



A close-up photograph of a laboratory experiment. A person wearing safety glasses is pouring a vibrant blue liquid from a test tube into a beaker. The background is a soft-focus laboratory environment with other glassware and equipment. The lighting is bright, highlighting the clarity and color of the liquid.

“

For the past two years we have been able to rely on Millennium's Service Desk and are happy that we found a highly competent and responsive partner to work with. Their ability to apply their knowledge about systems and finance and accounting requirements to our needs are second to none.”

Stefan Klotz, Manager Accounting and Controlling, Thermo Fisher.




Unit4 Financials Consultancy, Development and Support

- 04** About Millennium and Unit4
- 08** About Unit4 Financials
- 13** Unit4 Financials V2020
- 17** Unit4 Financials Version 14
- 18** Unit4 Financials Version 13

Products & Modules

- 20** Unit4 Financials Modules
- 22** Fixed Assets
- 23** Asset Master
- 24** Billing
- 25** Unit4XL
- 26** Unit4 Financials Purchasing & Invoice Matching
- 28** Unit4 Financials Prevero
- 29** Unit4 Financials Travel & Expenses
- 30** Icorp MBilling
- 33** Avalara MTD Reporting
- 34** AutoCash
- 36** dataBridge
- 37** Interface Manager
- 38** Unit4 Invoice Capture

Consultancy Services

- 40** Finance Transformation
 - 41** Systems, Process and Strategy Review
 - 43** Unit4 Financials Upgrades
 - 47** Cloud Migration
 - 50** Millennium Service Desk
- 

Millennium Consulting



Millennium Consulting are experts in business transformation, accounting, software development, regulatory compliance, and the impact of business and technology change.

For 25 years, Millennium have provided global solutions and services across the world's most demanding industries, with customers in finance, retail, logistics, construction, and manufacturing.

Millennium first partnered with Unit4 back in 2014 and have since become one of the leading global Unit4 partners for Unit4 Financials sales, services, and support.

Group Website:

www.millenniumconsulting.com

Employees: 40 +

History: Established in London in 1995 by Phil Keet, Millennium was originally a specialist consultancy for organisations who used the Infor SunSystems or Coda Financials Finance Systems. Over time Millennium has become a system agnostic finance transformation consultancy and in 2010 launched a software development arm. In 2016 Millennium opened offices in the US and in 2018 in Milan, Italy, and 2020 Budapest Hungary. In 2020 Millennium achieved Elite Partner status from Unit4, one of only two Unit4 Financials Elite Partners globally.

About Unit4

Unit4 is a leading provider of enterprise applications empowering people in service organisations including: financial services, professional services, retail, manufacturing, logistics, education, public services and not-for-profit.

Unit4 has operations, distributors and partners around the world for easy, local access to sales, service and support.

Unit4 Financials product suite:
Unit4 Financials, Purchase Order Processing, Purchase Invoice Matching, Billing, Assets, FP&A, Analyser, Travel & Expenses and Unit4XL.

Group Website: www.unit4.com

Employees: 4,000+

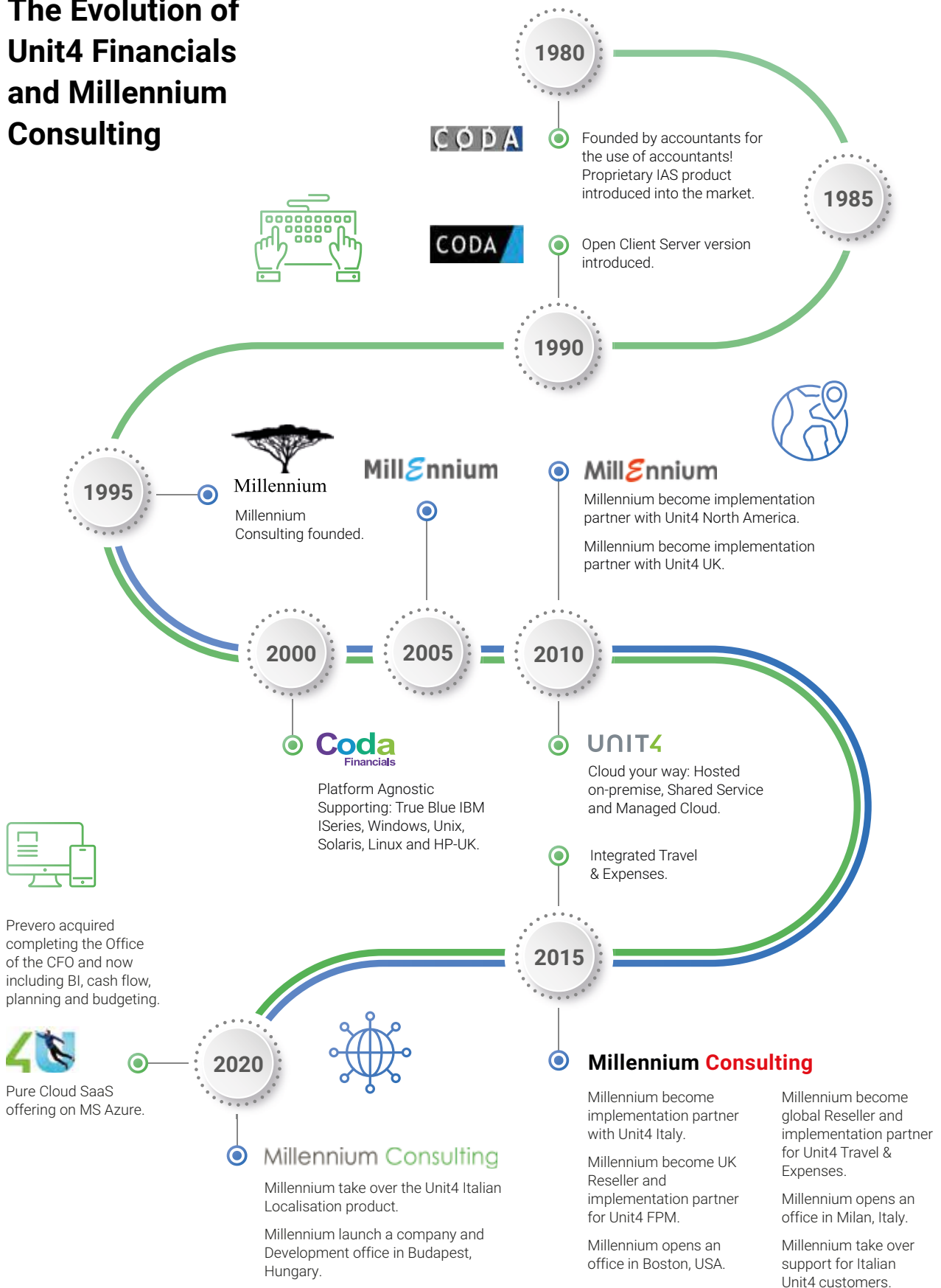
History: Coda Plc was established in Leeds, Yorkshire in 1979 by Rodney Potts & Christopher Lennox. In 2008 following periods of ownership by Baan and Science Systems, it was acquired by the Dutch registered software vendor Unit4. In March 2014 Unit4 was acquired by international venture capital firm Advent International.



Working as part of an internal IT support team, covering many applications, keeping focus across all bases to provide an effective level of support to colleagues can be difficult. Knowledge can also become a limiting factor. Having Millennium Consulting on board to assist with this; not only provides the ability to increase my knowledge from system experts, it can take away some concern of being unable to support my colleagues in the very busy times. This does not mean they should be the backup option as they can also assist with many proactive tasks for system maintenance.”

The Orders of St John Care Trust.

The Evolution of Unit4 Financials and Millennium Consulting





“

BWG Foods, based in Dublin in Ireland, with assistance from Millennium Consulting, has just upgraded to V13 of Unit4 Financials from V10. BWG Foods is a leading retailer and wholesaler who owns and operates the SPAR, EUROSPAR, MACE and XL retail brands working in partnership with over 900 independent retailers across the Republic of Ireland.”

Barbara McHugh, Finance Manager, BWG Foods.

Unit4 Financials

Best-in-class financials management with unrivalled flexibility, scalability, and interoperability.

No-Compromise Financial Management

- **Single ledger** – make changes just once, for real-time financial information that's always in balance.
- **Multi-everything** – classify, measure, and analyse your business globally while still meeting local requirements locally.
- **Interoperable** – keep adding value to your specialized systems without affecting them or being affected when they need to be changed or replaced.

Financial Accounting

- Get the true financial picture with real-time drill down from high-level balances down to original source documents.
- Use "Flexi-fields" to capture more complete and relevant information, helping your people make better decisions faster.
- Take the stress out of period close with a single financial model that ensures your accounts are always up to date and in balance.

Procurement Management

- Improve control and drive efficiencies throughout the entire procurement process.
- Drive compliance by providing a better experience that maximizes user adoption.
- Understand which suppliers deliver the best value, focus your spend and streamline your approved suppliers.
- Arm your procurement managers with the facts and insights to negotiate more effectively with preferred suppliers.

Billing Management

- Make it easier for your teams to raise and track billing documents. Use workflows to get invoices approved and ready to send more promptly.
- Help your business and finance people work together more efficiently and improve invoice accuracy to reduce customer disputes and receive payments faster.
- Post invoices straight back into your accounts for accurate reporting and better-informed action.

Asset Management

- Manage Fixed Assets with confidence across businesses, countries, and currencies with full control over capitalization, disposal and depreciation.
- Use automation to reduce the time your people spend on admin tasks such as depreciation processing.
- Integrate asset tracking with accounting, procurement and other financial functions for full financial control and visibility.



UNIT4



Unit4 Financials (previously known as Coda Financials) is a best-in-class financials management and accounting solution, designed to integrate with your industry and company specific applications. By acting as the financial information backbone for companies with fast-changing and mixed application environments, it offers a 'no-compromise' approach to financial modelling, process controls and application choice.

The core accounting capabilities are complemented by a range of additional applications, enabling you to augment your solution and tailor it even more closely to your needs. And these are all underpinned by the solution's unique architecture. These extend real-time financial visibility and control across your organisation's people, processes, and systems, for improved decision support and efficiency, while eliminating the risks and potential cost of non-compliance.

Gain immediate insight of what is happening

No matter how demanding or complex your requirements, Unit4 Financials rises to the challenge. It delivers the 'multi-everything' (country, company, currency, language, deployment, product lines and many other dimensions) capabilities that you need, so that you can both meet specific local accounting requirements and maintain global consistency, visibility and control.

With Unit4 Financials, you gain the most flexible, scalable single financial modelling structure on the market. It provides infinite ways to classify, measure, and analyse your business (enabling each line of business to monitor profitability the way it needs to, yet still provides a single model or ledger that is always in balance.



**No sub-systems. No sub-ledgers.
No waiting, No reconciling**

Unit4 Financials broke new ground when it was launched, as the first single-ledger (or unified) accounting system. Unlike the batch or multi-module designs that came before, the general ledger and all the sub-ledgers, such as Accounts Payable, Accounts Receivable, etc. are all part of one system and one multi-dimensional financial model. Without the need for integration between sub-systems, your business data is consistent and always in balance and your ledgers are always up to date.

Multi-dimensional – infinite ways to classify. Measure and analyse your business

The multi-dimensional financial module of Unit4 Financials provides exceptional ways to capture, store, and maintain financial data. For example, the chart of accounts offers unparalleled flexibility to measure profitability, accommodating different account coding schemes within the same company. This allows each line of business to measure profitability the

way it needs to yet provides a single reporting model or ledger that is always in balance.

Multi-everything

The financial model of Unit4 Financials includes dimensions for multiple currencies, account balances, budgets, forecasts, supplier activity, customer activity, and other business statistics. It is a multi-everything design (country, company, currency, tax, language), handling even the most complex or evolving corporate structures. Unit4 Financials may be implemented and run as a single version worldwide, delivering the control that you need to ensure consistency across your enterprise. But it also offers the capability and flexibility to satisfy a huge range of local requirements and approaches to accounting found around the world.

Real-time visibility

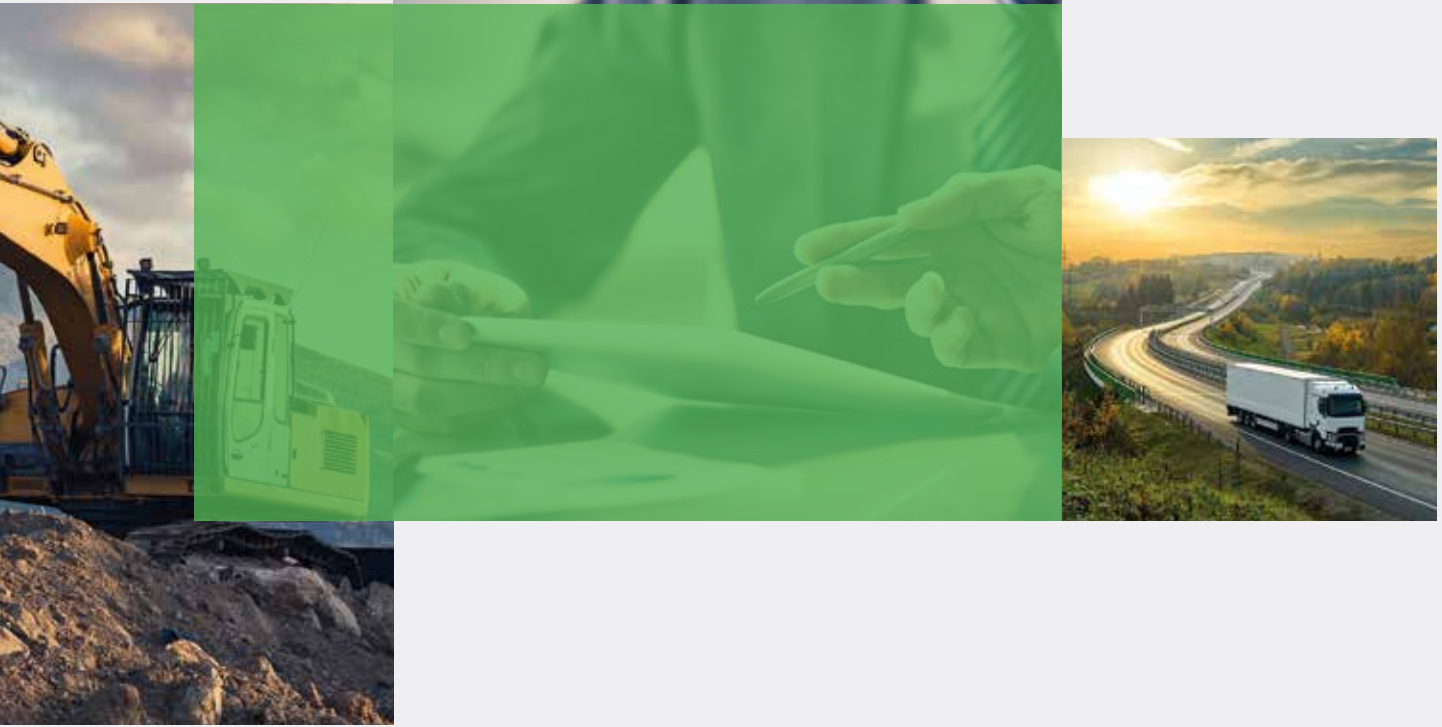
A hallmark of Unit4 Financials is its world famous, real-time drilldown.

Because of the single financial model and configurable business dimensions, users can browse from high-level balances down to original source documents without passing through complicated summary entries and without missing any transactions due to batch integrations, module updates or balance roll-up routines. For instance, cash balances instantly reflect activity as cheques are issued in Accounts Payable and cash is received in Accounts Payable.

With Unit4 Financials, you always know your cash position – up to the minute and down to the last cent.

Faster closes

One of the most stressful and demanding times in an accounting department is during a period close. While there are many causes



for the hectic nature of a close, a great financial system can reduce the stress and workload, whilst an inferior system can add to the work, frustration and lost time.

Unit4 Financials users enjoy a number of capabilities that take the stress out of the period close, including:

- The single financial model delivers a rolling close that is always up to date.
- There is no reconciling of accounting modules or sub-systems to do – so it is always in balance too.

Enlarge your visions with Flexi-Fields

Capture more information in your system with Flex-Fields and do away with external sources. Benefit from more complete, more relevant information, and use it to make faster, better decisions.

Centralize your data: Add information from sources outside Unit4 Financials and eliminate the need for different software packages – all your data is in one place.

Add the info you need: Create your own fields with real-world information relevant to various stakeholders.

Create a bigger picture: Achieve a richer project analysis and get more perspective. Be better equipped to make the informed decisions that benefit your bottom line.

Intuitive and efficient – do more with less!

The application's intuitive browser-based interface is designed to make life straightforward and easy for users.

Easily customised user interfaces mean that screens and entry forms can mirror your existing company systems – simplifying data entry, while ensuring consistency and familiarity for operators. And because all functions share a single model, users can be easily cross trained to work in A/P, A/R and

general accounting. Capabilities such as browse, pay, matching, document entry etc. work the same across all the functions, enabling accounting teams to do more – even with fewer staff.

Reporting is only as good as the underlying information model

It is an old IT axiom, but 'garbage in – garbage out' is inescapably true for reporting. If the source of the information suffers from built-in inflexibility and inadequacy, then the reporting tools won't help – no matter how sophisticated.

Easy, yet powerful reporting starts with a robust financial information model; the flexibility of the Unit4 Financial information model, combined with the real-time nature of the single-ledger system provides the deepest and most agile reporting system available on the market today.

Comprehensive reporting

At its simplest level, financial analysis is about being able to see and communicate what is happening – quickly, clearly and accurately.

Whenever you are measuring the profitability of a new product line or preparing consolidated financial statements, Unit4 Financials provides both halves of the equation to help all your different users report on, model and analyse your business – in the ways that they need.

- The vital foundation of having a robust, flexible financial information model.
- A full array of reporting and business intelligence tools.

Choose the right tool for the job

The important thing is to provide reporting and intelligence capabilities that match the needs and technology preferences of the many types of users in your organisation.

Unit4 Financials provides both general reporting tools and specific reporting functions, each designed for a particular purpose. You can choose from a complete spectrum of inquiry, reporting and business intelligence options: from built-in reporting and browsing functions, through to extended data warehousing and analysis solutions.

Users can be given instant access to the appropriate data, wherever or whenever they need it and by the most effective means, whether that's via a company portal, a Web browser, a Microsoft Excel spreadsheet or even embedded as part of another key business application.



Unit4 Financials V2020

Discover the Latest Unit4 Financials features in V2020

The naming convention may have changed, but the latest version of Unit4 Financials offers all the new features you would expect.

New features arriving in V2020 include:

- Element Authorisation.
- Change Log Anonymisation.
- Provisional year end.

Plus a wide range of technical improvements...

Along with the additional functionality, V2020 brings a new approach to regular updates - adding a version number to the end, based on the quarter it is released in. For example, the current release is V2020 Q3.

It is also important to note that V13 and all previous versions of Unit4 Financials will no longer receive full support, so if you haven't already done so it is advisable to start considering upgrading to the latest supported version. V2020 introduces a range of new features and fixes, including:

Element Authorisation

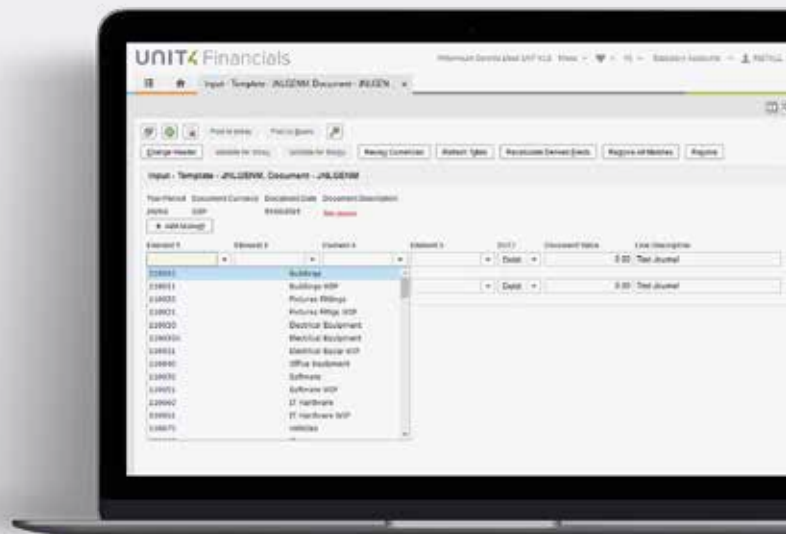
It is now possible to use the element master template to display the element during a workflow authorisation within the 'show work item' function. This gives authorisers more information when deciding to approve the account.

Change Log Anonymisation

This gives accounting teams the ability to remove personally identifiable information from any history and Audit Trail records for this element, meeting GDPR requirements.

The following parts of the element master are considered to be personally identifiable:

- Element name, short name and long name.
- Federal tax ID.
- Social security number.
- Tax number.
- All address details.
- All bank details.
- All direct debit mandate details.



V2020

Provisional Year End

It is now possible to run year end in two modes: provisional or full, giving you greater control and flexibility over the process.

A full year end performs the following functions:

- Sum all the profit and loss accounts, posting the NET figure to retained earnings in the balance sheet.
- Post the closing balance sheet figures to the period 0 of the following year.
- Close the year of the year end being processed, preventing any further postings.

Provisional year end will perform all the processing of a full year end, but will not close the year being ended, allowing you to continue posting to that year.

Any subsequent year end processing will perform incremental postings for those applicable to the year being ended. These postings will have an input date greater than the one specified for the last provisional year end.

Example: If your year end is 31st December, you can run the process before 31st January in provisional mode, so that your balance type reports will capture carried forward balances in period 0 when you run period end reports for period 1.

Undo Year End

You can now undo both provisional and full year ends. This will cancel all year end journals posted to the final (9999) period for the latest year in which a year end has been run, and to the opening (0) period of the next year.

If a full year end is undone, the minimum year will be reset to the previous year. The Undo year end process undoes all the year ends that have been run in the selected year, not just the last year end process itself.

Example: If you undo the year 2019 in 2020 (having also run 2017 and 2018 year ends in 2020), it will undo all three years.

Browse Transaction Enhancements

Browse Transaction gives you a more powerful way to interrogate the database, using the metadata in a way that provides the same functionality as Browse Details.

With Browse Transactions, you can now:

- Restart, cancel and view the history of the workflow of a document.
- Copy a document.
- Drill into the Account Summary (as with Browse Details).
- Edit line comments in the Related Information Panel
- Raise corrective journals.

Company Master

You can now specify an address category on the Procurement tab to automate the selection of the ordering address in Procurement.

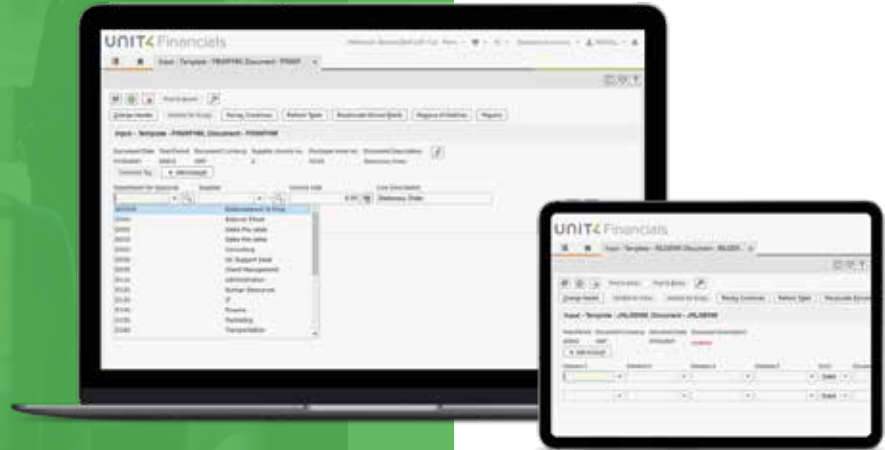
This overcomes a previous issue that meant it was only possible to set one default address for a supplier record, which had to be set correctly for remittances. This new feature allows multiple default addresses based on the function module.

It also allows you to change the Actuals and Turnovers balance codes on the company master after documents have been posted in the company.

Intercompany Control Accounts

In the intercompany module, you can now add a customer or supplier to the control account specified in the destination and receiver masters - as well as to elements inserted





when those accounts contain wildcards.

This means that one company can now send a sales invoice document to another company, and it will be received as a purchase invoice document.

Browse Details

You can now view the Primary attachment directly via the Primary attachment presenter vocabulary within the browser.

Pay

The payment period and/or date can now be changed on a payment proposal after it has been generated via a new 'Change payment period' option on the Pay/Collect actions menu.

This feature is controlled by functional security on the Capability Master and allows you to amend the payment period without aborting the proposal.

Reconciliation

Reconciliation will now record the date of reconciliation. This will default to today's date unless a date is set via the Reconciliation Master, or at run time.

The Finance user that ran the reconciliation process will be recorded as the Reconciliation user.

The Reconciliation date and user are also available as vocabularies for use in Selector and Presenter masters for use in reconciliation reports.

Copy Company with Finance

You can now copy element flexi-field data when using 'copy company' to copy elements.

You can also copy element template customisations when using 'copy

company' to copy element template masters.

Fixed Assets

You can now set up scheduled tasks to depreciate assets.

Invoice Matching

It is now possible to input a non-matchable invoice or credit note where the invoice total is a different sign to the tax total.

LRN Housekeeping can also now be run without posting a journal to Finance. This resolves two previous issues:

- When running housekeeping, a journal was posted to Finance which meant that you had to cancel the document.
- If the Right Left lists had been changed in Financials since the receipt of the goods, this meant that housekeeping would fail.

Procurement

Orders that are automatically created by conversion from a requisition can now be automatically submitted to workflow, removing the manual steps for browsing and submitting to workflow.

Billing

It is now possible to copy a document in Browse.

Unit4XL (CodaXL)

XL is now fully compatible with 64-bit Excel, in addition to the 32-bit variant.

Public Bulk Data Web Services

V2020 now provides:

- Generic Browse/Select Chunked.
- Generic Browse/Fetch.

This gives you the ability to query exceptionally large datasets with an interface spread over multiple requests.

Customiser

You can now generate and customise forms created at runtime - as well as import and export customisations.

Browser Warning

A warning is now displayed if the results of a browse have been limited by the security settings.

If the user is restricted to certain accounts in their capability settings, the user will be warned that not all the data has been returned.

OpenID Connect Authentication

User claims for OpenID Connect can now be configured from the Security section of the Administration Console.

Building on Unit4 Financials V14

For firms using V13 and earlier, Unit4 Financials V2020 incorporates and builds all the additional features introduced in V14.

These include:

- Element Workflow.
- Flexi-Fields on Transactions.
- New Billing Module.
- New Administration features (including Capability by Company and Scheduled Tasks).
- New Financials features (including Browse Ledger and Aged Analysis).

Upgrading to V2020 can offer the most efficient route to providing your Accounting team with the latest functionality that is fully supported from Unit4.



Why upgrade?

Unit4 Financials is a best-in-class financial management and accounting solution with unrivalled flexibility, scalability and interoperability.

Upgrading to the latest version makes sure your Accounting department has the latest functionality, driving process efficiencies and cost savings. It also keeps you up-to-date with the new service packs released every six weeks.

Upgrading also avoids the risk of technical incompatibility issues (new hardware, databases, communication systems, etc.) and unsupported software.

Unit4 Financials V14

The new features and enhancements in Unit4 Financials Version 14 include:

Financials

- Element Authorisation.
 - Element authorisation rule master.
 - Element authorisation workflow process.
 - Import/export of element authorisation rules.
- Flexi-fields for finance transactions.
 - Transaction Flexi-fields in table link.
 - Browse ledger and aged analysis.
- Multiple attachments for finance documents.
- Assisted element template.
- Identification of cancelled transactions.
- Input – derived fields.
- Revaluation chain – dates.
- Intercompany – copy attachments.
- Reconciliation – scroll folders independently.
- Currency write-offs.
- Element finder – IBAN code now added.
- Pay proposal codes – now display the full proposal code.
- Payment reference number – unique payment reference generation.

- Matching – write-off tolerances now defined in home, dual and matching currency.

Administration

- Capability by company .
- Inactivating users - active until date specified on master.
- Change password and locked users.
- Password parameters – specify number of uppercase and lowercase.
- Diary notifications and scheduled task.
- Scheduled Tasks: Allocation, allocation chain, balance audit, currency revaluation chain, currency revaluation rule, diary notifications, document audit, generate pay/collect proposal, generate reminder letters, intercompany processing, table link document load, table link element load and tax transfer.
- E-mails subject and sender configuration in workflow.
- Menu content provider - enables you to store defaults for selectors and presenters.
- Downloads – downloads section on administration console, print formatter and workflow designer.
- Application header text - define application header text in application parameters.

Element Workflow

To ensure the accuracy of master data and minimise the risk of fraudulent creation or modification of key master data, capabilities have been added for creating and approving master data.

Flexi-Fields on Transactions

The Flexi-field capability at element level has been extended to transaction level, which allows you to capture unlimited amounts of business-specific dimensions, perform more detailed analyses and calculate more detailed KPIs and intelligence, in order to support both strategic and operational decision-making.

Billing

Replacing the legacy e-billing module, the new billing module is fully integrated with the core of the financials framework.

Unit4 Financials V13

The new features and enhancements in Unit4 Financials Version 13 include:

General

- New framework for user.
- All applications accessed from one menu.
- Save activities to a favourites list.
- Retains history of recent activities.
- Receive workflow messages as alerts.

Financials

- Enquiries.
 - New aged analysis.
 - Reference date on browse ledger.
 - Browse transactions (new) uses metadata.
 - Credit Management.
 - Diary uses metadata selectors & presenters.
 - Diary manager linked to user master.
 - Credit Manager maintenance.
 - Print statements – similar to sales invoicing.
 - New aged table object on Print Formatter to include ageing on customer statements.
 - Add elements directly to group masters.
 - Add attachments to elements.
- Task list.
 - Completion workflows.
 - New scheduled tasks.
 - Print invoices.
 - Print statements.
 - Ledger maintenance.
 - Populate link tables.
 - Customizer integrated into the application.
 - Metadata – add new joins and vocabulary to existing views.
 - Create and maintain repository folders.
 - Printing & emailing.
 - Email template master – subject body and signature for use in invoices etc.
 - Print options master – links print formats, output device, and email templates.
 - Print format watermarks.
 - Export/import print format masters.
 - Filter element selection within generic browse by filter on user's role.
 - Link table import routine from source files.

Flexi-fields

Flexi-fields is a new feature in V13. It allows the user to create limitless personalised fields and database tables against elements.

Analyzer

A browser-based tool that allows you to come up with accurate, customized, and graphically illuminating reports in record time.

Administration Console

- Workflow.
 - Housekeeping.
 - Financial attachments.



Products & Modules

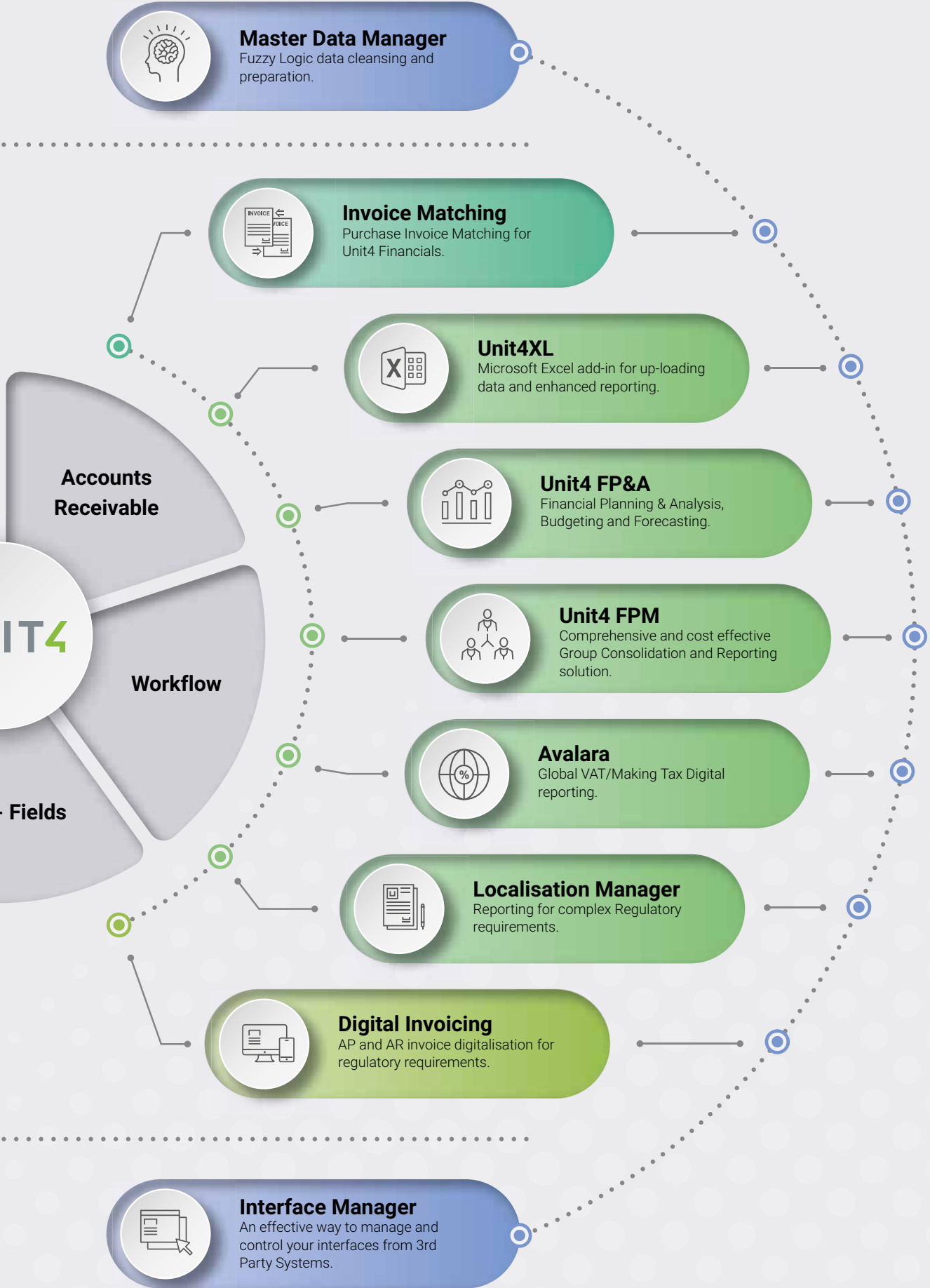


Upgrading to V13 of has enabled BWG to make use of the new functionality introduced since V10 including the production and emailing of remittances, sales invoices, customer statements and reminder letters. They are also automatically generating SEPA files within Financials rather than using add-ons. It is also now possible to view scanned images from within Financials from a browse screen rather than use a bespoke user extension.”

Barbara McHugh, Finance Manager, BWG Foods.

Unit4 Financials modules and add-ons





Fixed Assets

Controlling fixed asset information and extracting the data needed for compliance and reporting purposes can often come with many challenges. These hurdles may be caused by lack of a proper functioning asset management system or the need to update processes to reflect changes in the organisation's environment.

Within Unit4 Financials the Fixed Assets module forms part of the core product suite and allows users to manage all their fixed asset obligations in one place. Module features include:

- Integral to the solution's single financial model – no batch updates, always in balance.
 - Track assets across multiple companies, currencies, and "books".
 - Flexible and standard depreciation rules: Any number of user defined depreciation rules and plug-ins for global coverage.
 - User-defined tracking, categorization.
 - Disposals: full or partial.
 - Transfer assets – between cost centres or to create a new asset.
 - Revalue appreciating assets and post the financial transactions to separate revaluation accounts: Revalue
- by value, percentage, or a customizable rule.
- Forecast future year depreciation charges: Export forecasts to a spreadsheet or to balance codes for further analysis or reporting.
 - Real-time enquiry facility to view exact financial status.
 - Supports all methods of asset creation, including bulk loading; automatic creation from an invoice; or customized manual entry: Mass loading of assets from an external system using XML and Direct cost transfers from G/L WIP to Assets.
 - In-tray facility allows the initial entry of asset details for subsequent authorization and capitalization.
 - Users can browse customized lists of assets, with comprehensive drill-down to view full asset details, associated transactions, and financial postings.
- Assets can hold values in multiple currencies., so you can:
 - capitalize an asset from Financials and record the cost of the asset in the currencies captured from Financials.
 - create an asset manually and hold all its values in one or more additional currencies.
 - calculate depreciation based on the historic rates.
 - calculate full and partial disposals based on the historic rates.
 - revalue assets and forecast depreciation for assets in multiple currencies.
 - transfer assets, with their values being cleared down and reinstated in all currencies.
 - post transactions into Financials using the currency values calculated in Assets.



Asset Master for Unit4 Financials

(Powered by dataBridge)

Uploading assets into Unit4 Financials can often be a time-consuming, manually intensive process. This can be further exacerbated if you need to regularly update your asset register and your source data includes errors or is inconsistently formatted.

Millennium's Asset Master enables you to easily load asset records from any data source, such as spreadsheets, relational databases or flat files, and allows you to post them directly into the Unit4 Financials assets register.

Using simple drag and drop functionality, a user can select the key fields from their asset data feeds that need to be captured. Additionally, by using metadata rules you can pre-define the process for cleansing and validating your asset data. Asset Master will use these rules to quality check your data and ensure that it meets the standards you have prescribed for your organisation.

Any data that fails your validation rules will be highlighted via a warning or error message, and the

workflow task manager enables your users to review, augment and correct data to ensure completeness. Only validated data that will be accepted by Unit4 Financials will be allowed to be transmitted to the downstream asset register, eliminating the chances of technical rejection.

Asset records can also be directly authored into Asset Master, safe in the knowledge that full workflow authorisation and audit trail functionality is available, and calculation rules can be defined allowing the auto population of fields to reduce entry requirements.

Finally, Asset Master can post the updated asset records into Unit4 Financials via the Unit4 Webservices.



 dataBridge

Billing

Cash flow has never been more important to a business's financial position than now. However, managing billing to optimise cash flow too often involves manual processing that slows down the billing process and opens the process up to errors. Aligning finance and operations with the right digital billing solution can help companies improve operational control and improve cash flow.

The Unit4 Financials billing module allows you to improve billing time and accuracy by helping create the following business outcomes:

- Improved cash flow management.
- Reduced operational risks as outmoded billing process are retired.
- Reduced administrative overheads.
- Improved visibility over actual and forecast billing.
- Improved customer satisfaction as billing accuracy improves.

- Fully configurable approval hierarchy.
- Powerful BI tools allowing detailed billing analysis.

As a core module of Unit4 Financials the application can be fully integrated across your business and finance teams, improving processing speed and allowing oversight to be placed in the hands of those with the necessary knowledge to improve approval speed.

So do you want to bring your billing process up to date?



Unit4XL

Unit4XL is a user-friendly tool that combines the power and control of Unit4 Financials with the familiarity and convenience of Microsoft Excel, enabling you to output, work with, display, share and even input your data, more easily and more reliably.

It provides reporting that harnesses the advantages of spreadsheets but overcomes their usual weaknesses and complexities. It feeds your reports with real-time data and makes them far easier to maintain and share.

Unit4XL provides: reporting on a single, secure and current version of the truth: because XL applies the security and validation settings of your Unit4 Financials application, you only need to create one version of the reports for instant online distribution – safe in the knowledge that each recipient will only be able to see the data for which they have permission. It also means the entire report pack can be refreshed with the latest figures from the books – at a single click – and easily drill down into further detail.

Straightforward administration and security with useful “Toolkit” components: additional administrative flexibility and control

provide security settings to control which functions each user can access. Enhanced scheduling and distribution with XL Professional.

The XL report scheduler and distributor module allows you to schedule Microsoft Excel and XL reports with the option to specify the destination and file type. Reports can be output to a SharePoint site, where alerts can be configured, or to a task in our process control and automation tools.

Easy data entry from within Excel, eliminating the need to re-key or cut & paste: With the simple point-and-click/drag-and-drop tools, you can quickly create re-useable templates that will post transactions straight to the books from your existing spreadsheets, with full Unit4 Financials security and without needing any programming or IT support! Using XL is also an excellent way to securely upload budget and forecast revisions.

Unit4 Purchase Order Processing and Purchase Invoice Matching (POP/PIM)

Unit4 Financials POP/PIM will enable you to understand, control and manage costs to provide improved invoice matching, budgetary control and cash flow forecasting.

Six benefits of using an effective Purchase Ordering system:

1.

Costs approved before being incurred:

The primary benefit of purchase ordering is expenses/purchases approval before they are incurred. The approval process takes place at the start of the purchasing process, so maverick spend is eliminated and budget accountability established. Then you can easily manage budgets, understand costs and proactively run projects.

If the approval occurs during receipt of the purchase invoice then rather than controlling spend, this process simply tries to account for what has already taken place, when the company is committed, and the goods have been despatched. Furthermore, this process is highly inefficient and creates bottlenecks in the Accounts Payable Department, who are forced to serve as corporate watchdogs.

2.

Internal control enhancement:

Two critical points of control:

- Receiving items or a service against what was ordered. For example, the originator of the PO will 'receive' acknowledgement of completion of the service. This simple process enables Unit4 Financials to automate cost accruals by identifying unmatched goods received notes (GRN) and posting the itemized accrual to the finance module.
- Pricing: Unit4 Financials can maintain historical item costs against individual suppliers so buyer can make an informed judgment. There is also a "Request for Quotation" module within the application. A unique PO number is the key reference number for the document. This becomes the 'control' number

that links supplier documents: PO, goods received note (GRN) and invoice. The numbers are sequential which adds a level of control to limit abuse.

3.

Management of committed costs:

When a purchase order is executed by the buyer and seller it commits both parties to the terms of the document. Committed project costs are those costs committed but not incurred – PO issued but goods not received. Within Unit4 Financials commitment accounting is possible and these costs can be controlled within a unique balance code.

4.

Improve project profitability:

A common mistake when managing project profitability is only considering incurred costs (actual invoices received) and this provides only a partial picture. To understand the true profit of a project, committed costs must be included. Expected revenue minus total costs (incurred cost plus committed costs) equals potential profit.





5.

Consolidation:

Every organisation wishes to negotiate lower prices with suppliers but are not always able to do so. Suppliers are more likely to provide negotiated prices or volume discounts when a buyer can illustrate a history of purchasing significant volumes. In manual or semi-automated environments, this information is nearly impossible to assemble and is exceptionally difficult to accomplish when buying is fragmented.

Unit4 Financials provides complete visibility for all buying activity, arming buyers with information to assist with supplier negotiations. Managers can analyse buying activities by item, category, supplier, location, department, time of year and other user-defined criteria.

6.

Reports:

Unit4 Financials has a unique single database covering the financial, invoice matching and purchasing modules. This enables the production of complex reports crossing all three modules. Sample reports that can be produced include:

- Purchase Invoice Report: Provides an audit trail of the invoice identifying the original purchase order, goods received note and payable document.
- Invoice Price Variance Report: Identifies the differences between the Invoice and PO price.
- Accrual Reconciliation Report: Reconciles GRNI to accrual account in Financials
- Supplier Purchase Summary Report: Identifies number and value of PO's placed with suppliers and the associated items and account codes.
- Supplier Pareto Analysis: Suppliers responsible for 80% of spend.
- PO Commitments by Period: Monetary value of PO's raised not received by period/month.
- Overdue Supplier Shipment Report: Overdue PO's by delivery date, supplier and responsible buyer.
- Item Purchase Report: List items in descending order of value purchased annually with associated accounts, depts. and buyers.

Unit4 FP&A

Integrated Data for Informed Accounting Decisions

From Sales and Risk Planning to Profitability Analysis, finance teams need the right data to help them make informed decisions. That means providing them with the tools to delve into the detail that drives your business.



Unit4 FP&A gives you the integrated software you need for sophisticated planning, analysis and reporting.

Take full control of your business planning and forecasting processes with this intuitive Corporate Performance Management (CPM) platform. Featuring integrated Business Intelligence (BI), it also gives you advanced analytical and reporting capabilities – all in a single solution.

Powerful Business Applications

With Unit4 Prevero applications, your Financial Planning & Analysis (FP&A) teams can transform complex data into clear insights. This helps them make better decisions and turn ideas into plans into action.

Business Intelligence Capabilities

Providing self-service BI, Unit4 Prevero enables your FP&A teams to create reports, simulations, analysis and dashboards wherever needed - allowing them to work independently from other departments in the company.

Prevero provides everything you need to transform disparate sources of financial data into actionable business intelligence decisions and turn ideas into plans into action.

Fast Implementation and Easy to Use

You can integrate Unit4 Prevero into existing system environments quickly and efficiently.

In fact, more than 30 connectors to systems such as SAP, Excel and Oracle provide a seamless integration of source data - along with the ease of use to ensure quick access to accurate management information.

An Ideal Operating Model

You can host Unit4 Prevero on local, on-premise servers as well as in the cloud. Both deployment models offer automatic login via single sign-on with Unit4 Identity Services.

So, whichever option you choose, you benefit from the full functionality of our solutions and the benefits they deliver to your business.

Driven by Artificial Intelligence

Unit4 Prevero is powered by AI. For you, this means no more worrying about defining rules or selecting the right methods; Prevero's AI functions take care of that for you.

For instance, its deep learning capability can be used to determine forecast values or automatically check data entries - allowing you to remove manual operations and focus on more strategic, value-added tasks.



Unit4 Travel & Expenses

Taking the Complexity Out of Expense Accounting

Our Unit4 Travel & Expenses module takes the pain out of submitting and tracking 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 internal 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 recharging and/or 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.

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. 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.



MBilling (Powered by Icorp)

A Comprehensive Sales Invoicing Solution for Unit4 Financials Available From Millennium Consulting

For organisations with simple, low volume invoicing needs, using Microsoft Excel, Word, or a legacy billing system to generate sales invoices is often more than adequate. However, for those organisations that require more complex functionality or need to send out higher volumes of sales invoices, a more comprehensive sales invoicing/billing solution is essential.

Seamlessly integrated into Unit4 Financials, Millennium's powerful and flexible billing solution, MBilling, (Powered by Icorp) supports high data volumes and contains comprehensive billing/sales invoicing functionality including a comprehensive rules engine, smart algorithms, and data bridging.

The software supports the extraction of data from any source system and facilitates the data's transformation into client designed formats, designed to meet your business needs. By implementing MBilling, clients can be confident that invoices are being sent correctly and on time, while at the same time dramatically reducing the operation risk associated with more manual processes.

The application offers:

- Either on-premise or as a cloud/SaaS availability.
- A high degree of flexibility and configurability – supporting complex business processes.
- A 'no code' rules based billing engine that requires no need programming.

- Multi tax jurisdiction, multi-currency, and multi-lingual functionality.
- Rapid Return on Investment (ROI).

Sales Invoicing/Billing is a process in which data should flow seamlessly and MBilling has been specifically designed to support this. MBilling functionality includes the ability to:

- Accept data from multiple 3rd party systems using variable delivery methods and cater for multiple currencies and sales tax structures.
- Create a comprehensive pricing rules engine to allow multiple get the pricing matrices for customers, contracts, products and hierarchies.
- Process very high volumes of data both in source lines and invoice creation.
- Create detailed booking rules in conjunction with Unit4 Financials where the correct account codes can be selected, and any reference data rules that are required can be set.



- Handle complex domestic and international/export tax regulations for both goods and services.
- Create an order book holding the details of recurring invoices.
- Process inter-company transactions including special booking rules with Unit4 Financials.
- Operate with multiple invoice languages and currencies.



- Set-up rules to calculate the exact payment due dates.
- Set-up dedicated data extracts for EDI or for use as invoice portals.
- Configure internal review/ approval rules based on the line of business, a user hierarchy or threshold amounts.

Invoice information can either be manually keyed into MBilling or, where required, derived from an

external source system using a data bridge in which case MBilling can receive data directly from these other systems thereby ensuring accuracy and avoiding the need for manually intensive duplicate processing.

MBilling supports both 'pushed' master and invoice data and is able to connect with these external databases for master data, transactions, alerts and reporting as well as enabling them to trigger actions such as the generation of drafts, approvals or postings. During a data bridge connection if MBilling encounters any new or changed data it will be uploaded automatically, and processes exist within the application to look for and avoid duplicate entries.

By supporting webservices MBilling is able to data bridge/connect with these other systems. Significant benefits are provided by using the webservices technology such as platform independency (operating systems and database systems) and reduced cost of support as all webservices are validated against data and business layer rules. In cases where webservices technology is not suitable or able to be used then other connection techniques are available such as via direct database links.

After data collection the MBilling rules engine can be configured to determine the information required for invoicing, ascertaining exactly what needs to be split out and determining what details the invoice should contain. The rules engine is highly flexible and can be configured during the implementation phase to

ensure that any specific customer needs are met.

Invoices can also be configured to display specific messages concerning discounts or with information about previous invoices or payments. In the MBilling Order book manual one-off and recurring invoices can be prepared, with automatic lookups in pricelists, with discount tiers etc. taken into account.

The final part of the process is the approval of invoices. MBilling has been built with a clear distinction between the roles of production staff, account management and the finance department. The rules engine mentioned above can also be configured with so-called pre-processors acting at every process step. Where necessary these pre-processors can prohibit the finalising of an invoice if certain conditions are not met. Upon finalised and approval invoice can be printed or emailed out to the customer and a copy stored in a document management system for future reference. The Invoice layouts are created by using XSLT which allows customers to configure an exact match to any invoice formats that they wish to create or any existing formats that they wish to keep using.

Once invoices have been generated and sent, the billing process then posts invoice data to the Unit4 financial system and the algorithms within MBilling define the appropriate account codes to be used for posting.



“

We have used Millennium's Service Desk for a number of years. In our experience, the service received has been excellent. The staff are responsive and their knowledge is exceptional.”

Matthew Capps, Financial Controller, Kingsley Healthcare.

Avalara MTD Reporting for Unit4 Financials

Making tax compliance less taxing.

As tax authorities globally look to monitor VAT/GST liabilities in real time and move to digital transaction reporting the onus on organisations to create timely and accurate, digitally formatted VAT returns has become ever more pressing.

The Avalara MTD reporting solution offers the ability to file VAT Returns and other indirect tax compliance reports in 43 different countries. In doing so the solution addresses the complex automation needs of organisations by increasing compliance accuracy, significantly reducing dependency on manual end user computing processes while at the same time dramatically reducing the operational risk associated with these manual tasks.

Using the Unit4 Financials Structured Output (available from Version 13 onwards), Avalara is automatically populated daily with sales and purchase transaction data. A data checking and validation rules engine identifies possible errors and anomalies that can usually be fixed within the period rather than requiring retrospective adjustments to be made to returns.

VAT returns are submitted electronically to meet compliance with individual countries' specific filing formats and returns can also be displayed and saved in PDF format in the relevant local language or translated to English.



Reduce
Risk



Increase
Accuracy



Improve
Efficiency



Automate
Compliance



AutoCash

Automating Bank Reconciliations in Unit4 Financials

The world of reconciliations has never been glamorous, and it has often been underfunded and overly reliant on manual processes.

Put simply, relying on a spreadsheet for sensitive control functions such as bank reconciliations increases operational risk, reduces accountability and transparency, and has no place in the world of today.

This is where AutoCash can help by removing the manual steps in your current process.

With a few simple steps AutoCash can:

- Automate the posting of electronic cash receipts by debiting the bank account in the cash book and crediting the right customer account in the sales Ledger.
- Automatically match the sales invoice to the cash receipt, changing the pay status in Unit4 Financials from “available” to “paid”.

- Automatically reconcile the transactions in the cash book within Unit4 Financials to the bank statement, changing the status from “available” to “reconciled” and providing a full audit trail.

All three processes can be achieved within the AutoCash application as it will automatically:

- Transform, modify and load the electronic bank statement into the Unit4 Financials statement tables.
- Post cash documents.
- AutoMatch transactions in customer accounts and AutoReconcile transactions in the bank accounts.

Accessing the application is simple as AutoCash is an application that resides on the Unit4 Financials server, which is accessed via a web browser and uses web services to interface to the Unit4 Financials application.

Would you like to automate your bank reconciliation process, improve operational risk and benefit from real process efficiency gains? Then there is no time like the present.

“

We have found Millennium Consulting to be very professional and very knowledgeable in the field of financial application consultancy. They have helped us implement Coda Procurement and Invoice Matching in a competent and efficient manner. I would have no qualms in recommending this organization.”

Nancy Romance, Purchasing Manager, Ohio CAT.

dataBridge

In today's business climate, it is essential for organisations to understand how to successfully harness the value locked in their data - the lifeblood of the organisation.



Investing in new systems to improve the effectiveness of internal processes will eventually provide business payback, but to accelerate the return on investment, an organisation has to ensure the quality and timeliness of its information flow is optimised.

For 25 years, Millennium have been helping clients across all industries grapple with the complexity of managing migration and cleansing their data. We are experts at assisting you in your goal to migrate to a better and more integrated world.

Based on our experience we have brought together our functional and development teams to formalise our knowledge in one place – dataBridge, “simplifying complexity”.

“dataBridge” - is a no-code/lo-code approach that enables you to build a more comprehensive data management platform around new and existing systems, giving you quicker integration, faster implementation and reduced risk.

Unlike traditional data integration systems, which require significant investment in time and cost, dataBridge can be deployed and implemented in a matter of days generating an almost immediate return on investment. Using our tools enables us to deliver projects faster and better and helps future-proof the implementation.

Creating your data workflows could not be easier, with its intuitive user interface dataBridge allows you to quickly create your business logic and data mappings, enabling you to streamline your data processes within minutes.

With dataBridge you can feel confident that when implementing replacements to existing business systems, be it on-premise or Cloud, you are able to manage the integrations and resolve data quality issues quickly and efficiently, as per the six steps below.

1. Data Preparation Platform

Whether your data sources are off the shelf business systems, unstructured spreadsheets, or bespoke business solutions - dataBridge enables you to collect data, in real time, from many types of sources. If you wish to enrich your data using external sources it's easy using dataBridge's simple to use API.

2. Data Authoring

Authoring data inside dataBridge can be useful for organisations to avoid unstructured data capture in spreadsheet type solutions and enable true governance around the input.

3. No-code/lo-code Data Integration

Functional configuration allows you to rapidly build useful flows

and review processes that visually represent the business practice being replaced.

4. Business Process Management

Automated data flows are essential parts of building a connected organisation, but in many cases, it is key to incorporate manual decisioning into it, this enables you to make decisions on both the usefulness and quality of the data in-flight. Manual decisions can be captured in machine learning models to enable the organisation to learn from previous scenarios and enhance or replace the manual intervention in the future.

5. Deployment

dataBridge was built for the cloud, but also supports on premise or hybrid installations, this means that using the technology you can future-proof your investment and provide a seamless and cost-effective migration path.

To understand how dataBridge can help your organisation streamline and future-proof your data processes, contact Millennium Consulting.



Interface Manager

Managing the systems that interface with your ledger can be a frustrating and time-consuming process, often requiring input from your IT department.

Do you need the ability to run or schedule interfaces, monitor logs and change configurations easily and efficiently? Then Interface Manager is the solution you have been looking for.

Using an intuitive web front-end linked to your Unit4 Financials portal Interface Manager provides a single dashboard that gives you the ability to manage your existing ledger integrations and easily build new extensions.

Inherent in its functionality is:

- The ability to configure and run interfaces, and batch programs, usually only accessible on the back-end server by the database administrator.
- An interface scheduler allowing you to execute updates when required either manually or at predetermined intervals.
- The ability to configure file browsers over any directory.
- File upload and download functionality to designated folders in the back-end server e.g. input files which may need processing.
- Administrative control over the types of file that can be uploaded to the application server.
- The ability to intuitively search for any term in the exposed database table across all columns.
- Role based permissions allow only authorised users to access the application.
- The ability to view or modify any database tables within the database schema with granular level control overview and modify or delete capabilities down to column level.
- Real time monitoring of live interface logs or the ability to download historic logs.

Unit4 Invoice Capture

Are you struggling with the same invoice issues that are affecting organisations worldwide?

Do you need to:

- improve your purchase to pay process?
- reduce the time spent dealing with paper invoices?
- eliminate the need for manual data entry?
- substantially reduce cost?

If so, you may be interested in Unit4's Invoice Capture solution.

Invoice Capture is a unique solution that transforms how organisations approach their accounts payable process. The solution enables you to receive 100% of your invoices electronically from day one and removes the need for extensive data entry and associated errors.

What does it do?

By directly receipting purchase invoices, whether paper, PDF, email, XML or EDI, Invoice Capture introduces a new starting point - viewing accurate, cleansed electronic invoices from your existing Unit4 Financials system with a structured process for managing exceptions.

Fully integrated and certified, the solution provides the lowest risk and most cost-effective means of capturing purchase invoices, giving you a great head start with processing invoices with the highest levels of efficiency and effectiveness.

Through a combination of industry best practices and the solution, you also benefit from a rapidly deployable, cost effective system that transforms costly, error prone manual processes into streamlined, automated, value-added operations.

How is it deployed?

As a managed service, the Invoice Capture solution allows you to benefit from a rapidly deployable, proven solution with no capital investment needed. However, if you wish to keep directly receiving your invoices yourself, the solution can be set up so that you scan the documents and therefore retain the paper. This provides Invoice Capture with visibility of the scanned image to continue processing, enabling you to receive 100% of your invoices electronically.



Consultancy Services

“

We recently upgraded the whole suite of Coda products and engaged Millennium Consulting as prime consultants. We were keen that there was a degree of knowledge transfer rather than a simple upgrade and found the consultants more than competent in transferring this knowledge. I have no hesitation in recommending this organisation.”

Performance Reporting Manager,
Crown Commercial Services.

Finance Transformation

Designing the Future of the Finance Function

We help you re-imagine your finance architecture, create a thriving digital culture and unlock the power of your data. Our proven approach provides a framework for designing, building and sustaining a world-class global finance organisation.



Discover

We work with you to define the problem, make the case for change and create a roadmap.



Design

From planning and resourcing to stakeholder buy-in, we help you turn ambition into reality.



Solve

We develop the processes and source the solutions required to meet your project needs.



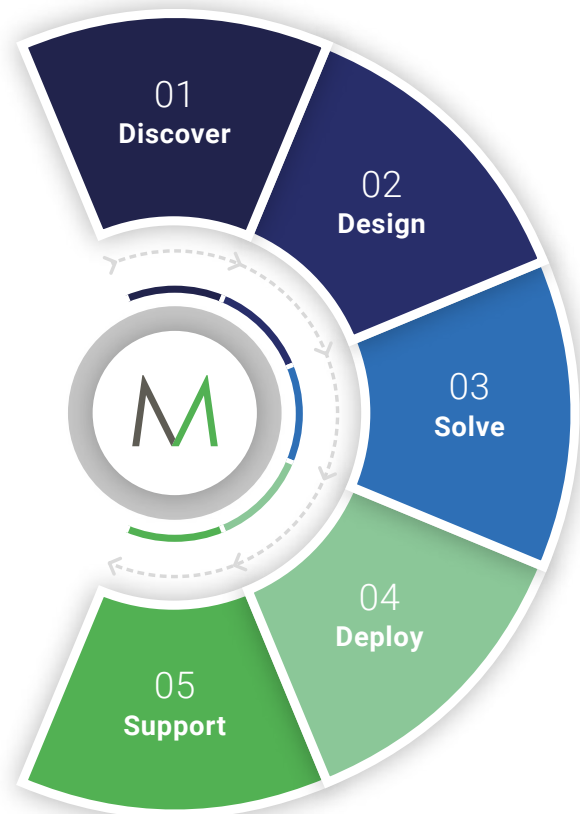
Deploy

We help you to implement new systems and solutions, from deployment to documentation.



Support

Our experts provide dedicated support and user training once your solution goes live.



Unit4 Financials Systems Process and Strategy Review

Systems Review/Report

Not all Unit4 Financials clients make optimum use of the power of the software available to them. Millennium's Unit4 Financials System Review is designed to help companies identify areas where they can improve performance and ensure they are getting the most out of their investment in Unit4 Financials. The reviews are led by one of our Principal Consultants who will review your current Unit4 Financials set-up and processes. The output is a report detailing their findings and outlining recommendations on areas of improvement based on either application changes or changes in operational process.

How it works

We discuss a provisional itinerary with you and arrange a convenient date for the consultant to undertake the review. This review requires access to key stakeholders from your Finance and IT teams and can take place on-site or remotely depending on your requirements.

The length of time required for a system review depends on the level of complexity and the Unit4 Financials modules in use but typically ranges from 2 days (1 on-site, 1 day write-up) to 4 days (2 days on-site, 2 days write-up) of chargeable work.

What is the Output of the Systems Review

The output is a report with detailed recommendations which then can become a client's "Unit4 Financials improvement roadmap" for the coming months and years ahead.

The recommendations are split into short, medium and long term improvements and cover the 3 key aspects of making your Unit4 Financials system a success - People, Process and Technology.

Note that there is no obligation for a client to proceed with all (or any of them) but going through this process and formally setting out this roadmap helps clients better understand how to best move things along to gain optimal performance from their finance system.

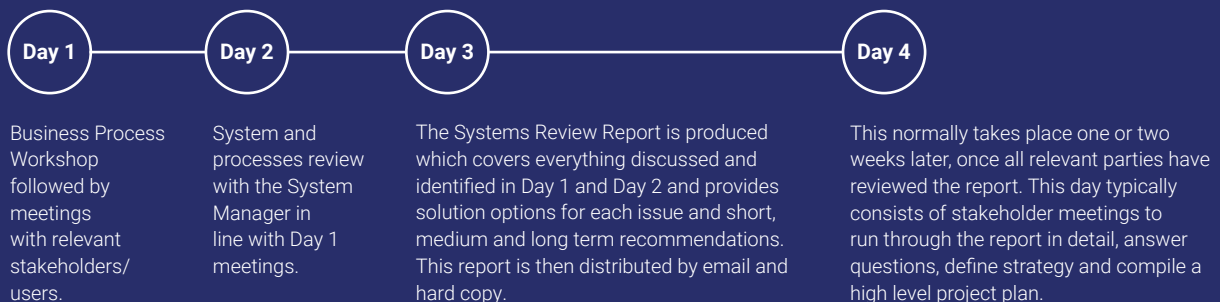
What if I just want to do an "as is" upgrade?

As well as highlighting operational improvements, the Review also looks at the technical landscape and provides recommendations on which version of Unit4 Financials clients should upgrade to, giving guidance on when they should upgrade and outlining how to move forward with the upgrade.

Whilst some clients may only wish to upgrade on an "as is" basis, (for example to ensure they continue on a supported software versions) we often find that the Review identifies other changes that are either required for the upgrade process or may bring considerable improvement to "as is" processes if implemented as part of the upgrade.

For these reasons we would recommend that clients still undertake a Millennium System Review if the main thrust behind the project is a pure Technical Upgrade.

The 4 day review will include:



The report provides options to improve software functionality, business processes, reporting, interfacing and enhance user knowledge. It also provides Millennium with the information needed to deliver support and provide project plans if required.



“

I have found Millennium to be very knowledgeable in respect of Coda. They audited our Coda system and made recommendations which we adopted. They reconfigured our Accounts Payable and Cash Book, resulting in more streamlined processes and improved reporting. I would recommend Millennium Consulting for any Coda related activity.”

Ian Jarvis, Financial Director, Kingsley Healthcare.

Is it Time to Upgrade Your Unit4 Financials Software?



Nothing ever stands still.

With any software upgrade, implementing new functionality can rapidly become key to your accounting process as they highlight more effective ways of doing business. However, upgrading is not purely about accessing new features; timely upgrades also ensure that your software is protected against security threats and that any known product issues are corrected.

Why do I need to upgrade my Unit4 Financials system?

It is uneconomic for software companies to support numerous versions of their software and they actively limit the number of software versions they support. Unit4 only provide full support for the last two releases, so like many users you may find yourself on an older, un-supported version. To maintain a world-class finance function, you may need to upgrade your Unit4 Financials to keep your processes running smoothly and be compliant with new legislation.

Unit4 currently supports the following versions of Unit4 Financials:

- V2020.
- V14.

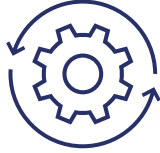
If you are still operating on V13 or earlier, you should look to upgrade your system as soon as possible.

Upgrading avoids the risk of compatibility issues and unsupported software, and it allows you to deploy the latest functionality and achieve process efficiencies and cost savings.

Regular, planned, consistent upgrade policies will actually reduce overall costs.

Are all upgrades the same?

Here is the good news: upgrading is a lot easier than you think it is. At Millennium we offer three types of upgrade. Which one is right for your business will depend on your current version of Financials and what you want to achieve from the upgrade. Our Consultants can help you identify the most effective route to deliver the upgrade that best suits your requirements.



1.

Like-for-like upgrade

This is a technical upgrade for firms looking to remain on a supported version and/or running a technology upgrade project across the company that requires a compatible version of Unit4 Financials.

This option is a stepping-stone to realising future benefits without introducing major changes. It is the simplest and quickest upgrade but is only possible if the suitable technical infrastructure is in place.



2.

Like-for-like PLUS upgrade

This is for firms who would like to upgrade to the latest version of Unit4 Financials but would also like to take advantage of the latest functionality, achieving a few 'quick wins' as part of the upgrade.

As organisation's grow their needs evolve and change. Operational processes that may once have sufficed may no longer be fit for purpose.

Using the Like-for-Like Plus upgrade enables them to configure their Unit4 Financials in line with newer operational processes.



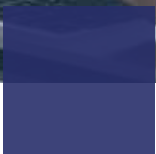
3.

Re-implementation upgrade

Growth brings change and these changes can fundamentally alter what you require your accounting system to deliver. Increased volumes, new legislation, the growing complexity of business and the need to manage and reduce operational risk all drive the requirement to understand and access how new functionality can help your business.

This upgrade solution enables your Unit4 Financials system to support these changes. It builds on the existing investment, as opposed to the upheaval of implementing a new software solution.

A re-implementation provides firms with an opportunity to achieve significant business and process improvements by overhauling the whole system, including a new chart of accounts. A new chart of accounts in conjunction with new functionality like "flexi-fields" can enhance your reporting capability. No longer will you be dependant on massaged information from various sources. There will be one version of the "truth" directly from your financial system.



Does your chart of accounts still fit your Organisations Reporting Requirements?

Are you able to output the reports that your business requires straight from your Unit4 Financials system, without resorting to labour intensive end user manipulation? If not, then your current chart of accounts design may no longer be fit for purpose.

Your information is held in a specific way within Unit4 Financials' element structure. Through the flexible nature of this design users are able to produce any number of customised reports to reflect the state of their business. To make the most of this level of flexibility it is vital that your element structure is optimised to produce the correct information with minimal manual intervention.

As your business grows, the nature of the reporting requirements changes, and so your original chart

of accounts may no longer be suitable to support this. Whilst most small businesses initially set up their accounting to meet GAAP and FRS requirements, they can often overlook the importance of having a robust management accounting structure .

Management accounting allows you to create the financial reporting that provides you with the information to manage your business. With a properly designed chart of accounts you can fulfil both your internal management accounting and statutory reporting.

Remodelling your chart of accounts can allow you to produce both your management and statutory reporting using standard Unit4 Financials Functionality, such as generic browse. It will also allow you to use more powerful analytical tools like metadata queries to produce more value-added reporting.



Chart of Accounts Design

A properly designed chart of accounts will enable you to meet the reporting needs of both Managerial and Financial Accounting.

	Managerial Accounting	Financial Accounting
Purpose	Decision Making	Communicate financial position to outsiders
Primary Users	Internal Managers	External Users
Focus/Emphasis	Future Oriented	Past Oriented
Rules	Cost v Benefit	GAAP/FRS Compliant
Timespan	Now and future	Historical monthly, quarterly reports

Here at Millennium Consulting we can help you design a new chart of accounts and element structure within U4F to reflect your current business needs. Our skilled staff can undertake workshops to understand your organisational reporting needs and create an element structure and chart of accounts that will drive your business.

Implementation Methodology for new business requirement

Millennium Consulting follows the Unit4 Implementation Methodology (U4IM), which is used globally for all Unit4 software implementations.

The methodology encompasses all the activities that can take place throughout the implementation process and is supported by strong project management controls to ensure successful delivery.

The phases of U4IM are:

- **Plan**

We agree on the contract with a client, then hand the project to our implementation team who set up the Project Organization.

- **Design**

We perform a business requirement and process review, running workshops with the client to create the solution design.

- **Build**

We advise you on the required hardware and infrastructure then build the solution, configuring the relevant elements.

- **Test**

We help you to perform Integrated System Testing and User Acceptance Testing on the elements built in the Build phase.

- **Deploy**

We deploy the different solution elements, taking care to advise you on and help co-ordinate every aspect from Data Migration to End User Testing.

- **Close**

Around three weeks after the solution goes live, we evaluate the project - assessing deliverables and future plans for development.

Note: Integration with third-party reporting software such as Cognos, Business Objects and Microsoft SSRS (as well as procurement, billing and payroll systems) is a key consideration of the upgrade process.



Improving Your Unit4 Financials Performance by moving to the Cloud

Moving your operations to the cloud provides your business with improved scalability, flexibility and performance - not to mention cost savings.

Our cloud migration expertise - combined with innovative tools for data cleansing, mapping and reconciliation - ensure that your move to the cloud is as efficient and effective as possible.

Migrating your Unit4 Financials data to the cloud can be as simple as a backup and restore onto your new cloud environment, but you can also use this opportunity to cleanse and streamline your data with the following five steps.

1.

Cleansing

Your finance data arrives at your accounting department from multiple sources, all with their own way of storing and managing that information. This can make feeding it into your Unit4 Financials system a time-consuming, manual process likely to create errors.

To cleanse your data, you need to:

- Convert.
- De-duplicate.

- Standardise.

All three steps can be time consuming and prone to error when completed manually.

Highlighted Solution:

Migration Manager

Our Migration Manager solution removes the manual elements of the cleansing process, reducing the resources needed to prepare your data for migration.

2.

Migration

Once your data is cleansed, you need to prepare it for the journey to the cloud. How will you continue to bring new data in from source systems? And does your cleansed information match what is actually happening within your business?

There are three steps to answering these questions:

- Mapping.
- Validation.

- Loading.

Going through these stages manually not only consumes time and resources but introduces a high risk of human error and ongoing data inaccuracy.

Highlighted Solution:

Migration Manager

Our Migration Manager solution removes the manual elements of the cleansing process, reducing the resources needed to prepare your data for migration.





3.

Reconciliation

Before your data can be uploaded to your cloud-based Unit4 Financials system, you need to check that it matches your source systems. If it does not reconcile with the information as it first arrives in your business, you cannot base your accounting decisions on it.

There are two levels that this needs to happen at:

- Account level.
- Transaction level.

This is another resource intensive task that is prone to inaccuracy when carried out manually.

Highlighted Solution:

Reconciliation Manager

Our Reconciliation Manager gives you an efficient and effective way to guarantee accuracy by comparing high-level dataflows and transaction-level postings.

4.

Management

Once your data is uploaded to the cloud and reconciled with your source systems, you need the ability to manage the information flowing into your finance function on a daily basis. You need the tools to monitor and manage your accounting information continuously.

There are three elements to this:

- Interfacing.
- Validation.

- Communication.

The constant monitoring of your data flows is a challenging, time-consuming task without the digital automation tools to drive efficiency.

Highlighted Solution:

Interface Manager

Interface Manager gives you a simple way to control all your existing Unit4 Financials integrations and build new extensions.



5.

Operation

Even with a sophisticated ledger system like Unit4 Financials in place, it is likely you still perform manual tasks to support it on a day-to-day basis.

There are three key areas where automation can drive efficiency:

- Scheduling.
- Analytics Localisation.

Highlighted Solutions:

Schedule Manager

Schedule tasks to run automatically

within your Unit4 Financials system, removing the resource cost of completing them manually.

Analytics Manager

Our powerful Analytics Manager gives you the tools to delve into the detail of your data and gain the intelligence that drives results.

Localisation Manager

Localisation Manager takes the local complexity out of global accounting processes, reducing the resources needed to manage regional regulations.



BlueBay has been using Millennium Consulting as our Coda support service for circa 5 years. I have always found the team to be very personable with a keen and willing approach to solve any issues that we have raised, as well as making the Coda version upgrades a relatively painless task.

The helpdesk team have always provided confidence that their knowledge base is excellent. I am more than happy to recommend Millennium.”

Darren Clark, Manager - Financial Planning & Analysis, BlueBay Asset Management.



Millennium Service Desk

Dedicated Support for Your Business

Founded in 2015 the Service Desk currently supports numerous global organising and consists of consultant grade application and technical experts with deep domain knowledge and many years of Unit4 Financials experience who are available to help answer any questions that you or your users have.

Service Desk complements your support & maintenance agreement with Unit4 by giving you access to accounting and technical experts who can answer your “how to” set-up and configuration questions.

Using a ticketed support management system, with client portal access, full SLA monitoring and issue escalation, our consultants can be on the end of a phone or email, and use remote dial-in, to assist you on your own system in a matter of minutes.

Supported Software Includes:

Unit4 Financials | Purchase Order Processing | Invoice Matching | Billing | FPM | FP&A | Travel & Expenses | Unit4XL | Workflow | Fixed Assets | Flexi-Fields Analyser | RAMS | Italian Localisation | AutoCash | Interface Manager.

Supporting You: 9 hours a day, 5 days a week with extended support hours available on request.

Remote: support can be provided using your VPN access or by GoToMeeting, Skype, WebEx, Teamviewer, etc.



Operations: Reduce reliance on key staff by augmenting the administrative capability of your team with our large range of application management services. A dedicated consultant will be allocated to help address your ongoing application changes, mitigating the need to hire extra staff.

At busy times such as the month end or during staff holidays, sickness leave or maternity, our team are at hand to take over and assist with tasks including, master file maintenance, adding or deleting users, setting user permissions,

maintaining workflow, etc. They can also schedule regular tasks such as archiving or running the year end.

Application: Advice on “best practice” set-up, provided by consultants each with over 15 years Unit4 Financials consultancy experience, who have been working in all the main industry sectors that typically use Unit4 Financials, including: Banking, Insurance, Financial Services, Retail, Media, Manufacturing, Construction, Educations, Pharmaceuticals and Government.

Accounting: “Best practice” accounting set-up advice, provided by qualified Applications Support Consultants. Each Consultant has accounting qualifications and a minimum of 15 years’ experience working with Unit4 Financials.

Technical: Our Technical Consultants have each worked with Unit4 Financials for at least 15 years and will assist you with performance, efficiency, security, and help resolve any technical problems.

Technical Support may include database performance, server

performance, RDBMS update review, operating system environment error checking, service packs and patches check, database maintenance check, database local disk backup check, web servers check, core client configuration check, reporting server check, license audit, etc.

Maintenance: Expert Technical Unit4 Financials Consultants can monitor and maintain your system, so you do not have to. Systems Maintenance may include monitoring, log maintenance, link table cleansing, back-up & refresh, service packs installs, database indexing, run fix-check and client configuration.

Training: One-on-one or small group (up to 5 people) user training can be provided for any Unit4 Financials product, on-line as part of your support agreement. This will increase the knowledge of your team, raising productivity and decreasing the level of support required. Simply raise a training request via a support ticket and one of our team will contact you to arrange an agenda and a convenient time for the training.



www.millenniumconsulting.com

Get in touch

assist@millenniumconsulting.com

+44 (0) 845 604 4262

