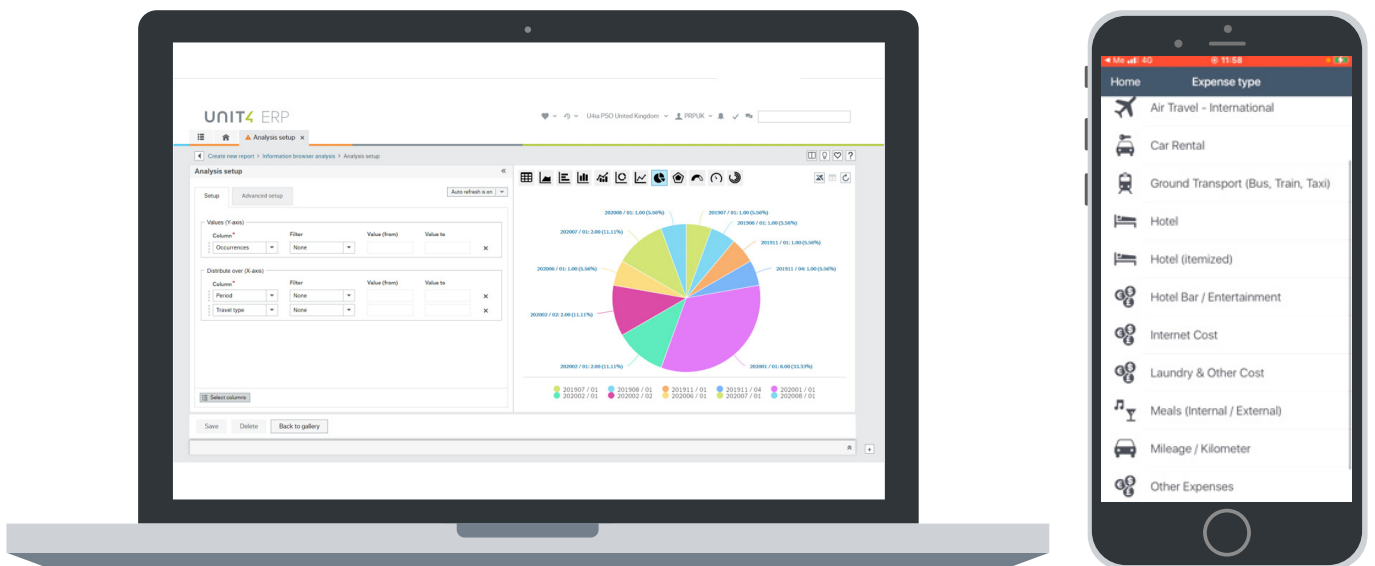


## Unit4 HCM Expense Management

# A better experience for you and your people



Unit4 HCM is an integrated and intuitive suite of capabilities built to help people-centric organizations unleash talent and strategy with agility, improve employee retention, and adapt at speed.



Expense reports can make your people's lives miserable. Manual data entry is cumbersome, and systems don't actively help them follow company expense policies or regulatory guidelines. And trying to find extra support to get things right ends up slowing the entire process down. Or they don't comply. But it doesn't have to be this way.

With its complete self-driving expense entry capabilities, Unit4 HCM Expense Management reduces administration to let your people fully focus on their jobs and your customers.

### Key Capabilities

- Speed, accuracy, and control of travel expense management
- Automatically create expenses from receipt images
- Automatically match credit card transactions with expenses created from receipts
- Validate regulations and expense policies
- Complete, submit and approve full expense reports on any device
- Rapid, simple implementation and no need for training
- Flexible workflows that you can adapt to your needs

**Available anytime, anywhere**

With Unit4 HCM Expense Management, expenses can be entered and approved on a range of devices. You can photograph receipts, meal bills, etc., using the dedicated app. You can then view all the transactions in a single screen and quickly see the status of travel expense claims, check if they have been approved, and drill down for more details with a single click.

**Seamless data integration**

Expense Management seamlessly integrates with other modules in your HCM, including core HR, payroll, and Unit4 ERP. Automatically transfer the basis for reimbursement of travel expenses or invoicing to Unit4 ERP, FP&A, or HCM payroll system, and synchronize and update master data about your people, users and projects all from one place.

**Get your costs right**

Unit4 HCM's Expense Management module enables automatic calculations of travel allowances, simplifies potentially complex administrative tasks, and saves time and costs. Attach default details to your expense claims, such as expense type or employee, that are analyzed to make sure they are always allocated to the right department, project, etc.

**Transparent and compliant**

Get visibility of all expenses with built-in analytics using drag-and-drop pivoting for quick and easy analysis. Detail logging of every change ensures transparency and control. The flexible and easy-to-use workflows overview gives everyone and every role in your company complete visibility into the state of their expense reports, from entry to reimbursement.

Automatically create expenses from receipt images



Validate against travel policy in real time



Manage project cost and analyze general ledger data



Calculate per diem allowance on the road



Multiply Unit4 HCM's core HR strengths when used as a fully integrated part of your full Unit4 HCM solution.

Unit4 HCM supports the following functions:

**Core HR**

- Employee Management
- Absence Management
- Employee Management

**Payroll**

**Talent Management**

- Recruitment
- Performance Management
- Employee Engagement
- Skills & Competences

**Want to know more?**

To discover more about how Unit4 HCM transforms your people practices, speak to your account manager, or visit our website at <http://unit4.com>.