

Managing Enterprise Vehicles

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

- ◆ Storing the details of owned vehicles
- ◆ Storing details of employee users of the vehicles
- ◆ 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

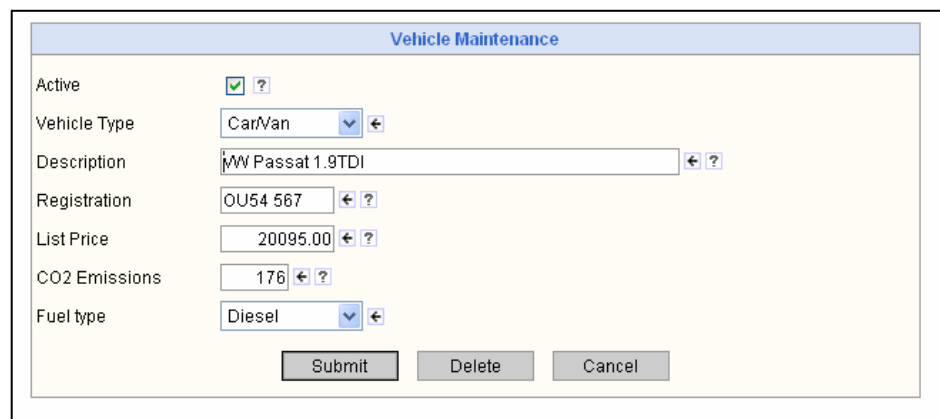
The vehicle maintenance screen is accessed via the **ADD-INS** menu.

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 **Registration** number.
- ◆ Enter the **List Price**, for tax purposes, of the vehicle. Note that the List price is defined as the price published



Vehicle Maintenance	
Active	<input checked="" type="checkbox"/> ?
Vehicle Type	Car/Van
Description	VW Passat 1.9TDI
Registration	OU54 567
List Price	20095.00
CO2 Emissions	176
Fuel type	Diesel
<input type="button" value="Submit"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>	

by the vehicle's 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 **CO2 Emissions** figure relevant to the vehicle and then select the **Fuel Type** from the drop down list.
- ◆ 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 **EDIT** 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

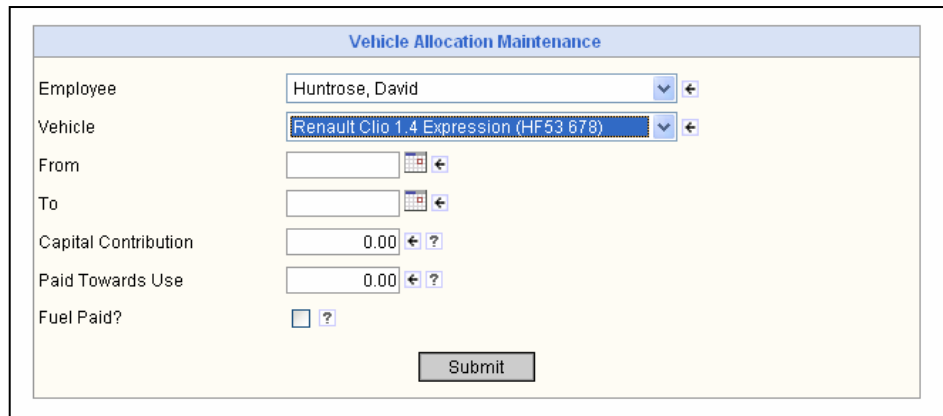
If a vehicle is being used by an employee for private use then a potential tax liability exists. By using the allocation routine a report can be produced which allows the user or advisor to compute any tax and national insurance liability.

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.)



Vehicle Allocation Maintenance	
Employee	Huntrose, David
Vehicle	Renault Clio 1.4 Expression (HF53 678)
From	
To	
Capital Contribution	0.00
Paid Towards Use	0.00
Fuel Paid?	<input type="checkbox"/>
Submit	

- ◆ The **From** and **To** dates are the dates the employee will have use of the vehicle. Note that a single employee may have the private use of more than one vehicle and also in any tax year an employee may use one or more vehicles.
- ◆ Enter any **Capital Contribution** made towards the purchase of the vehicle by the employee. Subject then to conditions (confirm with your advisor) , the List Price may be reduced by the capital contribution for tax and national insurance liability purposes.

- ◆ If the employee makes any payments for the private use of the car, enter these in the **Paid Towards Use** box. We recommend that appropriate advice is obtained to ensure that payments will be relevant for tax purposes.
- ◆ If the employee's private fuel is paid for by the enterprise, check the **Fuel Paid?** Box.
- ◆ 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	
Huntrose, David									
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	
Huntrose, Sandra									
01/09/2003 - 31/08/2006	HF53 678	Renault Clio 1.4 Expression	Petrol	160	9,050.00	0.00	0.00	No	