

Recoverable expense reimbursement automation

Enable by KPMG x Workday



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 unfavourably 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.

01

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 authorisation to recover a portion of the expense from the Affiliate and additional compliance information.

02

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.

03

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.

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	Digitised expense recovery & reimbursement documentation	Alignment of Supplier Invoices & “Recoverable” Customer Invoices
	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

Supplier Invoice

Expense Approval Form

Recoverable Allocation Form

Affiliate Customer Invoice

Deal Expense Approval Form

- Invoice Status Information
- Enter EAF Details Here
 - Expense Type *
Advisor Fees
 - Investment Status *
Closed
 - Rounds *
Round 2
 - Is Contract Variance Greater Than 5%: *
No
 - Review Committee
DevCon23
 - Allocation Rules *

Buttons: Cancel, Review

Recovery Allocation Form

- Supplier Invoice
 - Supplier Invoice: 18014
 - Supplier: Amazon
 - Fund Product Value: Investment Company Adaptive Insights
 - Invoice Date: 05/16/2023
 - Invoice Status: Approved
 - Invoice Payment Status: Unpaid
 - Invoice Amount: 5,287.99
- Expense Approval Form
- Recovery Allocation Form
 - Transaction Type: Consulting Fees
 - Billing Date: 05/17/2023
 - Billing Narrative: Header Memo
 - Remaining Allocations: 4,164.81
 - Add Allocation Lines

Payor	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	
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

Buttons: Submit, Save For Later, Cancel

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