



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.

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.

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.

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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.

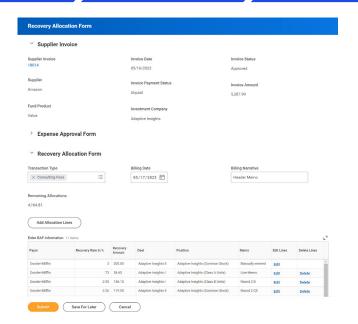
Changes and Benefits Digitized expense Alignment of Changes EAF automates Automation of approval recovery & Supplier Invoices & paper-based recoverable flows within Workday "Recoverable" Customer approvals Invoices End-to-end audit Ensures the timing of **Benefits** Streamlines the Strengthens trail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

Supplier Invoice

Expense
Approval Form

Recoverable Allocation Form Affiliate Customer Invoice





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