

EnvoyWorld

Reducing the cost of employee expenses

Product Overview



PremierEnvoy™

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EnvoyWorld

Innovative companies know that they need to make the most of their resources. EnvoyWorld allows organisations to gain control over, and insight into their employees travel and expenses, while allowing their staff to focus on the real business targets.

Many organisations have hundreds or thousands of personal expense items to process every month, including petty cash, expense returns and credit cards. The cost of completing, authorising, reconciling, re-checking, adjusting VAT and re-keying the data is both tedious and inefficient.

EnvoyWorld, an “Active Expense Management Solution”, lets you control the high cost of processing and managing employee business expenses at their source: the employee's point of spend. EnvoyWorld automates the processing and facilitates the management of employee business expenses, such as travel and entertainment. EnvoyWorld helps companies improve compliance, enforce expense policies and procedures, and increases visibility into operations through data capture and reporting.

EnvoyWorld Key Features

- Fully tax and VAT compliant to ensure you mitigate the risk of being fined.
- Automated notifications by email so your workforce remains informed.
- Ease Of Use – Calendar based entry requires no end user training.
- Credit Card Spending Analysis so you have complete control of your spending
- Extensive Management Reporting options to monitor policy compliance, profile “spending habits” and remove inefficient travelling.
- Seamless integration to your financial systems to remove any “dual-keying” of data.

About PremierEnvoy

We are a specialist provider of Expense Management and P11D solutions to Blue Chip Corporations and Public Sector Organisations since 1991.

Our team blends high quality solution development with expert knowledge of tax and accounting.

Our clients benefit from a using our solutions that:

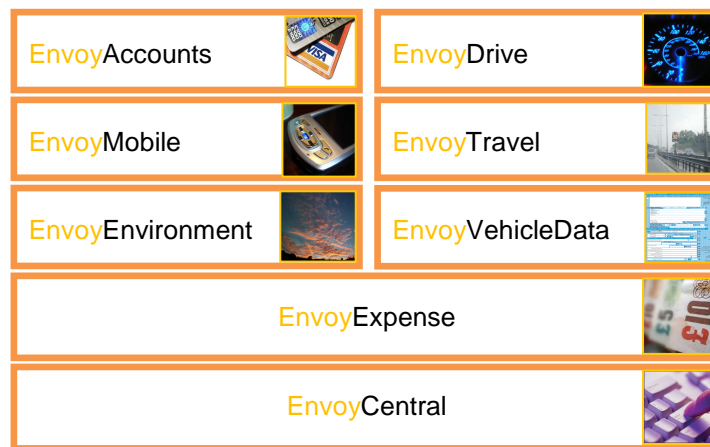
- Deliver real savings;
- Improves management information and analysis;
- Keeps pace with ever-changing legislation;
- Continues to evolve as you do.

We provide much more than just software, we provide an individually tailored solution. We assist in analysing existing business practice and offer guidance on re-engineering it to offer you the best results.

From the moment you join us you are offered the highest quality service and support that you can rely on throughout the whole time you use our solutions.

We have recovered more than £3.5Million on behalf of its customers from Her Majesty’s Revenue and Customs by reviewing and improving their compliance position.

The Envoy World of Expense Management



EnvoyCentral

Central offers all the functionality required to manage and process paper travel and expense claims and is the administration engine of the EnvoyWorld solution.

Central ensures compliance with HMRC legislation by building rules for TAX, NI and VAT for all expenses paid to employees. Central automates the processing of paper claims and payments to employees. With the addition of EnvoyWorld.

EnvoyExpense

Expense introduces on-screen claiming and is the first step towards a fully automated rules based expenses and activity management system.

Expense eliminates tedious clerical tasks associated with paper forms. Expense ensures complete transparency throughout the claiming and reimbursement process. Employees have full access to all their previous claims removing the need for printing and storing paper copies.

Additional EnvoyWorld Modules

EnvoyAccounts

Accounts provides a detailed analysis and referencing of receipts and invoices. Image capture of source documents has the potential to eliminate the need for you to hold paper records.*

* more details available on request

EnvoyMobile

Mobile allows your employees to capture expenses on the move at the point it occurs. Ideal for employees that are regularly out of the office or do not have an office base.

EnvoyEnvironment

Environment offers organisations with a commitment to reducing carbon emissions a way of measuring and reducing their total business travel.

EnvoyDrive

Drive demonstrates your corporate 'duty of care'. Drive ensures your drivers have met their legal obligations by recording driving license, convictions, insurance details, MOT and Road Fund License.

EnvoyTravel

Travel reduces your mileage budget provision. Travel improves the accuracy of business mileage records by providing detailed locations and distance checking. Also available in "Lite" form for controlling the claimed distance between your standard (corporate) locations only.

EnvoyVehicleData

VehicleData ensures accurate and enhanced vehicle information. Based on VCA data, you can ensure that you pay your vehicle allowances at the correct rate. This also ensures accurate CO₂ emission values are stored for future legislative needs and environmental initiatives.

EnvoyCentral

Day to Day Processing

Central offers all the functionality required to manage and process paper travel and expense claims and is the administration engine of the EnvoyWorld solution.

Central ensures you deal with all expenses payments in a tax compliant and tax efficient way.

Central offers batch input controls ensuring that the data is entered by your operator right first time. There is a complete audit trail between the transaction in the system and the original document making retrieval of the paper claim easy.

On-screen enquiries and the in-built report writer ensure you are equipped to answer any question quickly and efficiently.

Central manages the payment of employee expenses through many payment methods: payroll, creditors, BACS and printing cheques directly from EnvoyCentral. Integration with other financial systems is a natural part of the solution.

Central is unique amongst web applications. With a high volume of data capture in mind, the user interface is capable of being driven entirely from the keyboard or by mouse/keyboard combination to suit the individuals' preference.

Year End

With Central the production of the P11D is a matter of pressing a button. Each tax year end, you are provided a report on all the benefits and expenses you have paid to your employees. Where information needs to be introduced from other sources, the Benefits Import Manager will ensure large volumes of data are imported correctly and completely.

EnvoyExpense

Expense introduces on-screen claiming and is the first step towards a fully automated rules based employee expenses and activity management system.

Introduce electronic claim forms (*e-claim forms*) into your organisation for an immediate impact on employee satisfaction. Employees are no longer required to complete personal details and calculate totals on every claim. Complete transparency throughout the approval and payment process removes all of the stress associated with claiming expenses.

Full authorisation workflow allows claims to follow the correct authorisation route with conversation threads for clarification requests.

Expense can be used in conjunction with EnvoyCentral to allow for a mix of paper and electronic claim forms.



Additional EnvoyWorld Modules

EnvoyAccounts

Accounts will provide a detailed analysis and referencing of receipts and invoices. Image capture of source documents eliminates the need to hold paper records.



There are times when individual invoices can be quite complex and require further analysis. This is particularly true of hotel invoices where there can be a mixture of personal and business expenses on a single invoice. Accounts will simplify this process to a single task at the time the claim is created.

The use of Company credit cards creates a burdensome task when statements require analysis and reconciliation. Accounts can provide a direct link to major credit card providers to automatically populate the transactions for the period. The employee then has to simply provide the analysis of the transactions before submitting them with their normal expenses.

By recording vendor details you can examine your spend and potentially negotiate discounts with vendors you deal with regularly.

Through “image capture” of receipts, you can choose to dispense with the need to store paper records.

Reporting of VAT on expenses incurred in European Union member states can also be included.

EnvoyDrive

Drive demonstrates your corporate ‘duty of care’. Drive ensures your drivers have met their legal obligations by recording driving license, convictions, insurance details, MOT and Road Fund License.



The Corporate Manslaughter and Corporate Homicide Act introduces an offence, across the UK, for prosecuting companies and other organisations where there has been a gross failing, throughout the organisation, in the management of health and safety with fatal consequences. This potential legal liability has convinced many employers that they need to do more to mitigate the risk of having people out there on the road carrying out business on their behalf. Drive ensures travellers driving to their appointments are legally entitled to do so.

Drive will apply a new set of rules to business mileage claims by checking that the driver is legally entitled to drive before allowing them to claim any business mileage.

EnvoyEnvironment

Environment offers organisations with a commitment to reducing carbon emissions a way of measuring and reducing their total business travel.

By recording planned business journeys, Environment can prevent the doubling up of car journeys where a single journey with two or more occupants would have been more efficient. Trend analysis allows the setting of targets for the management and eventual reduction of business mileage costs and impact.

You can determine not only the financial cost of business travel but the environmental cost accurately and effortlessly. By introducing policies that are specifically designed to reduce the environmental cost, you can measure the impact of these policies and demonstrate to the rest of the world your commitment to the environment.



EnvoyMobile

Mobile allows your employees to capture expenses on the move at the point it occurs. Ideal for employees that are regularly out of the office or do not have an office base.

Mobile has been designed to allow data capture through mobile devices and can integrate with other mobile applications e.g. mobile Customer Support Software.

GPS enabled mobile devices introduces the opportunity to automatically capture journeys removing the need to manually record business mileage.



EnvoyTravel

Travel reduces your mileage budget provision. Travel improves the accuracy of business mileage records by providing detailed locations and distance checking.

Travel can determine the actual distance between two locations and measure whether employee claims are accurate.

Travel allows the saving of all your known business locations enabling quick recording of journey details. An address search facility is provided to find those places being visited for the first time.

Travel recognises that business journeys can sometimes be quite complex and involve a number of stops along the way. We have included the ability to capture multi-step journeys quickly.



EnvoyVehicleData

VehicleData ensures accurate and enhanced vehicle information.

Based on VCA data, you can ensure that you pay your vehicle based allowances at the correct rate for business travel.

When a new car has been acquired you obtain full rich vehicle data at the click of a button without having to complete detailed forms saving you time and money.

This also ensures accurate CO₂ emission values are stored for future legislative needs and environmental initiatives.



For more information please visit our website at www.premierenvoy.com or contact our Sales Team on (0161) 682 2100.