you can pass each timeline separately by clicking the 'Pass' box at the end of each time entry, providing the user has the required access rights.

If a staff member does not have access rights to pass time entries, the following message appears.

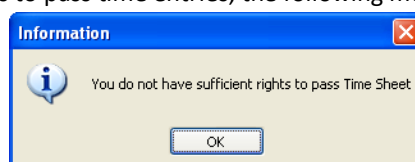


Figure 79

Click 'Save and Close' to save the timesheet or 'Save and New' to save the existing timesheet and open up the next timesheet. When a timesheet entry is passed, the WIP ledger is automatically updated on the client. To access the WIP on a client, click on the WIP icon on the client browse, edit the client and select the WIP ledger tab.

If a timesheet record is not passed, then this time will not be marked as outstanding WIP against this client. Therefore, when the time comes to bill the client for this outstanding WIP, the time will not show against this client until the time is passed.

To edit a timesheet simply double click on a timesheet in the browse and the edit screen will appear. Double-click on the timesheet entry and the following screen appears

The screenshot shows a software window titled "Edit Time Sheet". It contains several fields and buttons. At the top, there are fields for Staff (Laurence J Pyzer), Week No. (2010/Week No. 27), Ref. No. (9), Date Posted (29/04/2010), Batch Date (29/04/2010), Accountable Units (34.00), and Batch Total (0.00). Below these are fields for Date (05/07/2010), Units (5.00), Client (FLT01 Flats Limited), Rate (1), Job (AUD06 Audit), Rate Amount (95.00), Cost Centre (PART Partnership), Amount (475.00), WIP (A000 Audit), Activity (SCH Scheduling), and Pass (checkbox). A "Notes" field contains the text "Being start of the audit file and preparation". At the bottom, there is a "Start" button with a green timer showing "00:00:00", and "OK" and "Cancel" buttons.

Figure 80

Make the necessary changes to the particular timeline entry and click OK. Click Save & Close before the overall timeline changes will hold and take effect.



Prospect time cannot be billed directly. If you wish to bill prospect time you must convert them to a client. Prospect time can however be written off.

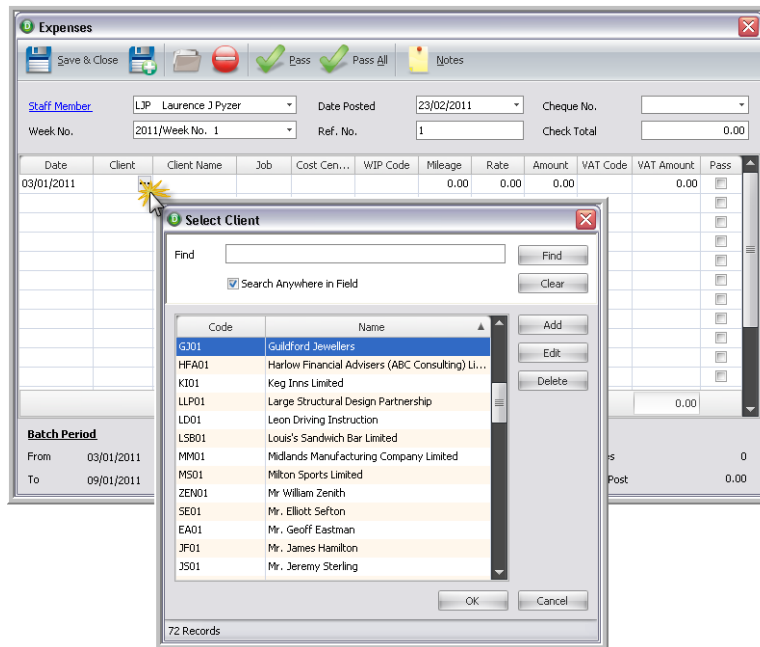


Figure 83

Select the specified Client from the list. Select the OK button to add them to the Expense sheet.

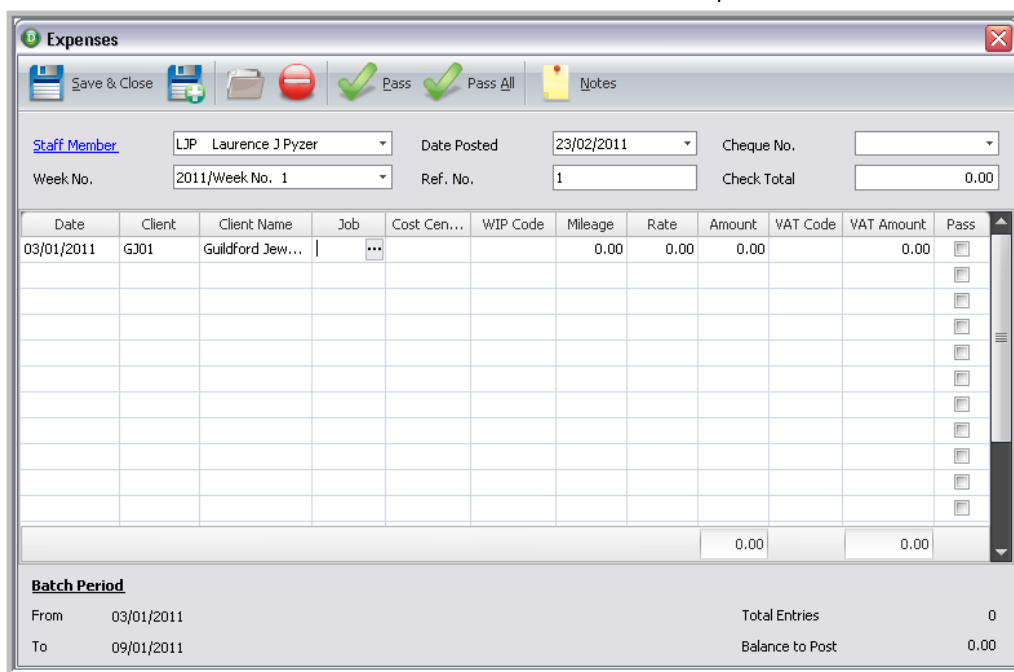


Figure 84

The name of the client (Guilford Jewellers) is automatically displayed under the Client Name column. The Job selection and the WIP code selection follow the same functionality as the client code.

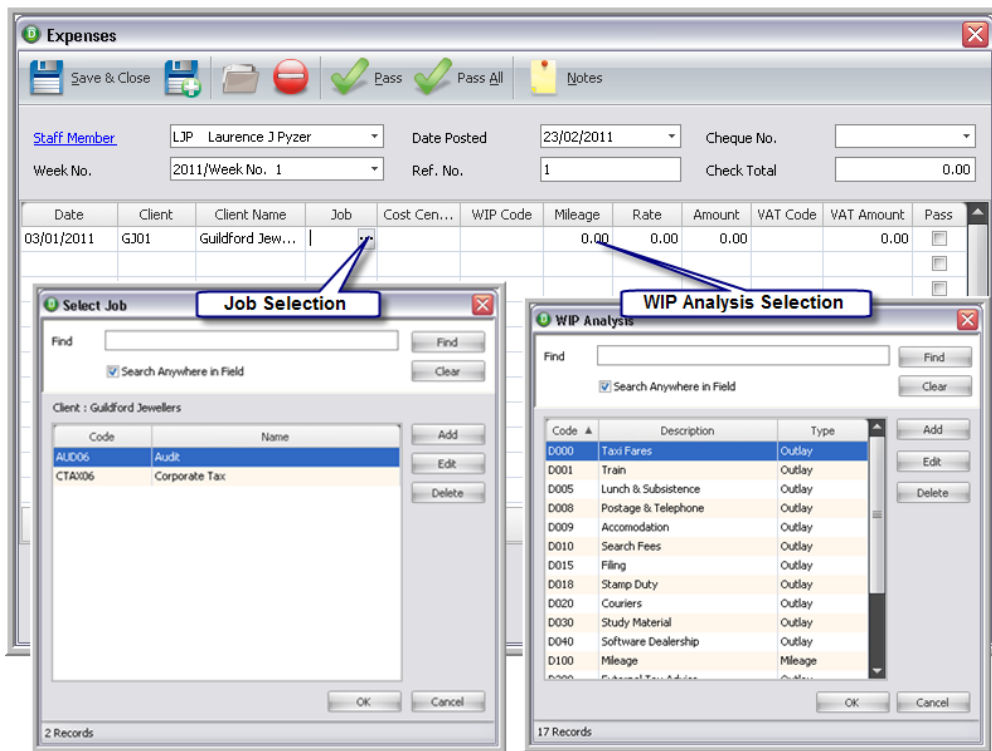

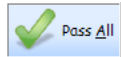


Figure 85

Once you have selected your specified Job and WIP code, the Expense window will be displayed again. The next step is to enter the amount (or Mileage depending on the WIP code selected) for the expense. Select the appropriate VAT code and the VAT Amount will be calculated automatically.

PASSING EXPENSES

An expense cannot be billed unless it has first been passed. Once the expense has been passed it is then added to the WIP ledger. An expense can be passed by checking the Pass tick box at the end of each row of the Expense Claims form or by selecting the  Pass button or the  Pass All button located in the toolbar at the top of the expense claims form. (The ability to Pass / Edit Expenses can be controlled by Access levels. See Time Recording setup documentation). Unpassed expenses will not be recorded as Outstanding WIP on the Client ledger but will be displayed as part of the overall Balance.

Date	Type	Bill No.	Job	Staff	WIP	Description	Units	Amount	Billed	Unbilled	Balance
12/01/2006	Time		AUD06	KM	A040	Audit PL	30.00	180.00	0.00	180.00	180.00
12/01/2006	Time		AUD06	RMM	A000	Audit	18.00	432.00	0.00	432.00	612.00
13/01/2006	Time		AUD06	KM	A040	Audit PL	30.00	180.00	0.00	180.00	792.00
13/01/2006	Time		AUD06	RMM	A000	Audit	30.00	720.00	0.00	720.00	1,512.00
16/01/2006	Time		AUD06	GF	A000	Audit	30.00	270.00	0.00	270.00	1,782.00
17/01/2006	Time		AUD06	GF	A000	Audit	30.00	270.00	0.00	270.00	2,052.00
18/01/2006	Time		AUD06	GF	A000	Audit	30.00	270.00	0.00	270.00	2,322.00
19/01/2006	Time		AUD06	GF	A000	Audit	30.00	270.00	0.00	270.00	2,592.00
20/01/2006	Time		AUD06	GF	A000	Audit	30.00	270.00	0.00	270.00	2,862.00
09/02/2006	Time		CTAX06	MR	A620	Corporation Tax...	30.00	315.00	0.00	315.00	3,177.00
10/02/2006	Time		CTAX06	MR	A620	Corporation Tax...	31.00	325.50	0.00	325.50	3,502.50
									0.00	3,502.50	3,502.50
WIP Balance 3502.50 Balance Accrued Current Days 30 Days 60 +Days 90 Unpassed WIP 8.51 Total WIP 3511.01											

Figure 86

There is an option on the WIP ledger to display unpassed entries, "Show Unpassed WIP". This is located in the toolbar at the top of the Client WIP Ledger. When selected, unpassed entries will be displayed in green.

Date	Type	Bill No.	Job	Staff	WIP	Description	Units	Amount	Billed	Unbilled	Balance
12/01/2006	Time		AUD06	KM	A040	Audt PL	30.00	180.00	0.00	180.00	180.00
12/01/2006	Time		AUD06	RMM	A000	Audt	18.00	432.00	0.00	432.00	612.00
13/01/2006	Time		AUD06	KM	A040	Audt PL	30.00	180.00	0.00	180.00	792.00
13/01/2006	Time		AUD06	RMM	A000	Audt	30.00	720.00	0.00	720.00	1,512.00
16/01/2006	Time		AUD06	GF	A000	Audt	30.00	270.00	0.00	270.00	1,782.00
17/01/2006	Time		AUD06	GF	A000	Audt	30.00	270.00	0.00	270.00	2,052.00
18/01/2006	Time		AUD06	GF	A000	Audt	30.00	270.00	0.00	270.00	2,322.00
19/01/2006	Time		AUD06	GF	A000	Audt	30.00	270.00	0.00	270.00	2,592.00
20/01/2006	Time		AUD06	GF	A000	Audt	30.00	270.00	0.00	270.00	2,862.00
09/02/2006	Time		CTAV06	MR	A620	Corporation Tax...	30.00	315.00	0.00	315.00	3,177.00
10/02/2006	Time		CTAV06	MR	A620	Corporation Tax...	31.00	325.50	0.00	325.50	3,502.50
03/01/2011	Expense		AUD06	LJP	D220	External Manag...	0.00	8.51	0.00	8.51	3,511.01

Figure 87

TIME & EXPENSE REPORTING

Within DRIVE there are a number of reports available for Timesheet & Expense Reporting. The Timesheet & Expense reports are located in Reports > Staff Reports.

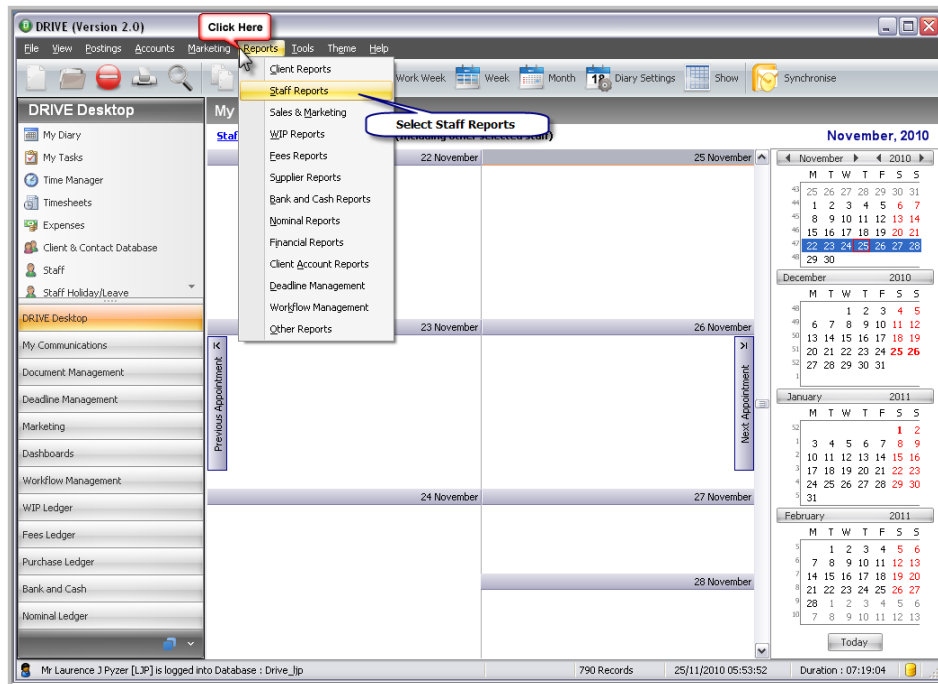



Figure 88

The Reports window will now be displayed (see figure 28). Select the  on Staff Reports to expand the options. A number of reports will be displayed.

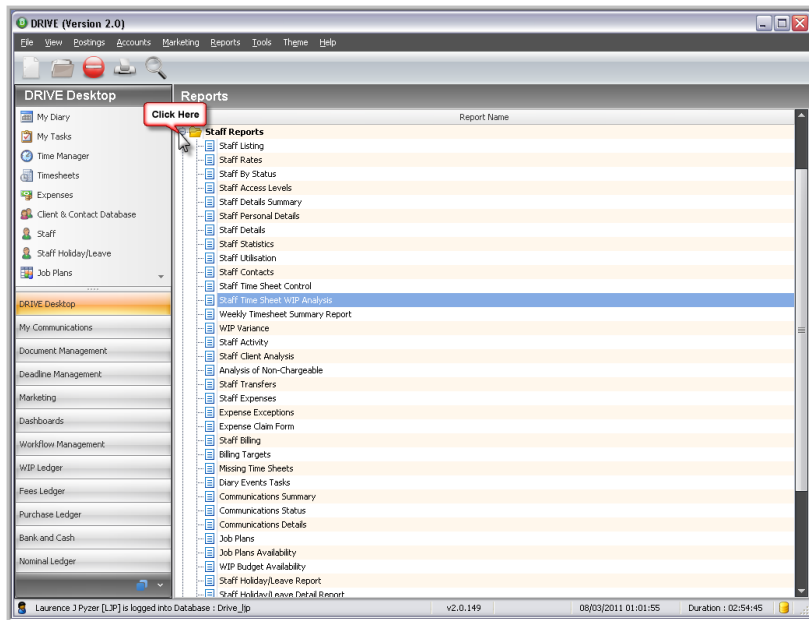


Figure 89

The following reports are used for Timesheet Reporting;

- Staff Time Sheet Control
- Staff Time Sheet WIP Analysis
- Weekly Timesheet Summary Report
- Missing Time Sheets

The following reports are used for Expense Reporting;

- Staff Expenses
- Expense Exceptions
- Expense Claim Form

For more detailed analysis of Time & Expense you could use the WIP Transaction listing (WIP Reports > WIP Transaction listing).

To run any of the reports simply highlight the specific report and double click. The Report window will be displayed were you select the details you wish to view on your Report. Once you are happy select the Preview button to produce the Report.

OVERVIEW

DRIVE Billing is very comprehensive and can deal with a multitude of billing scenarios. DRIVE allows for the following type of billing facilities:

- Draft Billing
- Proforma Billing
- Cross Client & Linked Billing
- Automatic Reversals

For the purpose of this training guide we will try showing you how to produce a simple bill. We will not deal with the complications of accrued WIP and write-offs. There are separate guides to cover these areas.

HOW TO RAISE A BILL

Click Fees Ledger on the left-hand navigation toolbar and select the first heading Bills. The bill browse will show you all the current bills. DRAFT Bills appear in blue text and have a different numbered sequence to other bills. DRAFT Bills are optional and a continuous bill number sequence is also optional. The Status of a Bill will also appear on the browse. If this column is not on you can add it manually through the column chooser.

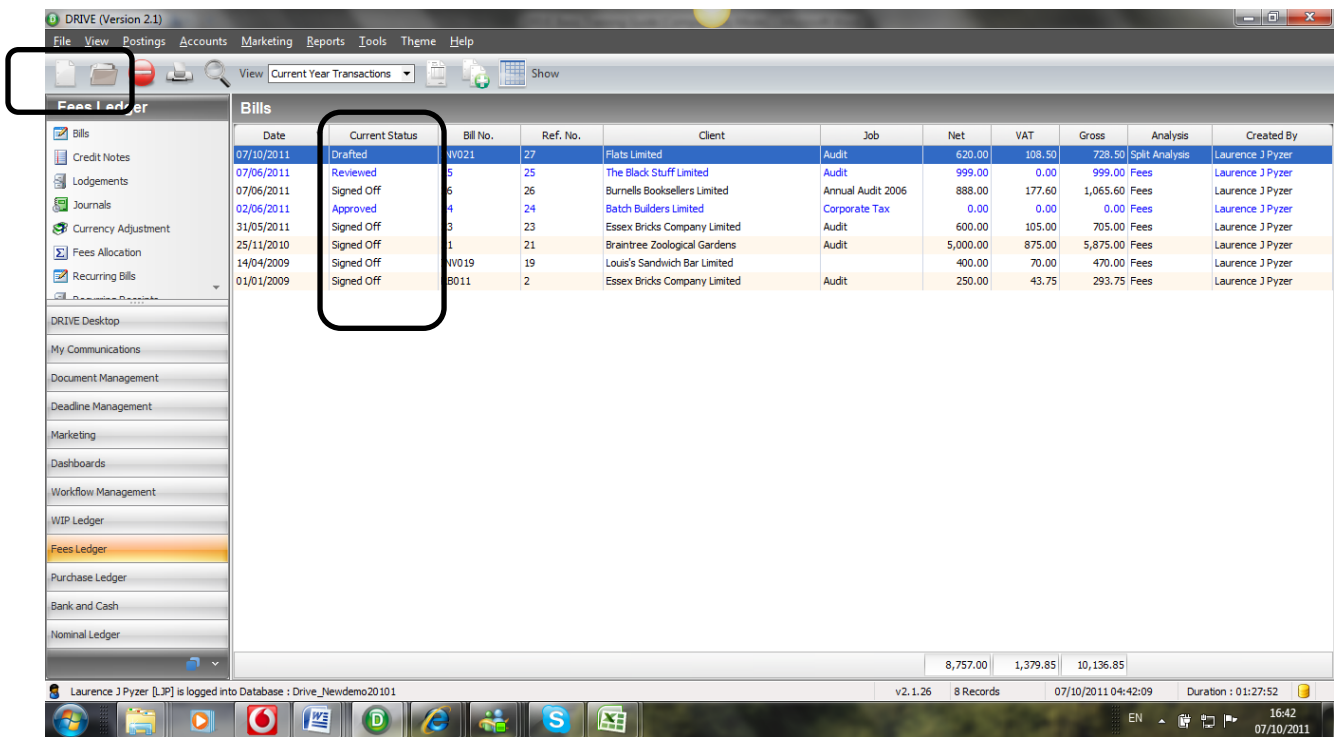


Figure 90

Click the New button to raise a new bill. The new bill screen is made up of a number of sections. The header has the following details:

- Posting Details
- Approval Details
- Billing Details

The centre contains the Job Split information where the Bill and WIP amounts are split over the various jobs you may be billing on the specific client.

The bottom section has three tabs:

- WIP Allocation
- Recovery
- Nominal Analysis

Job	Description	Bill Amount	O/S WIP	WIP Alloc.	Write-Off	Left Alloc.	Accrued WIP	Profit	Loss
AUD06	Audit	620.00	544.25		0.00	0.00	620.00	0.00	0.00
BKP03	Bookkeeping	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CTAX03	Corporate Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TAX03	Personal Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Balance to be Entered : 0.00		620.00	544.25	0.00	0.00	0.00	620.00	0.00	0.00

Date	Type	Staff	WIP	Notes	Amount	O/S WIP	Allocated	Write-Off	Balance
09/02/09	Time	KM	A000	Audit	106.95	16.75	0.00	0.00	16.75
10/02/09	Time	KM	A000	Audit	213.90	213.90	0.00	0.00	213.90
13/02/09	Time	KM	A000	Audit	213.90	163.90	0.00	0.00	163.90
18/02/09	Time	TT	A001	Planning	149.70	149.70	0.00	0.00	149.70
					684.45	544.25	0.00	0.00	544.25

Figure 91

Fill the posting details section, date, period, Bill number can be manual or automatic. Ref No. Select your client. The centre section will automatically fill with the jobs the client has. The Approval Details will default in with the Drafted By details.

Enter the Net Amount under the Bill Details.

Next split the Net Amount over the different jobs under the Bill Amount column in the centre section. Allocate WIP and Profits and Losses on each job line. The centre section needs to agree with the overall bill amount and WIP Allocation Tab below before you can proceed or save the bill.

Once you have completed the centre section you can click the AUTO button on the top of the screen on each job and it will auto allocate against the WIP entries under the WIP Allocation Tab.

Recovery Tab will automatically complete so long as the defaults have been setup, if not you need to manually allocate.

The nominal analysis will also automatically complete so long as the defaults have been setup, if not you need to manually allocate.

Click the Save button. The new bill will appear in the browse.

PREVIEW & PRINT A BILL

To print the bill simply click on the Preview Button on the bill browse as follows:

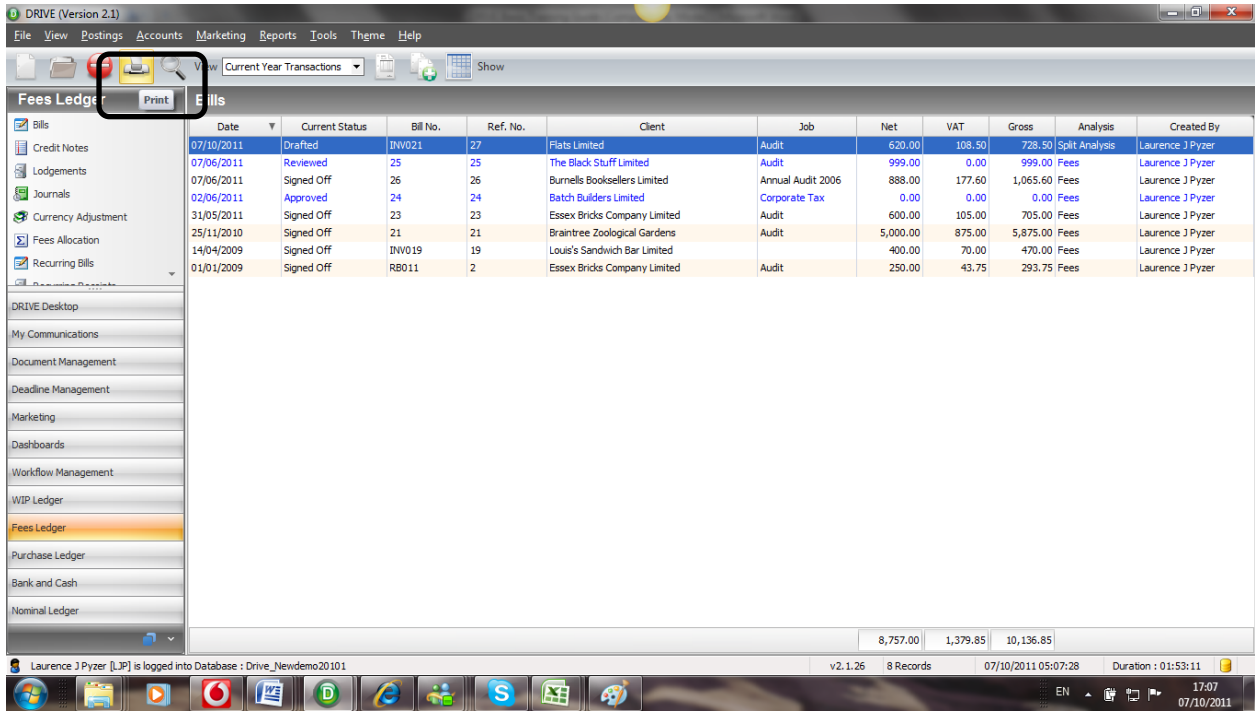


Figure 92

When you click the Preview button you get the following menu:

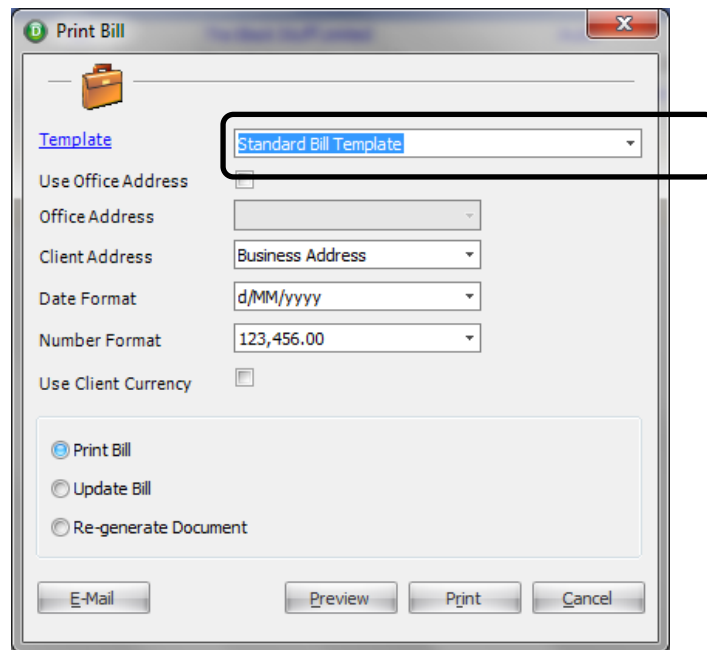


Figure 93

If you have selected the correct bill template, just click the Preview button and the following screen will appear:

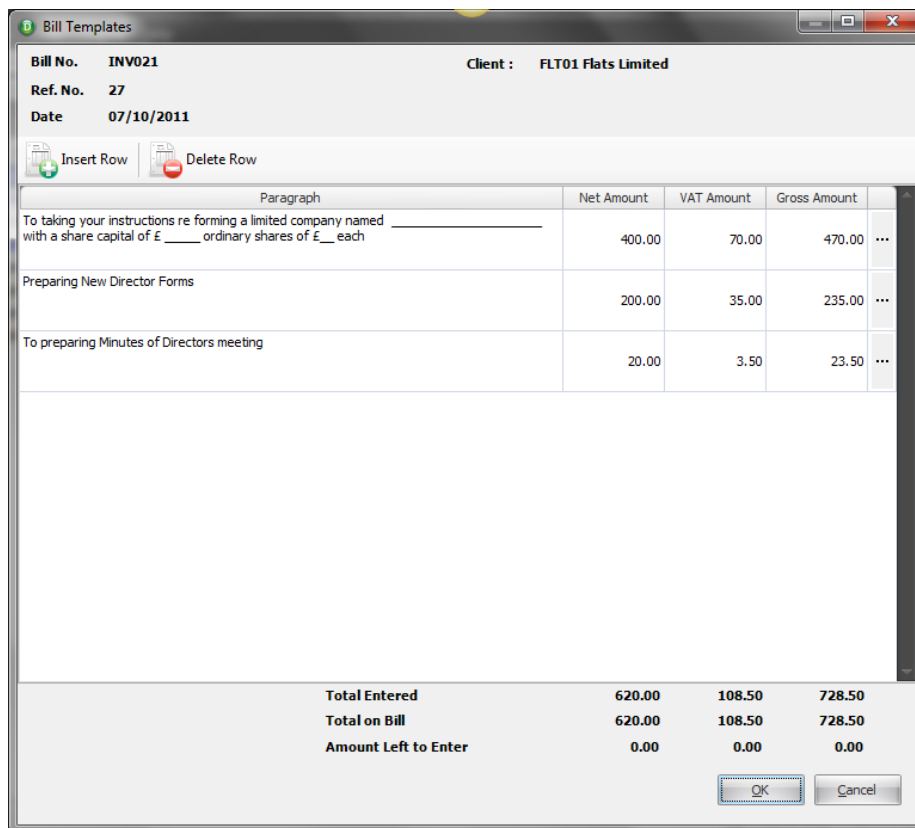


Figure 94

The paragraph handling screen will appear. This screen will only appear if you have this option turned on in settings. Edit the paragraphs to suit this particular client bill. Click OK and the following screen will appear:

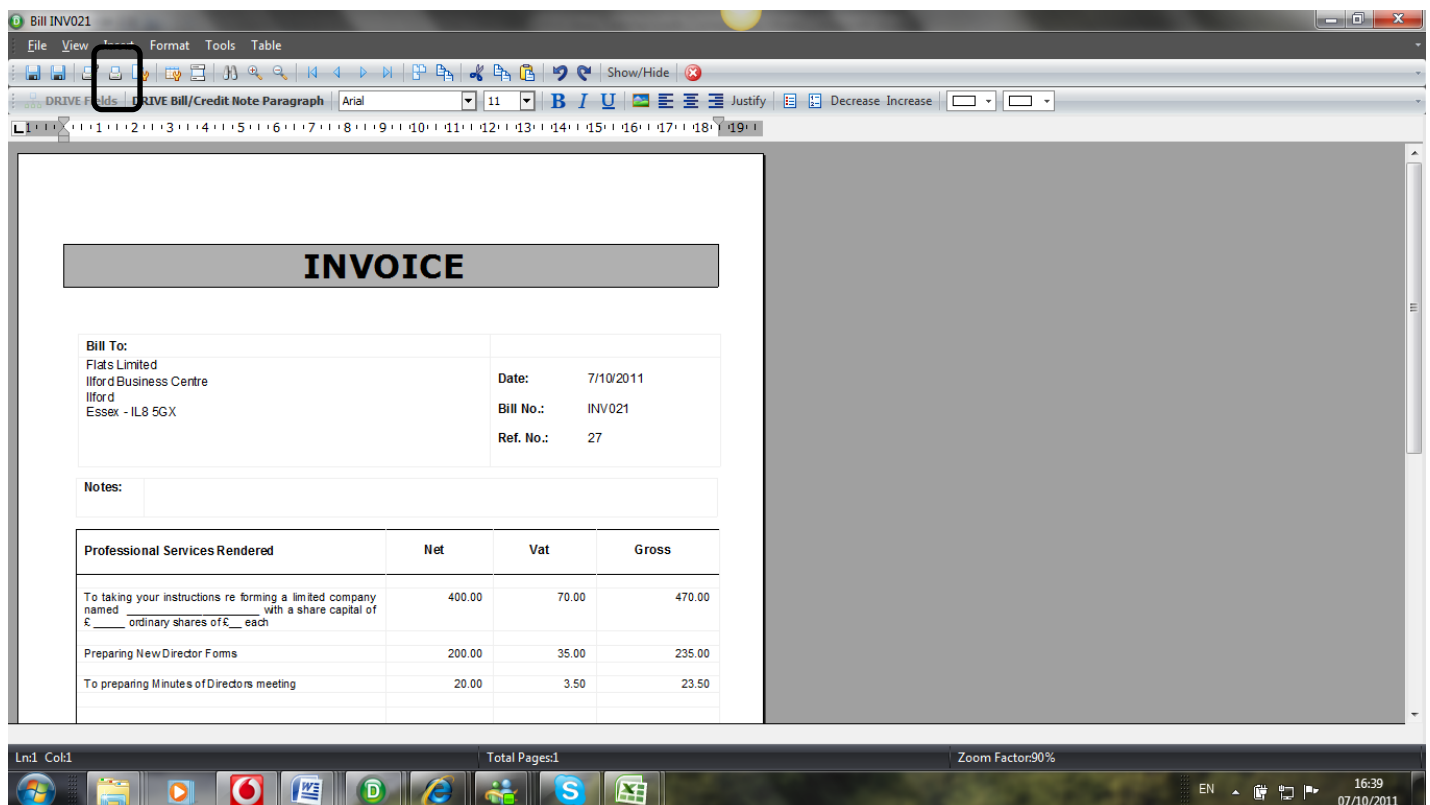


Figure 95

Once you are happy with the bill simply click the print button as marked above and close the bill and return to the bill browse.

EMAIL A BILL

You can also decide to email the bill to your client. Click on the Preview button and on the screen click the Email button

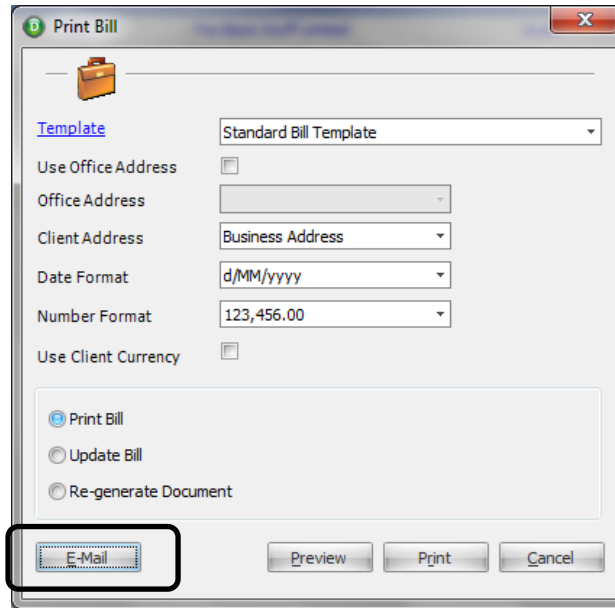


Figure 96

When you click the email button the system will launch an automatic DRIVE email with the invoice attached. This is a quick and easy way of getting your invoices to your client in a timely manner. There is an option in settings to make the generated document read only which means it cannot be changed once sent.

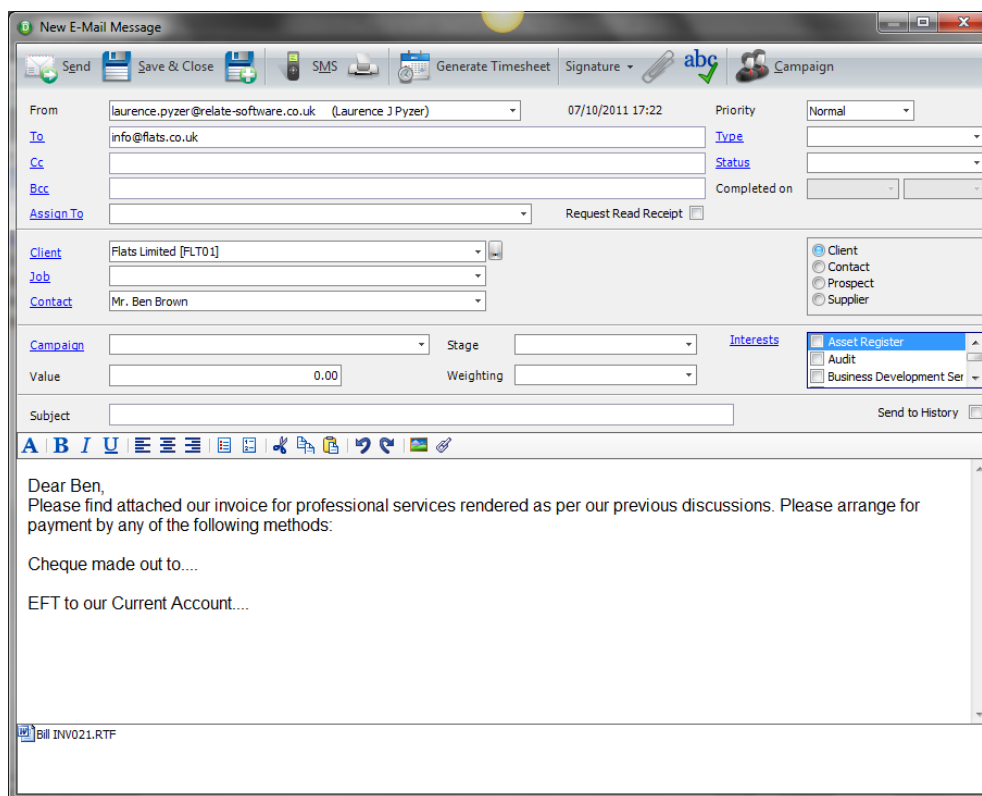


Figure 97

FINANCIAL LEDGERS

DRIVE has its own internal accounting ledgers for the practice financials. This includes an integrated purchase ledger, a bank and cash ledger with bank reconciliation as well as a nominal ledger with journals. It also allows firms to manage its Vat returns and will produce a simple profit and loss account. We have recently completed an option to allow the firm to pass DRIVE Trial Balances to Relate Accounts Production to produce Partnership or other accounts for the practice.

LODGEMENTS & RECEIPTS

The Lodgement option in DRIVE allows you to record and allocate client receipts. The Lodgement option is found in two areas of DRIVE, the Fees Ledger and the Bank and Cash section.

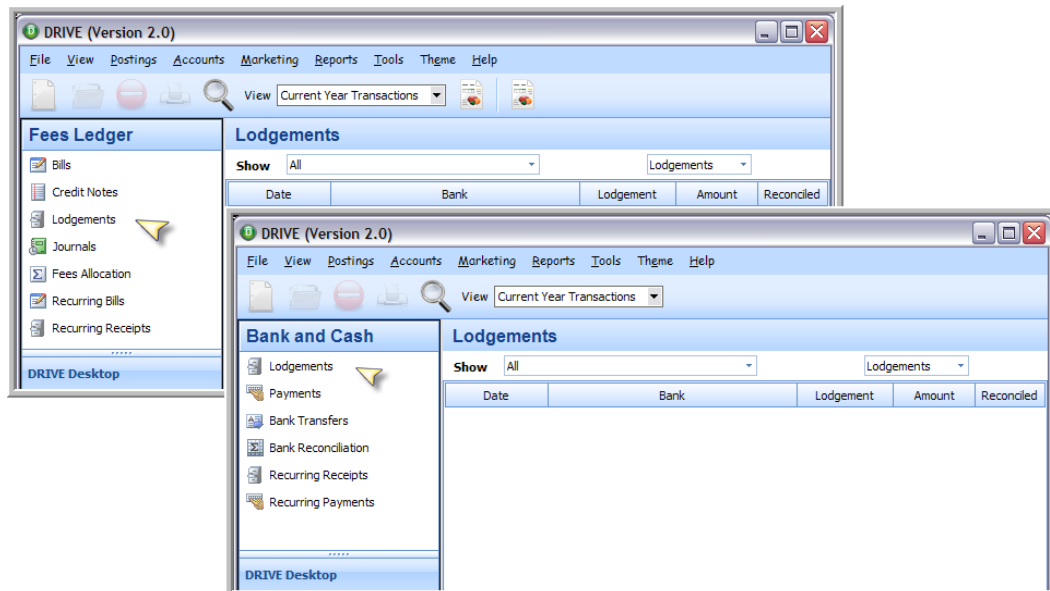


Figure 98

Lodgements in DRIVE are made up of one or many individual receipts. The total values of these receipts make up your overall value of the lodgement. When you post a receipt it updates the client / debtor, the debtors control account and the Bank Account.

CREATING A LODGEMENT

From the DRIVE navigation menu select either the Fees Ledger or the Bank & Cash area. Then select new Lodgements.

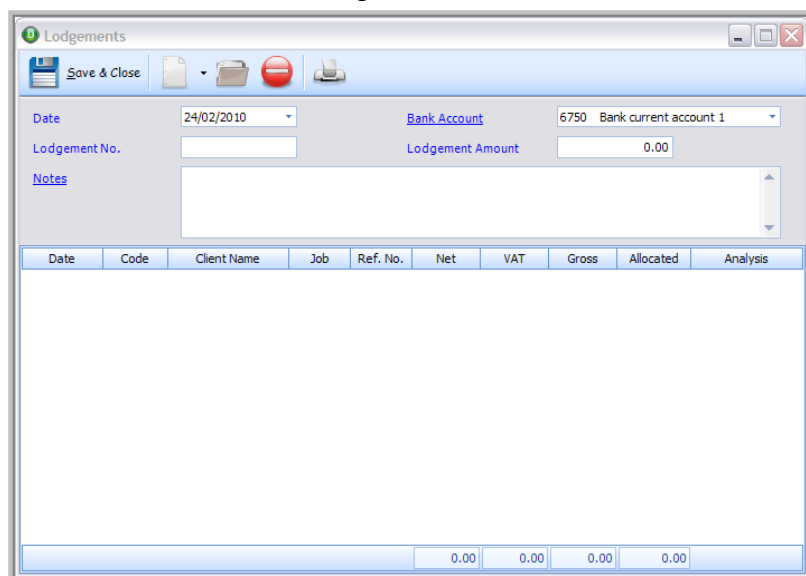


Figure 99

Before you can go any further you must first fill in a Lodgement No. This is a mandatory field. Once you have done this, select your Lodgement date and the Bank Account you wish to post the Lodgement to.

The next step is to create the individual receipts that will make up this lodgement. The first step in creating the receipt is to choose how the receipt is going to be allocated. There are two options in DRIVE, Allocate Receipts to Jobs/Bills and Allocate

Receipts to Bills. This choice is made by selecting the drop down arrow in the Lodgement windows toolbar and selecting the appropriate option.

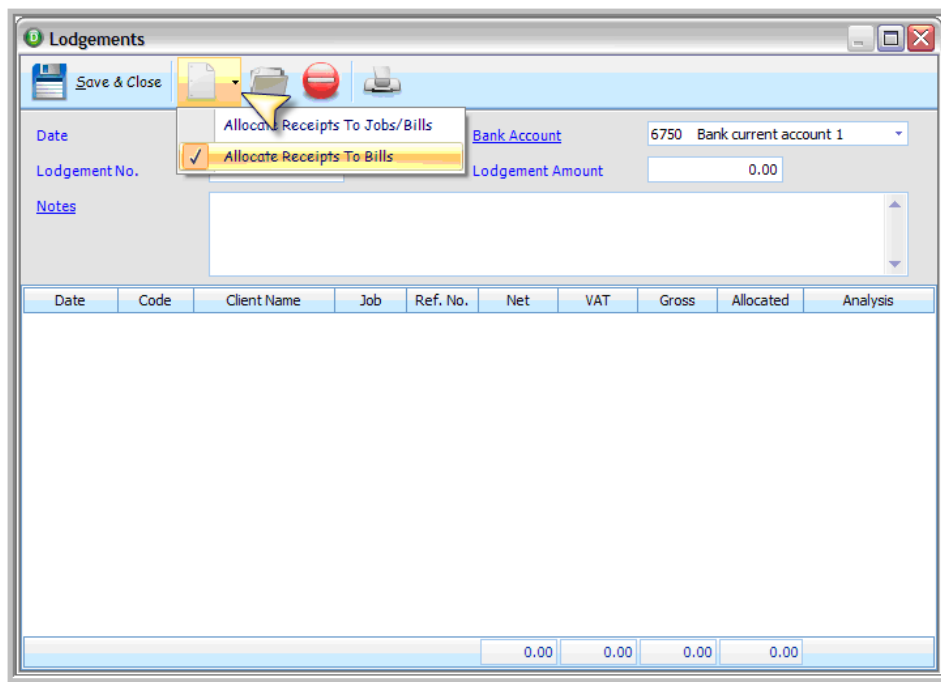



Figure 100

Select the New  button to open Receipt window. Depending on your allocation selection, the format of each window will be different.

ALLOCATE RECEIPTS TO JOBS / BILLS

This option allows you to choose a one or multiple jobs to allocate the receipt against. If you choose to allocate receipt to jobs / bills the following Receipt window will be displayed. This is currently a non debtors receipt as no client has been selected.

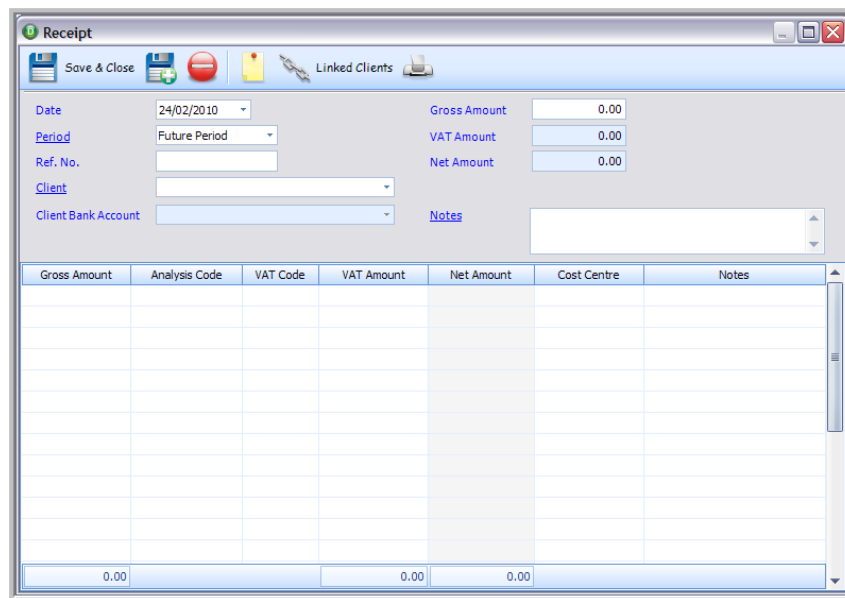


Figure 101

Simply select a client from the Client drop down list to make it a debtors receipt (see Figure 102).

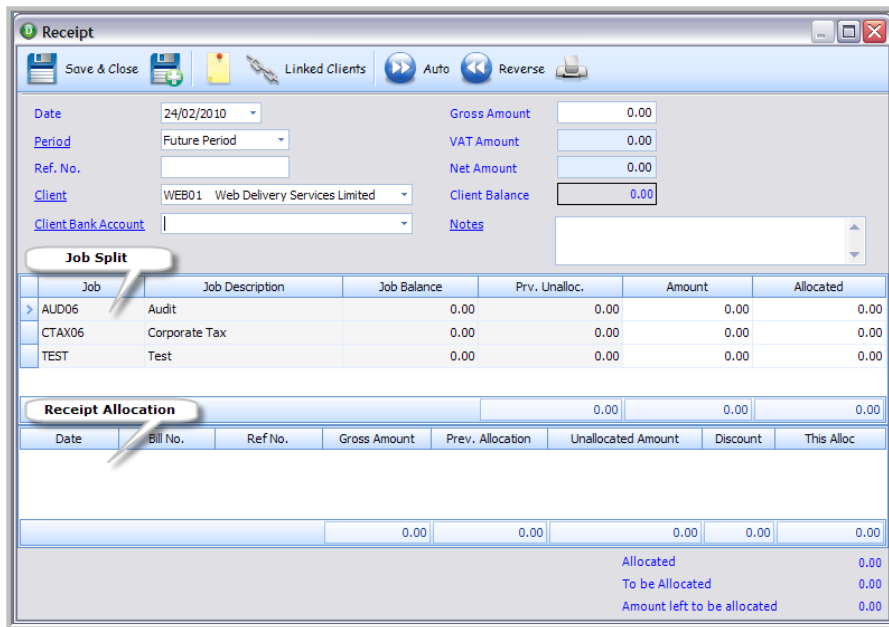


Figure 102

The receipt is split into three sections, the Header, the Job Split and the Receipt allocation. These sections will now be displayed on the receipt (see Figure 102).

The Header - (top section) of the receipt is straight forward to complete. Select the Date, Ref No (not mandatory), the Client and input a Gross amount for the receipt. There is also a Notes option which is a text box that allows you to key in notes if required.

The Job Split - The next section to complete is the Job split. This display's the Jobs applicable to the selected client (see Figure 103) as well as the information belonging to that job being displayed in the appropriate columns.

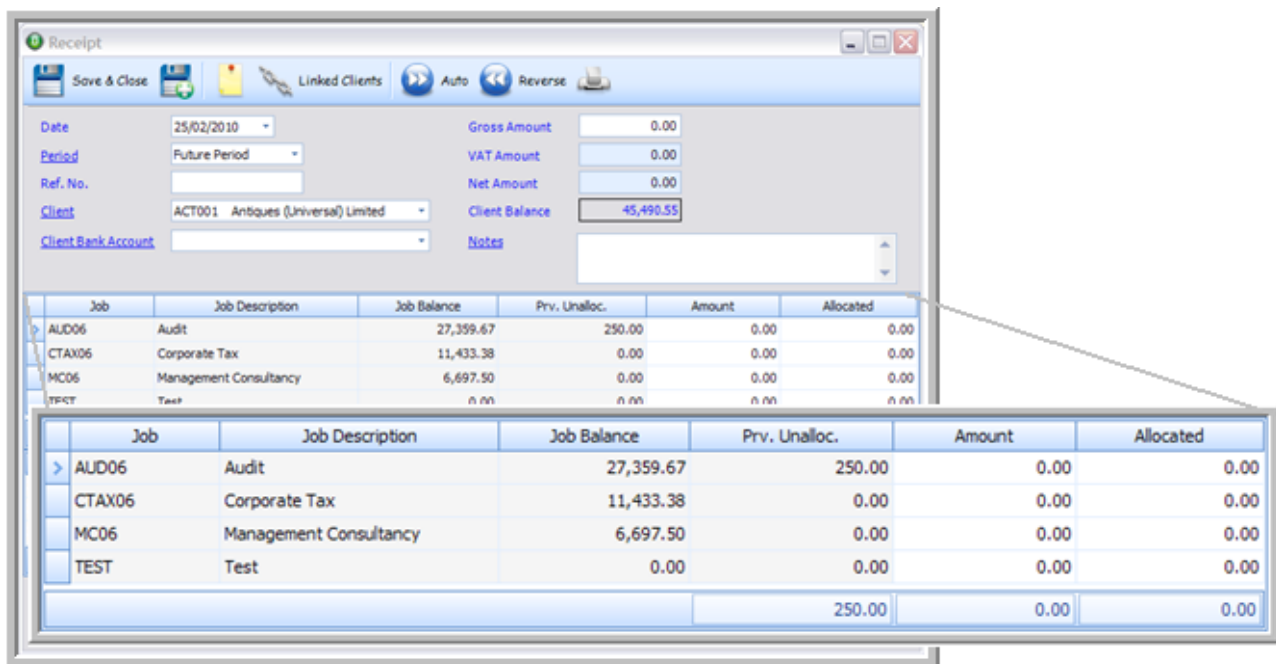


Figure 103

Job Split Columns

Job: This column displays the unique job code assigned to the Job.

Job Description: This column displays the name given to the Job.

Job Balance: This column displays the value of work done for the selected Job.

Prev. Unallocated: This column displays the value left over from a previous allocation.

Amount: This column is where you key in your amount.

Allocated: This column is where you key in how much of the Amount you wish to allocate.

The Receipt Allocation - section shows the Bills raised for a specific job along with the Billing information. The allocation section will display different bills depending on the Job you select in the Job split. (See Figure 104).

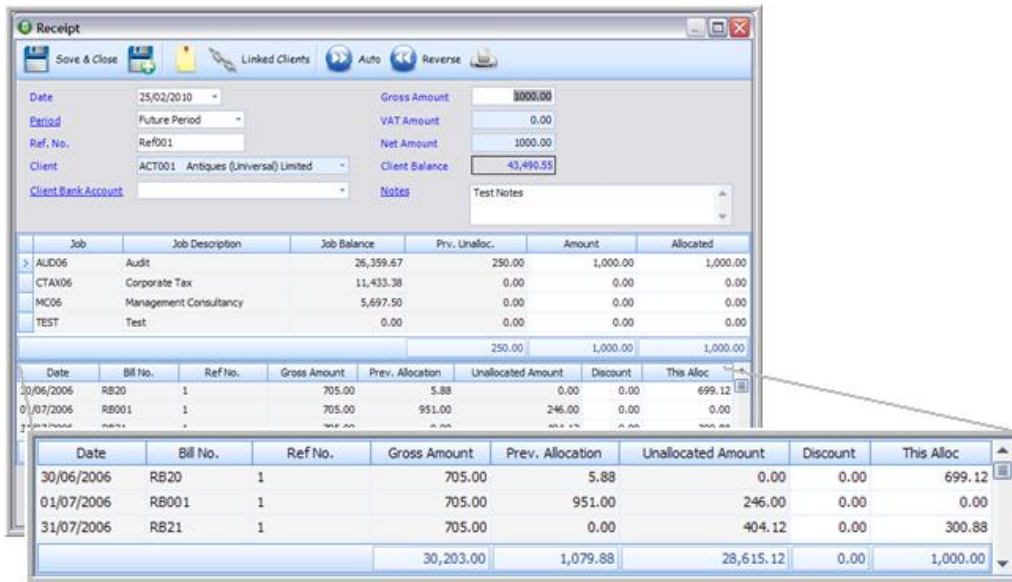


Figure 104

In this example (Figure 105) we have a Client Antiques Limited. Antiques Limited has four jobs, Audit, Corporate Tax, Management Consultancy and Test.

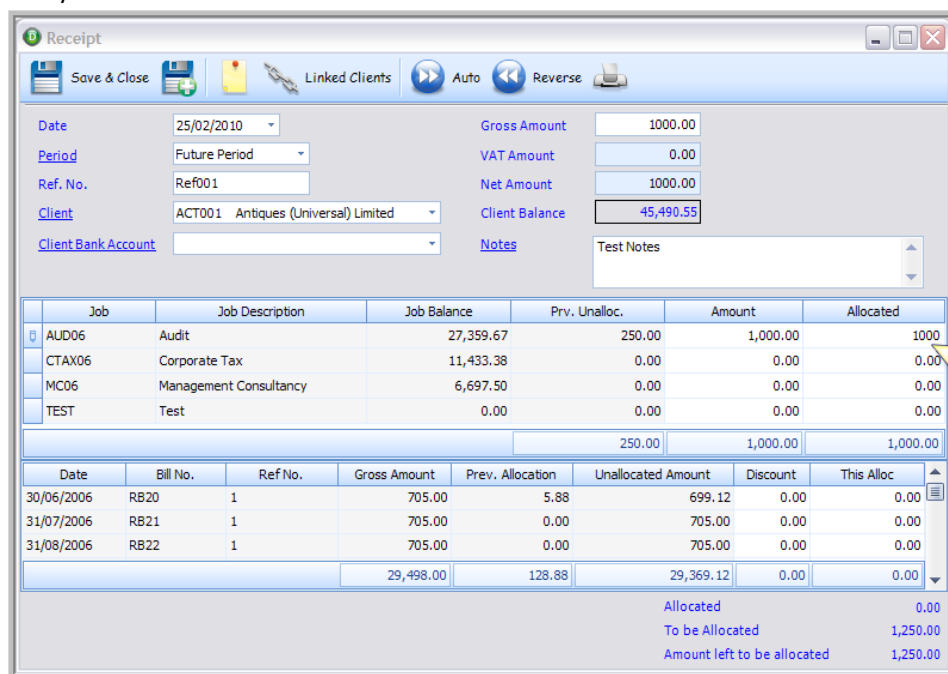


Figure 105

The Receipt is for €1000 so this is keyed into the Gross Amount field. The Net Amount will auto populate.

In the Job Split we are going to put €1000 against the job Audit. The current Job Balance is 27,359.67 which is made up of a number of Bills. These Bills are displayed in the Receipt allocation section.

In the Job split under the Amount column you key in 1000. In the Allocated column you choose how much of the Amount figure you wish to allocate. In this instance we are going to allocate the full 1000 so we enter 1000 in the Allocated column.

The next step is to allocate the 1000 against one or multiple Bills. You can do this in two ways;

Manually: By completing the "This Alloc" field in the Receipt allocation section.

Auto: By selecting the Auto button in the top toolbar. This will allocate the amount starting with the earliest dated bill.

If you are posting against multiple Jobs, repeat the steps above for each job. Once you have completed the receipt, select the Save & Close button to add the receipt to your lodgement.

The Lodgement window will be displayed showing the receipt you just created (see Figure 106).

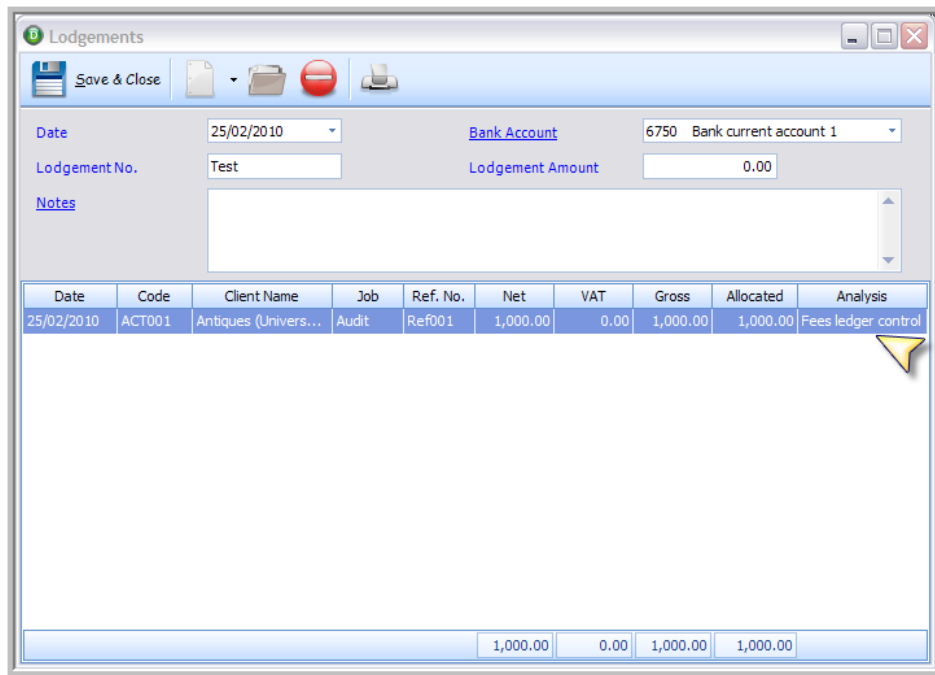


Figure 106

Before you can Save & Close the Lodgement you will need to enter in the Lodgement Amount. The Lodgement Amount must be equal to the total of the receipts. In the example above the Lodgement amount would be €1000. Once the Lodgement is saved it will then be displayed in the lodgement listing in DRIVE (see Figure 107).

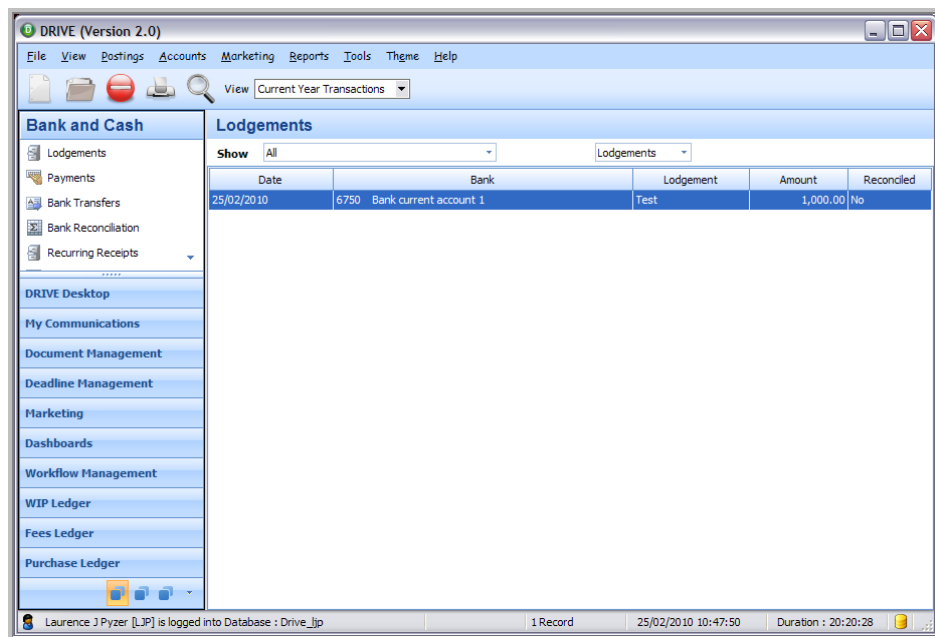
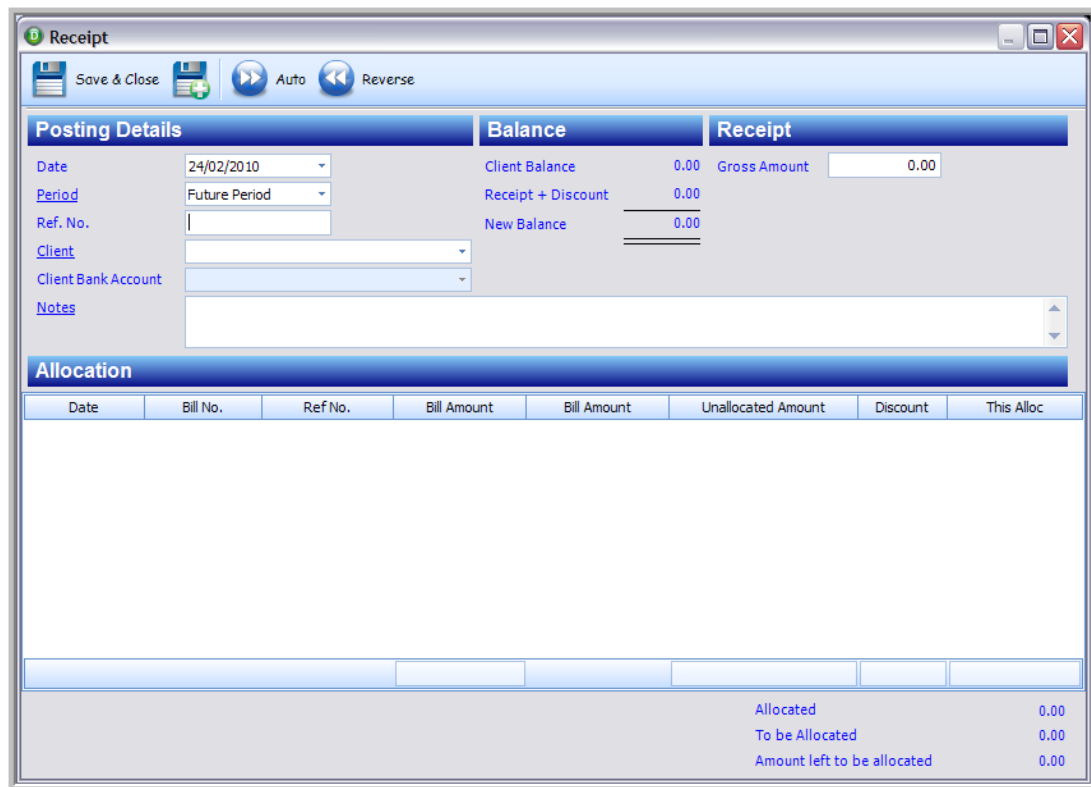


Figure 107

ALLOCATE RECEIPTS TO BILLS

This option auto allocates the receipt against a bill. You do not need to select specific jobs with this option. If it is not payment in full then the receipt is auto allocated on a pro rata basis. If you choose to allocate receipt to bills the following Receipt window will be displayed (see Figure 108).



Posting Details		Balance	Receipt
Date	24/02/2010	Client Balance	0.00
Period	Future Period	Receipt + Discount	0.00
Ref. No.		New Balance	0.00
Client			
Client Bank Account			
Notes			
Gross Amount			0.00

Allocation							
Date	Bill No.	Ref No.	Bill Amount	Bill Amount	Unallocated Amount	Discount	This Alloc
						Allocated	0.00
						To be Allocated	0.00
						Amount left to be allocated	0.00

Figure 108

The receipt is split into two sections, the Header and the Receipt allocation.

The Header - (top section) of the receipt is straight forward to complete. It is made up of the Posting Details, the Balance and the Receipt.

Select the Date, Ref No (not mandatory), the Client and input a Gross amount for the receipt. There is also a Notes option which is a text box that allows you to key in notes if required.

The Receipt Allocation - Once a client is selected all the outstanding Bills will be displayed in the Allocation section (see Figure 109).

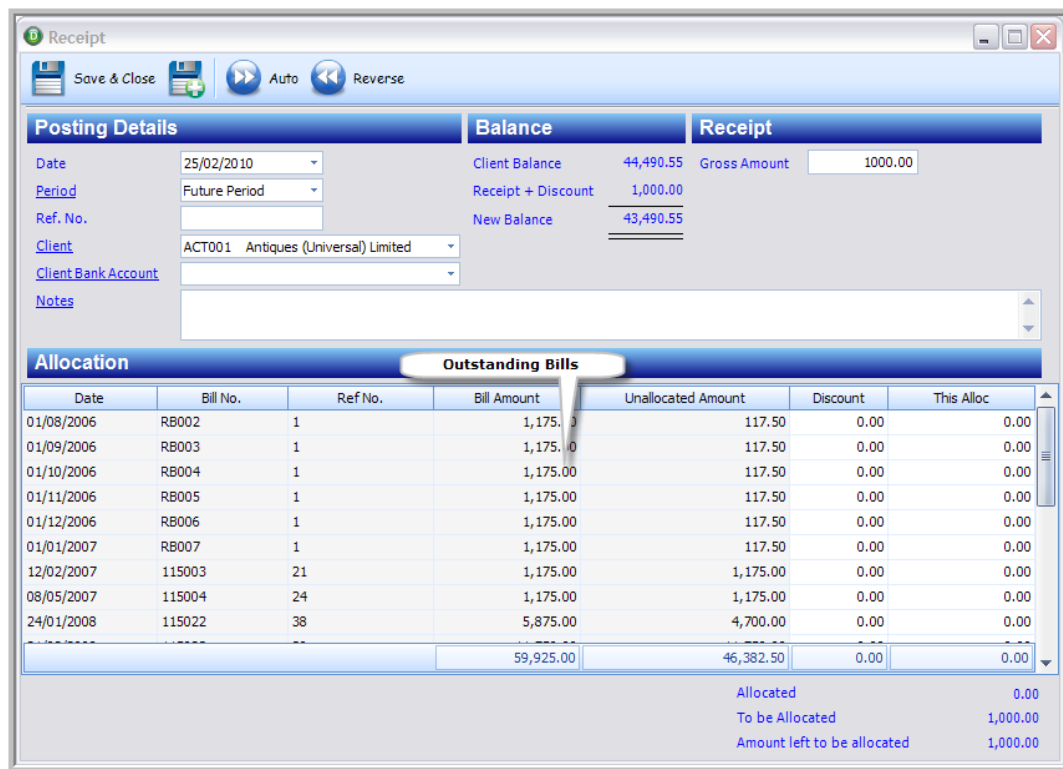


Figure 109

COMPLETING THE RECEIPT

In this example (Figure 110) we have a Client Antiques Limited. When we select the client the list of outstanding Bills is displayed.

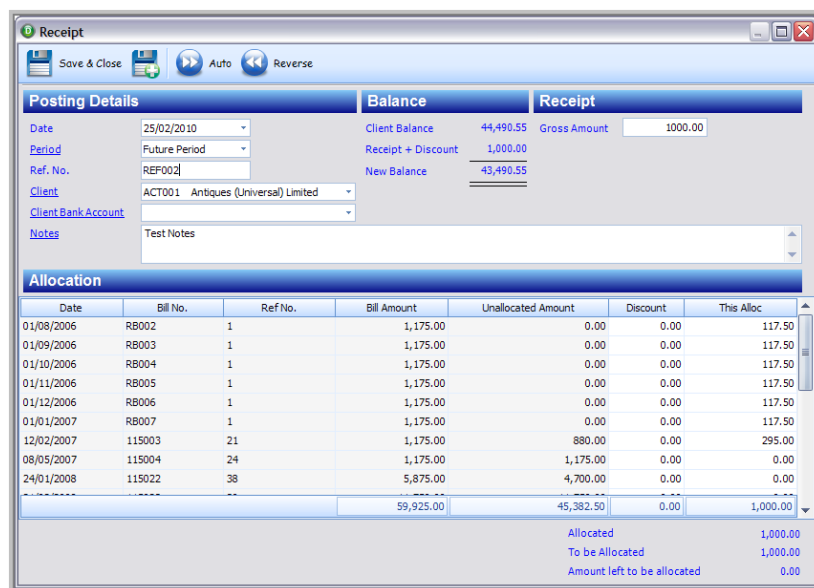


Figure 110

The Receipt is for €1000 so this is keyed into the Gross Amount field.

The next step is to allocate the 1000 against one or multiple Bills. You can do this in two ways;

Manually: By completing the "This Alloc" field in the Receipt allocation section.

Auto: By selecting the Auto button in the top toolbar. This will allocate the amount starting with the earliest dated bill.

Once you have completed the receipt, select the Save & Close button to add the receipt to your lodgement.

The Lodgement window will be displayed showing the receipt you just created (see Figure 111).

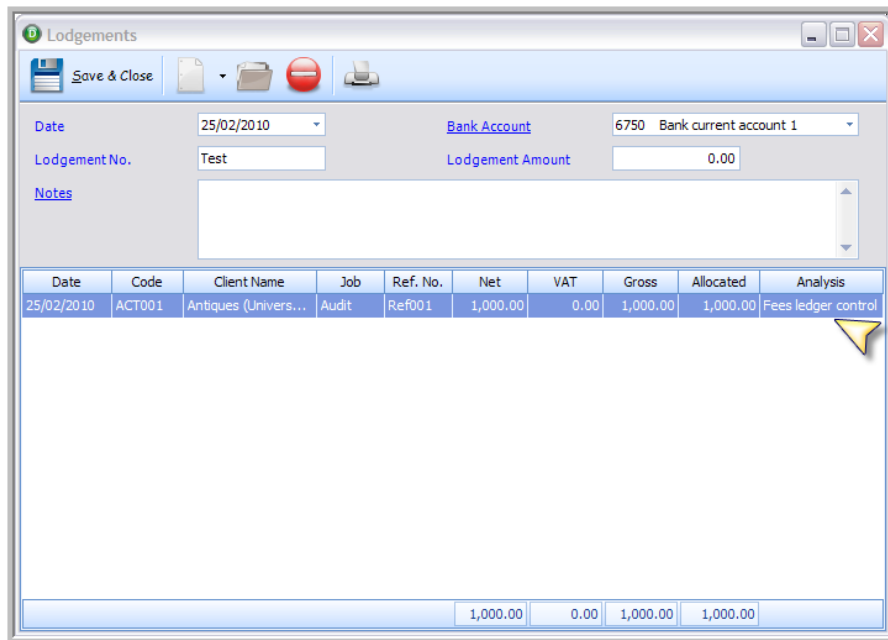


Figure 111

Before you can Save & Close the Lodgement you will need to enter in the Lodgement Amount. The Lodgement Amount must be equal to the total of the receipts. In the example above the Lodgement amount would be €1000. Once the Lodgement is saved it will then be displayed in the lodgement listing in DRIVE (see Figure 112).

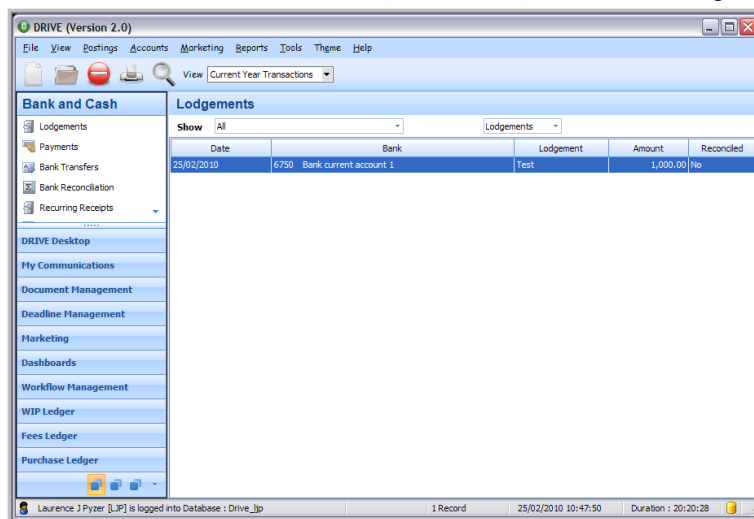


Figure 112

LODGE MENT & RECEIPT SETUP

In DRIVE you can define a number of lodgement and receipts settings. You need to select Tools > Settings from the top DRIVE toolbar (see Figure 113).

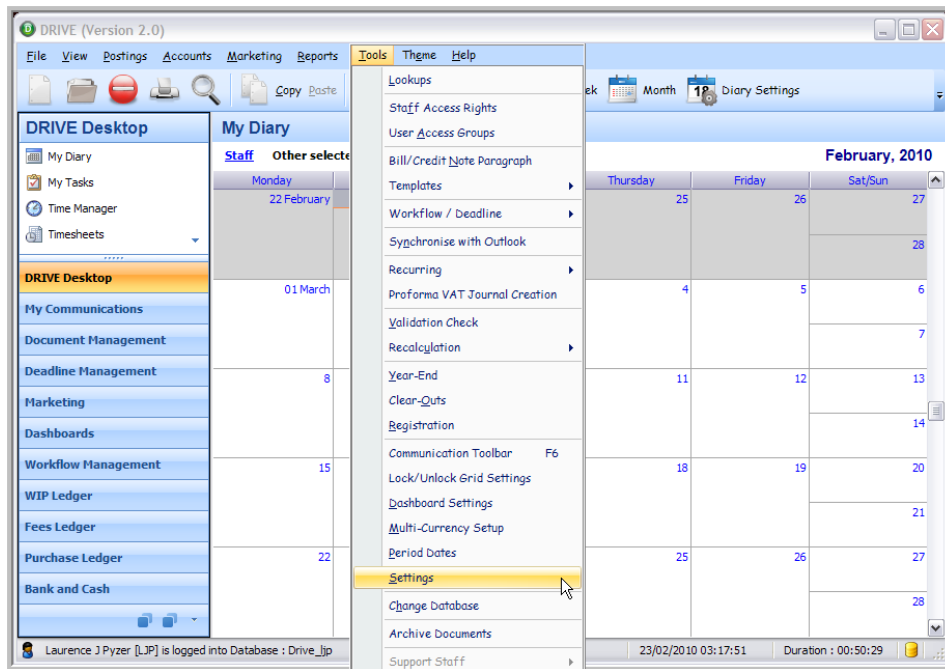


Figure 113

The Settings window will be displayed (see Figure 114).

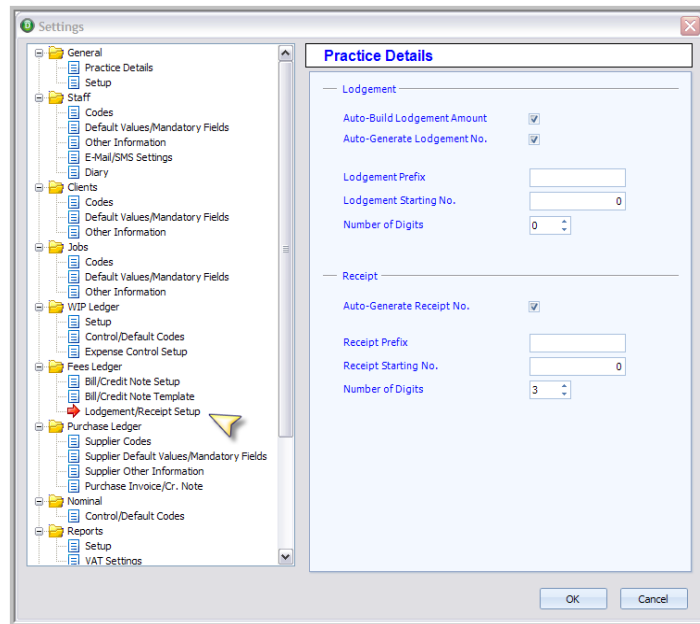


Figure 114

Select Fees Ledger > Lodgement/Receipt Setup. Here you can define settings for the Lodgements and the Receipts.

Lodgement

Auto-Build Lodgement Amount: Enabling this will auto calculate the total value of receipts.

Auto-Generate Lodgement No.: Enabling this allows you to create a pre-defined Lodgement number that will increment with each lodgement posted.

Receipt

Auto-Generate Receipt No.: Enabling this allows you to create a pre-defined Receipt number that will increment with each receipt posted. Once you have defined these, select the OK button to save the settings.

CHEQUE PAYMENTS

Goto Bank and Cash under the left hand navigation panel. Click on Payments and the cheque payments browse will appear as follows:

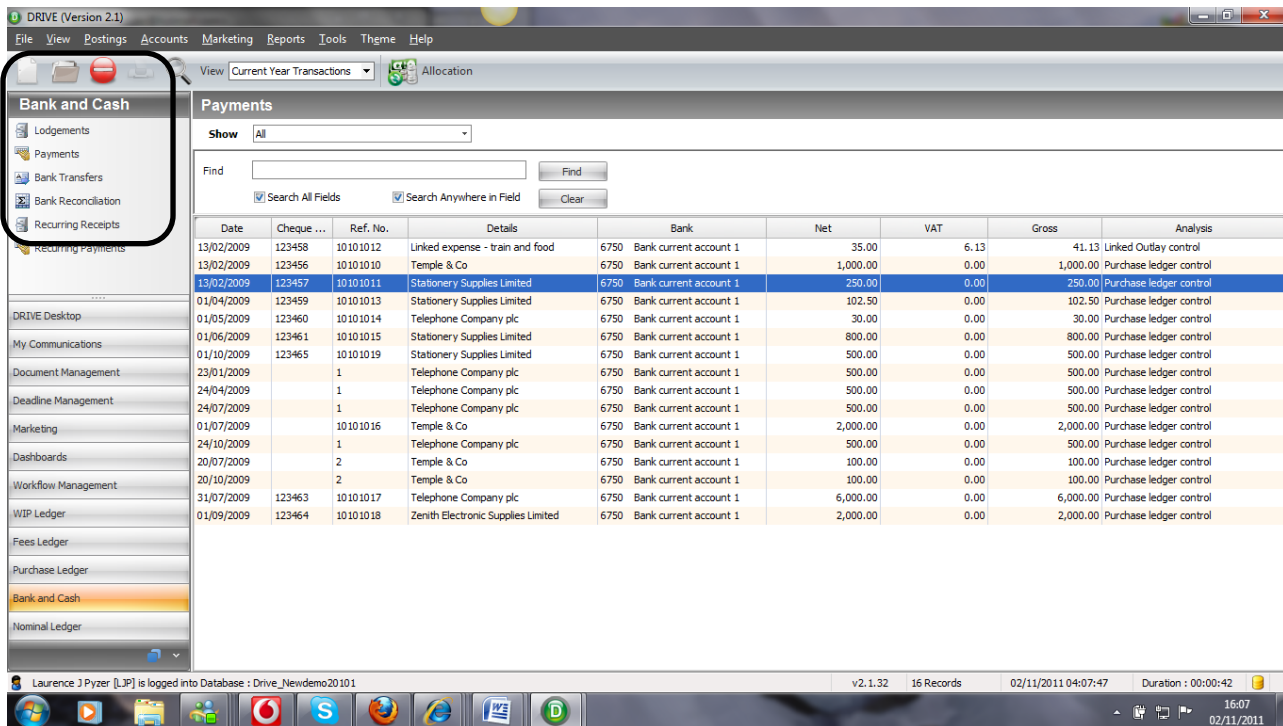


Figure 115

Here you can add and amend payments. You can also do bank to bank transfers as well as setup what are called recurring payments. These would be monthly DD's or Standing Orders. Click the New button and the following payment entry screen will appear:

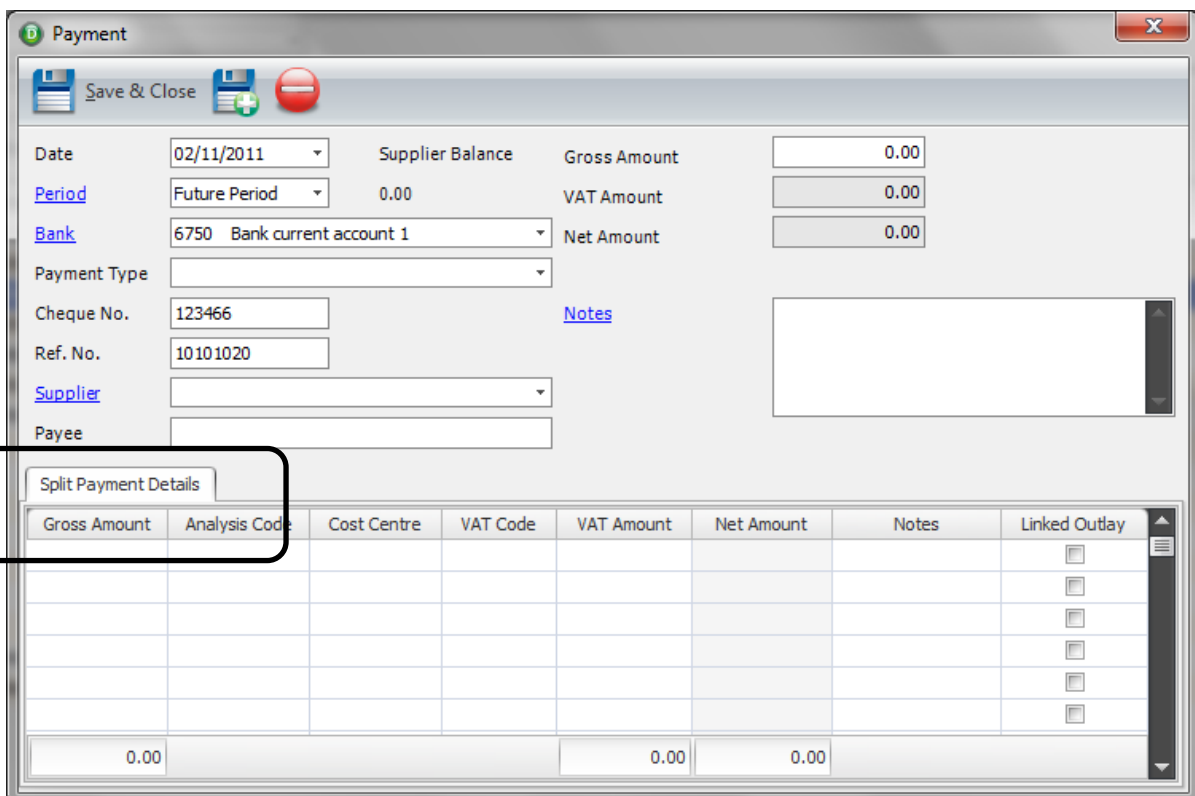


Figure 116

Follow the onscreen prompts and fill in the fields to process your payments. This screen allows for both creditor and non creditor payments. The screen will change depending on if a Supplier code has been entered or not. The above screen shows a non creditor payment where you can analyse a payment into a particular nominal code or codes.

If a supplier code is entered the screen changes to handle allocations against unpaid invoices as in the following screen:

Date	Doc. No	Amount	Paid	Unpaid	Discount	Allocation
24/06/2009	PI007	875.90	800.00	75.90	0.00	0.00
09/09/2009	PI010	543.23	0.00	543.23	0.00	0.00
23/07/2009	2	23.50	0.00	23.50	0.00	0.00
01/01/2009	1	117.50	0.00	117.50	0.00	0.00
		1,560.13	800.00	760.13	0.00	0.00

Amount left to allocate 0.00

Figure 117

Click on the Auto Allocate button to automatically pay all invoices with the amount you have entered. Click save & close and the payment will be added to the bank account as well as the supplier invoice and also the nominal ledger will be updated.

BANK TO BANK TRANSFERS

Bank to Bank transfers are a simple method of moving funds from one bank account to another without the need for multiple in and out journals. You simply enter the bank from and the bank to account codes along with the amount and save as in the screen below

Figure 118

BANK RECONCILIATION

DRIVE allows you to run your Bank Reconciliation on any account designated as a bank account. The option can be found under the Bank Transfers option on the left hand navigation toolbar. When you click bank reconciliation the following screen will appear:

Type	Date	Doc. No.	Ref. No.	Details	Credit	Debit	Ticked
Nominal Journal	01/01/2009	1		Capital Introduced	0.00	30000.00	<input type="checkbox"/>
Nominal Journal	01/01/2009	2	6	Adjustments	0.00	5086.50	<input checked="" type="checkbox"/>
Nominal Journal	01/01/2009	3	9	Further adjustments	0.00	20579.50	<input type="checkbox"/>
Payment	13/02/2009	123458	10101012	Linked expense - train and food	41.13	0.00	<input type="checkbox"/>
Nominal Journal	15/02/2009	RN12	1	Transfer	80.00	0.00	<input type="checkbox"/>
Bank Transfer	19/02/2009		1	Transfer to Birmingham Office Account	100.00	0.00	<input type="checkbox"/>
Receipt	21/02/2009	LD166	RC002	Antiques (Universal) Limited	0.00	250.00	<input type="checkbox"/>
Lodgement	27/02/2009	LD1		Banked interim receipts	0.00	8087.50	<input type="checkbox"/>
Receipt	01/03/2009	LD179	RC001	Gatsby Antiques Limited	0.00	30.00	<input type="checkbox"/>
Receipt	16/03/2009	LD180	RC001	Braintree Zoological Gardens	0.00	700.00	<input type="checkbox"/>
Nominal Journal	16/03/2009	RN13	1	Transfer	80.00	0.00	<input type="checkbox"/>
Receipt	22/03/2009	LD167	RC002	Antiques (Universal) Limited	0.00	250.00	<input type="checkbox"/>
Lodgement	23/03/2009	LD17			0.00	1000.00	<input type="checkbox"/>
Payment	01/04/2009	123459	10101013	Stationery Supplies Limited	102.50	0.00	<input type="checkbox"/>
Lodgement	13/04/2009	LD18			0.00	2410.00	<input type="checkbox"/>
Nominal Journal	16/04/2009	RN14	1	Transfer	80.00	0.00	<input type="checkbox"/>
Receipt	22/04/2009	LD168	RC002	Antiques (Universal) Limited	0.00	250.00	<input type="checkbox"/>
Payment	24/04/2009		1	Telephone Company plc	500.00	0.00	<input type="checkbox"/>
Payment	01/05/2009	123460	10101014	Telephone Company plc	30.00	0.00	<input type="checkbox"/>
Lodgement	06/05/2009	LD19			0.00	1970.00	<input type="checkbox"/>
Nominal Journal	16/05/2009	RN15	1	Transfer	80.00	0.00	<input type="checkbox"/>
					14,653.63	73,790.50	

Figure 119

Select the bank account and date you want to reconcile. Enter the balance from your bank statement and simply click the entries to tick that they agree with the bank statements. If any payments or receipts are missing you can add them through the Lodgements and Payment buttons at the top of the screen. Save & Close.

It is vitally important that every time you reconcile your bank accounts that a print to PDF is taken. We are often asked to look at reconciliations after some time but if there is an issue we cannot help if we do not have the original reconciliations to refer to.

PURCHASE LEDGER

To help firms have an integrated approach to their accounts we have introduced a full creditor's ledger. Under this section you can add your suppliers list, post purchase invoices and pay invoices. Each entry posted automatically updates the nominal ledger and helps to build the practice accounts position.

Click Purchase Ledger on the navigation toolbar and click suppliers. The supplier browse will appear.

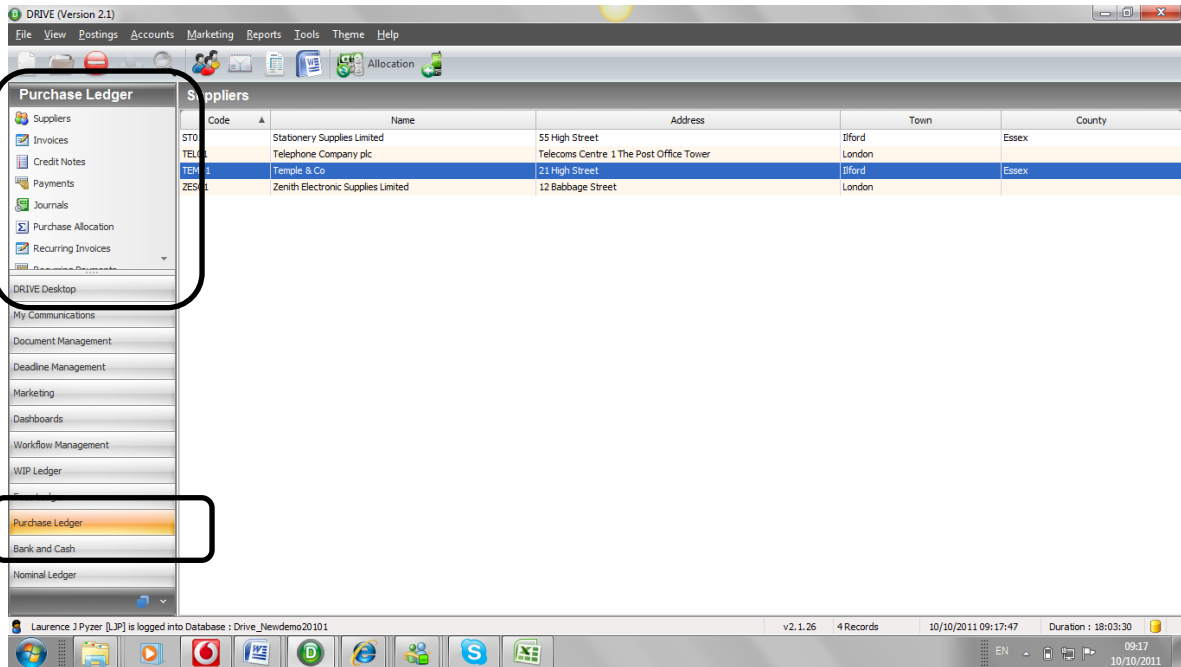


Figure 120

Click the New button to add a new Supplier and the following screen appears:

Add Supplier Details

Save & Close

General Details | Account Setup | Other Information | Communications | Contacts | Ledger

Supplier Code: Send E-Mails

Ref. No.:

Supplier Name:

File As:

Addresses

Business:

Town/City:

County:

Post Code:

Country:

Contacts

Phone:

Mobile:

Fax:

E-Mail:

Web:

More...

Ledger

Contact 1:

Position:

Contact 2:

Position:

Supplier Type:

Figure 121

As with the Fees Ledger and the creating of clients, simply complete the standard data setup for the supplier and click save & close.

POSTING PURCHASE INVOICES

Click the Invoices section to post purchases invoices. This section allows you to post the day to day invoices for the goods and services the firm has purchased from suppliers. It also allows you to post linked purchase invoices. If your firm has purchased

something on behalf of a client the invoice routine in DRIVE allows you to allocate this cost to a client WIP ledger as you post the invoice.

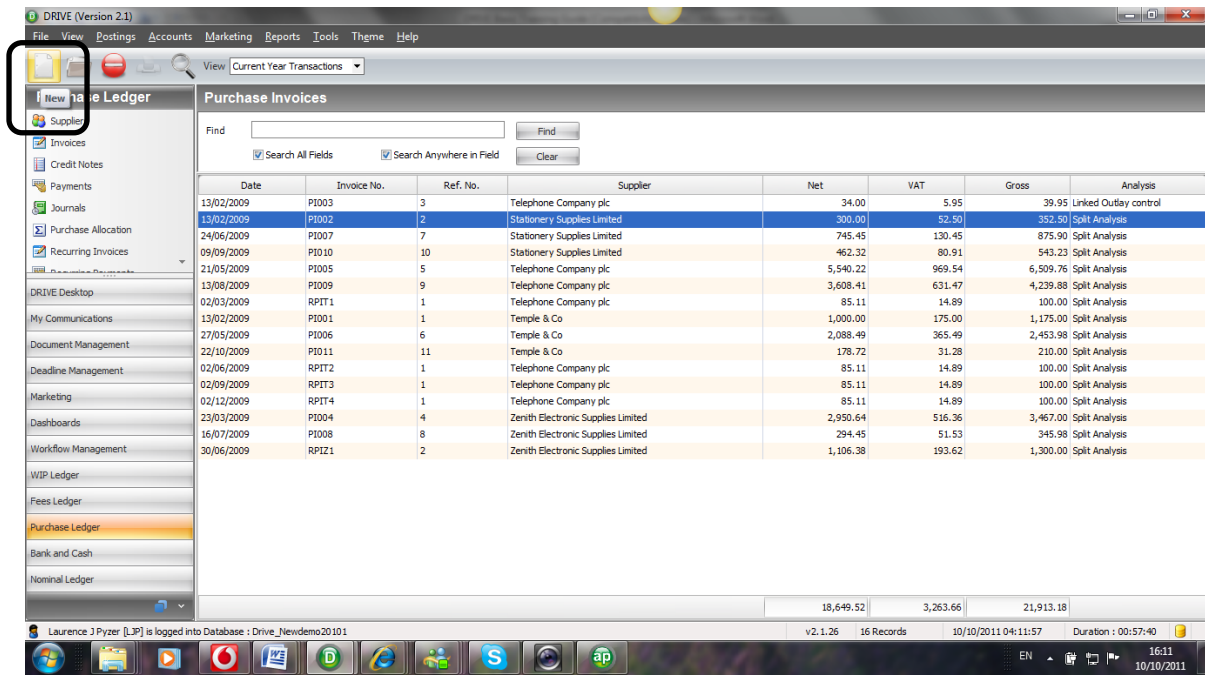



Figure 122

To create a new Purchase Invoice, select "Invoices" from the Purchase Ledger menu. Select the "New" icon  from the DRIVE toolbar. Alternatively you can right click on the screen and select New from the pop up menu.

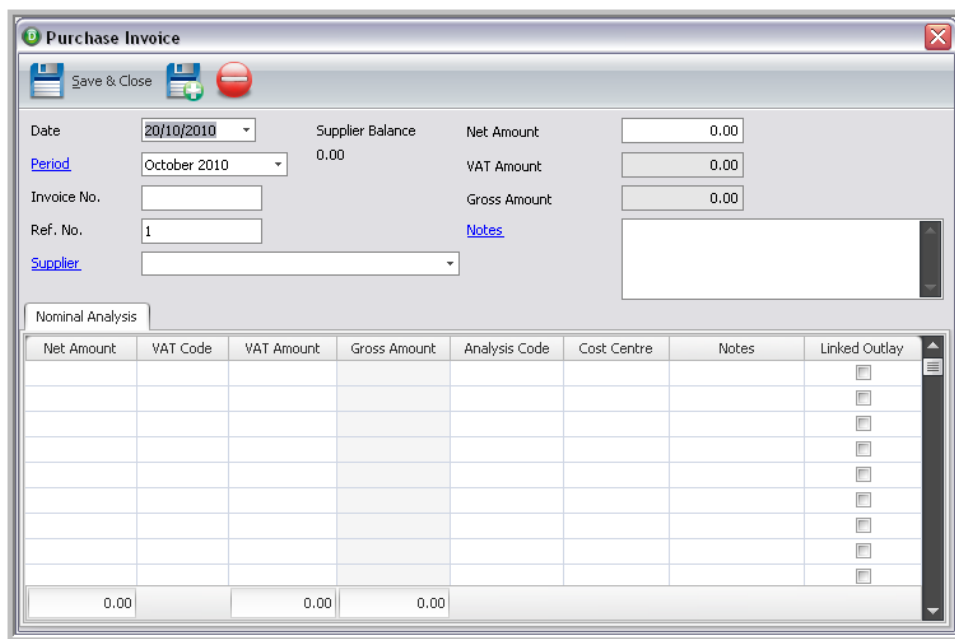


Figure 123

The Purchase Invoice has a number of mandatory fields that need to be completed in order to save the transaction to the system.

Invoice Date: The Date the Invoice is posted to DRIVE

Invoice Period: The Period is based on the Date selected in the Date field. This allows for future postings to be made also.

Invoice No: The invoice or document number you wish to use for your Invoice. (If Auto, see purchase setup for more information)

Ref. No: Not mandatory, you can enter your own reference.

Supplier: Select the Supplier the invoice is associated with.

Net Amount: The Net amount of the invoice – this amount can be split across a number of lines if there are different analysis codes or VAT codes. The nominal analysis code and the VAT code will be automatically picked up from the Supplier record if they have been entered as defaults (under the Account Setup tab of the Supplier).

Once you have inputted all the necessary information, select the Save & Close Icon. Use the Save & New icon if a further invoice is to be posted. The Purchase Invoice will be displayed in the Purchase Invoice listing.

PURCHASE INVOICES WITH LINKED OUTLAY

DRIVE allows you to recover purchase invoices received on behalf of clients by recording linked outlay. On entering the purchase invoice information, check the tick box in the Linked Outlay column (found on the Nominal Analysis) at the end of each line you wish to recover.

Purchase Invoice

Save & Close

Date: 20/10/2010 Supplier Balance: 1,311.38 Net Amount: £ 5.00

Period: October 2010 VAT Amount: £ 0.88

Invoice No.: Gross Amount: £ 5.88

Ref. No.: 1 Notes:

Supplier: ST01 Stationery Supplies Limited

Nominal Analysis

Net Amount	VAT Code	VAT Amount	Gross Amount	Analysis Code	Cost Centre	Notes	Linked Outlay
5.00	A 17.50% ...	0.88	5.88	3052	PART		<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
5.00		0.88	5.88				

Figure 124

Once you tick Linked Outlay the “Outlay Allocation” tab appears and the Analysis Code changes to the Linked Outlay Control Account as set up under Tools/Settings/Nominal/Control Codes.

Purchase Invoice

Save & Close

Date: 20/10/2010 Supplier Balance: 1,311.38 Net Amount: £ 5.00

Period: October 2010 VAT Amount: £ 0.88

Invoice No.: Gross Amount: £ 5.88

Ref. No.: 1 Notes:

Supplier: ST01 Stationery Supplies Limited

Nominal Analysis **Outlay Allocation**

Net Amount	VAT Code	VAT Amount	Gross Amount	Analysis Code	Cost Centre	Notes	Linked Outlay
5.00	A 17.50% ...	0.88	5.88	6251	PART	Linked Outlay con...	<input checked="" type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
5.00		0.88	5.88				

Figure 125

Select the Outlay Allocation simply by clicking on the Tab. The Outlay Allocation will now be displayed.

OVERVIEW

The Workflow module gives users the facility to easily plan and manage their jobs and deadlines. The system is split into three main sections;

- Definition of Workflows and Deadlines
- Planning of Workflows
- Management of Ongoing jobs

WORKFLOW TEMPLATES

To define a Workflow Template, simply select the option Workflow/Deadline> Workflow Type/Deadline Date from the Tools menu within DRIVE (see Figure 127).

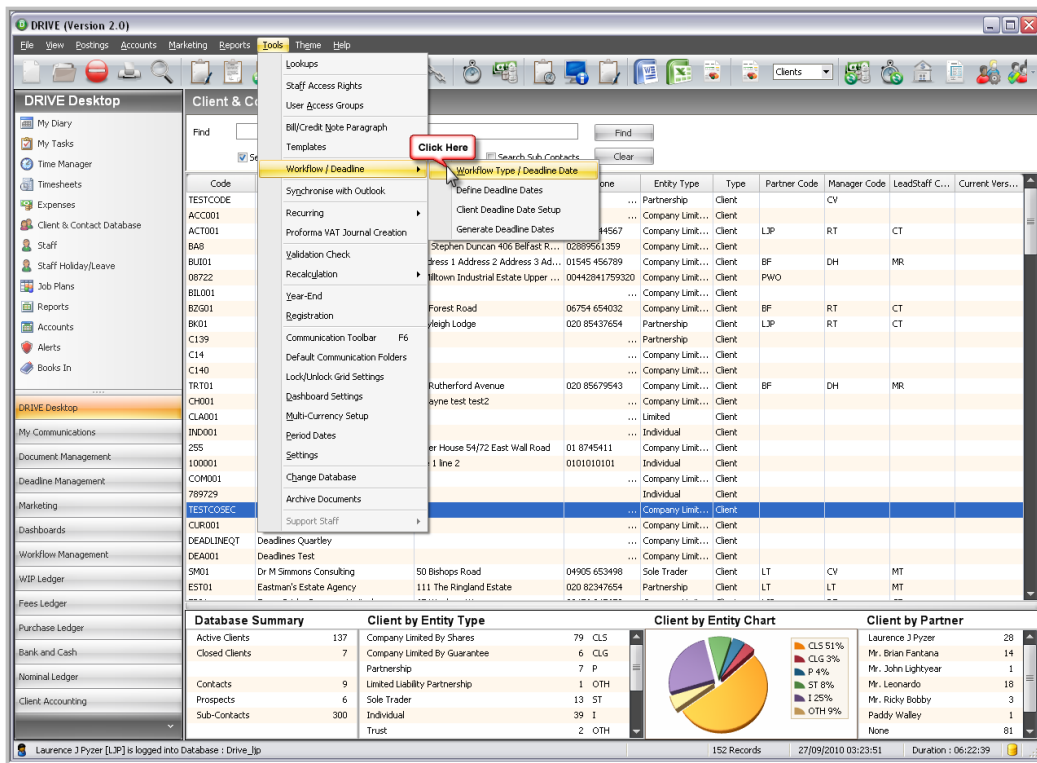


Figure 127

The Workflow Type/Deadline Date window will be displayed. This will display a browse of existing Workflow Templates as well as the System and User Defined Deadlines (see Figure 128).

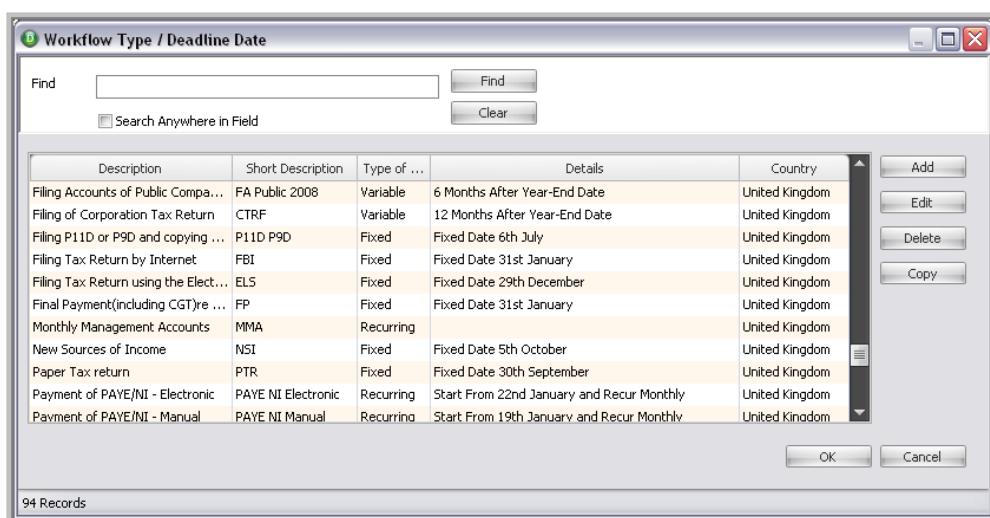


Figure 128

Select the Add button to create a new Workflow Template. The Add Workflow Type / Deadline Date window will be displayed (see Figure 129).

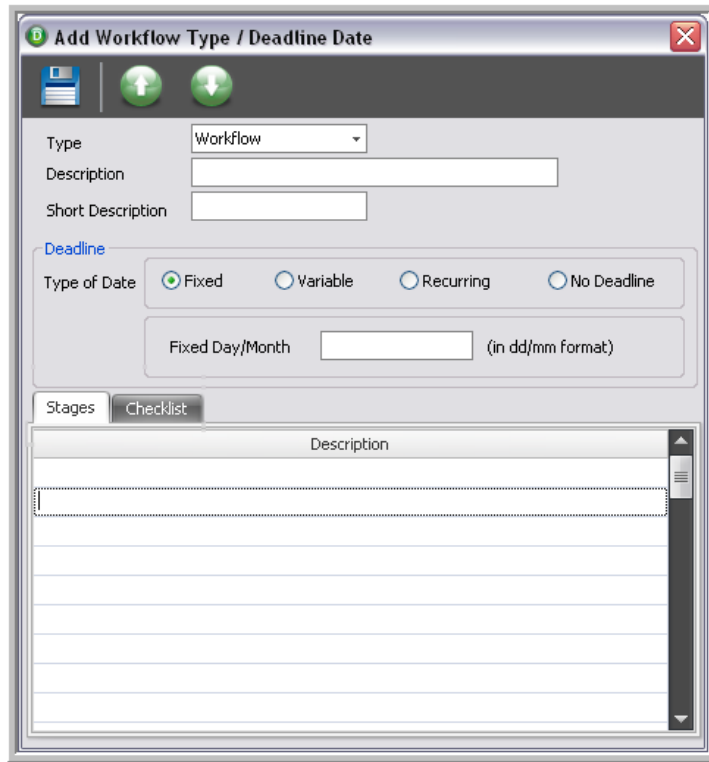


Figure 129

The Workflow template is divided into Deadline dates, Workflow Stages and the Workflow Checklist.

The Deadline dates can be Fixed, Variable, Recurring or No Deadline. This is used when planning jobs so that they are not scheduled beyond the Deadline Date and it is also used in the overall Management of the Job.

The Stages are how you define the actual job. For example a typical Accounts Preparation job might have the following stages:

Books Requested, Books Received, Draft TB, Partner Review, Adjustments, Adjusted Profit Comp, Final Adjustment, Ready for Signing, Accounts Filed, Closedown

The Checklist items can be set up to reflect sign off issues required for the job. For example, for Personal Tax it could be a checklist of items such as Deposit Interest Certificates, Rental Income Schedules etc and for Accounts it could be Cheque Books, Bank Statements.

Once you have inputted all the information select the disk icon to save the Workflow template (see Figure 130)

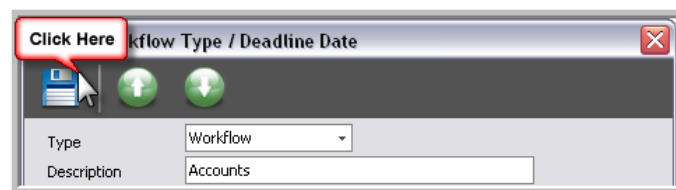


Figure 130

WORKFLOW MANAGEMENT

Once you have defined a Workflow template you can then start your workflow planning. To do this you need to use the Workflow Management module within DRIVE. This is found on the Navigation bar on the left hand side of DRIVE (see Figure 131).

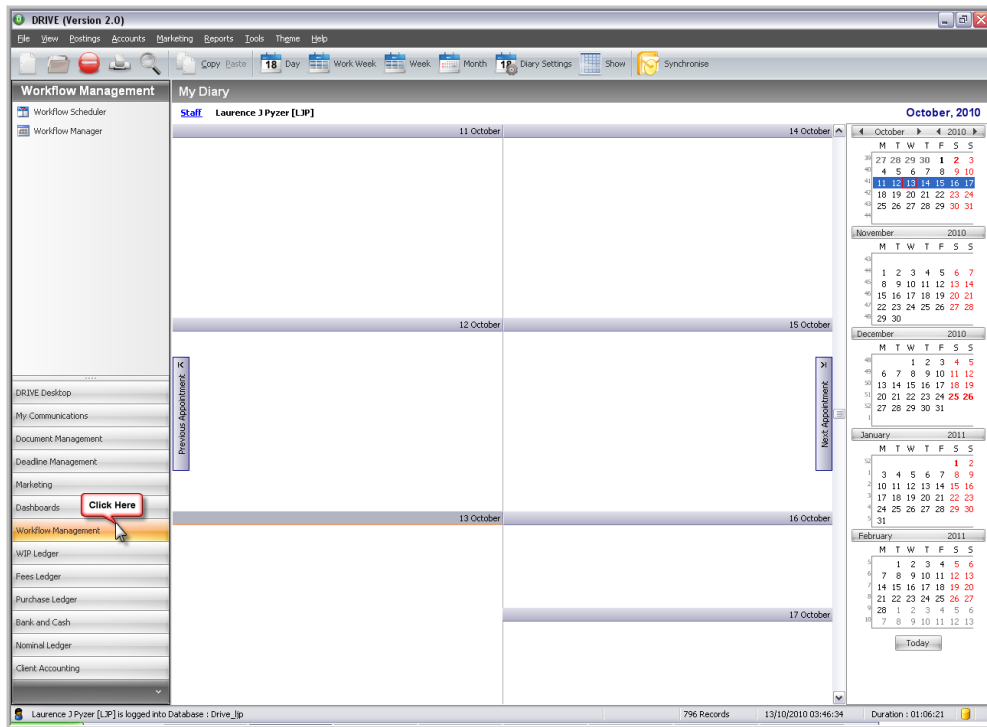


Figure 131

The Workflow Management module consists of the Workflow Scheduler and the Workflow Manager.

WORKFLOW SCHEDULER

The purpose of the Workflow Scheduler is to allow users to easily plan out their jobs for the year. Using simple drag and drop facilities the user can build up a plan and allocate staff to those plans. The Workflow Scheduler window is displayed when the user selects the Workflow Scheduler from the Drive navigation bar. The user will be presented with the Clients and Staff associated with them on the left and the planner on the right (see Figure 132).

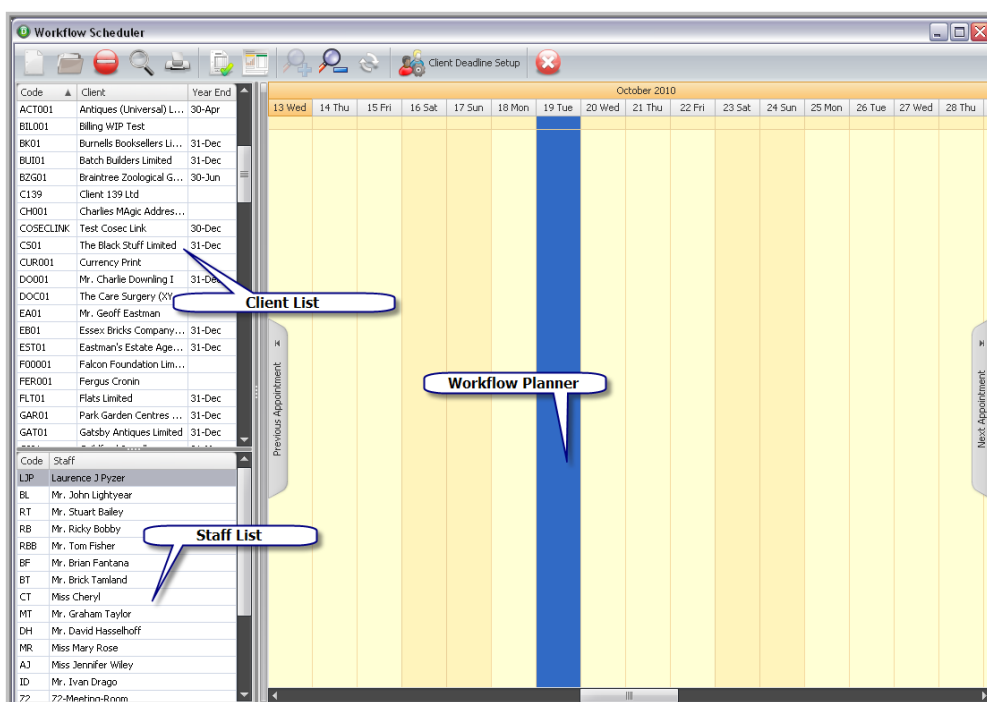

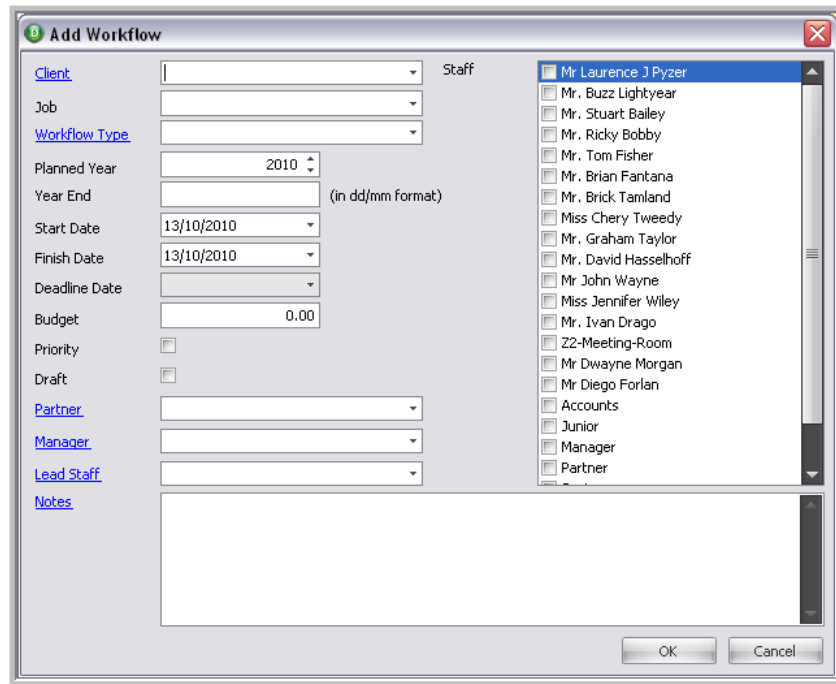


Figure 132

CREATING A NEW SCHEDULE


To create a new schedule, select the “New” icon  from the top left of the Workflow scheduler. The Add Workflow window will be displayed (see Figure 133).

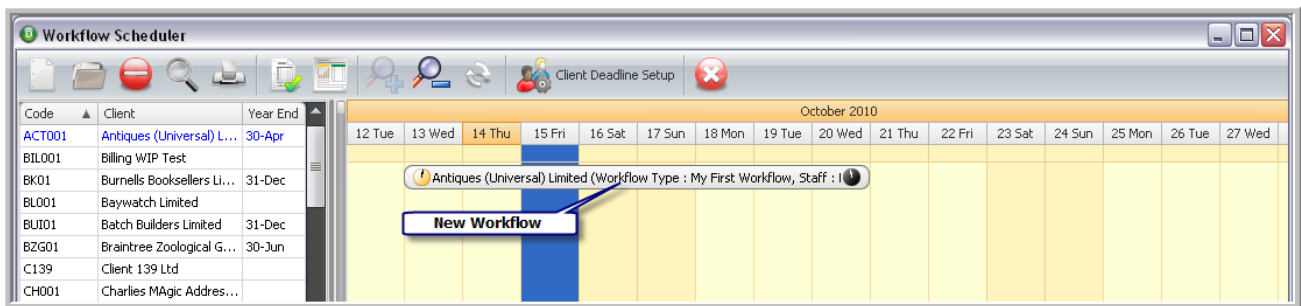


The 'Add Workflow' dialog box contains the following fields and options:

- Client:** A dropdown menu.
- Job:** A dropdown menu.
- Workflow Type:** A dropdown menu.
- Planned Year:** A dropdown menu set to 2010.
- Year End:** A dropdown menu with the note '(in dd/mm format)'.
- Start Date:** A date picker set to 13/10/2010.
- Finish Date:** A date picker set to 13/10/2010.
- Deadline Date:** A dropdown menu.
- Budget:** A text input field set to 0.00.
- Priority:** A checkbox.
- Draft:** A checkbox.
- Partner:** A dropdown menu.
- Manager:** A dropdown menu.
- Lead Staff:** A dropdown menu.
- Notes:** A large text area.
- Staff:** A list box containing the following names: Mr Laurence J Pyzer, Mr. Buzz Lightyear, Mr. Stuart Bailey, Mr. Ricky Bobby, Mr. Tom Fisher, Mr. Brian Fantana, Mr. Brick Tamland, Miss Chery Tweedy, Mr. Graham Taylor, Mr. David Hasselhoff, Mr John Wayne, Miss Jennifer Wiley, Mr. Ivan Drago, Z2-Meeting-Room, Mr Dwayne Morgan, Mr Diego Forlan, Accounts, Junior, Manager, Partner.
- Buttons:** OK and Cancel.

Figure 133

Simply input the information needed for your specified client and select the OK button to add the workflow to the planner. You will return to the Workflow Scheduler window once again where you will now see the Workflow you created represented on the planner by the workflow icon . (see Figure 134).





The 'Workflow Scheduler' window displays a calendar for October 2010. The calendar grid shows days from 12 Tue to 27 Wed. A workflow entry is visible on 14 Thu, labeled 'Antiques (Universal) Limited (Workflow Type : My First Workflow, Staff : I)'. A callout box points to this entry with the text 'New Workflow'. The left sidebar contains a list of clients with their codes and year ends:

Code	Client	Year End
ACT001	Antiques (Universal) L...	30-Apr
BIL001	Billing WIP Test	
BK01	Burnells Booksellers Li...	31-Dec
BL001	Baywatch Limited	
BUI01	Batch Builders Limited	31-Dec
BZG01	Braintree Zoological G...	30-Jun
C139	Client 139 Ltd	
CH001	Charles MAGIC Adres...	

Figure 134

VIEWS AND ZOOM OPTIONS

The Workflow scheduler has two views available, the Project View (this is the default, as seen in Figure 135) and the Resource View (which will show the planner for each staff member, as seen in Figure 136

The Zoom options allow you to change how much of the planner you would like to view. The Zoom In  and Zoom out  icons are located in the top toolbar of the Workflow Scheduler (see figure Figure 137).. The view icons are found in the toolbar of the Work Scheduler (see Figure 135)

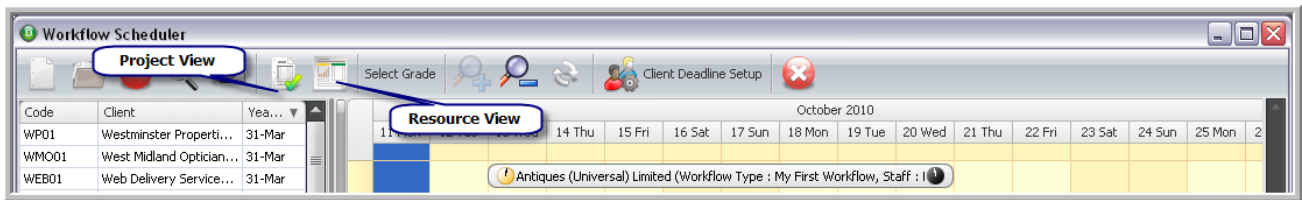




Figure 135

The Resource View displays a limited number of staff by default. This can be increased or decreased by using the Visible Resource Count option (plus and minus icons on the bottom right of the resource view). You can also move quickly from one workflow to the next by using the “Previous” and “Next” tabs See Figure 136

The Zoom options allow you to change how much of the planner you would like to view. The Zoom In  and Zoom out  icons are located in the top toolbar of the Workflow Scheduler (see figure Figure 137).

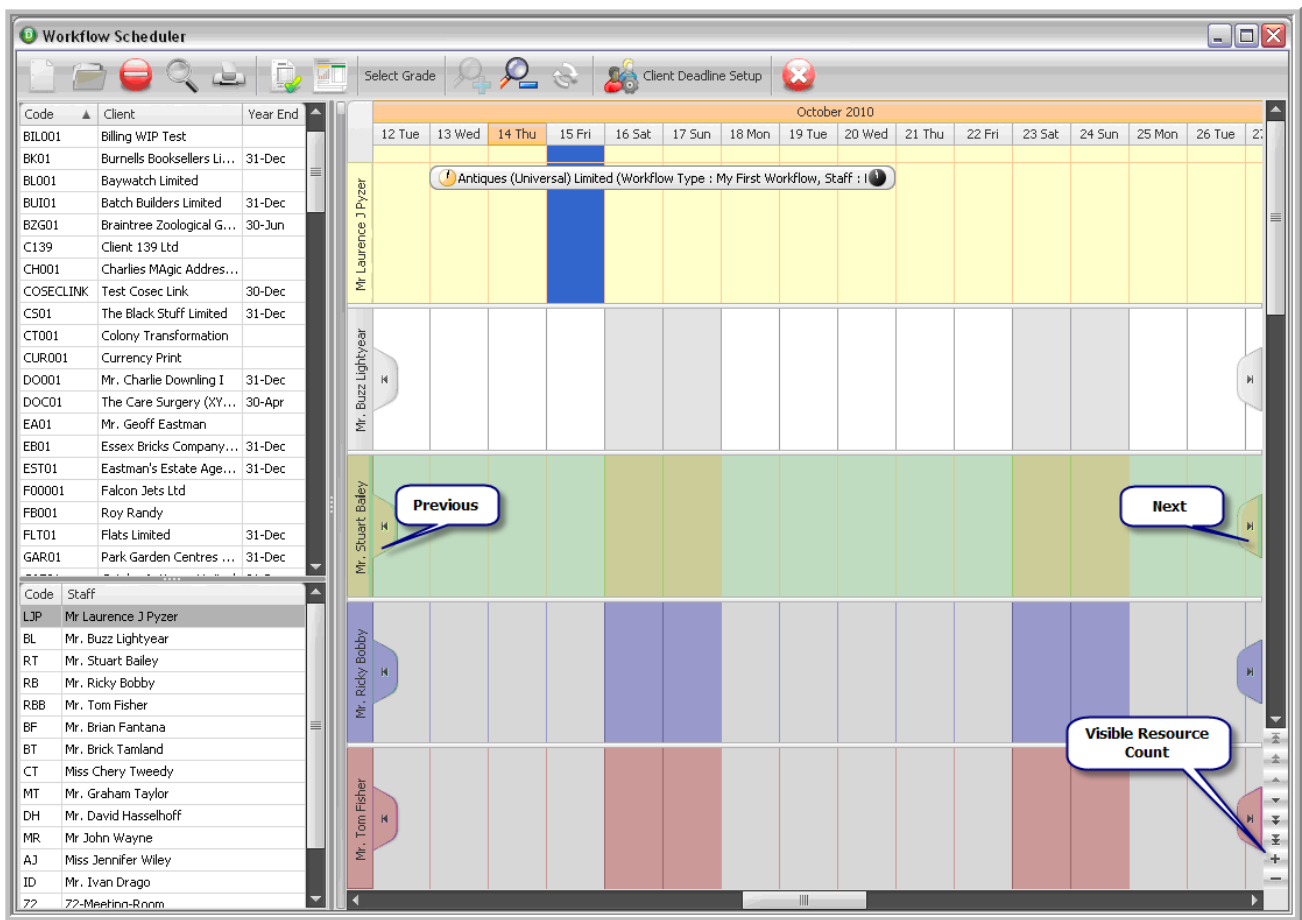




Figure 136

The Zoom options allow you to change how much of the planner you would like to view. The Zoom In  and Zoom out  icons are located in the top toolbar of the Workflow Scheduler (see figure Figure 137).

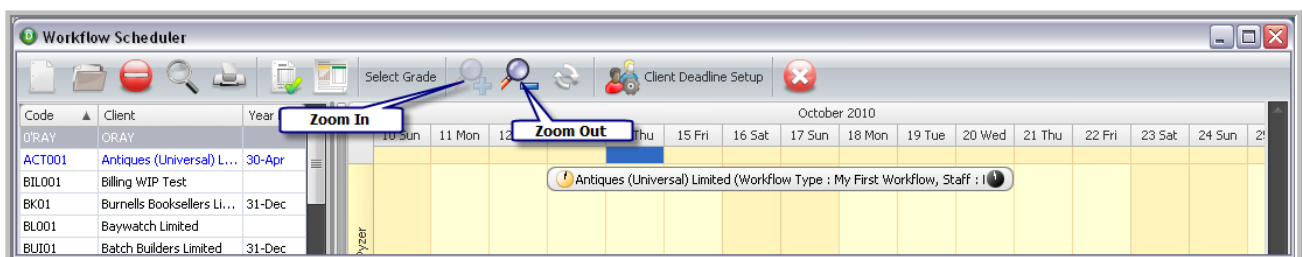


Figure 137

Depending on the level of Zoom the planner view will change (see figure) between “Days” view, “Weeks” and “Months”.

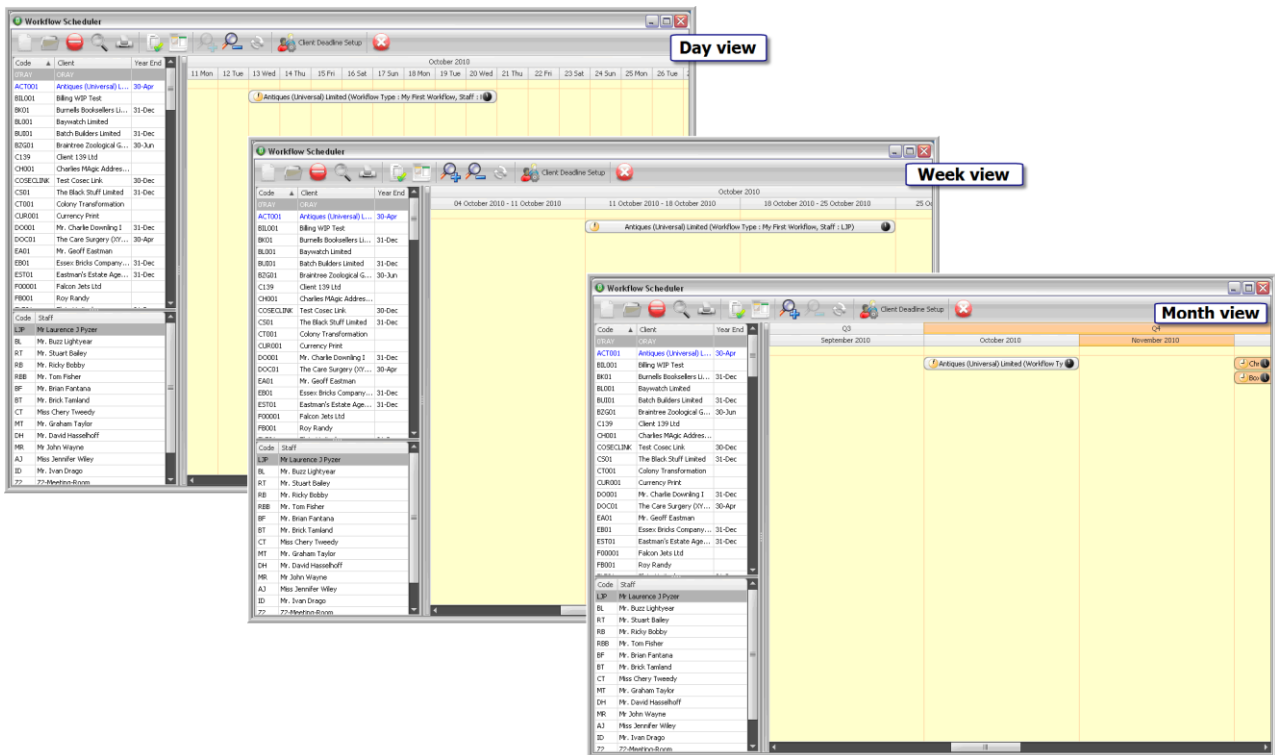


Figure 138

SELECT GRADE

The Resource view can be further customised by using the Select Grade option. This is found in the toolbar of the Workflow Scheduler only when Resource View is selected (see Figure 139).

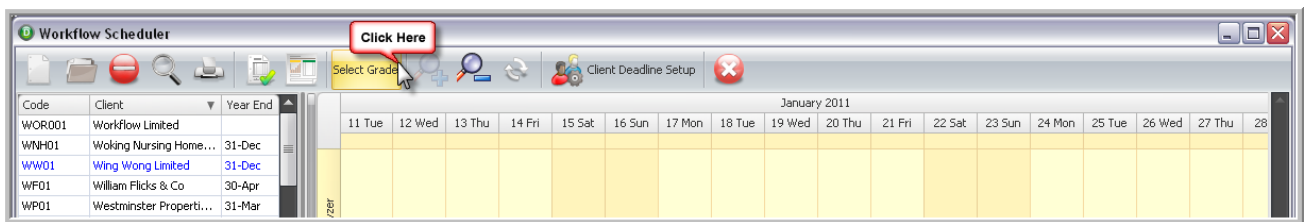


Figure 139

The Select Grades window is displayed. Simply select which Grades you wish to view by ticking the check boxes. Select the OK button to save your selections.

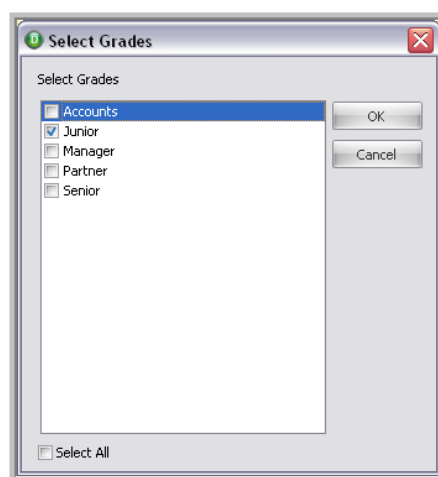


Figure 140

The Workflow Planner will now display only the staff based on the Grades you have selected

WORKFLOW MANAGER

Once a plan has been produced the Workflow Manager Screen can be used to manage the progress of the workflows through their various stages. The browse has a series of filters which allow you to view by Workflow Type, Stage and Staff (see Figure 141). You will also notice some appear in Blue while others are Black. This is dependent on the tick box selected in the Planning section of the Workflow. Blue is for Priority and Black is for Draft or no selection.

Name	Workflow	Type	Partner	Manager	Lead Staff	Staff	Planned Start	Planned Finished	Deadline Date	Current Stage	To Finish	To Deadline	Completed
Antiques (Universal) Limited	My First Workflow	Workflow	LJP	RT	CT	LJP	13/10/2010	20/10/2010	31/12/2010	Start	7	72	33%
Workflow Limited	My First Workflow	Workflow	LJP	RT	CT	LJP	15/10/2010	15/10/2010	31/12/2010	End	2	77	100%
AC DC	60 user	Workflow	LJP	RT	CT	LJP	26/07/2010	26/07/2010	31/12/2010		0	158	0%
Wing Wong Limited	My First Workflow	Workflow	LJP	RT	CT	LJP	09/02/2010	21/02/2010	31/12/2010	Start	0	313	33%

Figure 141

Select your required Workflow by double clicking on it from the list. This will open the Workflow window (see Figure 142)

Stages	Planned	Checklist	Communication	Books In	WIP	Notes			
	Stage	Staff	Planned Start	Planned Finished	Actual Start	Actual Finish	Status	Notes	Budget
1	Start	LJP	13/10/2010	20/10/2010	13/10/2010	13/10/2010	Completed		80.00
2	Middle	LJP	13/10/2010	20/10/2010	13/10/2010	13/10/2010	Completed		80.00
3	End	LJP	13/10/2010	20/10/2010	13/10/2010	13/10/2010	Completed		80.00

Figure 142

This shows all the information associated with this particular workflow. It is broken down into a number of sections;

Client & Job Details

Staff Allocation

Planning

Status

Within the Planning section, there is a field called “Type”. There are two options available, “Summary” or “Detailed”. If “Detailed” is selected the following tabs are displayed in the bottom half of the Workflow manager;

Stages – includes the Stages defined in the Workflow and there current status (see below for more information)

Planned – a view of the stages represented through a project view

Checklist – the associated Checklist defined for the Workflow and there current status

Communication – any communications that have been logged

Books Ins – displays the books in records associated with this particular client

WIP – the clients WIP ledger associated with the Workflow

Notes – for recording further information.

If “Summary” is selected the tabs are hidden (see Figure 143).

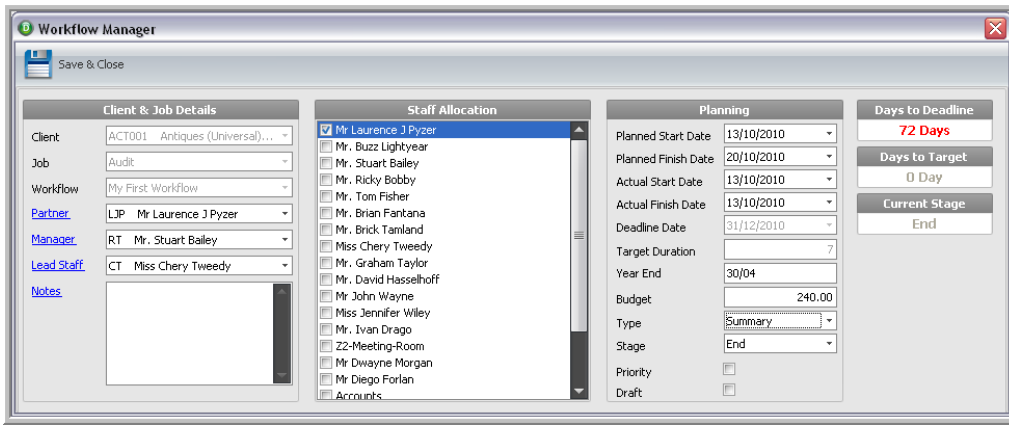


Figure 143

Stages: It is possible to double click on each individual stage to add / edit the Stage detail. The Stage window will be displayed (see Figure 144).

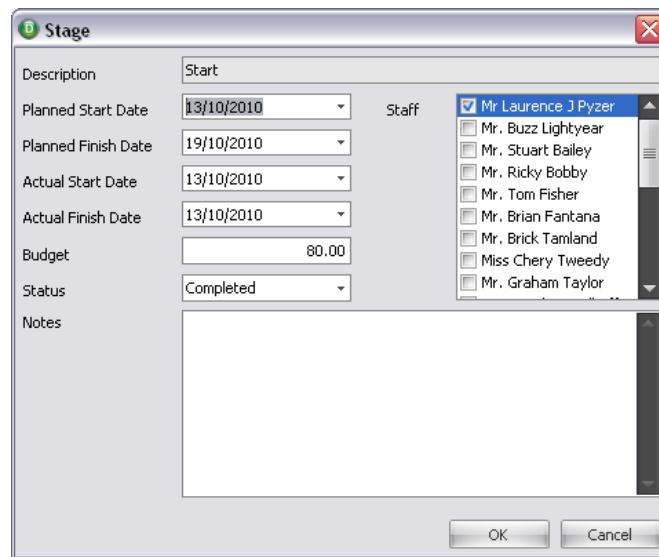


Figure 144

ACCESS RIGHTS

The Workflow has a number of Access Rights associated with it. These Access Rights can be found under the Access Group function within DRIVE (Tools > Access Groups).

Within the Access Group Window they are found under Data Selection > Workflow (see Figure 145).

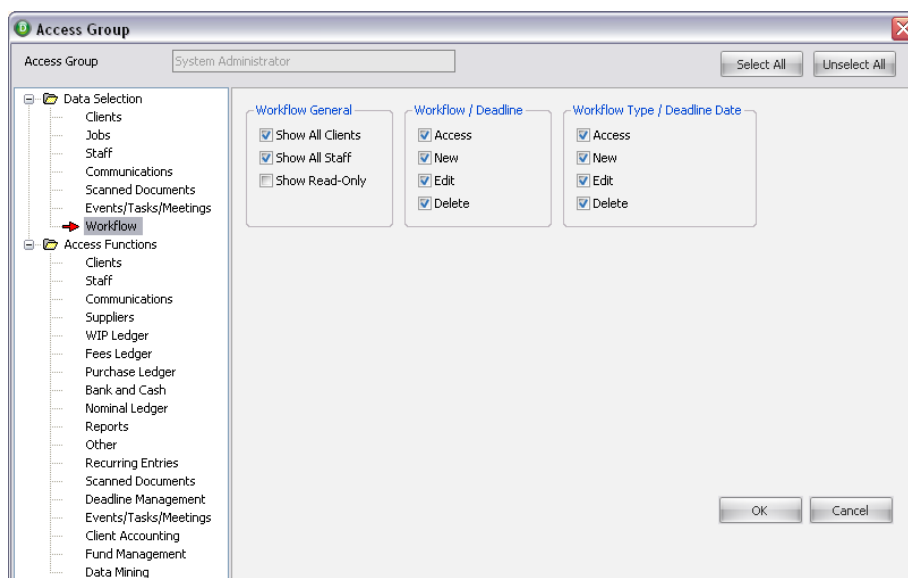


Figure 145

WORKFLOW REPORTS

Within DRIVE there are reports available for the Workflow module. The Workflow report is located in Reports > Workflow Management (see Figure 146).

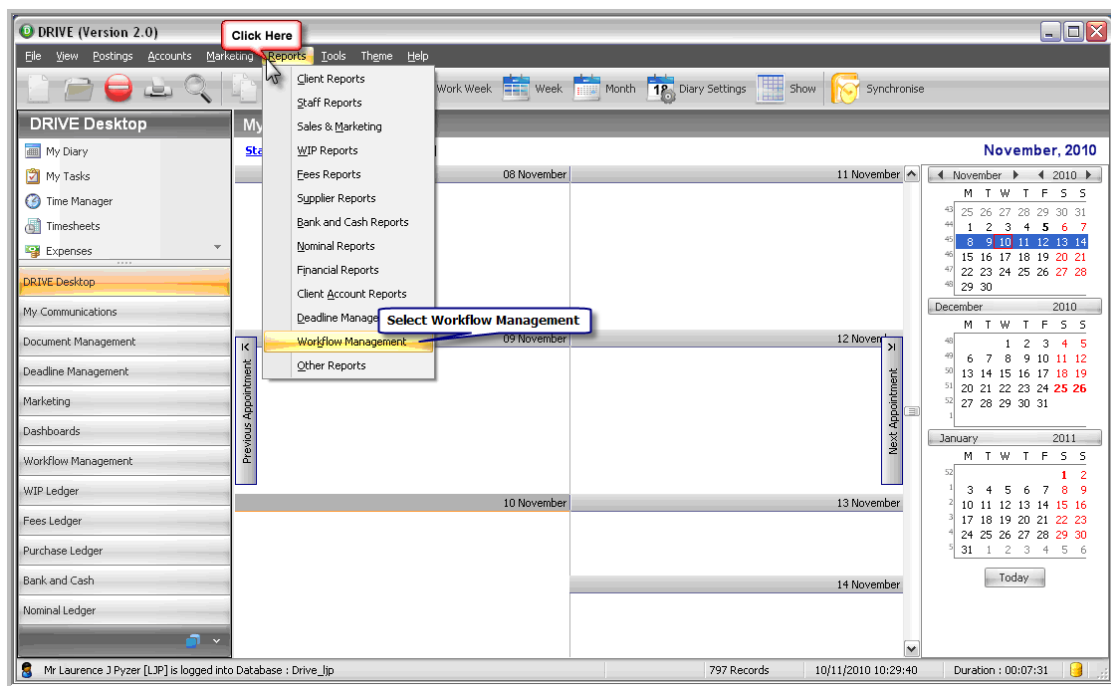



Figure 146

The Reports window will now be displayed (see Figure 147). Select the  on Workflow Management to expand the options. Now the Workflow Manager Report will be displayed.

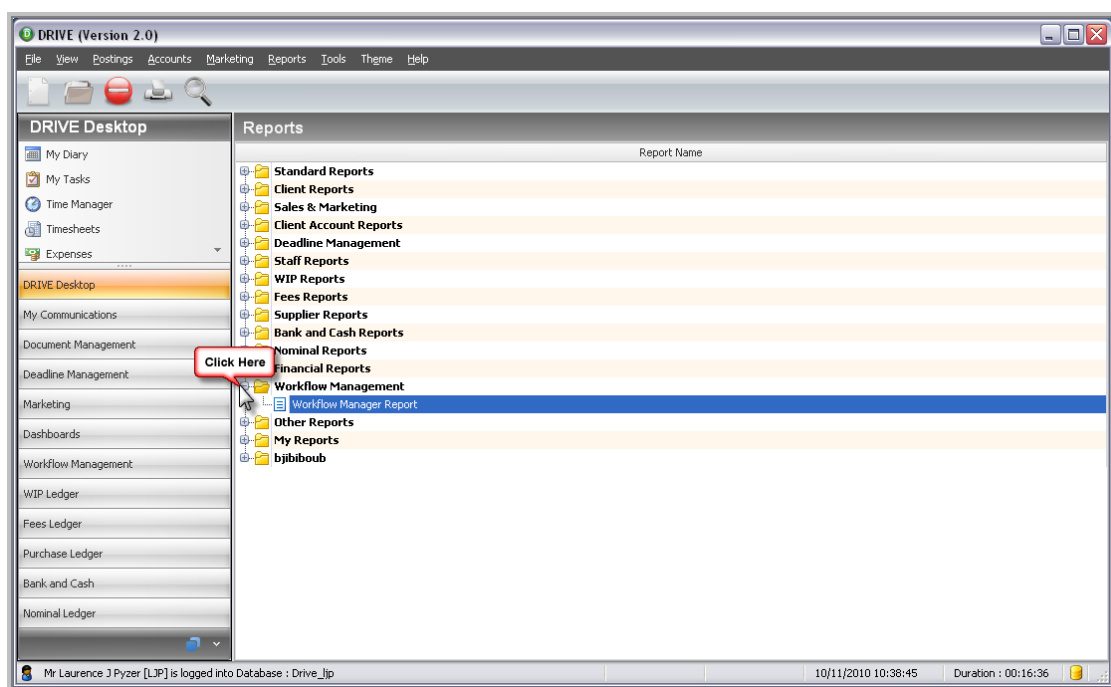


Figure 147

Double click on the Workflow Manager Report. The Workflow Manager Report window will now be displayed (see Figure 148).

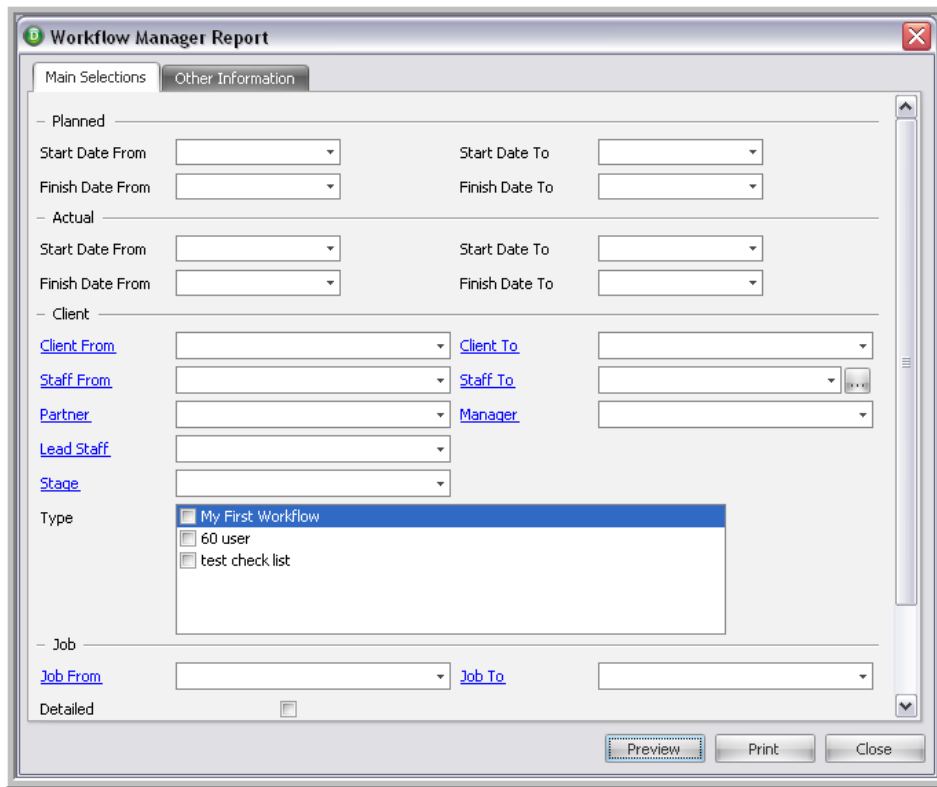



Figure 148

Select the details you wish to view on your Report. Once you are happy select the Preview  button to produce the Report. The Workflow Manager Report will be displayed (see Figure 149)

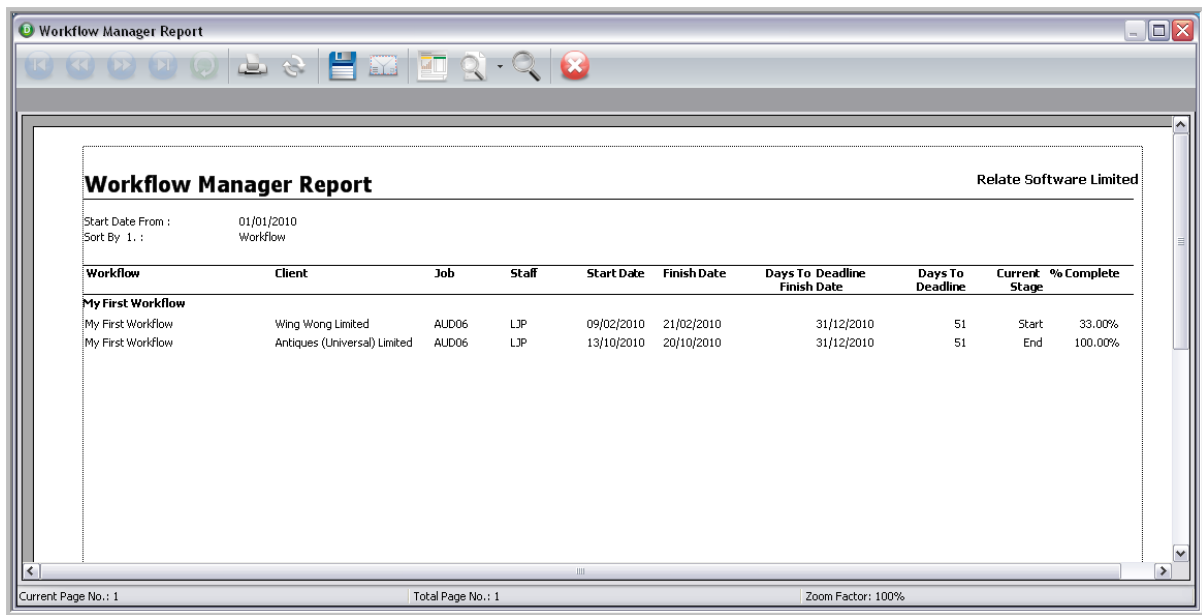


Figure 149

You can save this Report by selecting the  Save icon from the Reports toolbar.

DIARY DISPLAY

Once the Workflow has been created it is possible to display these in your diary. To do this you need to use the “Show” option within DRIVE (see Figure 150).

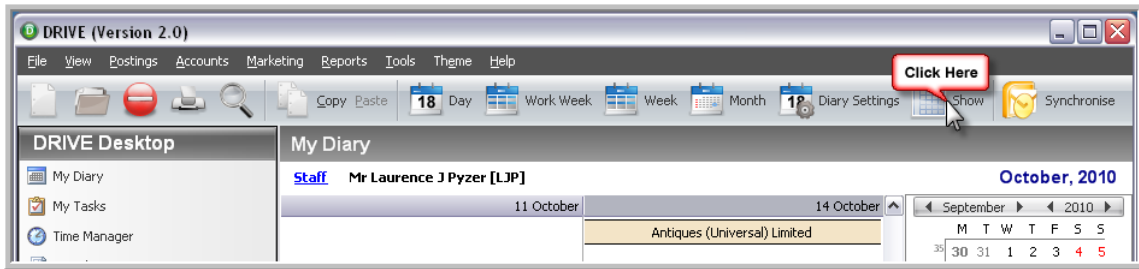


Figure 150

The Show window will be displayed (see Figure 151).

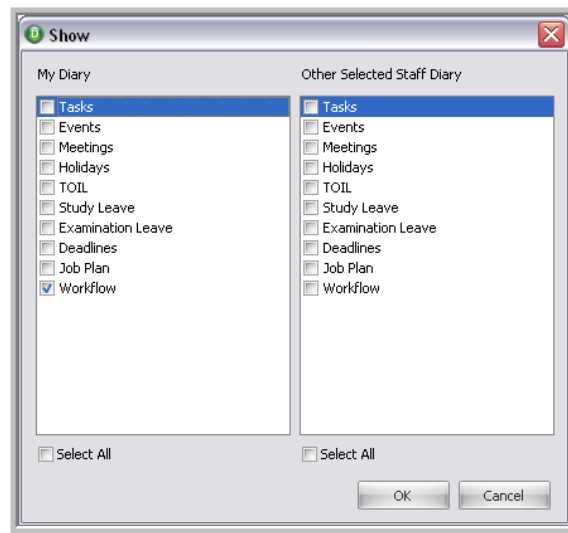


Figure 151

Simply tick the Workflow check box and select the OK button to display the Workflows on the Diary.

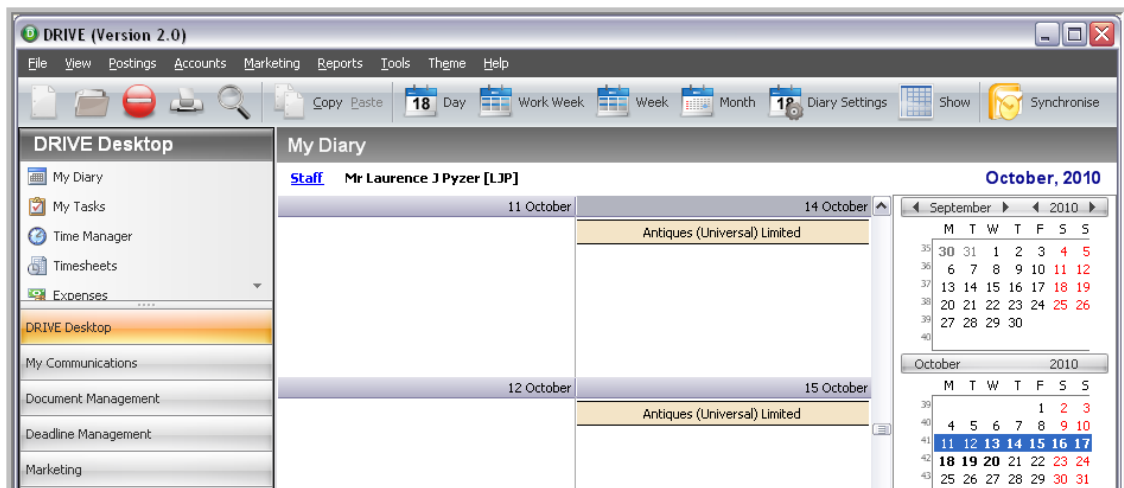


Figure 152

MAIL MERGE

There are a couple of sections in DRIVE that allow you to mailmerge client information with either documents, spreadsheets, sms or emails. These are explained below.

MERGING DOCUMENTS

To use the Mail Merger option, Word Templates must be previously setup on the network or on a local machine. These templates will have been setup by your Administrator or with assistance from the Relate support team. For the purpose of this guide, it will be taken that these templates have been successfully uploaded onto your network or local machine.

MAIL MERGE ON THE CONTACT DATABASE

Using the fast search option, find the client you want to perform a mail merge on i.e. Flats Limited as shown in the figure below. Click the Merge button to mail merge a document as circled in Figure 153.

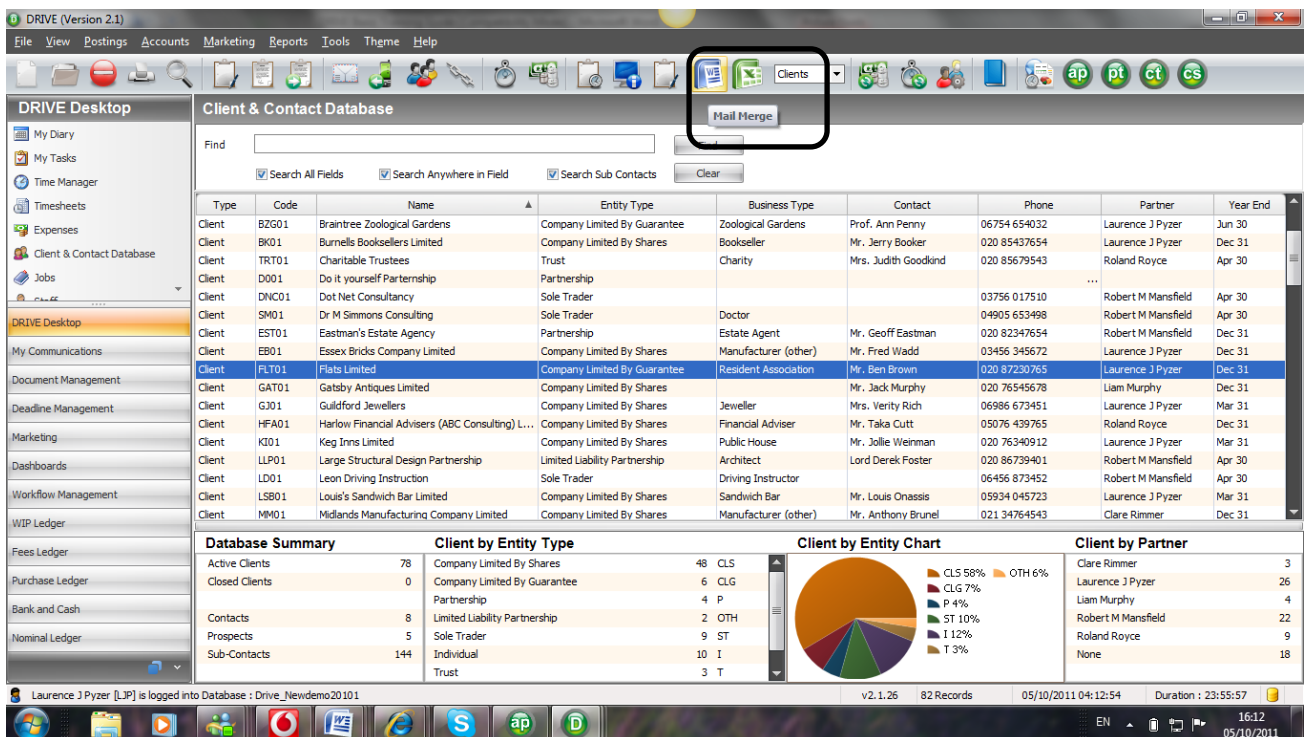


Figure 153

The following screen will appear

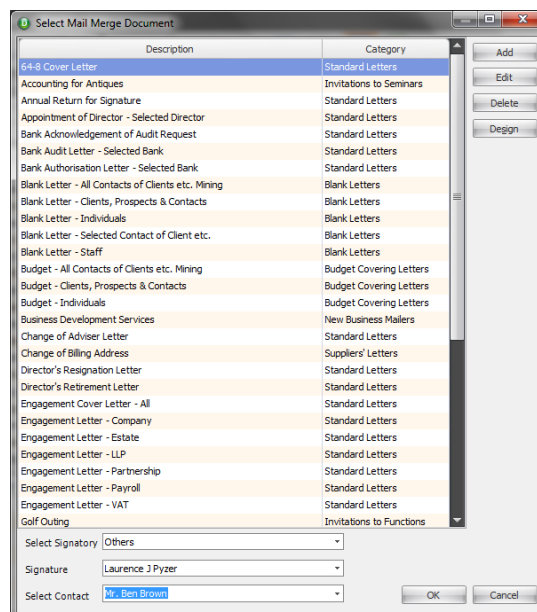


Figure 154

Select the particular template and click OK. The letter will merge with the details on the client and a Word doc will open

DATA MINING

Datamining allows a user to run a query across a series of clients and then to create a mailmerge document or email to each of the clients on the list. It allows users to run simple or complicated queries to establish a list of clients or contacts or prospects they would like to send a message to.

OVERVIEW

Data mining provides the user with a simple method of analysing client's data and then extracting that data for reporting and mail merging purposes. The following are examples of the kinds of data extraction performed in many practices:

Generate a mail shot and labels for a budget newsletter to send to all clients

Generate a list of clients to request year end records

Generate a list of sole traders, individuals or directors and inform them of their upcoming tax returns

Generate a monthly newswire and email it to all clients

Generate a list of all clients with special income type for direct marketing

Generate a list of all clients with property interests for investment opportunities

Generate a Christmas card list

HOW TO USE DATA MINING

We will explain how to use data mining by using a good example such as: extract a list of all clients with a December year-end. From the Marketing menu, choose Data Mining or From the Navigation Bar, choose Marketing and then choose Data Mining. The Data Mining browse appears.

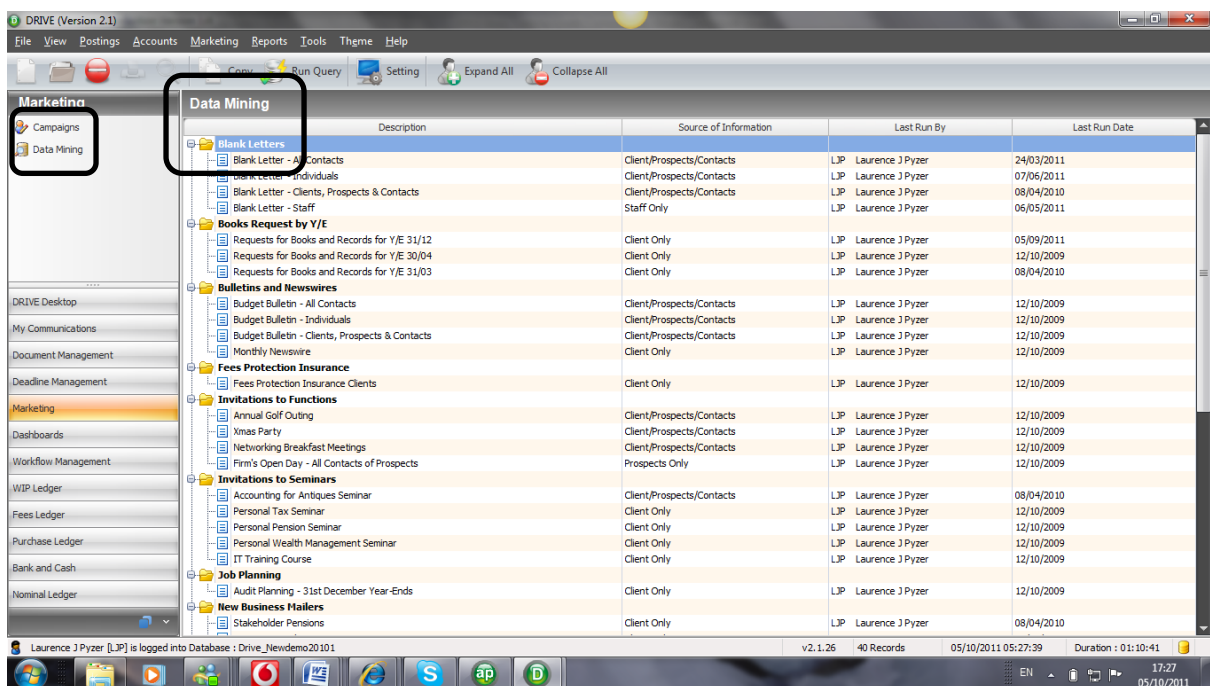


Figure 157

Click New. The Query window appears as follows:

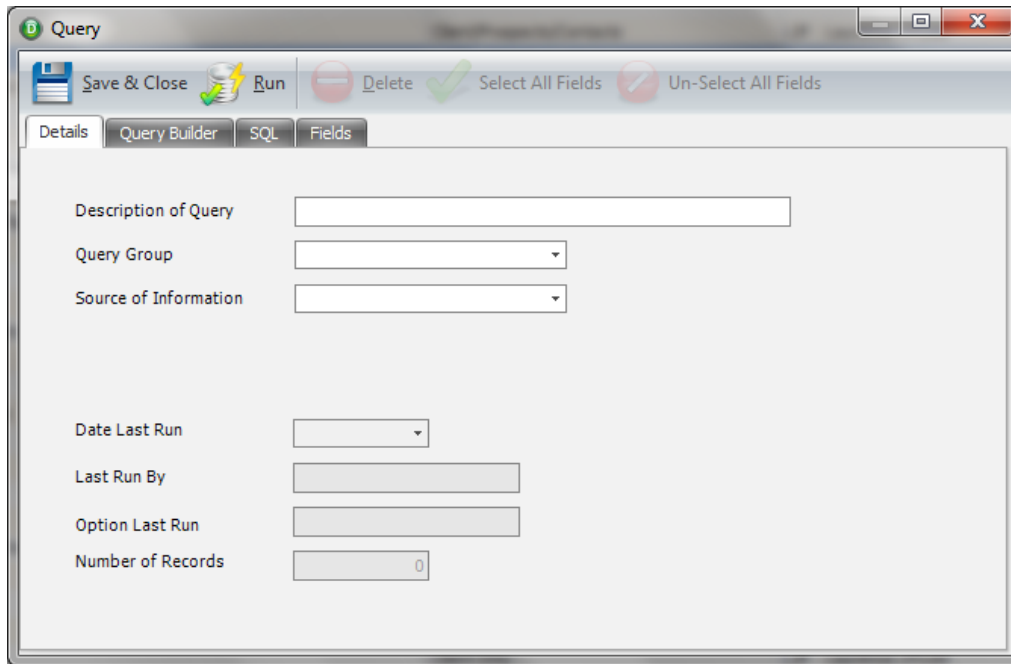


Figure 158

Enter the following in the Details tab:

Description of Query: December Year Ends

Query Group: Books Requests Year Ends (to create a new query group, type the name into the text area. The query group will be added to the data-mining browse when the query is saved)

Source of Information: Client Only

Include all contacts: this field is required if you want to include the clients' contacts data in the results, such as directors or bankers. If you choose to include the contacts in the result, you can select which fields of the contact you wish to appear in the displayed result. All the contacts fields and the previously selected client fields will appear in the final displayed result upon running the query. For our example, we will not be selecting the include all contacts option.

Date Last Run: date this query was last run is automatically displayed here

Last Run By: name of the staff member who last ran this query is displayed here

Option Last Run: This option is under development and will available in Version 2

Number of Records: number of records that were found matching the given query is displayed.

Next, click the Query Builder tab

This page allows you define the query which will produce the list of records you require in our example we want the year-end containing December as shown in Figure 159

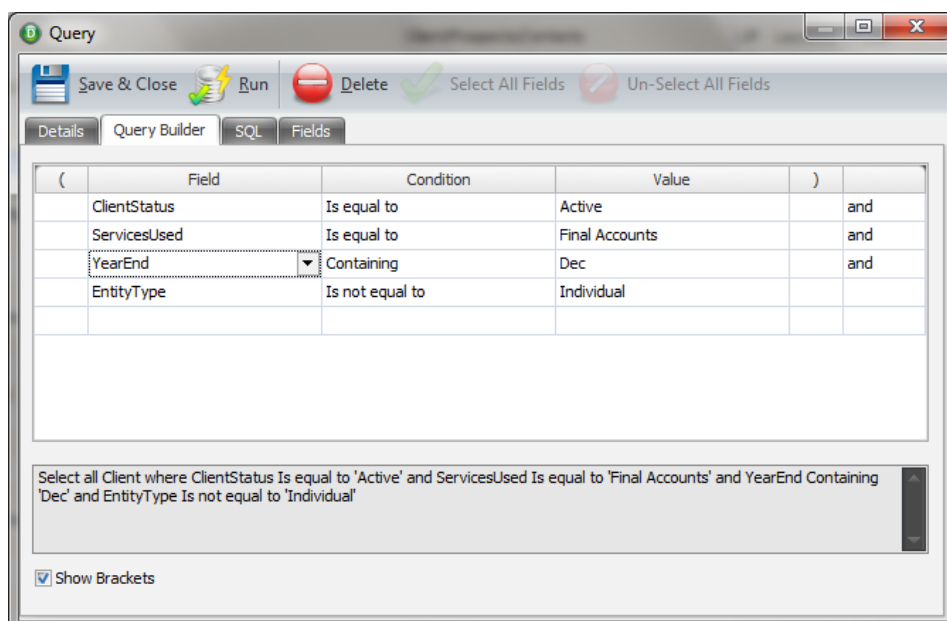


Figure 159

Field: select the data field i.e. *YearEnd* from the drop-down list

Condition: select the criteria i.e. *containing*, from the arrow on the drop-down list that appears when you click the white box directly below the word *Condition*

Value: type in the value that you require i.e. *Dec*

What if we also want the list to include clients who have their year-end in January as well as December?

To add another line to the query you can use what we call an “operator”. The operator option allows us to select either “and” or “or” depending on whether you want all the conditions that you have specified, to be met. In our example, we want the list to include those clients with a year-end in December OR January as shown below.

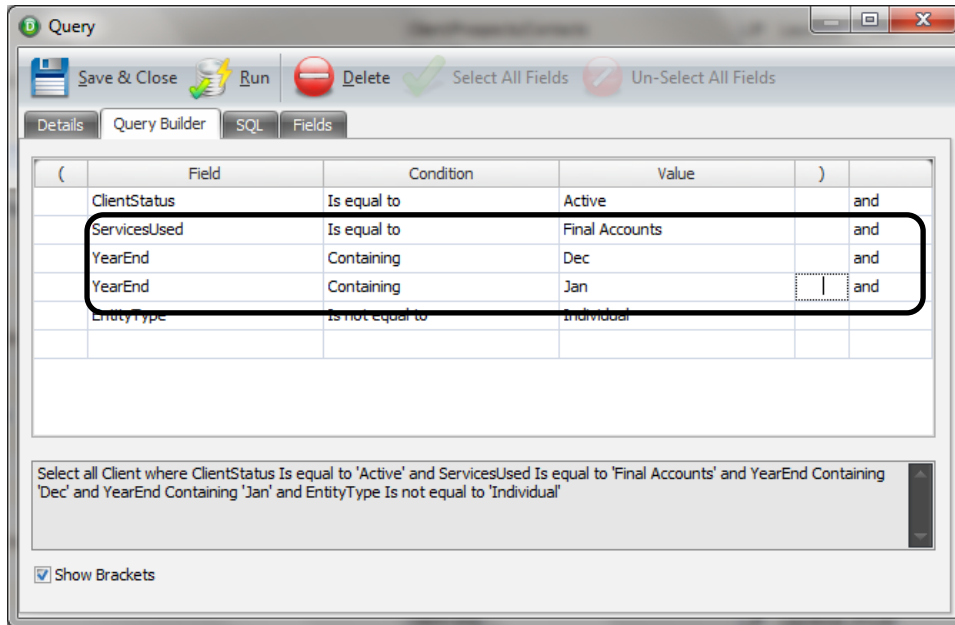


Figure 160

The SQL tab displays your specified query in SQL format depending on the fields chosen in the Fields tab and the criteria in the query tab, this is only used for technical IT Staff

Next, click the Fields Tab, this page allows you to select the specific data you wish to appear on the data mine, by ticking each field. In our example of client year ends in December, we want a number of fields added such as clients code, name, type, address etc as shown in Figure 161 below

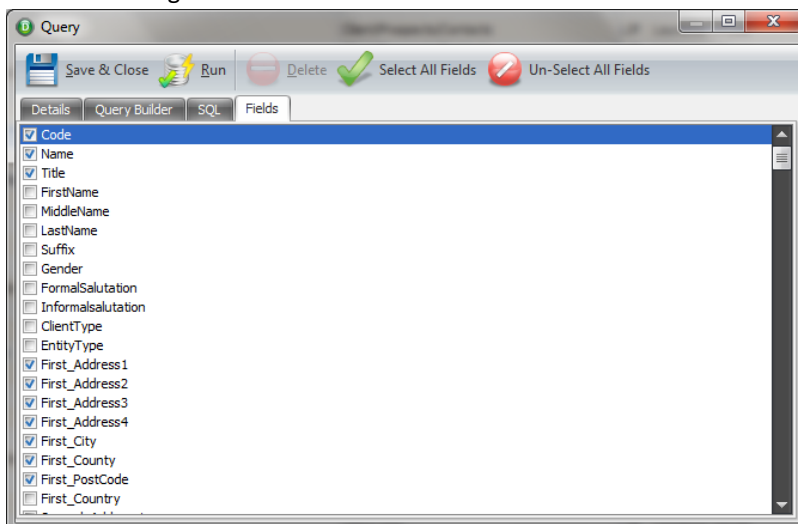


Figure 161

Select All Fields button: selects all fields to display. If you are unsure what fields you have linked to the document you should tick this option. Un-Select All Fields button: unselects all the fields that are currently selected

Press Run Query to produce the Data Mine list OR Click 'Save & Close' to save the query you have just created. This query is added to the data-mining window as shown in Figure 162. You can also run the query from this window without opening the query by pressing the run query button.

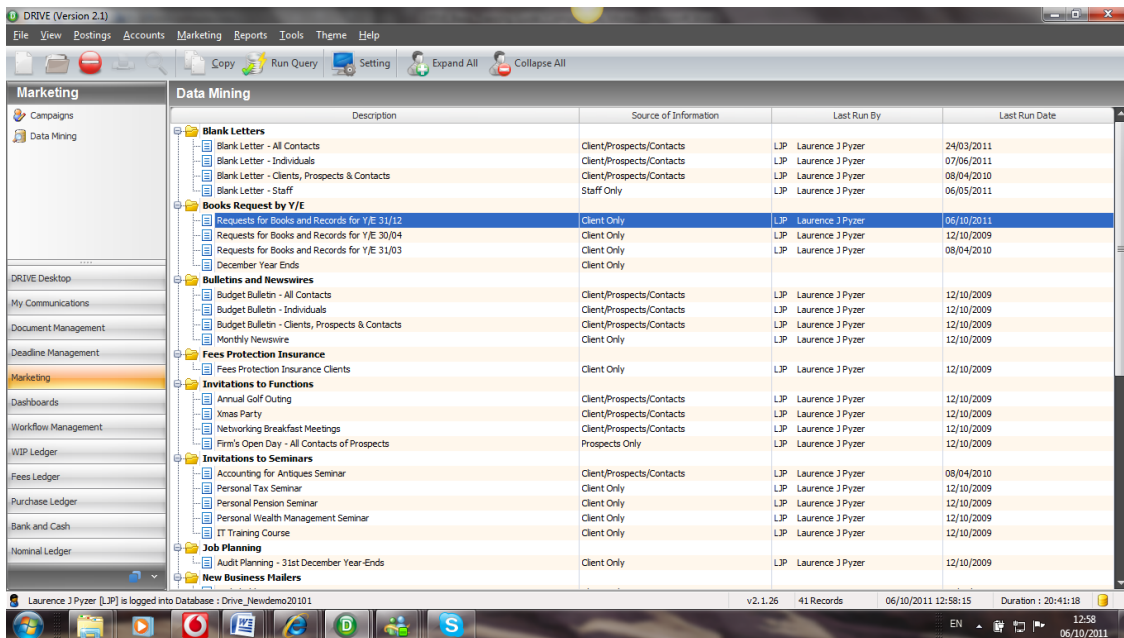


Figure 162

After running the query where the 'client's year-end is equal to December' the records that matched this criteria will be displayed as in Figure 163. Depending on the query criteria the number of records displayed will vary. You can delete any records from the query by highlighting the record and pressing the delete option.

YEAR...	CODE	NAME	FIRST_ADDRESS1	FIRST_ADDRESS2	FIRST_CITY	FIRST_COUNTY	FIRST_POSTCODE	CONTACT1	CONTACT1_INFORMALSALUTATION
31-Dec	GAT01	Gatsby Antiques Limited	21 Old Street		Camden	London	NW2 6TH	Mr. Jack Murphy	Jack
31-Dec	ANT01	Antiques (Universal) Limited	27 Blackstone Road		Camden	London	NW2 5GB	Mr. Jack Stubbs	Jack
31-Dec	BK01	Burnells Booksellers Limited	Rayleigh Lodge		Ilford	Essex	IL7 4FG	Mr. Jerry Booker	Jerry
31-Dec	BU01	Batch Builders Limited	67 The Woodlands		Chelmsford	Essex	CH1 5RT	Mr. Jerry Builder	Jerry
31-Dec	GAR01	Park Garden Centres Limited	87 Rose Walk		Chelmsford	Essex	CH6 7GV	Mr. Peter Eastman	
31-Dec	FLT01	Flats Limited	Ilford Business Centre		Ilford	Essex	IL8 5GX	Mr. Ben Brown	Ben
31-Dec	MM01	Midlands Manufacturing Company Limited	21 Shelley Lane		Solihull	Birmingham	S08 6NB	Mr. Anthony Brunel	Anthony
31-Dec	CS01	The Black Stuff Limited	1 O'Connell Street		Dublin 1	Co. Dublin		Mr. Brendan Black	Brendan
31-Dec	EB01	Essex Bricks Company Limited	67 Woolmer Way		Basildon	Essex	BA5 7FC	Mr. Fred Wadd	Fred
31-Dec	HFA01	Harlow Financial Advisers (ABC Consulting) Limited	65 London Road		Harlow	Essex	HL8 6TB	Mr. Taka Cutt	Taka
31-Dec	RT01	Redford Trailers	65 Evelyn Road		St. Albans	Hertfordshire	SA8 7HN	Mr. Peter Potter	Peter
31-Dec	NB001	Next But One Limited	100 Oxford Street		London		W1 1SD	Miss Yasmin Pet	Yasmin
31-Dec	RA01	Risk Associates	Benton House		Reading	Berkshire	RD7 8FZ	Mrs. Money Penny	Money
31-Dec	WNH01	Woking Nursing Home Trust	The Grange	78 Firs Road	Woking	Surrey	WOK9 4FV	Mrs. Freda Hale	Freda
31-Dec	PFY01	Pets For You Limited	106 High Street		Barnet	Hertfordshire	BTS 6YM	Miss Yasmin Pet	Yasmin
31-Dec	TCP01	The Cityvest Printers Limited	101 Printing House	Cityvest Business Campus	Dublin 24	Co. Dublin		Mr. Raymond Painter	Raymond
31-Dec	RG01	Reginald Green Limited	56 Central Square		Rochester	Kent	RC8 5GM	Mr. Reginald Green	Reginald
31-Dec	WB01	Wembley Booksellers Limited	78 Reading Street		Wembley	Middlesex	WB8 6LK	Mr. Jeremy Tolkin	Jeremy
31-Dec	SIO1	Scoop Ices Limited	1 Apex Corner		Stammore	Middlesex	HA7 6NM	Mr. Paulo Maffoo	Paulo
31-Dec	SM02	Stevenage Motel Limited	50 Summers Road		Stevenage	Hertfordshire	ST8 7YX	Mr. William Carr	William
31-Dec	WW01	Wing Wong Limited	27 Gerrard Street		London		W1 7YT	Mr. Wu Wong	Wu
31-Dec	SCA01	Solihull Car Accessories Limited	56 Dudley Road		Solihull	Birmingham	SH9 7HN	Mr. Brian Coventry	Brian
31-Dec	WB02	Wendover Bakery Limited	34 Aston Road		Wendover	Buckinghamshire	WD9 8HB	Mr. Kenneth Baker	Kenneth
31-Dec	SGC01	Stammore Garden Centre Limited	9 The Reddings		Stammore	Middlesex	HA5 6YH	Mr. Elliott Orchard	Elliott
31-Dec	RAP01	Relate Care Limited	204 Relate House		Gulford	Surrey	GU7 4RD	Mr. George Smiley	George

Figure 163

Once you have created and ran the query you can now perform one of the three following options:

1. Word mail merge
2. E-mail merge
3. Export the data to an excel file or to a text file

WORD MAIL-MERGE

Click the Merge button to mail merge the list with specific documents to the matching records which we got from running the query 'client year-ends that equal December' appears.

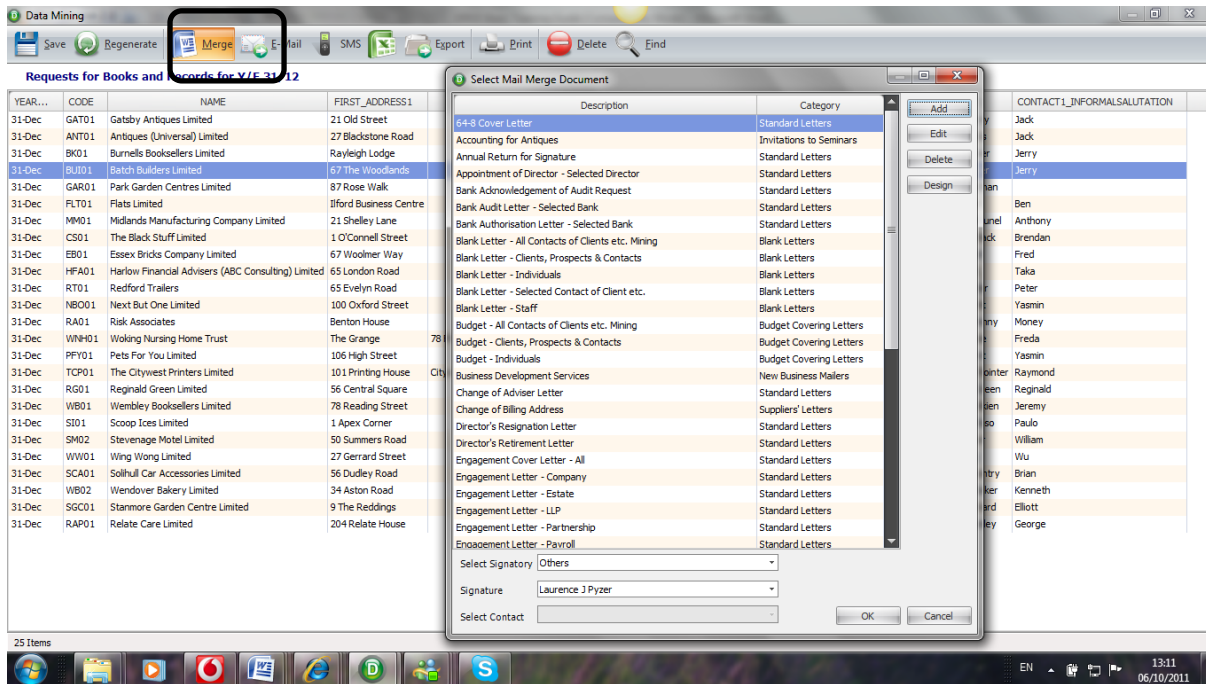


Figure 164

From the Select Mail Merge Document window that appears (Figure 165), select the document to mail merge with the generated list and click OK

Figure 165

Upon clicking OK, the mail-merged document will appear as in Figure 166.

Mr. Ben Browne
 Iflord Business Centre,
 Iflord,
 Essex,
 IL8 5GX,
 United Kingdom

16th Jan 2007

RE: Annual Audit Books & Records

Dear Ben,

We are writing to advise you that your financial year end is fast approaching and that we would like you to organise the following information to be delivered to our office at your earliest opportunity.

Sales Daybook
 Receipt/Lodgement Book
 List of Debtors
 Cheque Payment Journal and Books
 Bank Statements
 Purchase Invoice Book
 List of Creditors

Figure 166

CREATING NEW WORD MAIL-MERGE TEMPLATES

You can add a new document template to the current template list in the following way:

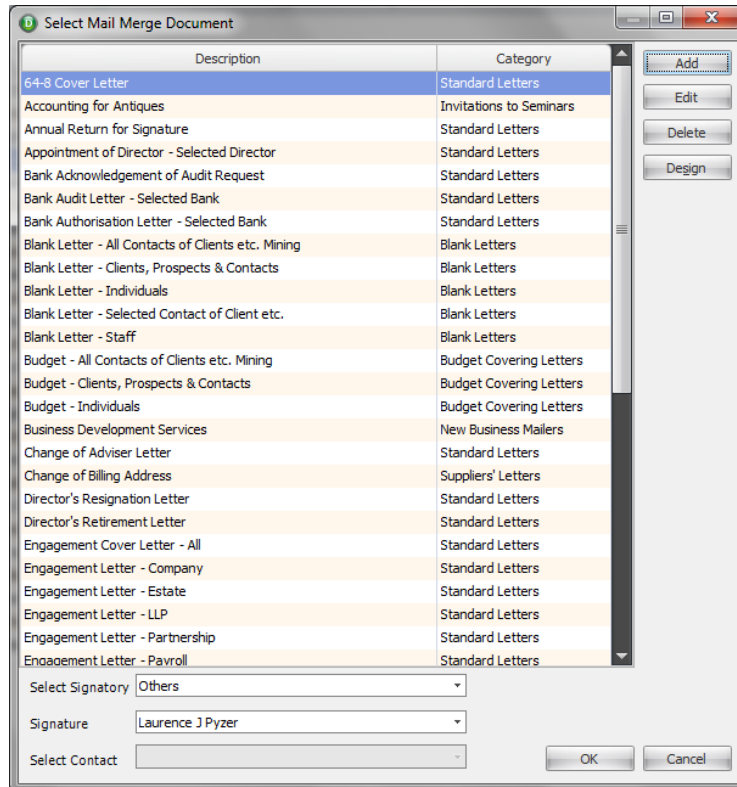


Figure 167

On the Template Browse click the add button.

The Add Mail Merge Document window appears as shown in Figure 168

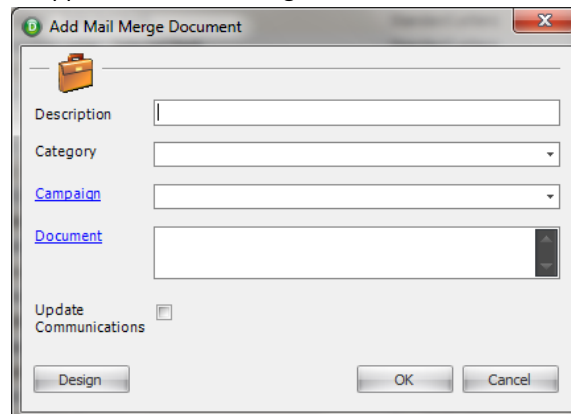


Figure 168

Enter the description of the document to mail merge i.e. Year end letter. Select a campaign to add to the document (optional).

Select the document to mail merge by clicking 'document' link which will add the document path

Click Design to edit the selected document or a new document to mail merge. Insert the merge fields wherever necessary (for further information on mail merging call [Relate Software on ROI \(0035314597800\)](tel:0035314597800) and [UK \(0044 871 281 3446\)](tel:0044 871 281 3446))

Click OK to add the mail merge document.

Update Communications. When you click Ok the letter is saved in a central location. Each client on the query will get a link to that saved file added to their communications history.

ERROR: Invalid Merge Field

When you click ok on the document, the system will begin the merge. If the fields in the merge document does not agree with the fields selected in the query then the following window will appear. It means that there are merge fields in the letter that are not included in the data mine. In the example we are using, the letter December Year End contains the field FirstName, however, this field is not one the selected fields in the data mine.

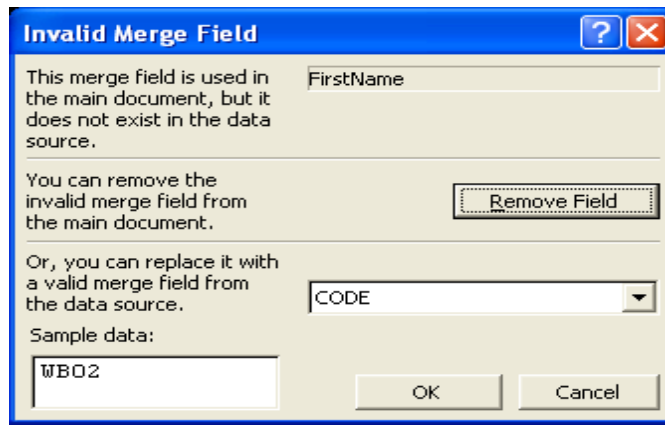


Figure 169

To solve this, either remove the FirstName field from the mail merge letter as shown or add the field (FirstName) into the data mine and then re-run the data mine.

If you click cancel then you will get an error on the Word document. To solve this, close down the Word document and again, either remove the FirstName field from the mail merge letter as shown or add the field (FirstName) into the data mine and then re-run the data mine.

E-MAIL MERGE

You can send an email to the list of clients specified from a data mine by clicking the email image button on the data mine query screen. The following screen will appear

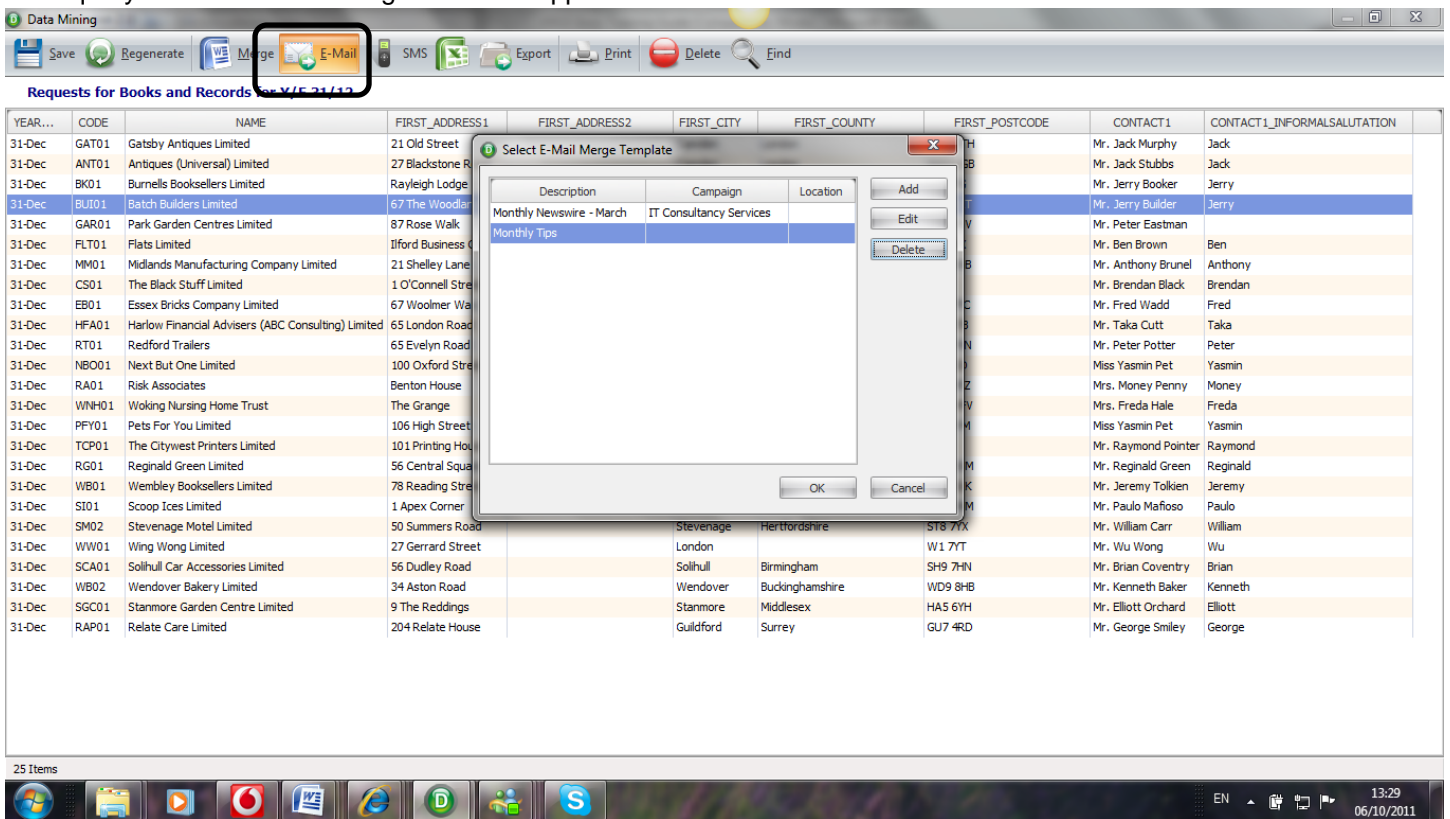


Figure 170

Click the 'E-Mail' button to merge a specific e-mail template to the matching records from running the query 'client year-ends that equal December' as shown in Figure 170. Upon clicking the e-mail option you will be shown a set of email templates. As with the mail merge you can either use a pre-existing e-mail template by clicking OK on the particular template and selecting the email address that you wish to send the email from as shows in Figure 171

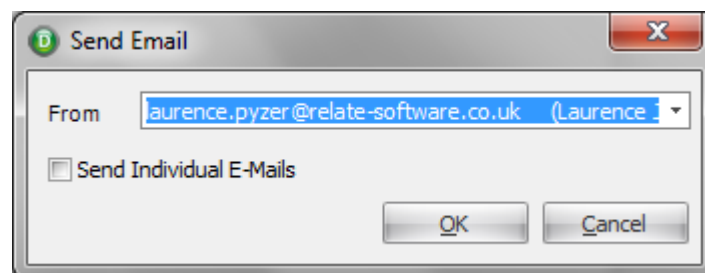


Figure 171

If you would like to create or edit a new template simply click edit on the template and the following screen will appear:

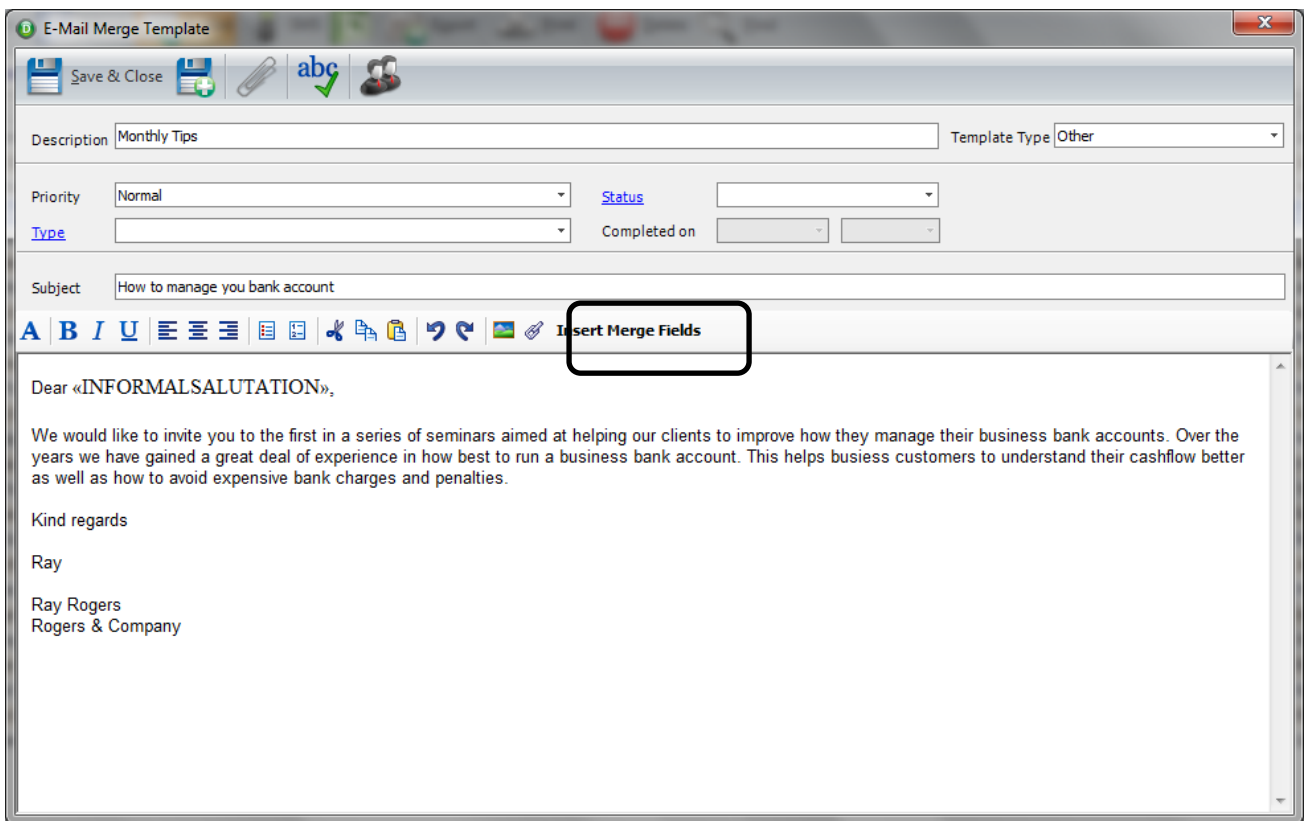


Figure 172

As you can see above you can also personalize the email by using the “Insert Merge Fields”

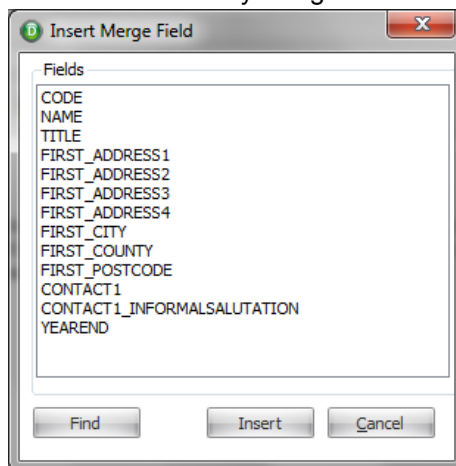


Figure 173

There is also a new option to send an SMS message to everybody in the datamine, you can also setup and reuse SMS templates.

EXPORT DATAMINES TO EXCEL

With this option, we can send the generated data to an Excel sheet or a text file which can then be saved for further operations.

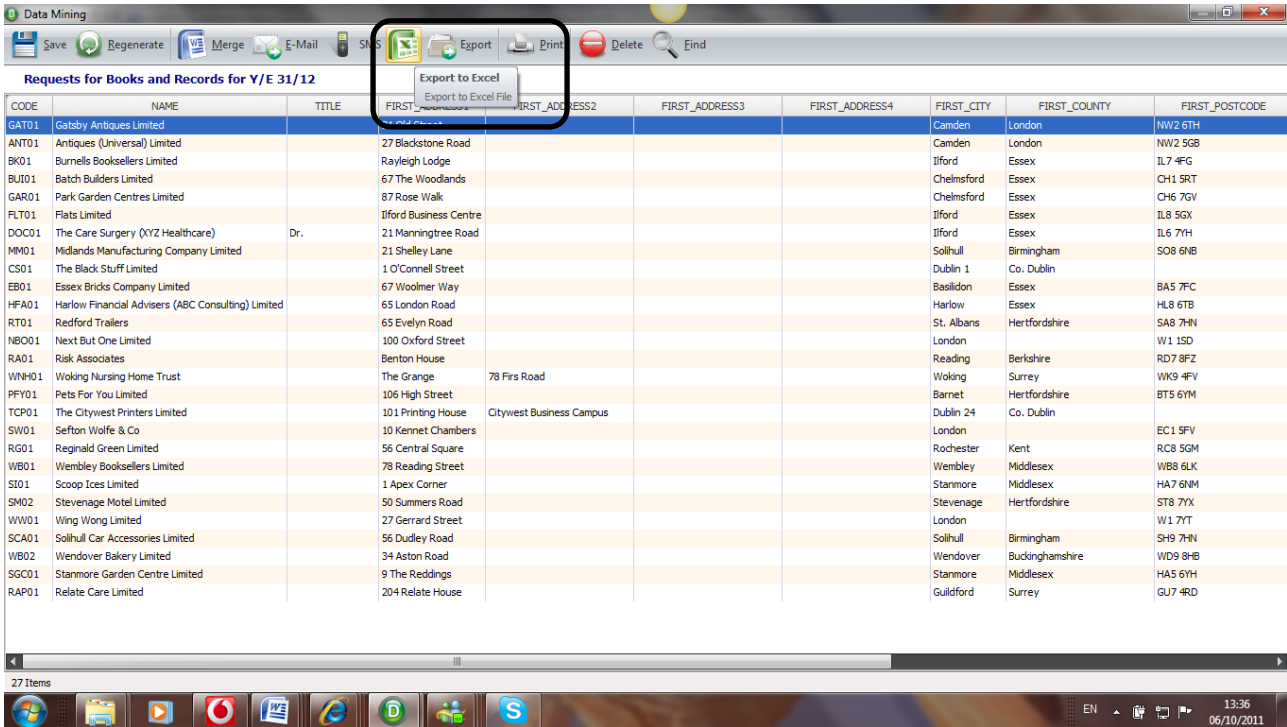


Figure 174

Click the Excel icon or the export to text file to merge matching records which we got from running the query 'client year-ends that equal December' to an Excel or text file as shown in Figure 175 and Figure 176, respectively. You will be asked to give the file a name and saving location.

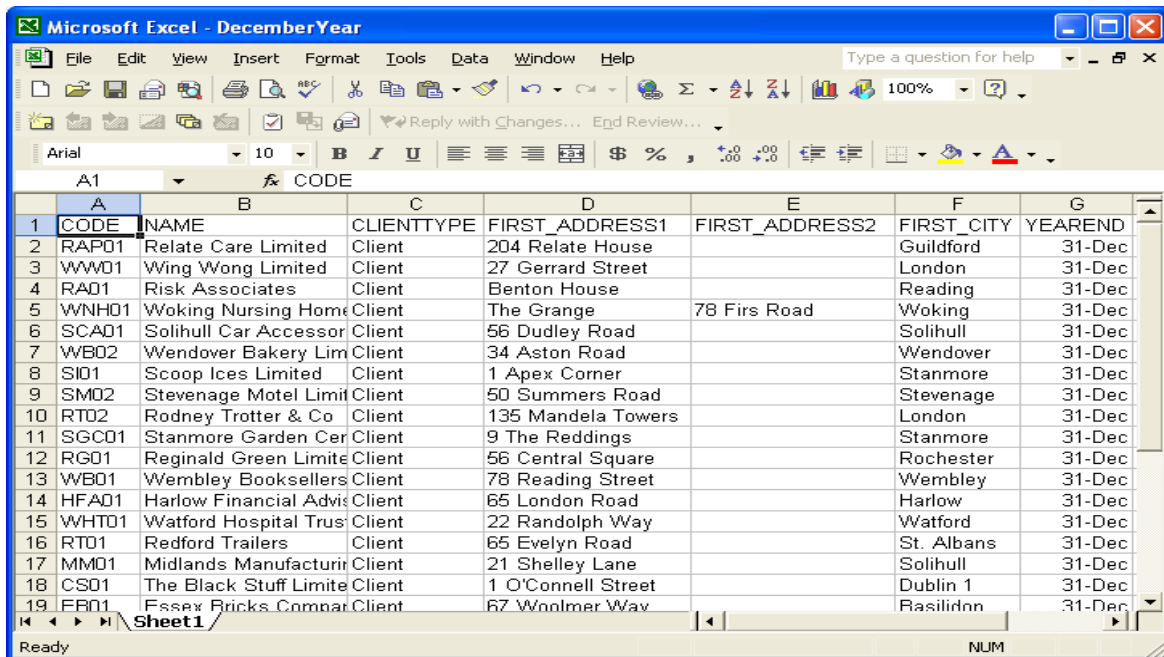


Figure 175

CODE	NAME	CLIENTTYPE	FIRST_ADDRESS1	FIRST_ADDRESS2	FIRST_CITY	YEAREND
RAP01	Relate Care Limited	Client	204 Relate House		Guildford	31-Dec
WW01	wing wong Limited	Client	27 Gerrard Street		London	31-Dec
RA01	Risk Associates	Client	Benton House	Reading		31-Dec
WNH01	woking Nursing Home Trust	Client	The Grange	78 Firs Road	woking	31-Dec
SCA01	Solihull Car Accessories Limited	Client	56 Dudley Road		Solihull	
WB02	wendover Bakery Limited	Client	34 Aston Road		wendover	31-Dec
SI01	Scoop Ices Limited	Client	1 Apex Corner		Stanmore	31-Dec
SM02	Stevenage Motel Limited	Client	50 Summers Road		Stevenage	31-Dec
RT02	Rodney Trotter & Co	Client	135 Mandela Towers		London	31-Dec
SGC01	Stanmore Garden Centre Limited	Client	9 The Reddings		Stanmore	31-Dec
RG01	Reginald Green Limited	Client	56 Central Square		Rochester	31-Dec
WB01	wembley Booksellers Limited	Client	78 Reading Street		wembley	31-Dec
HFA01	Harlow Financial Advisers (ABC Consulting) Limited	Client	65 London Road			
WHT01	watford Hospital Trust	Client	22 Randolph way		watford	31-Dec
RT01	Redford Trailers	Client	65 Evelyn Road		St. Albans	31-Dec
MM01	Midlands Manufacturing Company Limited	Client	21 shelley Lane		Solihull	
CS01	The Black stuff Limited	Client	1 o'Connell Street		Dublin 1	31-Dec
EB01	Essex Bricks Company Limited	Client	67 woolmer way		Basilidon	31-Dec
GAR01	Park Garden Centres Limited	Client	87 Rose walk		Chelmsford	31-Dec
EST01	Eastman's Estate Agency	Client	111 The Ringland Estate		Ilford	31-Dec
FLT01	Flats Limited	Client	Ilford Business Centre		Ilford	31-Dec
ANT02	Antiques (Universal) Limited	Client	27 Blackstone Road		Camden	31-Dec
BK01	Burnells Booksellers Limited	Client	Rayleigh Lodge		Ilford	31-Dec

Figure 176

OVERVIEW

The Dashboard feature in DRIVE allows you to graphically display practice data in the form of Bar Charts, Pie Charts and Tables. Users can define their dashboards based on their access levels and relevance of information.



It is crucial that your Data is structured correctly and consistently for the Dashboards to provide an accurate reading of your data (the use of Partners / Managers and Departments).

HOW TO CREATE DASHBOARDS

To define a new dashboard in DRIVE you simply select the Define Dashboards item from Tools > Dashboard Settings.

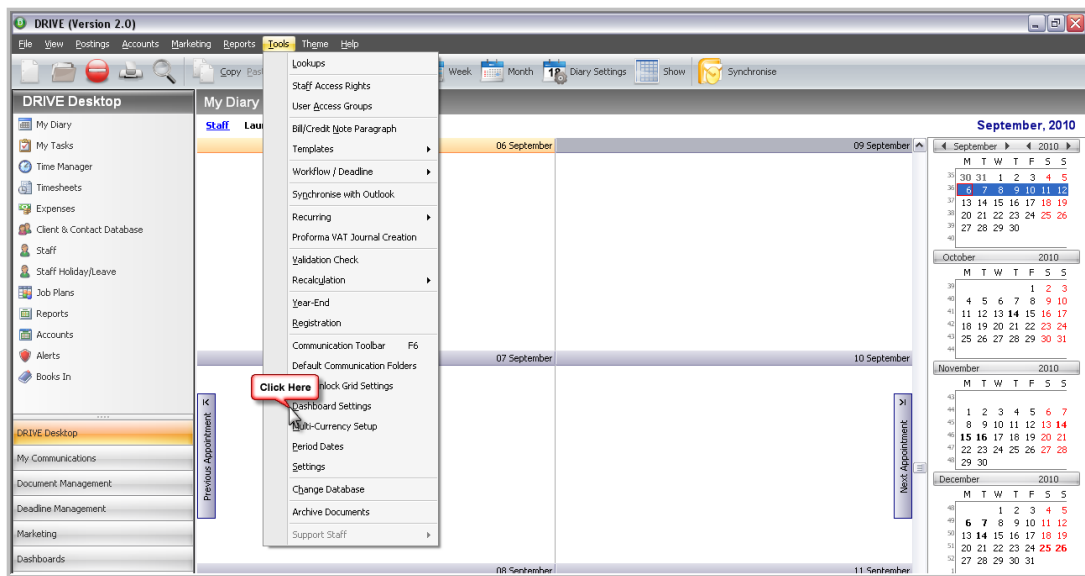


Figure 177

The Dashboard settings window will be displayed.

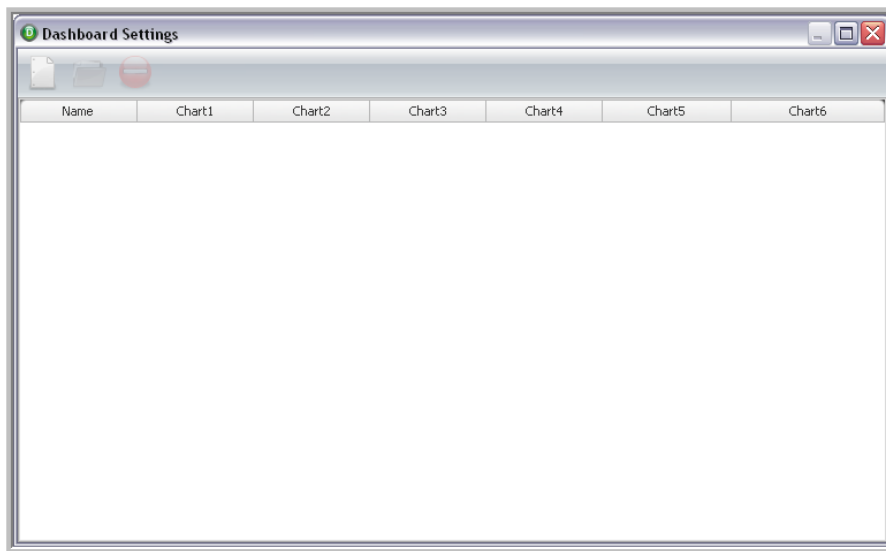



Figure 178

To create or define a new Dashboard, select the New  icon in the top left of the Dashboard settings window. This will display the Add Dashboard window.

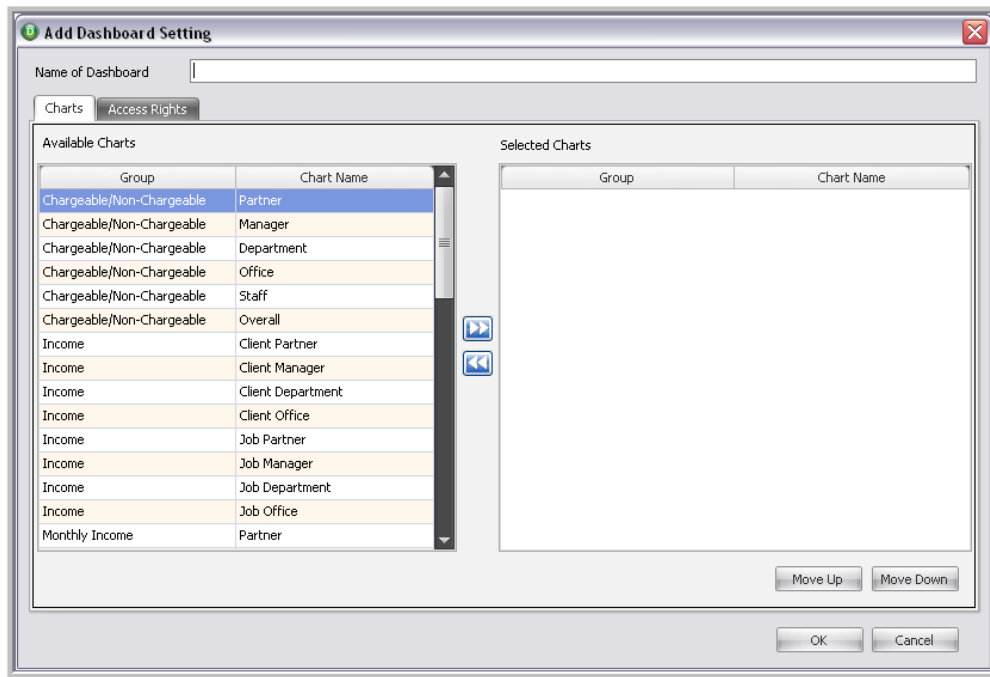




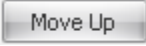
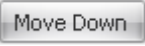
Figure 179

The Add a Dashboard Dialog is split into two tabs, Charts and Access Rights. The field at the top of the screen “Name of Dashboard” allows you to Name the Dashboard.

The first tab “Charts” allows you to select up to six different charts and tables to appear. The charts are analysed as follows;

- Chargeable/Non Chargeable
- Income
- Monthly Income
- Recovery Rate
- Profitability
- Tables
- Client Aged Debt
- Client Aged WIP
- Aged Creditors

To select which analysis you would like, simply highlight the appropriate field and select the  icon to move your selection from the Available Charts to the Selected Charts. To remove a selection from the Selected Charts simply highlight and select the  icon.

Once you have selected your required charts you can order these how you like by using the Move Up  and Move Down  buttons. Highlight a selected chart and select the Move Up or Move Down to order the charts.

The second tab “Access Rights” allows you to decide which staff members have access to each specific dashboard. Simply tick the “Apply Access Right” and select which groups are allowed view the Dashboard.

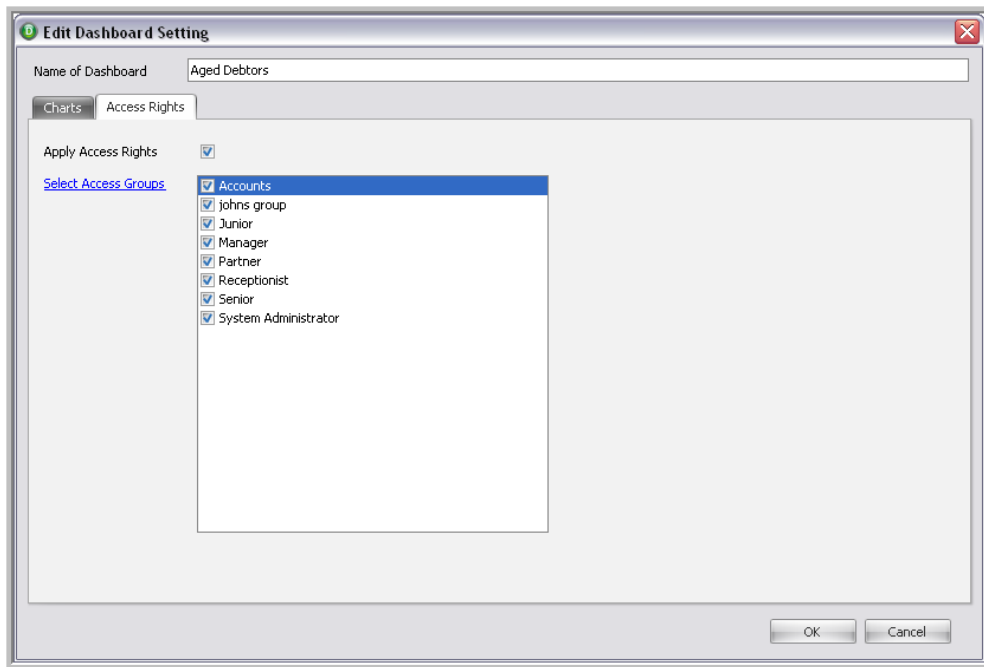


Figure 180

When you have finished applying the Access Rights select the OK button to save the Dashboard. The created Dashboard will now be displayed in the Dashboard Settings window.

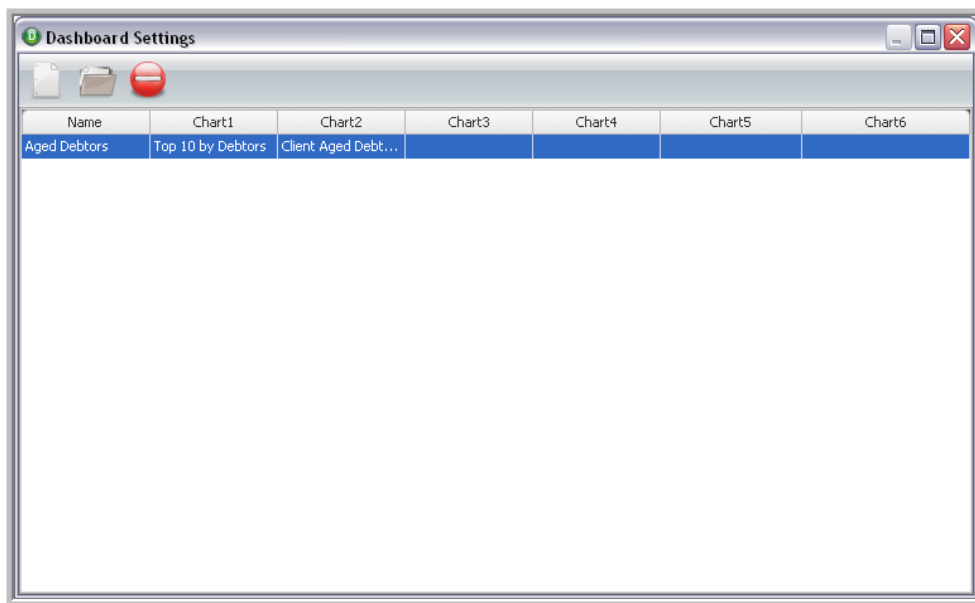


Figure 181

VIEWING DASHBOARDS

To view the Dashboards you have created, on the main navigator bar select the Dashboards module.

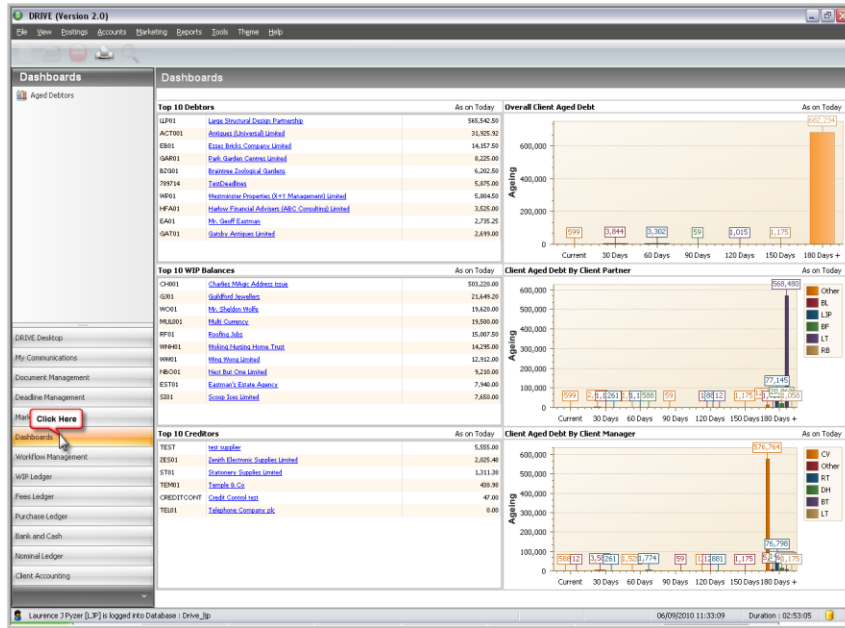


Figure 182

Under Dashboards on the left hand side you will see the Dashboards that you have created. To preview one of these dashboards simply select the one you want from the left hand side. On selecting, the data will automatically be displayed defaulting to the current financial year. Depending on the type of Dashboard you are displaying there will be an option to choose a date selection, this can be changed by clicking on the Date Range hyperlink. This will display the Change Dates window; select the appropriate date range and select the OK button.

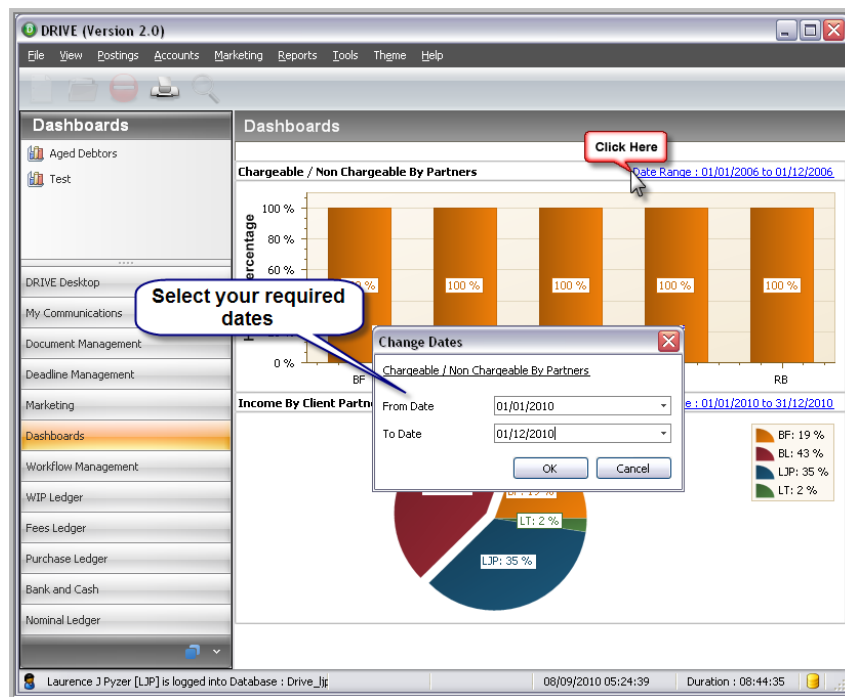


Figure 183

(Note Aged Debtors and Aged Creditor Dashboards will always be an “As at” date. There is no date selection available for these dashboards)

You can drill down on the tables to the underlying detail such as on the Client Aged Debt, Client Aged WIP and the Top 10 Debtors and Top 10 WIP Balances.

You can also drill down the charts and fill the screen with it, simply double click on the appropriate chart. Double clicking again will return you back to the full screen.

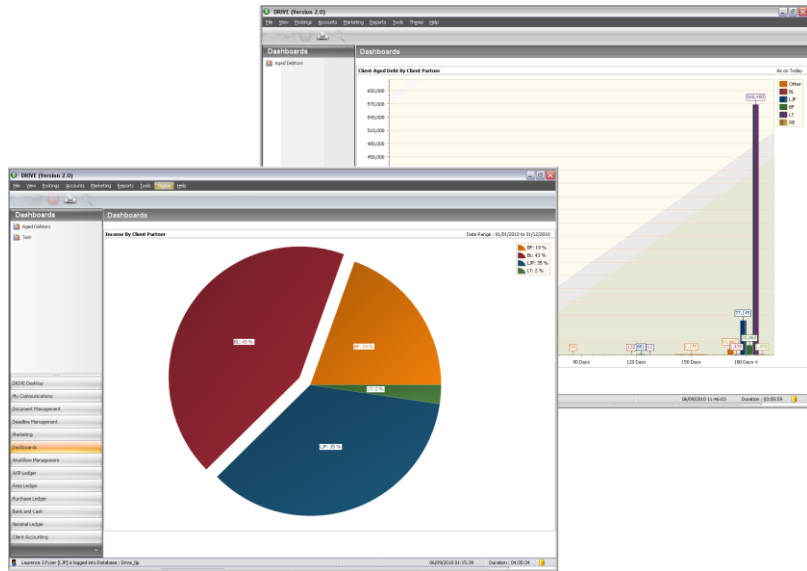


Figure 184

(Please note all Charts that have a legend with more than five entries will display the top five by value and group the rest under Other).

ACCESS RIGHTS

DRIVE allows you to control access to who can create the Dashboards. This is done through the use of the Access Groups, Tools > User Access Groups.

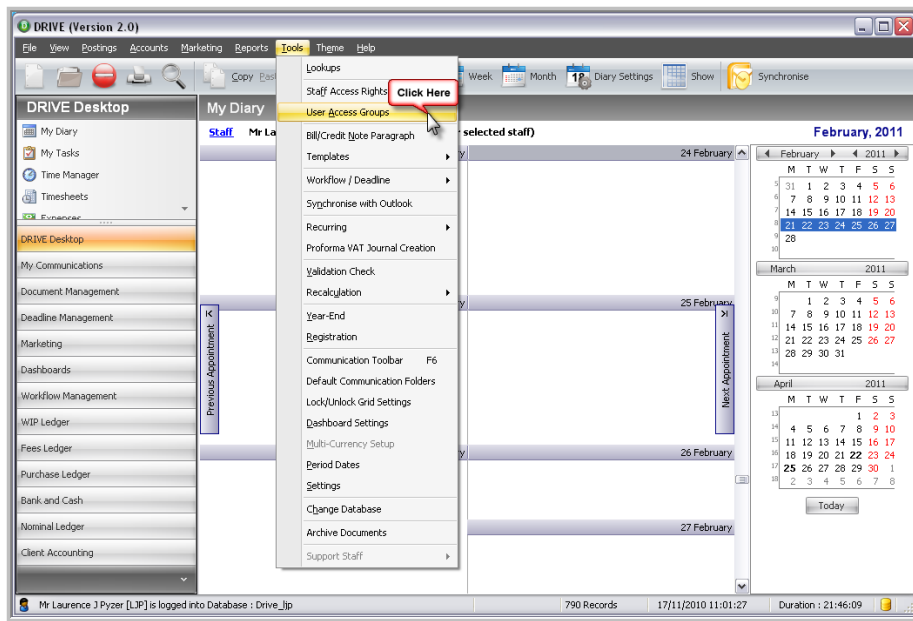


Figure 185

The Access Groups window will be displayed (see Figure 186). Highlight the Access Group you wish to make a change to and select the Edit button.

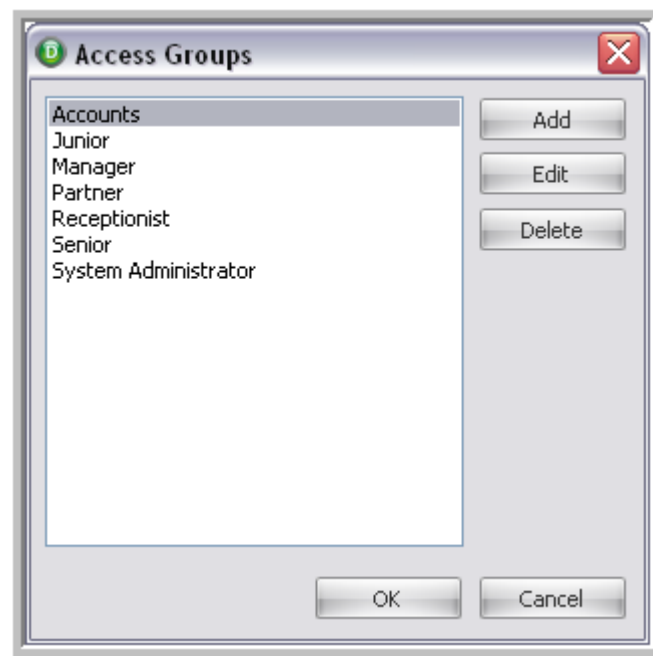


Figure 186

The Access Group window will be displayed. Under the Access Functions folder on the left hand side, select “Other”.

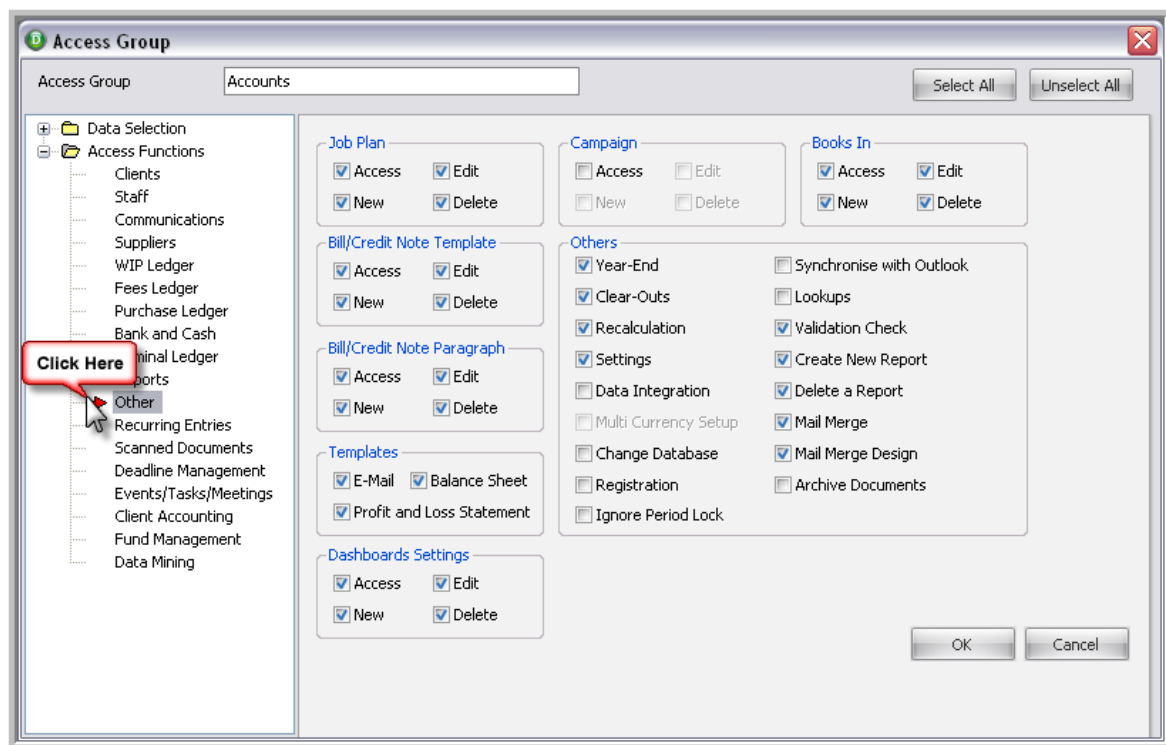


Figure 187


The Dashboard Settings are located on the bottom left of the access panel. The options are;

Access: User has access to create Dashboard (Tools > Dashboard Settings)

New: User can create a new Dashboard

Edit: User can edit an existing Dashboard

Delete: User can delete the Dashboard

Simply select what options you want to apply to the Access Group by ticking the checkbox. Once you have made your selections, select the OK  button to save the changes.

CHARGEABLE / NON-CHARGEABLE BY PARTNER

To Calculate the Chargeable: the Staff Code and WIP Units are being displayed for the Partners whose Client has a value greater than zero for WIP.

For the Non Chargeable: the Staff Code and WIP Units are being displayed for the Partners who has a value greater than zero. Then the total Units for each Staff is calculated and then on the basis of the respective Chargeable and Non Chargeable the Percentages are being calculated.

CHARGEABLE/NON-CHARGEABLE BY MANAGER

To Calculate the Chargeable: the Staff Code and WIP Units are being displayed for the Managers whose Client has a value greater than zero for WIP.

For the Non Chargeable: the Staff Code and WIP Units are being displayed for the Managers who has a value greater than zero. Then the total Units for each Staff is calculated and then on the basis of the respective Chargeable and Non Chargeable the Percentages are being calculated.

CHARGEABLE/NON-CHARGEABLE BY DEPARTMENT

To Calculate the Chargeable: the Staff Code and WIP Units are being displayed for the Departments whose Client has a value greater than zero for WIP.

For the Non Chargeable: the Staff Code and WIP Units are being displayed for the Departments who has a value greater than zero.

Then the total Units for each Staff is calculated and then on the basis of the respective Chargeable and Non Chargeable the Percentages are being calculated.

CHARGEABLE/NON-CHARGEABLE BY OFFICE

To Calculate the Chargeable: the Staff Code and WIP Units are being displayed for the Office whose Client has a value greater than zero for WIP.

For the Non Chargeable: the Staff Code and WIP Units are being displayed for the Office who has a value greater than zero. Then the total Units for each Staff is calculated and then on the basis of the respective Chargeable and Non Chargeable the Percentages are being calculated.

CHARGEABLE/NON-CHARGEABLE BY STAFF

To Calculate the Chargeable: the Staff Code and WIP Units are being displayed for the Staff whose Client has a value greater than zero for WIP.

For the Non Chargeable: the Staff Code and WIP Units are being displayed for the Staff who has a value greater than zero. Then the total Units for each Staff is calculated and then on the basis of the respective Chargeable and Non Chargeable the Percentages are being calculated.

OVERALL CHARGEABLE/NON-CHARGEABLE

The Overall WIP Units are being displayed where there is a value greater than zero for WIP for the Chargeable and the Non Chargeable. Then the total Units for each Staff is calculated and then on the basis of the respective Chargeable and Non Chargeable the Percentages are being calculated.

INCOME BY CLIENT PARTNER

The Staff Code and Netamount are being displayed for the Client Partners.

The "Sales Credit Note" Netamount is deducted from the "Sales Invoice" Netamount.

The workable data is grouped by Transaction Type, Client's PartnerID and Staff Code.

The Negative values are being ignored since Pie Charts does not allow Negative values.

INCOME BY CLIENT MANAGER

The Staff Code and Netamount are being displayed for the Client Managers.

The "Sales Credit Note" Netamount is deducted from the "Sales Invoice" Netamount.

The workable data is grouped on Transaction Type, Client's ManagerID and Staff Code. The Negative values are being ignored since Pie Charts does not allow Negative values.

INCOME BY CLIENT DEPARTMENT

The Department Description and Netamount are being displayed for the Client Departments.
The "Sales Credit Note" Netamount is deducted from the "Sales Invoice" Netamount.
The workable data is grouped on Transaction Type,Client's DepartmentID and Department Description.
The Negative values are being ignored since Pie Charts does not allow Negative values.

INCOME BY CLIENT OFFICE

The Office Description and Netamount are being displayed for the Client Office.
The "Sales Credit Note" Netamount is deducted from the "Sales Invoice" Netamount.
The workable data is grouped on Transaction Type,Client's Office ID and Office Description.
The Negative values are being ignored since Pie Charts does not allow Negative values.

INCOME BY JOB PARTNER

The Staff Code and Netamount are being displayed for the Job Partners.
The Netamount is being calculated as the Sum of all amounts where the type is "Bill", "Sales Credit Note" and "Bills Raised".
The workable data is grouped on Transaction Type,Job's PartnerID and Staff Code.
The Negative values are being ignored since Pie Charts does not allow Negative values.

INCOME BY JOB MANAGER

The Staff Code and Netamount are being displayed for the Job Managers.
The Netamount is being calculated as the Sum of all amounts where the type is "Bill", "Sales Credit Note" and "Bills Raised". The workable data is grouped on Transaction Type,Job's ManagerID and Staff Code.
The Negative values are being ignored since Pie Charts does not allow Negative values.

INCOME BY JOB DEPARTMENT

The Department Description and Netamount are being displayed for the Job Departments.
The Netamount is being calculated as the Sum of all amounts where the type is "Bill", "Sales Credit Note" and "Bills Raised". The workable data is grouped on Transaction Type,Job's DepartmentID and Department Description.
The Negative values are being ignored since Pie Charts does not allow Negative values.

INCOME BY JOB OFFICE

The Office Description and Netamount are being displayed for the Job Office.
The Netamount is being calculated as the Sum of all amounts where the type is "Bill", "Sales Credit Note" and "Bills Raised".
The workable data is grouped on Transaction Type,Job's OfficeID and Office Description.
The Negative values are being ignored since Pie Charts does not allow Negative values.

MONTHLY INCOME BY PARTNER

The Year of the transaction,Month of the transaction,Staff Code and Netamount are being displayed for the Client Partners.
The Netamount is being calculated as the Sum of all amounts for "Sales Invoice" and "Sales Credit Note".
The workable data is grouped on Year of transaction date,Month Name of transaction date,Staff Code and Month Number of transaction date.

RECOVERY RATE BY PARTNER

The calculation is made for the Client Partners based on the formula :
$$(WIP\ Bills\ Raised - (Outlay + Mileage)) / Time\ Charged.$$

RECOVERY RATE BY MANAGER

The calculation is made for the Client Managers based on the formula :
$$(WIP\ Bills\ Raised - (Outlay + Mileage)) / Time\ Charged.$$

RECOVERY RATE BY DEPARTMENT

The calculation is made for the Client Departments based on the formula:
$$(WIP\ Bills\ Raised - (Outlay + Mileage)) / Time\ Charged.$$

RECOVERY RATE BY OFFICE

The calculation is made for the Client Office based on the formula :
 $(\text{WIP Bills Raised} - (\text{Outlay} + \text{Mileage})) / \text{Time Charged}$.

PROFITABILITY BY PARTNER

The calculation is made for the Client Partner based on the formula :
 $(\text{WIP Bills Raised} - (\text{Outlay} + \text{Mileage}) - \text{Accrued WIP}) / \text{Cost of Time Billed}$.

PROFITABILITY BY MANAGER

The calculation is made for the Client Manager based on the formula :
 $(\text{WIP Bills Raised} - (\text{Outlay} + \text{Mileage}) - \text{Accrued WIP}) / \text{Cost of Time Billed}$.

PROFITABILITY BY DEPARTMENT

The calculation is made for the Client Department based on the formula : $(\text{WIP Bills Raised} - (\text{Outlay} + \text{Mileage}) - \text{Accrued WIP}) / \text{Cost of Time Billed}$.

PROFITABILITY BY OFFICE

The calculation is made for the Client Office based on the formula :
 $(\text{WIP Bills Raised} - (\text{Outlay} + \text{Mileage}) - \text{Accrued WIP}) / \text{Cost of Time Billed}$.

ALL AGED CHARTS

For All Aged Charts the Date is centered around the following Date Calculation :
Date/Time up to 30days = `Date/Time.Now.Date.AddDays(-30); // Current`
Date/Time up to 60Days = `Date/Time.Now.Date.AddDays(-60); // 30days`
Date/Time up to 90Days = `Date/Time.Now.Date.AddDays(-90); // 60days`
Date/Time up to 120Days = `Date/Time.Now.Date.AddDays(-120);//90days`
Date/Time up to 150Days = `Date/Time.Now.Date.AddDays(-150);//150 days`
Date/Time up to 180Days = `Date/Time.Now.Date.AddDays(-180);//180 days`

For Client Aged Debt Charts the sum of $(\text{GrossAmount} - \text{AllocAmount})$ is considered for "Sales Invoice" and "Fees Journal" and Debit not equal to zero.

And then the Date Range is considered adhering to the above Date Calculations.

For Client Aged WIP Charts the sum of $(\text{NetAmount} - \text{AllocAmount})$ is considered for "Journal" and all those "Time" and "Expense" which are Passed.

And then the Date Range is considered adhering to the above Date Calculations.

For Aged Creditor Chart the sum of $(\text{GrossAmount} - \text{AllocAmount})$ is considered for "Purchase Invoice" and "Purchase Journal" and Credit not equal to zero.

And then the Date Range is considered adhering to the above Date Calculations.

Besides these the respective Partners,Managers,Departments,Office has been considered in the sub division of Aged Charts be it Client or Job.

Also the top 5 concept is implemented for the Aged Charts where sub divison like Partners,Managers,Departments,Office is done.

TOP 10 DEBTORS

The Top 10 Code,Name and Fees Balance of Clients are displayed using information from Client and Name.

TOP 10 CREDITORS

The Top 10 Code,Name and Balance of Suppliers are displayed using information from Supplier and Name.

TOP 10 WIP BALANCES

The Top 10 Code,Name and WIP Balance of Clients is displayed using information from Client and Name.