

Process: Expansion Management

Subprocess: Expansion Expenses Control

Process Owner: Romain Jacques

Proces Leader: Fernando Liñero

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NH Approvals

Name	Function	Date	Comments
Romain Jacques	Process Owner		
Fernando Liñero	Process Leader		

Modification History

Document Version	Date	Modified by	Comments
0.1	19.07.2016	Miguel Pérez	

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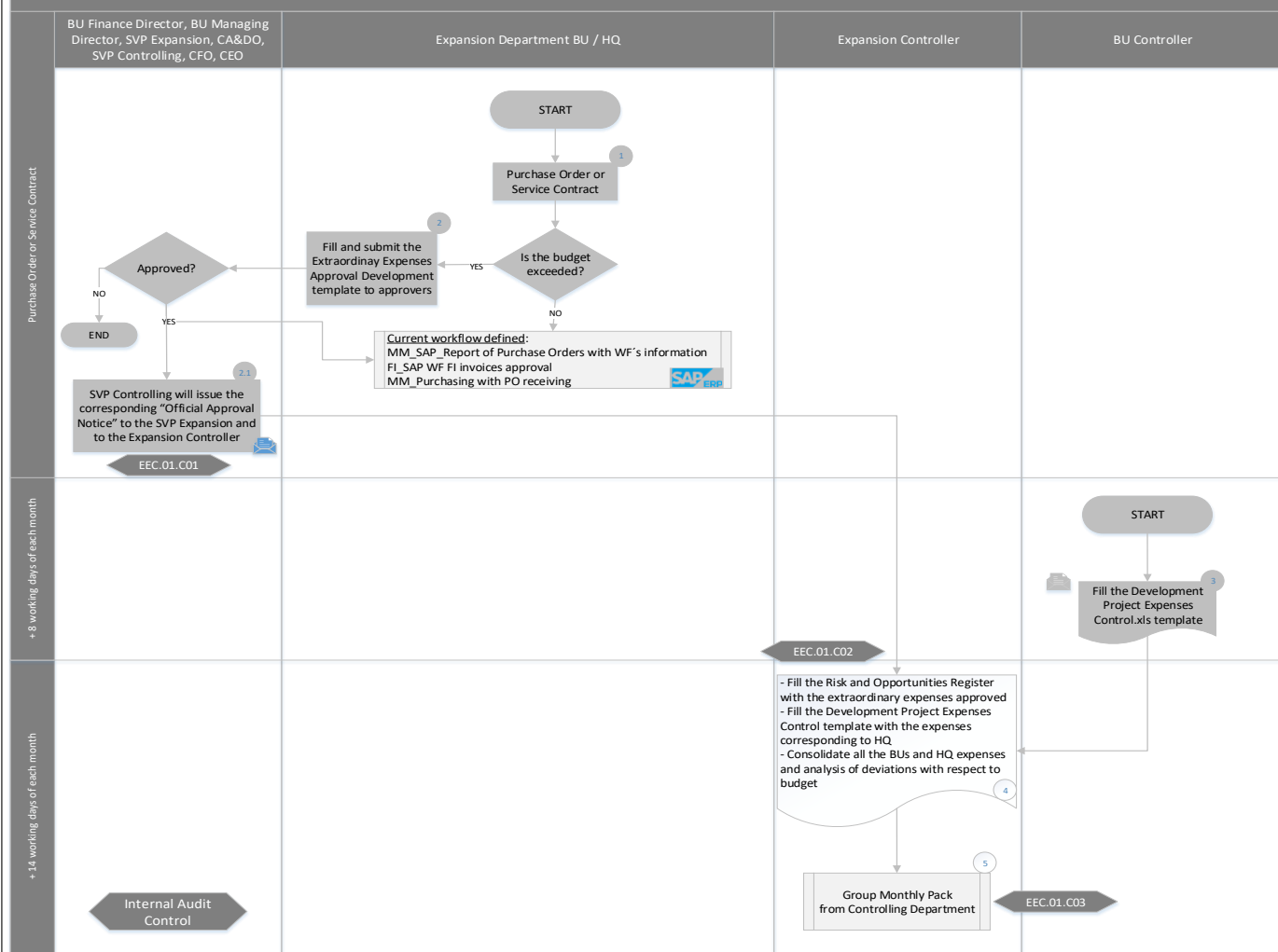
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Expansion Expenses Control

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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	Application or Tool.
	Start/End	Indicates the beginning or the end of a process.
	Manual Business process	Manual Business process composed of tasks, decisions, flow directions, documents and
	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.

<div> <div>  </div> <div>Corporate IT & Organization Department</div> </div>						
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Order	Task	Task Description	When	Responsible	Frecuency	Tools
1	Approval for budgeted expansion expenses	Approval for budgeted expansion expenses will be carried out according to purchase orders & invoices workflows defined in the following procedures: SAP FI Invoices approval (without previous PO) PRO Opex Purchase order Management	Each purchase	According to approval workflow	As often as needed	SAP_MM SAP_FI
2	Approval for non budgeted expansion expenses	Complete the approval template for all purchases or services that are exceeded in BU / HQ Expansion Annual Budget (or may exceed).	Each purchase	Expansion Department BU / HQ	As often as needed	EXP Development Extraordinary Expenses Approval.xls
2.1	Approval communication	If the purchase or service is approved, an e-mail with "Official Approval Notice" will be sent.	+ 1 working day from the approval	SVP Controlling	As often as needed	E-mail
2.1 - AI	Internal Audit Control (ECC 01.C01)	Any purchase or service that can generate a budget deviation must be approved following the established matrix.	N/A	Internal Audit Department	Execution: Ad-hoc Test: Annual	Evidence: Extraordinary Expense Approval template
3	Complete follow up budget template	Complete the follow up budget template in order to know the committed and incurred costs for every project or expansion opportunity at any time.	+ 8 working days of each month	BU Controller Expansion Controller	Monthly	EXP Development Project Expenses Control.xls
4	Complete follow up budget template	1.- Fill out the <i>Development Project Expenses Control template</i> with the committed and recorded expenses that are attributable to HQ Expansion Department. 2.- Fill out the Risks & Opportunities template with extraordinary costs approved. 3.- Regarding the budgetary analysis of the different BUs, prepare a report with the data received and analyse the deviations detected.	+ 14 working days of each month	Expansion Controller	Monthly	Risk & Opportunity Register.xls
						EXP Development Project Expenses Control.xls
4 - AI	Internal Audit Control (ECC 01.C02)	Any deviation is analyzed by the Expansion Controller and is included the following reports: 1- Development project expenses control. 2- Risk and Opportunity Register	N/A	Internal Audit Department	Execution: Monthly Test: Annual	Evidence: 1- Development project expenses control 2- Risk and Opportunity Register
5	Add analysis templates in "Group Monthly Pack"	Include the foregoing information (Development Project Expenses Control template, Risks & Opportunities template and consolidated report) in "Group Monthly Pack" in order to submit them to Controlling and Financial Planning Department.	+ 14 working days of each month	SVP Controlling and Financial Planning	Monthly	Templates
5 - AI	Internal Audit Control (ECC 01.C03)	The deviation detected are included in the "Group Monthly Pack" as parte of the monitoring performed over the approved budget	N/A	Internal Audit Department	Execution: Monthly Test: Annual	Evidence: "Group Monthly Pack"