



# Recoverable Expense Reimbursement Automation



At the intersection of general controllership, procurement, and compliance resides recoverable expenses that are often haphazardly tracked, billed, and collected. This contributes to lengthy month-end close efforts and unfavorably impacts cash flow.

Recoverable expenses occur when a company pays a supplier invoice on behalf of an affiliate and then collects a portion of the “reimbursable” expense. Upon the settlement of the originating supplier invoice, customer invoices are created to track and collect recoverable expenses.

Enabled by Workday Extend and leveraging features of supplier accounts, customer accounts, and banking and settlements, KPMG’s “Recoverable Expense Reimbursement Automation” (RERA) solution automates and streamlines the recoverable expense reimbursement end-to-end process.

## Expense Approval Form (EAF)

The EAF is an Extend Model Component based screen that is completed in conjunction with the underlying Supplier Invoice and serves to collect the governing authorization to recover a portion of the expense from the Affiliate and additional compliance information.

1

## Recoverable Allocation Form (RAF)

The RAF is an Extend Model Component based screen that is completed after the approval of the Supplier Invoice and the EAF; it serves to allocate portions of the expense to Affiliates for reimbursement.

2

## Affiliate Invoice Process (AIP)

The AIP is a Studio boomerang integration that creates Customer Invoices for the Affiliates that were designated in the RAF for eventual approval and settlement of the recoverable expenses’ reimbursement.

3

## Workday modules used



### Supplier Accounts

Supplier invoices and traditional approval flows.



### Workday Extend

Custom screens, model components, business processes, and orchestrations.



### Workday Studio

Customer invoice creation and CSV upload.



### Customer Accounts

Customer invoices, interaffiliate accounting, and direct debit.

## Changes and Benefits

Changes	EAF automates paper-based recoverable approvals	Automation of approval flows within Workday	Digitized expense recovery & reimbursement documentation	Alignment of Supplier Invoices & "Recoverable" Customer Invoices
Benefits	Streamlines the recoverable expense approval process	Strengthens compliance and spend approval controls	End-to-end audit trail inclusive of "recoverable" governing provisions	Ensures the timing of reimbursements occur per the Recoverable Expense policies



Payer	Recovery Rate In %	Recovery Amount	Deal	Position	Memo	Edit Lines	Delete Lines
Dunder-Mifflin	3	200.00	Adaptive Insights II	Adaptive Insights (Common Stock)	Manually entered	Edit	Delete
Dunder-Mifflin	73	38.65	Adaptive Insights I	Adaptive Insights (Class A Units)	Line Memo	Edit	Delete
Dunder-Mifflin	2.95	156.10	Adaptive Insights I	Adaptive Insights (Class B Units)	Round 2 B	Edit	Delete
Dunder-Mifflin	2.26	119.50	Adaptive Insights II	Adaptive Insights (Common Stock)	Round 2 CS	Edit	Delete

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