



Goodwille guides.

Systems & Solutions for Growth

Implementing efficient systems and processes to support your growth is fundamental to your future success.

Read more about the systems & tools that we use to provide a solid foundation upon which you can achieve UK success.



Systems



“When you are new to a market you want to ensure you implement systems & tools that can support you now, but also in years to come. We integrate the best tools on the market to provide a solid foundation upon which you can build your UK’s operation. These systems are underpinned by rigorous processes & controls.”

- Kevin Rutter -



The aim of this guide is to discuss the following key points:



Accounting tools



Other Software & Solutions



Risk Management & Control

Accounting Software: About Xero

For the UK market our recommended accounting software is cloud based, Xero. Xero is a regular award winner in the UK for its software thanks to its technology, innovation and the diverse range of plug-and-play integrations.

Goodwille is a certified Xero gold partner, and the finance team includes many Xero certified advisors. Through our team we can ensure an efficient set up, aligning your chart of accounts (if required for easy consolidation), and integrating a range of plugins & solutions to support your operations. Whether it be for stock management, integrating POS & shopify or expense solutions, for example.

Most clients utilise Xero with read only access as this provides them with real time information and with the benefit of Goodwille being on hand to support with any questions as needed. Xero's access can be controlled at an individual level, so some clients will provide their UK team access to generate sales invoices, if required.

You should also know that Xero has a direct connection to HMRC for making tax digital purposes (MTD), so your UK compliance with this is covered too.

If you already have a finance tool that you would prefer us to use, please reach out to us as we have experience working in Netsuite, Microsoft Business Central & others.



Integrating Dext & Approval Max

Efficiency is key when it comes to scaling up, so we integrate Dext and Approvalmax to Xero to control your supplier invoices.

Dext uses OCR technology to read and populate the accounts payable fields and pre-populate the information into the finance system, which our staff will validate and confirm before posting. This improves the speed of processing invoices, includes a human check and enables us to focus on adding value to other areas of your business. As part of this process you will receive a mailbox to which you send all supplier invoices.

Dext

On top of Dext we integrate Approvalmax, an automation tool for accounts payable. Through its and flexible approval controls, we ensure all costs are reviewed & authorised by the relevant individual. Invoices are then paid in line with the agreed payment terms stated on the invoice.

ApprovalMax

Using these solutions provides efficiency day-to-day but are also important features when it comes to yearend audit. Any questions raised against transactions are stored within Xero as an audit trail, keeping everything in good order and all in one place.

Invoice is sent to your unique email address



Scanned by OCR technology and reviewed



Invoice is sent to the client for checking and approval



Sent for payment by Financial Controller

On the Go: Expense Solutions

When you have UK employees, it's important to ensure that you have a suitable & effective expense solution in place. We have partnered with a number of expense tools that integrate to Xero, so we have a suitable solution regardless of your businesses expense policy.

Pleo, a Danish scaleup, provides smart business expense cards to enable employees to buy what they need when they need it, whilst allowing the finance team to keep control of spending. This is done by providing a prepaid virtual or physical card, with a number of smart features. You can:

- Set spending limits
- Cash expenses, mileage and per diem allowances
- Virtual cards (Apply Pay/Google Pay)
- Automatic spend categorisation
- Automatic email receipt finder

The logo for Pleo, featuring the word "PLEO" in a bold, white, sans-serif font. The letter "P" is stylized with a white outline and a white fill, while the other letters are solid white. The logo is set against a dark background with a decorative pattern of white dots forming a curved shape on the left.

If as a business, your preferred option is that employee's cover costs and are re-imbursed after spend has been incurred, we also offer Webexpenses. Having been around in the UK since 2000, Webexpenses is a leading and award winning expense management software providing automation with employee expense tracking. The system provides a user friendly platform for employees on the road, enabling them to photograph their receipts in the app and produce an expense claim on the go.

Some clients choose to work with Expensify, who provide an alternative option for expense management with some additional options including spend restrictions linked to the business expense policy and multi-level approvals. Like other solutions this has a Xero integration, the ability to photo receipts and submit via the app.



We will demonstrate the available tools at the point of onboarding should you decide to join Goodwille.

Other Tools

My ePay Window

My ePay Window allows us to publish payslips, P60s and other payroll documents electronically from within our payroll software.

Once delivered, employees can log in securely from anywhere to view their current and historic payslips via a mobile device or computer

To find out more on both my ePay window and Hr @ Ease, contact our Head of HR.



HR @ Ease

HR @ Ease helps SMEs manage people-related tasks.

The self-service system allows your people to log sickness, request holidays, update personal information, view documents and much more.

And, with HR @ Ease's flexible permissions settings, you can choose who has access to your team's information, making it super-easy to keep your data safe

Features

- Holiday management
- Sickness & absence tracking
- Document storage
- Performance monitoring
- Training management
- Expense management
- Rota scheduling
- Time & Attendance
- Applicant tracking
- HR reporting
- Water-tight data storage

Risk Management

As a business Goodwille understands that trusting us with your UK operation can feel like a big deal, so we have implemented rigorous controls to mitigate potential risks.

Segregation of Duties

Goodwille ensure we have sufficient segregation of duties in place across all tasks, i.e. invoices and payments are processed and reviewed before posting into the system by different people to ensure there is a review and control in place. Additionally there is clear segregation for the setup & approval of all payments, regardless of the bank.

Buddy Systems

Within our finance team we run a buddy system, meaning that although you will always have your assigned Financial Controller there is also a buddy in the background to support in any emergencies or requests while your assigned controller is on leave.

Processes & Controls

Each client has documented client guidelines in place, detailing the relevant processes, systems, contact points and routines specific to that client – stored centrally this is accessible across the team.

Goodwille also have a client review system in place, where management review the client files that are produced by the Financial Controllers on a rolling review cycle to build in an efficient and additional control.

Certifications

The Goodwille team hold various accreditations and qualifications, so you can be assured that you are in good hands. We undertake various regular training sessions with the team to ensure they are upskilled on best practice and updating legislation across their relevant areas of the business, ensuring you will always receive the best service.



Summary

Our systems & tools provide you access to information, whilst giving you visibility and control of your UK operations. The license based tools can be transferred, so if you decide to migrate the services in-house or to an alternative provider in the future this remains possible – and we will always work with you to ensure a smooth transition.

Goodwille believe that technology and systems should work efficiency, effectively and support the ability to scale up the UK operation. Our history of supporting businesses from various sectors, many who have achieved unicorn status, means we are well positioned to help you on this journey to UK success.

To find out more or to receive a demonstration of the tools we use, please [contact us](#).





How can we help

Goodwille.

Goodwille guides.

Although the UK is one of the best places to do business in the world, complying with all the legal requirements can be a considerable burden to many businesses. Therefore, it is highly advisable to seek expert advice.

This is what we do here at Goodwille. We work closely with companies from around the world helping them enter and expand into the UK. Our expert team are here to assist and take care of all the set up process of your business in the UK from Corporate Governance, Accounting, Human Resources to Payroll and we will ensure all your compliance and reporting obligations are met.

To find out more visit: goodwille.com

T. +44 (0)20 7795 8100

E. hello@goodwille.com



Disclaimer: This guide is correct at the time of publishing. You should seek legal advice specific to your situation. Please contact us if you have any questions about the information set out above.