

Induction – Finance Department



Finance Team

Director, Controlling

- Michael Egerer

WTA Team

- Dawid Pyzowski



Director, Taxes

- Winfried Staeblein

Taxes

- Bartłomiej Gryn

Director, Accounting & Reporting

- Petros Amanatidis

Accounting Department

- Anna Kowalczyk
- Iwona Wrońska
- Weronika Zabor
- Aleksandra Pietrzak



Finance Team

Director, Accounting & Reporting

- Petros Amanatidis

Accounting Department

- Anna Kowalczyk – Chief Accountant - payments , Financial Statements, tax declaration, reports
- Iwona Wrońska – Sales & Receivables Accountant - sales invoices , project Moje Miasto Payback, travel expenses
and entertainment costs...
- Weronika Zabor –Accountant – costs invoices, system EPR (helpdesk), bank statements,
- Aleksandra Pietrzak– Intern- correspondence, mailbox faktury@payback.net, bank statements booking, new vendors set up...



Agenda

1. Sales and Receivables

- 1.1 FAT, Platforma globalowa
- 1.2 Service providing confirmation
- 1.3 Reinvoices costs into intercompany entities Amex Group
- 1.4 New Partner and implementation requirements



2. Costs and Liabilities

- 3.1 Ordering services and goods in system EPR
- 2.2 Set up new vendor
- 2.3 Invoice payments
- 2.4 Employee expenses
- 2.5 Non-material services
- 2.6 Residence certificates
- 2.7 Contest reconciliation

3. All Other

- 3.1 Questions and answers



Sales and Receivables

1.1 Financial Automation Tool, Global (International) platform

It is database for Finance Department and on basis that, invoices for points and commissions are issued.

1. Financial Automation Tool (FAT)– File, where PM includes data regarding fees/marketing fees for respective month to issue an invoice. **Deadline for data is sending each month to all dedicated people.**

Link to the folder with files: P:\Finanse\FAT

2. Global Platform (International platform) – specific information regarding circle of points are settled on global platform and after month end, through interfaces, are uploaded to accounting program in described configuration. We register on dedicated accounts: points issued, points redeemed and points expired. Platform allows us to produce very quickly invoices from points area (in sales and purchase sites).

3. Orders – document word/pdf, which confirms ordering services different as indicated in clearing reports and in FAT.



Sales and Receivables

1.2 Confirmation of realisation of services.

All services sold to Partners, which are not mentioned in their contracts or does not result from clearing reports, **must be documented by Order.**



Order should include:

- Date
- Information about products sold in particular period
- Date of service
- Data about Partner

Order should be sign by Partner (not nessesary according to representation).

Documentation hast to be sent at least till the last of working date of the month.



Sales and Receivables

1.3 Costs reinvoice in the group Amex

Costs connected with services to others entities in the group Amex, are reinvoices to the respective companies. It is calculated on basis of work hours dedicated to other entities in the Amex group and travel expenses.

The information are delivered to HR Department. Described , signed etc.

Costs for re invoicing must be reported max till 7 of working date each month.

Reinvoices have to be issued by Controllershship till 10 of working date each month.



1.4 New Partner

Implementation the new Partner requires unconditionally informing about that Financial Department and IT Team in order to create Clearing Report for the new Partner and set up this Contractor in our database.



Costs and Liabilities

2.1 Order of services and goods in EPR system.

EPR - Electronic Purchase Request - system of electronic orders, accepted by responsible for budget people. EPRs are prepared by You in the system called Navision.

If in your responsibilities is ordering services or goods, ask Accounting Team for acces to Navision, and then make an appointment for individual training...or use instruction.

Instruction EPR:

<https://toolbox.loyaltypartner.com/index.php?id=559>

Exceptions:

There is no need to create EPRs for : redemption, hotel and fly/train tickets and employee expenses – from private account.



Costs and Liabilities

2.2 Set up new Vendor

1. Every new supplier must be checked. Therefore it has to proceed according to instruction Loyalty Partner Toolbox: TLM_Vendor Onboarding

In that process needed is access to Makigami (Neula). All actions are required and described there.

Controllershship team is informed after completing that in Makigami. Information about closing the ticket for set up a new Vendor including number of this Vendor created in Navision, is delivered through Makigami in the last step of the process.

Then you could create EPR in Navision.

After approving EPR, Order is created in the system and information about the order should be delivered to Vendor. Services will start...



Costs and Liabilities

2.3 Payments for invoices

Invoices are delivered (in paper form or in electronic form faktury@payback.net with the Order number visible or on the invoice or in the title of the e-mail.

Summarizing:

Step 1 EPR

Step 2 Order

Step 3 Sending Order to Vendor (starting services...)

Step 4 Invoice

Step 5 Payment

Payments are proceeded according to payment deadline, if it is delivered with Order number at least

one day before due date.



Costs and Liabilities

2.4 Settlement of employee expenses

Employee expenses paid from private means are reconciled in the special format using program Makigami (Neula)

Detailed instruction, how to proceed with expenses, to get payment back, is described on toolbox, in section Financial Settlement.

Loyalty Partner Toolbox: zwrot poniesionych kosztów

Neula - Loyalty Partner



Return of money is possible only by bank transfer. No Cash.

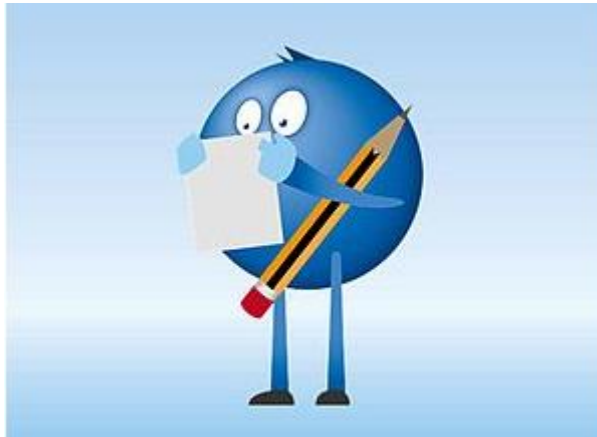


2.5 Non-material services.

All non-material services above 10 000 PLN must be proved by special documentation.

If you order such service you should (together with the invoice) deliver additional documentation which is required by tax audit. It could be description of the invoice prepared by Contrator, timesheet, presentations, meetings agenda, minutes, report, project...

If you face problem with getting this documentation, problems with interpretation or problem with saving (strange formats of this documentation) please contact Controllershship team.



Cost and liabilities

2.6 Residence certificates

Ordering services by foreign Vendors obliges to deliver to Finance Team below documents:

- Residence of Certificates - tax confirmation from tax authorities our contractor
- Information about the character of their activity
- Signed statement (available on toolbox)

Without mentioned documents, we could not proceed properly, especially we could not pay full (100 %) of amount mentioned on the invoice.

More information on toolbox

Loyalty Partner Toolbox: EP Ry i Certyfikaty Rezydencji Podatkowej



Costs and Liabilities

2.7 Contest reconciliation

If you are planning the competition you should:

- Prepare Regulation together with Legal Team.
- Deliver to Finance Team all documentation needed to conduct the contest.
 - Regulation accepted by Partner (at least confirmation in the e-mail)
 - Agreement
 - Invoices for rewards
 - List of winners in the format

Winner A reward value. date of delivering the reward



You should remember, that all reward in the contest are taxed.

Note: All competition for Payback employee are taxed in salary list so it means in PIT.



3.1 Salaries and payments

Salaries are calculated and prepared by outsourced company – Vistra. All questions please address to HR department – they are our contact with Vistra.

If you did not find answers to your questions, or just you want to come to see us, just to talk....you are welcome.

Ania, Iwona, Weronika, Aleksandra



THANK YOU!

