Unit4 Travel & Expenses

Taking the Complexity out of Expense Accounting

U4 PREMIER PARTNER '20

Our Unit4 Travel & Expenses module takes the pain out of submitting and tracking expenses. Enter transactions and receipt images on the go and maintain complete visibility with seamless Unit4 Financials integration.

Skip the **Training**

What if your whole company - from the road warriors to the accounting team - could learn to love their travel and expense reports?

Filing expenses is a pain for most travellers. As a result, they simply don't do it in time, causing major delays and compliance issues for expense managers. But that does not have to be the case.

With Unit4 Travel & Expenses, users do not require specific training or knowledge about current regulations, rates or relevant expense account codes to get started. They simply register their travel and expenses claims online using a computer, tablet or smartphone.

Comply **Every Time**

What if the easiest way to file expenses was correct the first time, every time?

Even the smallest mistake on an expense report requires your follow up. Doing this with dozens or more expense reports every month is not only annoying, it is resource-intensive and risky from a compliance perspective.

With Unit4 Travel & Expenses, whether an employee's expenses are simple or complex, you can access their entire claim from a single page. Combined with a flexible workflow for reminders, validation, authorisation and reporting, the expenses process has never been more simple to complete accurately.

Connect the **Dots**

What if your expense-tracking software seamlessly interfaced with your finance and ERP systems?

Data collected and processed by expense management software often needs to integrate with other systems for invoicing and expense reimbursement. Doing this manually is not just time-consuming; it is also error-prone.

That is why Unit4 Travel & Expenses seamlessly integrates with most ERP, Finance and Payroll applications. And, of course, it interoperates with Unit4 ERP and Financials applications. The basis for reimbursement of travel expenses or project invoicing is transferred to the ERP, Finance or Payroll system. Master data about employees, users and projects can also be synchronised, so you only need to update it in one place.

Control the **Rules**

What if you could adapt your expense management software as policies and regulations change?

No rule or regulation stays unchanged. But relying on IT or external consultants to help you respond to new policies and workflows can be costly and time-consuming when you have to do it over and over again.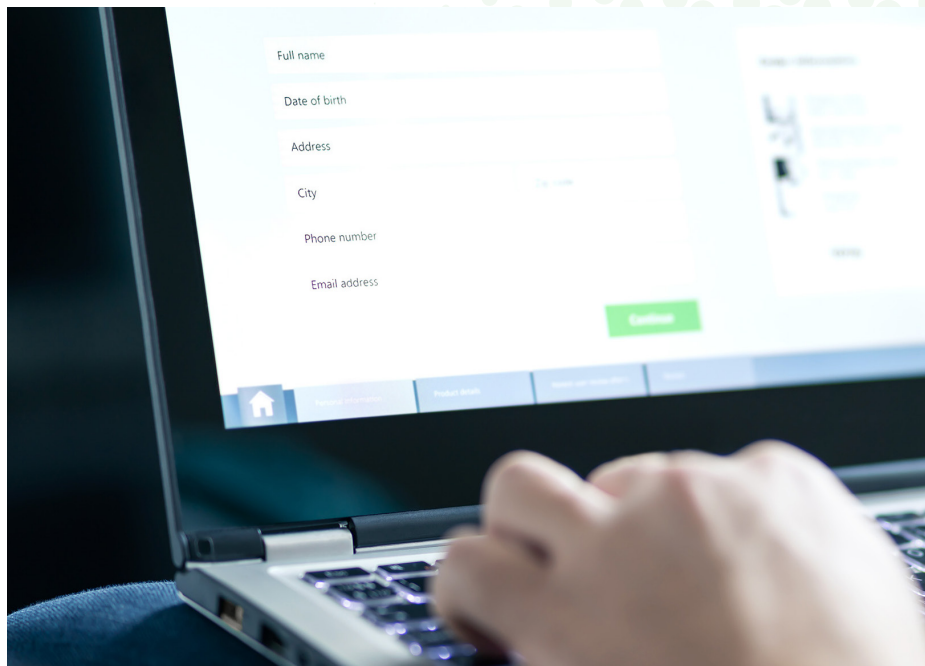 That is why Unit4 Travel & Expenses is designed to be flexible, so you can easily configure it to meet your specific needs. And, when those needs change, you simply adjust the system yourself.

You can also define and adapt other types of expense claims with specific procedures, expense categories and cost types – without having to ask a coder.

Enhance Your **Unit4 Financials System**

Discover how our modules and add-ons can improve performance and drive efficiency in your accounting process. Get in touch with our Unit4 Financials experts at **assist@millenniumconsulting.com** to begin the transformation of your finance function.

Why **Millennium Consulting?**

With more than 25 years' experience, we are the experts at working with Unit4 Financials.

We are a premier partner of Unit4 and a leading reseller around the world. We have the knowledge and expertise to help you augment and enhance your Unit4 Financials system. At Millennium Consulting, we help you create the configuration that is best for your business.