

Process: Payment Management

Subprocess: Payment Management - Payroll Cash Funding

Process Owner: VP Accounting & Finance Excellence
VP Corporate Treasury

Process Leader: VP Accounting & Finance Excellence
VP Corporate Treasury

Author	
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MH E&A Approvals

Name	Function	Date	Comments
VP Accounting & Finance Excellence	Process Owner		
VP Accounting & Finance Excellence	Process Leader		

Modification History

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Order	Task	Task Description	When	Responsible	Frequency	Tools
1	Payroll Cash Funding: Purpose	The purpose of the Payroll Cash funding Process is to ensure efficient and accurate payroll cash funding. This process ensures that payroll payments are accurately executed and confirmed, maintaining financial control and compliance.	N/A	Local HR / Local & HQ Treasury / Global Payments	Monthly	N/A
2	Payroll Cash Funding: Uploading Payroll File	Human Resources has to upload payroll files directly to the electronic bank 48 hours before the execution date. Additionally, they should open a JIRA ticket using a completed template that includes all relevant payment information.	48 hours before the execution date	Local Human Resources	Monthly	Cash Forecast Template
3	Payroll Cash Funding: Jira Instructions	The JIRA ticket must be opened in the following category: SAP FI (Finance) - Global Payments (GP) - Manual Payment. The following participants must be added: BUNE: Johan Kooops,, Guillermo Torroja Alfonso Yañez Nadal, Eva Maria Ibarra Mena. BUSE: María Julio, Guillermo Torroja, Alfonso Yanez Nadal, Eva Maria Ibarra Mena. BUAM: Lorena Cardona, Claudia Patricia Murcia. HQ: María Julio, Guillermo Torroja, Alfonso Yanez Nadal, Eva Maria Ibarra Mena.	48 hours before the execution date	Local Human Resources	Monthly	Cash Forecast Template
3,1	Payroll Cash Funding: Jira Instructions: Special Instructions For México	In the case of Mexico, the JIRA Ticket must be opened at least 72 hours before the payroll execution, attaching the following documentation: • Files (Altas) of employees not created in electronic banking • Cash flow template • Template with all information related to payment	72 hours before the execution date	Local Human Resources	Monthly	Cash Forecast Template

Order	Task	Task Description	When	Responsible	Frequency	Tools
4	Payroll Cash Funding: Release and Approval	Local Treasurers should create a confirmed forecast in Kyriba. Treasury HQ will approve the release of the payment after cash funding.	During the 48 hours before the execution date	Local Treasury / Treasury HQ	Monthly	Kyriba
5	Payroll Cash Funding: Control and Sign Request	The Global Payment team will verify that the information provided by Human Resources matches the data in the bank. Once confirmed, they will proceed to request the necessary signatures.	During the 48 hours before the execution date	Global Payments	Monthly	Kyriba
6	Payroll Cash Funding: Confirmation	As soon as all payments are signed and confirmed by the bank, the Global Payments team will update the status in the JIRA ticket and proceed to close it.	During the 48 hours before the execution date	Global Payments	Monthly	Kyriba