m-hance Expenses
Reduce processing costs and eliminate errors

Why use m-hance Expenses?

The benefits of effectively managing your company's expenses are significant, leading to savings in both time and costs. Although expenses is the second largest controllable cost for businesses (after salaries and benefits), it is an area where many opportunities for efficiency are missed. Some organisations do not have formal expenses processes and software in place, and many devote too much time to entering claims, checking inaccuracies and manually reconciling and consolidating data from disparate systems or paper-based sources.

m-hance Expenses provides a faster, more efficient way to process expenses by automating time-consuming manual procedures to enable businesses to maximise their cash flow by keeping expenditure under control.

What is m-hance Expenses?

m-hance Expenses is an optional module for our existing Purchase Management solution to allow for the entry and approval of expenses via the existing browser and is fully integrated with Dynamics GP (versions 10 and above). By seamlessly interfacing with GP the module eliminates the re-keying of data and will require minimal intervention by the finance team in order to create a streamlined and efficient process. The web-based module's user-friendly features have been designed so that non GP users can quickly get to grips with the system, whether they are working in the office or remotely, to ensure a fast and simple expenses process.

m-hance Expenses is a fully integrated end-to-end solution which seamlessly interfaces with m-hance's document management system. Employees can attach electronic receipts and other supporting documents that may be required to facilitate approval. Once a claim has been approved the document will be permanently stored in a secure archive, improving productivity by eliminating paper and aiding compliance.

Expense Entry and Approval

The system's expenses entry and approval transactions mirror the same easy-to-use browser functionality which is available in m-hance Purchase Management's requisition entry and approvals module to ensure a familiar look and feel.

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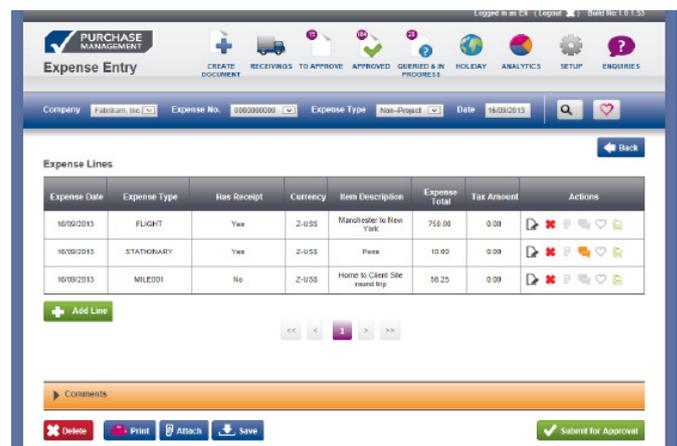
- Submit multi-line expenses claims online which are automatically sent to the relevant authoriser for approval

- Set up browser users, approval hierarchies (including 'holiday cover' in the event of employee absence) and intuitive workflow rules for each transaction type

- Generate flags for claims which fall over the designated amount in accordance with company policy and set up the system (if required) to only pay the maximum allowable amount per expense type (hotel, train bookings etc)

- Add comments and attachments to claims (link with document management solutions ensures secure storage and quick retrieval of uploaded documents)

- Review and approve/reject/query an expense claim

- Expenses can be imported into GP Payables or an export file can be produced once expenses are approved for processing within a payroll solution

- Rules for non-reimbursable expenses ensure when the claim is approved the amount claimed will be imported into GP against a sundry creditor account

Enquiries and Reports

In the same way as m-hance Purchase Management contains enquiries relating to requisitions and invoices, users can easily search on claims they have entered or ones that have been approved by expense type. Queries could include subsistence expenditure and business mileage claimed in the financial year without the need to contact accounts.

- View your claims progressing through their approval process, ascertain who they are with for approval, receive notification when claims have been fully approved, and see when they are posted and finally paid

- View your claim history

- Use the browser's powerful search facility to review specific expense submissions

- GP users can view details of all claims being processed, along with the ones that have been approved, using the system's intuitive reporting capabilities created within GP SmartLists

- Introduce greater reporting flexibility and analyse expense claims by whatever criteria you require through seamless integration with Analytical Accounting in GP

Benefits of m-hance Expenses

- Reduces processing costs by up to 80 per cent by cutting paper
- Eliminates errors associated with spreadsheets involving the re-keying of data
- Integration with Dynamics GP, document management and payroll solutions provides a fully automated end-to-end solution
- Speeds-up the submission and approval of expenses within a user-friendly browser
- Improves visibility and control of expenditure to increase cash flow
- Saves time and frustration by replacing inefficient and error prone manual processes
- Easy-to-use and intuitive functionality ensures only minimal training is required for non-GP users

Purchase Management full module suite

- Sales invoices

- Purchase requisition

- Goods receipt and Invoice approvals

- Employee expenses

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