CBM Quick Process Reference Guide (QPRG)

for Request of Funds

Process description

1. Purpose of process

The Request of Fund (RoF) process defines the steps to be taken to transfer funds to the bank account of a partner.

2. Introduction and scope

Once a project contract has been signed by CBM and the partner is approved in ProMIS, the partner can request approved funds to be transferred to its bank account stated in the contract via the Request of Fund form.

The processing of the requests takes place in ProMIS by the CO/RH. The function in the system is referred to as "Create Payment".

3. Key stakeholders in the process

Stakeholder	Responsibility
Partner	Completes RoF and sends it to the CO
CO	Checks RoFf according to agreed points Creates payment in ProMIS Checks payment according to Authority Matrix
RH/CEO	Checks and approves payment in ProMIS
SSC /TM	Final quality checks
Accounting & Tax	Processes the payment to the partner

4. Key process principles and considerations

5. N/ASpecific situations

CBM Global Projects (CBM Global implements)

- CBM is entered as the Partner with EBURY Bank account in ProMIS
- Transfer is started in ProMIS by A&A

Funding source CBM Italy

- Transfer is started in ProMIS by Responsible Project Manager
- Donor code needs to be entered in the text for Bank Statement

Own Implementation Projects

- Managed within own cost budget in Business Central (BC)
- Cost center of the respective CO
- Need to start from BC

6. Minimum requirements

In order to reduce the workload in the Country Offices and to gain efficiency, Partner Projects with an annual budget below 50.000 EUR have one call up per year. For Partner projects with an annual budget with more than 50.000 EUR the minimum amount of the first RoF should be 50.000 EUR, the second one is up to the annual budget as needed.

7. Detailed process step and responsibilities

Key process/Phase	Detailed process steps	Who	Participant stakeholders	Tools/Reference	Time/when
1	RoF form completed and converted into PDF.	Partner		RoF	
2	The RoF is submitted to the respective Country Office/Regional Hub	Partner	CO/RH	RoF	
3	Checks as per **Section 8** of this QPRG are carried out. Any necessary corrections are requested from the partner. Proceed only if all requirements are fulfilled	CO/RH	Partner	RoF	
4	A payment is created in ProMIS by adding a new payment on the finance transfer tab of the project.	CO/RH		ProMIS	
5	Authorized persons as defined in the Authority Matrix or the respective Authority Delegation Forms receive a task in ProMIS to check as per **Section 9** and approve the payment directly in ProMIS. If there are errors in the payment or other reasons for not transferring the funds, the approver rejects the payment with an explanatory comment.	CO/RH/Initiative Director/CEO		ProMIS	**The tasks should be dealt with within 2 working days of receipt.**

6	Final checks of the approved payments integrated in the approval workflow.	SSC/TM		ProMIS	
7	Approved payments are automatically handed over from ProMIS to the accounting system Business Central for execution.	SSC/TM		ProMIS/ Business Central	
8	The payment is transferred to the service provider/supplier through the BC payment process and mirrored back in ProMIS	A&T		Business Central/ProMIS	
9	Partner confirms the receipt of funds by returning the filled out and signed Acknowledgement of receipt of fund (AoR).- section of the RoF form to CO	Partner	CO		Within 15 days
10	CO uploads the AoR in ProMIS on the finance transfer tab of the project	CO		ProMIS	

8 CO Reviewing the RoF before processing the payment

Checks to be done:

- ✓ Reports submitted
- ✓ AOR of previous payments uploaded
- ✓ Current cash is used up
- ✓ Contract uploaded
- ✓ Partner assessed
- ✓ Project not on Proviso

9   Approver Checks

1st level <75k
- ✓   Authority matrix correct (Region & Amount)
- ✓   Project on track? - Overview page in ProMIS (Status Box, PO Box, ...)

2nd level >75k
- ✓   Does the callup make sense? (Power Bi)/ Overview page in ProMIS (Status Box)

- ✓   Any objections from strategic/management perspective?

Process Owner: Transaction Management

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Approval: Director FaOD -Thorsten Schmidt

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