

Process: Payables Accounts Management

Subprocess: Non PO (FI) Invoice Registration

Process Owner: Fran Morillo/Ramón Luengo

Process Leader: Fran Morillo/Ramón Luengo

Author	Jorge Rey
Date	
Last modification date	
Document version	

NH Approvals

Name	Function	Date	Comments
Fran Morillo/Ramón Luengo	Process Owner		
Fran Morillo/Ramón Luengo	Process Leader		

Modification History

Document Version	Date	Modified by	Comments
Versión 0.1	19.09.2016		

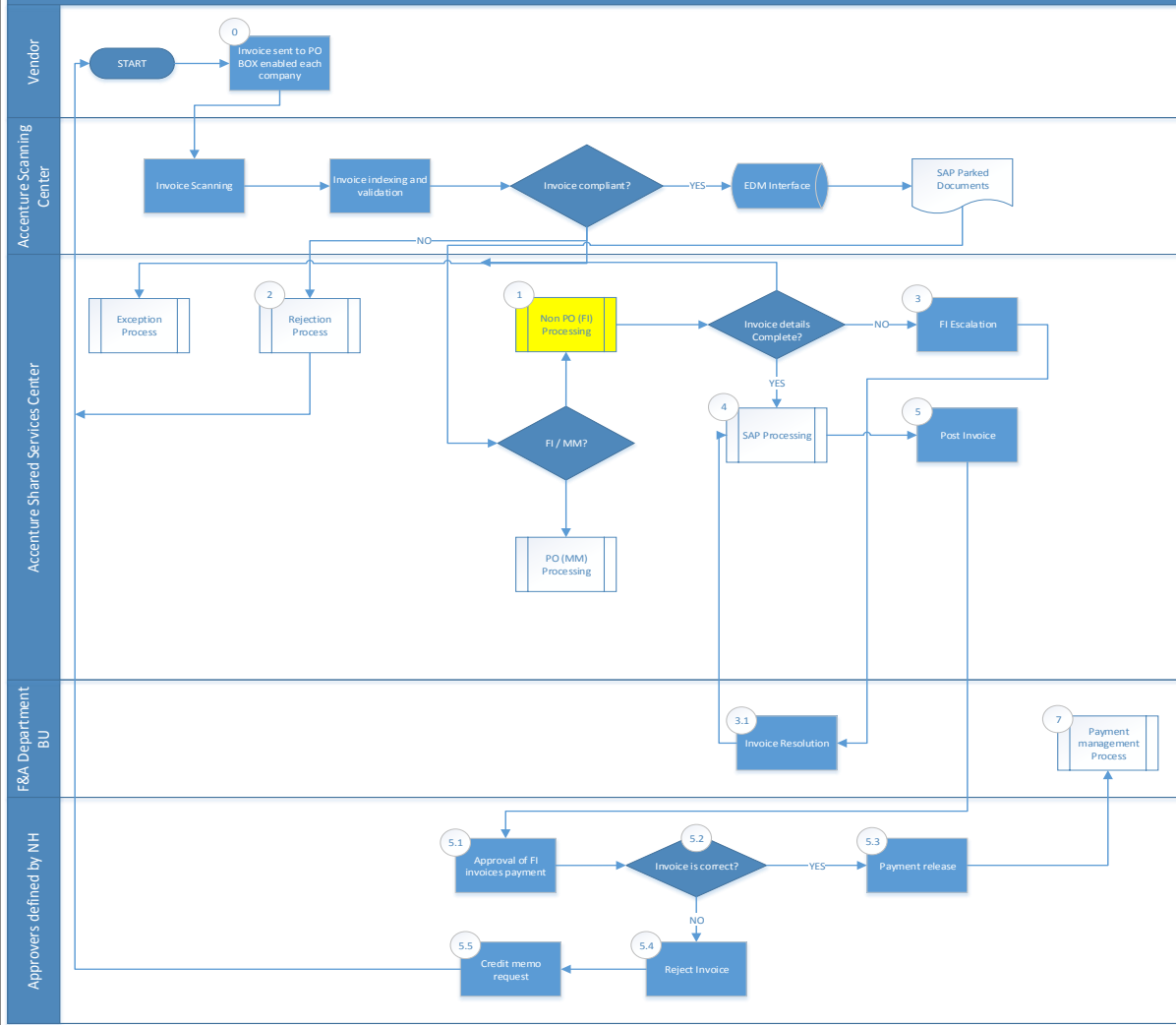
Process: Payables Accounts Management

Subprocess: Non PO (FI) Invoice Registration

Process Owner: Fran Morillo/Ramón Luengo

Proces Leader: Fran Morillo/Ramón Luengo

Non PO (FI) Invoice Registration




Shape	Name	Description
	Task	Represents a manual activity of the process.
	Automatic Task	Represents an automatic activity of the process.
	Flow direction	Input or output of the task or decision.
	Internal Audit Control	Controls defined by NH Internal Audit
	Systems	Applicatio or Tool.
	Start/End	Indicates the beginning or the end of a process.
	Manual Process	Manual Business process composed of tasks, decisions, flow directions, documents and measured on a time
	Decision point	It is originated after one task and it generates two or another decision.
	Report or document	It is a physical or electronic file used as input or output of a task.
	Notifications	External/Internal Notifications.

Process: Payables Accounts Management

Subprocess: Non PO (FI) Invoice Registration

Process Owner: Fran Morillo/Ramón Luengo

Process Leader: Fran Morillo/Ramón Luengo

Order	Task	Task Description	When	Responsible	Frequency	Tools 
0	Reception, scanning and integration of invoices in EDM-SAP.	Process Reception, scanning and integration of invoices in EDM and SAP	Invoice reception	Accenture Scanning center - SSC	daily	Process Reception, scanning and integration of invoices in EDM and SAP
1	Non PO (FI) parked documents processing. Retrieve and review.	The SSC operator retrieves the documents (documents are initially held at parked status) assigned him/her for processing by the supervisors. Each field needs to be reviewed and validated.	Within three days after integrating documents	Accenture Shared Services Center	daily	Transaction SAP: FBVO
1.1	Non PO (FI) parked documents processing. Review the document header.	Each field needs to be reviewed and validated in the document header: Document Date. Posting Date. Document Number. Reference. Document header text. Type. Period and fiscal year. Company Code. Currency.	Within three days after integrating documents	Accenture Shared Services Center	daily	Transaction SAP: FBVO
1.2	Non PO (FI) parked documents processing. Review the vendor line item.	Each field needs to be reviewed and validated in the line item of the vendor: Amount. Business Area. Payment Term. Baseline Date. Tax Code. Text. Posting Key. Account.	Within three days after integrating documents	Accenture Shared Services Center	daily	Transaction SAP: FBVO
1.3	Non PO (FI) parked documents processing. Review the expense line/s item/s.	Each field needs to be reviewed and validated in the expense line/s item/s: Amount. Tax Code. Business Area. Cost Center. Text.	Within three days after integrating documents	Accenture Shared Services Center	daily	Transaction SAP: FBVO
1.4	Non PO (FI) parked documents processing. Applying the VAT on the expense line/s item/s.	Once the expense line item is completed, it applies the VAT (Taxes) according to the invoice.	Within three days after integrating documents	Accenture Shared Services Center	daily	Transaction SAP: FBVO
1.5	Non PO (FI) parked documents processing. Review the partner bank.	Partner bank is the corresponding beneficiary bank account code of the vendor. It is critical to identify the partner bank to use. Have settled a rules to choose the correct bank account and partner type bank to use (See Annex 1).	Within three days after integrating documents	Accenture Shared Services Center	daily	Transaction SAP: FBVO
1.6	Non PO (FI) parked documents processing. Delete and reprocess a document.	Some of the fields are not editable anymore (Document Number, Company Code, Period, type) and the operators will have to delete and subsequently reprocess the document manually from de scratch in case there are errors found.	Within three days after integrating documents	Accenture Shared Services Center	daily	Transaction SAP: FBVO
2	FI Rejections.	An FI document can be rejected for the reasons detailed in Annex 2 (the reasons were not identified initially by the scanning center). The invoice has to be returned to the vendor for review and the vendor has to resend a correct invoice.	Within three days after integrating documents	Accenture Shared Services Center	daily	Transaction SAP: FBVO Communication via e-mail with the vendor

3	FI Escalation.	Some invoices cannot be posted because an action or confirmation by NH users is necessary. SSC sends a notification to the BU via DFM (Document workflow management) for review and confirmation with the necessary details for invoice accounting (GL account, text, CECO.). During FI escalation process, the invoices remain in SAP with 'parked' status until resolution. In <u>Annex 3</u> we can see the others reasons for escalating the FI invoices.	Within three days after integrating documents	Accenture Shared Services Center	daily	Escalation process SSC. DFM
3-1	Escalation process. Review and confirmation of details for invoice registration.	The administration department of the BU completes the information required to post the invoice and sends back to the SSC via DFM (Document workflow management).	Within three days after integrating documents	Finance & Administration Department BU	daily	Escalation process SSC
3- AI	Internal Audit Control PTP.02.C19	<i>In case that any FI invoice cannot be posted, there is in place an escalation process through DFM Tool.</i>	N/A	Accenture Shared Services center - AP	Execution: Ad-hoc	<i>Evidence: Communication of the invoice incidence through DFM Tool (URN)</i>
4	Start the posting invoice process.	After performing the necessary checks and reviews indicated in task 1 (1.1-1.6) and task 3-3.1, if all is correct and/or the information is complete, the SSC user starts the posting invoice process.	Within three days after integrating documents	Accenture Shared Services Center	daily	Transaction SAP: FBVO
5	Posting the invoice.	SSC User posts the invoice in SAP. Invoices are posted blocked for payment. SSC has to check before posting if the Withholding tax calculated in SAP is equal to the one on the invoice.	Within three days after integrating documents	Accenture Shared Services Center	daily	Transaction SAP: FBVO o F-43
5- AI	Internal Audit Control PTP.02.C14	<i>On a monthly basis, SSC AP responsible runs a report to verify that all the invoices received in the scanning center have been registered on a timely basis according with the SLA established in the contract.</i>	N/A	Accenture Shared Services center - AP	Execution: Monthly	<i>Evidence: monthly report shared by SSC in the operational committees with the report on all invoices processed and the lead time.</i>
5-1	Approval of FI Invoices payment (Launching WF).	The system will trigger a payment approval workflow of such invoices that will vary depending on their nature and amount, and that will be determined by the human resources hierarchy defined in the system (<u>See Annex 4</u>). Exception: Intercompany invoices will not reach to the approval workflow in case of two companies in the same treasurer group or GT.	Within three days after integrating documents	Accenture Shared Services Center	daily	Transaction SAP: FBVO o F-44
5-2	Approval of FI invoices payment (notification).	The approver will receive the request of payment release only through his / her SAP business workplace. The PDF of invoice is attached so that the NH approver can review it. *For packaging invoices in NL, from vendor Deli XL, Invoices are available in the P2P portal, where users can access in order to review them before approving.	Within five days after integrating documents	Approvers defined by NH	daily	SAP Business Workplace
5-3	Approval of FI invoices payment (Correct invoice).	If the invoice is correct, the payment will be released (or moved to the next approver whenever appropriate). Once the workflow is finished, the invoice will be released for payment and will be included in the normal process of payment of the company (Task 5).	Within five days after integrating documents	Approvers defined by NH	daily	SAP Business Workplace
5-4	Rejection of FI invoices payment (Incorrect invoice).	If the invoice is incorrect, it is rejected. The system will open a pop-up window and the user must choose one of the reasons for rejection on the dropdown menu and, additionally, he / her must indicate a detailed explanation in the field of free text.	Within five days after integrating documents	Approvers defined by NH	daily	SAP Business Workplace
5-5	Rejection of FI invoices payment (Credit memo request).	If the invoice is not correct and a credit memo is needed, the responsible of purchase or service will be the responsible to request the credit memo to the vendor (the system does not generate any automatic notification). We must remember that the invoice will remain posted in the expense account and blocked for payments. Only when the credit memo is posted, the lowest cost will be registered.	Within five days after integrating documents	Approvers defined by NH	daily	SAP Business Workplace

5- AI	Internal Audit Control PTP.02.C03	Depending on the type of FI expense there is an automated approval workflow in place set in the system.	N/A	IT	Execution: Ad-hoc Testing: Once a year	Evidence: a. WF configuration for invoices approval (FI)* b. Screenshot: walkthrough of the invoices approval (select a sample)
6	Review of Invoices pending to payment release.	On a Monthly basis, the Administration Department of the BU, will review and send to the NH approvers a report indicating the invoices pending to payment release and the approvers must release or reject this payments.	Before the close period	Finance & Administration Department BU	Monthly	SAP transaction ZWF_FI_LOG.
6- AI	Internal Audit Control PTP.02.C20	On a Monthly basis, the Administration Department of the BU, will review and send to the NH approvers a report indicating the invoices pending to payment release and the approvers must release or reject this payments.	N/A	Finance & Administration Department BU	Execution: Monthly	Evidence: Report send by administration to the NH approvers indicating the invoices pending to payment release
7	Invoice Payment.	<u>Subprocess Payment Management</u>	NH payments calendar	Finance & Administration Department BU	NH payments calendar	<u>Subprocess Payment Management</u>

Process: Payables Accounts Management

Subprocess: Non PO (FI) Invoice Registration

Process Owner: Fran Morillo/Ramón Luengo

Process Leader: Fran Morillo/Ramón Luengo

Annex 1 -Bank Account and Partner Type Bank Matrix

Scenario	Invoice	SAP Vendor Master Data	Validation Criteria	Payment methods	Procedure/Action
1	With 1 or multiple Bank Accounts	With 1 or multiple Bank Accounts	Bank Account on invoice is AVAILABLE in SAP	All	Post, choose the matching bank account in SAP
2	With 1 or multiple Bank Accounts	With 1 or multiple Bank Accounts	Bank Account on invoice is DIFFERENT with SAP	Transfer, Confirming A,G, B, H	Request creation of bank account(s) to Vendor Master NH. For the creation of bank accounts of IC vendors, always contact treasury@nh-hotels.com
3	With 1 or multiple Bank Accounts	With no bank account in SAP	No matching possible	Transfer, Confirming A,G, B, H	Escalate to SSC VQ. To confirm with Supplier the bank account to be paid and then to request to VMNH the creation. For the creation of bank accounts of IC vendors, always contact treasury@nh-hotels.com Payment method other than A, G, B, H and the bank is different = Post the invoice, no need for partner bank
4	With NO, 1 or multiple Bank Accounts	With no bank account in SAP	No matching required	Direct Debit, Checks, Netting, Promissory notes, D, C, E ,F, I	Post the invoice, no need for partner bank
5	With NO, 1 or multiple Bank Accounts	With multiple Bank Accounts	Partner bank is not necessary for the payment method, but SAP requires one.	Direct Debit, Checks, Netting, Promissory notes, D, C, E ,F, I	Choose the last created bank
6	With NO Bank account	With no or multiple Bank Accounts	No matching possible	Transfer, Confirming A,G, B, H	Escalate to SSC VQ. To confirm with Supplier the bank account to be paid and then to request to VMNH the creation. For IC vendors always contact the AR department of the BU where the IC invoice is coming from. Payment method other than A, G, B, H and the bank is different = Post the invoice, no need for partner bank
7	With NO Bank account	With 1 Bank Account	No matching required	Transfer, Confirming A,G, B, H	Post, use the bank account present in SAP. Payment method other than A, G, B, H: post the invoice, no need for partner bank

Process: Payables Accounts Management

Subprocess: Non PO (FI) Invoice Registration

Process Owner: Fran Morillo/Ramón Luengo

Process Leader: Fran Morillo/Ramón Luengo

Annex 2 - FI Rejection Reasons

No	Reason
1	Document not legible
2	Image cut and not possible to see key data
3	Missing Key Fields
4	Missing/Incomplete Pages
5	Missing/Wrong Business Area or Company Code
6	Missing/Wrong Fiscal Data
7	Multiple invoices in one PDF
8	Out of Scope
9	Tax Wrongly Introduce
10	Wrong hotel according voucher information
11	Detail of goods and services incomplete
12	Discrepancy on total amount

Process: Payables Accounts Management

Subprocess: Non PO (FI) Invoice Registration

Process Owner: Fran Morillo/Ramón Luengo

Process Leader: Fran Morillo/Ramón Luengo

Annex 3 - FI Escalation (Other Reasons)

No	REASON - IP TOOL and AGING	Doc Header code
1	CN - Invoice Unposted	ESC_NIU
2	CN awaiting for invoice - Invoice/PO reference provided but not posted	ESC_NCN
3	CN awaiting for invoice - No invoice/PO reference provided	ESC_CMA
4	FI Escalation File	ESC_FIE
5	For Creation of Fixed Asset Form	ESC_FAF
6	Intercompany invoice requires voucher information	ESC_ICV
7	Invoicing Party Issue	ESC_IPI
8	Missing GL Account/CECO-(+) Cost Center Confirmation	ESC_FGL
9	Missing GL Account/CECO-GL not in FI Hanbook	ESC_MGL
10	Monthend Issue - General	ESC_MEG
11	Monthend Issue - Intracommunitary tax code	ESC_MEI
12	Monthend Issue - Professional WHT	ESC_MEP
13	Monthend Issue - Utilities Invoices	ESC_MEU
14	Parked Invoices - No Goods Receipt	PAR_NGR
15	Parked Invoices - Insufficient GR	PAR_IGR
18	Pre Go-Live Invoice	ESC_PGL
19	Process Confirmation	ESC_PRC
20	SAP Error	ESC_SAP
21	Split Payment Issue	ESC_SPI
22	VMD - Bank Account Confirmation	ESC_VBC
23	VMD - Bank Account Marked for deletion	ESC_VBD
24	VMD - Bank Account to be added/updated on SAP	ESC_VBU
25	VMD - Flagged for Deletion	ESC_VFD
26	VMD - For Creation	ESC_VCR
27	VMD - Payment Method update	ESC_WPM
28	VMD - Vendor not extended	ESC_VEX
29	VMD - WHT not updated	ESC_VWU
30	PO Moving Average	ESC_PMA

Process: Payables Accounts Management

Subprocess: Non PO (FI) Invoice Registration

Process Owner: Fran Morillo/Ramón Luengo

Process Leader: Fran Morillo/Ramón Luengo

Annex 4 - Approval WF of FI Invoices

