

Global Professional Association Streamlines Expense Reporting for Volunteers and Employees

Located in Reston, Virginia, the American Society of Civil Engineers (ASCE) is a nonprofit association representing more than 140,000 civil engineering professionals worldwide. With thousands of employees and volunteers filing paper expense reports, ASCE needed to modernize their expense management process.

Business challenge: expense management for thousands, including volunteers and employees

In addition to managing the travel expenses of their 270 employees, ASCE also reimburses the travel expenses of thousands of members who volunteer their technical and professional expertise to support the society's mission. Managing over 15 annual conferences and more than 310 educational seminars each year, the ASCE accounting team was spending too much time chasing paper expense reports.

The paper-based reimbursement process started with AP clerks determining which volunteers had attended meetings and then emailing each one an expense form. Volunteers filled out the form, attached their receipts and mailed it all to the AP department. The completed report was handled by the mail room, then to AP for verification and keying into the system. Routing for approvals, managing exceptions and making payments rounded out the distracting, time-consuming effort.

The solution: automated system built on SharePoint

Knowing they had to modernize, ASCE's Chief Financial Officer started researching options. Like many associations, supporting a volunteer community in addition to employees made finding an expense management system that fit more complicated. The cost of the traditional systems was high, most often based on a per transaction fee, putting them out of consideration.

ASCE needed a flexible system that could manage both per diem and actual expense reimbursements. Plus the system had to be easy for volunteers to use. As the evaluation process continued, DynamicPoint rose to the top and was selected.

DynamicPoint deployed the SharePoint Expense Reimbursement system for Dynamics GP with customizations to accommodate ASCE's unique requirements. Through the DynamicPoint expense management system, ASCE employees invite volunteer members to participate in committee meetings. When the volunteer responds, a pre-populated expense report is posted to their web-based membership account with appropriate rates and account codes. After the meeting, volunteers access their ASCE account, finalize the report and attach receipts. An automated approval workflow completes the process.

Using SharePoint as the foundation, the DynamicPoint expense solution provides single sign on for employees and volunteers. Like many organizations, ASCE already owned the SharePoint licenses, providing an additional cost benefit.



ASCE volunteers attend hundreds of committee meetings and events around the globe.

Project Summary

American Society of Civil Engineers
www.asce.org

Business challenge

Manual expense filing and reimbursement process for hundreds of employees and thousands of volunteers.

Solution and benefits

DynamicPoint Expense Reimbursement solution provided ASCE with:

- Cost effective solution for large, diverse user community.
- Full integration with Microsoft Dynamics GP.
- Automated submission and approval workflow.
- Single sign on for all users of the expense system.

Easy for volunteers to use, DynamicPoint allows employees to easily track who is attending events and who should be reimbursed. The accounting team can track and report the expense information immediately since the data flows automatically into the Microsoft Dynamics GP.

Further containing costs, DynamicPoint provided all services remotely. Through a disciplined process, the DynamicPoint consulting team clearly defined the requirements and project parameters. Working closely with the ASCE project team, the implementation went very smoothly.

Benefits: Easier for volunteers plus huge time savings for employees

The DynamicPoint Expense Reimbursement solution has cut the time spent by employees and volunteers at every step in the process. Through the project, ASCE has realized:

- Huge time savings that allow AP employees to spend more time on revenue enhancing work.
- A far better experience for volunteers.
- In-depth reporting and analysis capabilities for better insights into spending.

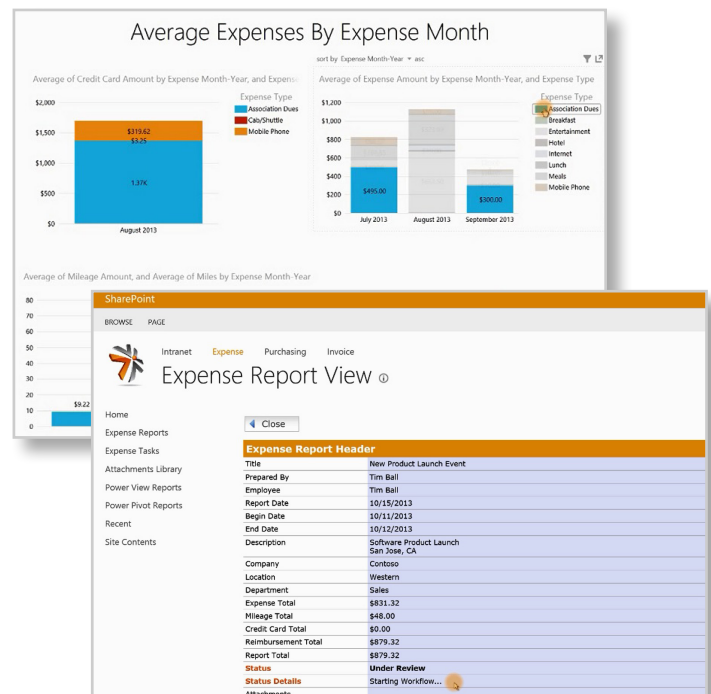
To ensure quick adoption, the ASCE project team created manuals and quick reference guides for all levels of users - from employees to board members. Employees received classroom training to get a full understanding of the revamped processes.

Volunteers have expressed their appreciation of the ease of use and time savings from the new system. ASCE's new expense reimbursement solution is saving time for thousands of volunteers as well as employees.

ASCE has realized a big reduction in the volume of paper flowing through the offices - starting with the mailroom, through the accounting process and then to offsite storage. Through a cost effective, easy to use system the professional association has achieved all of the objectives of the project with DynamicPoint Expense Reimbursement.



Easy for volunteers to use, the DynamicPoint Expense Reimbursement solution allows ASCE employees to easily track who is attending events and who should be reimbursed.



DynamicPoint's expense management solution simplifies the reimbursement process and delivers flexible reporting options.



562.726.4396 • info@dynamicpoint.com