

## Managing Enterprise Vehicles

The system provides a feature to allow enterprise owned vehicles to be easily managed from a reporting, accounting and P11D point of view.

- ◆ Storing the details of owned vehicles
- ◆ Storing details of employee users of the vehicles
- ◆ Calculates any Car, Van and fuel benefits for P11D if Tracking of Employee Expenses and benefits is set under Profile (See **P11d and Online Filing** user guide for more information.)
- ◆ Output a report, which also shows the periods of usage of a vehicle by any particular employee. This allows a user to compute any tax or national insurance liabilities.

The process summary is as follows:

- ◆ Ensure details of the employee are setup. (See **Setting up Officers & Employees** user guide)
- ◆ Set up details of all owned vehicles which are likely to be used by employees
- ◆ Allocate vehicles to the employees using them.

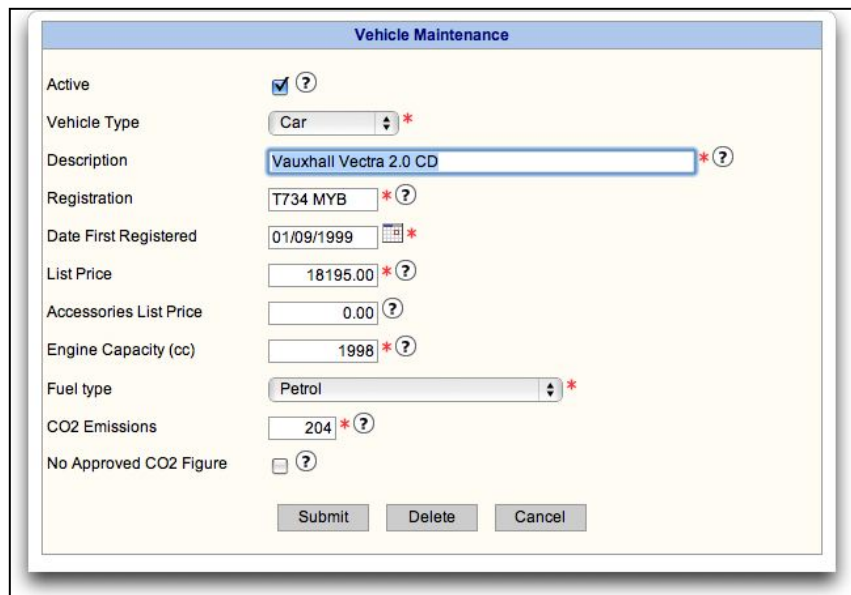
### Setting up details of an owned vehicle

The vehicle maintenance screen is accessed via the **ADD-INS** menu.

**ADD-INS → VEHICLES → LIST VEHICLES** then **ADD** or  
**ADD-INS → VEHICLES → ADD VEHICLE**

The vehicle maintenance screen is displayed:

- ◆ As the vehicle will be **Active** leave the box checked.
- ◆ From the from down list select the **Vehicle Type**, Car/Van or Motorcycle
- ◆ Enter a **Description** followed by the vehicle **Registration** number and the **Date First Registered**. Details are usually available from the registration documentation.
- ◆ Enter the **List Price**, for tax purposes, of the vehicle. Note that the List price is defined as the price published by the vehicle's



The screenshot shows the 'Vehicle Maintenance' form with the following fields and values:

Field	Value	Notes
Active	<input checked="" type="checkbox"/>	Required (*)
Vehicle Type	Car	Required (*)
Description	Vauxhall Vectra 2.0 CD	Required (*)
Registration	T734 MYB	Required (*)
Date First Registered	01/09/1999	Required (*)
List Price	18195.00	Required (*)
Accessories List Price	0.00	Optional (?)
Engine Capacity (cc)	1998	Required (*)
Fuel type	Petrol	Required (*)
CO2 Emissions	204	Required (*)
No Approved CO2 Figure	<input type="checkbox"/>	Optional (?)

Buttons: Submit, Delete, Cancel

manufacturer, importer or distributor as the inclusive price appropriate for a vehicle of that kind if sold in the United Kingdom singly in a retail sale on the open market on the relevant day. It is not the dealer's advertised price for the vehicle, nor the price paid for the vehicle, which may incorporate discounts from the list price. If you are in any doubt as to the correct price to use, please consult your advisor.

- ◆ Enter the value of any Accessories that have been added to the vehicle in **Accessories List Price**
- ◆ Enter the **Engine Capacity** and select the **Fuel Type** from the Dropdown.
- ◆ Enter the **CO2 Emissions** figure relevant to the vehicle from the VC5 documentation. If no valid CO2 figure is available tick the box.
- ◆ Clicking on **Submit** records the details

### **Editing details of an owned vehicle**

Details of a vehicle may be edited via vehicle maintenance screen accessed via the **ADD-INS** menu.

**ADD-INS → VEHICLE → LIST VEHICLES** then  the appropriate vehicle

The vehicle maintenance screen is displayed with the existing information

- ◆ Make the changes as required.
- ◆ **Submit** will record the new details, **Cancel** will return from the screen without making any changes. **Delete** will erase the information, subject to a warning message.

### **Allocating vehicles to the employees using them**

If a vehicle is being used by an employee for private use, then a potential tax liability exists. By using the allocation routine a report can be produced and the system will compute any tax and national insurance liability if Track Employee Expenses and Benefits is set.

The vehicle allocation screen is accessed via the **ADD-INS** menu.

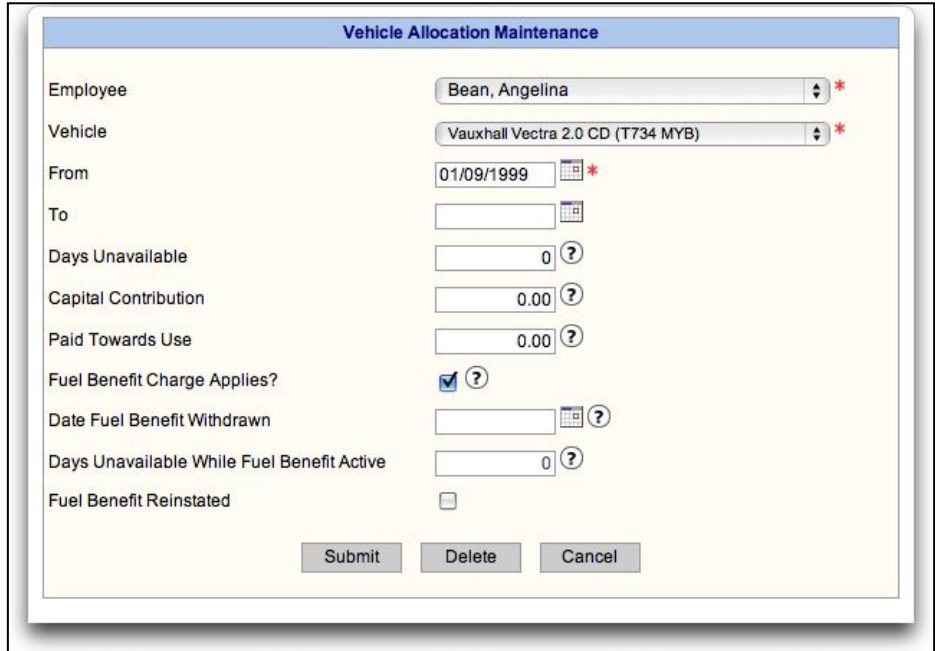
**ADD-INS → VEHICLE → VEHICLE ALLOCATION**

The vehicle allocation maintenance screen is displayed:

- ◆ Select the relevant **Employee** from the drop down list.
- ◆ Likewise select the **Vehicle** from the drop down. ( If no vehicle exists, use the Setting up details of an owned vehicle process above to enter it.)
- ◆ Enter the number of days in the year that the vehicle was not available for the employee/director in the **Days Unavailable** box. The number of days must be a period of 30 or more consecutive days throughout which the car is not available.

- ◆ If the employee has made any **Capital Contribution**, enter the value in the box. This operates by reducing the list price value by the contribution.
- ◆ Alternatively if in the tax year the employee makes a personal payment towards use of the vehicle, entered in the **Paid Towards Use** box, it impacts by reducing the P11d liability by the amount entered.

- ◆ If fuel benefit is to apply make sure the **Fuel Benefit Charge Applies** box is ticked. If, in the tax year, the fuel benefit is withdrawn enter the last date on which fuel benefit is available. In a year the fuel benefit is withdrawn; enter the number of days in the year that the fuel was not available for the employee/director. This will only be required in a year the fuel benefit is withdrawn, and will be the same or a lesser figure than the days unavailable for the car. If the fuel benefit is subsequently reinstated tick the **Fuel Benefit Reinstated** box. This has the impact of charging the fuel benefit liability for the full tax year



The screenshot shows a web form titled "Vehicle Allocation Maintenance". The form has the following fields and values:

- Employee: Bean, Angelina
- Vehicle: Vauxhall Vectra 2.0 CD (T734 MYB)
- From: 01/09/1999
- To: (empty)
- Days Unavailable: 0
- Capital Contribution: 0.00
- Paid Towards Use: 0.00
- Fuel Benefit Charge Applies?:
- Date Fuel Benefit Withdrawn: (empty)
- Days Unavailable While Fuel Benefit Active: 0
- Fuel Benefit Reinstated:

At the bottom of the form are three buttons: "Submit", "Delete", and "Cancel".

- ◆ Clicking on **Submit** records the details

## Editing vehicle allocation

Details of an allocation may be edited via vehicle allocation maintenance screen accessed via the **ADD-INS** menu.

**ADD-INSL** → **VEHICLE** → **LIST VEHICLE ALLOCATION** then **EDIT** the appropriate record

The vehicle allocation screen is displayed with the existing information.

- ◆ Make the changes as required.
- ◆ **Submit** will record the new details, **Cancel** will return from the screen without making any changes. **Delete** will erase the information, subject to a warning message.

## Reporting vehicle allocations

Reports of vehicle allocations are accessed from the **REPORTS** menu

### REPORTS → COMPANY CAR ALLOCATION

- ◆ Select the relevant **PAYE** year from the drop down.
- ◆ Select the employee(s) for the report, or **ALL.** and **Generate** to produce the report

Consulting Company Limited Company Car Allocation 2004/2005 Tax Year									
Date Available	Registration	Description	Fuel type	C02 Emission Figure	List Price	Capital Contribution	Paid Towards Use	Fuel Paid	
<b>Huntrose, David</b>									
01/02/2002 - 31/08/2004	OU02 123	Ford Mondeo 2.5i Ghia X 5dr	Petrol	242	20,890.00	0.00	0.00	Yes	
01/09/2004 - 31/08/2007	OU54 567	VW Passat 1.9TDI	Diesel	176	20,095.00	0.00	0.00	Yes	
<b>Huntrose, Sandra</b>									
01/09/2003 - 31/08/2006	HF53 678	Renault Clio 1.4 Expression	Petrol	160	9,050.00	0.00	0.00	No	