

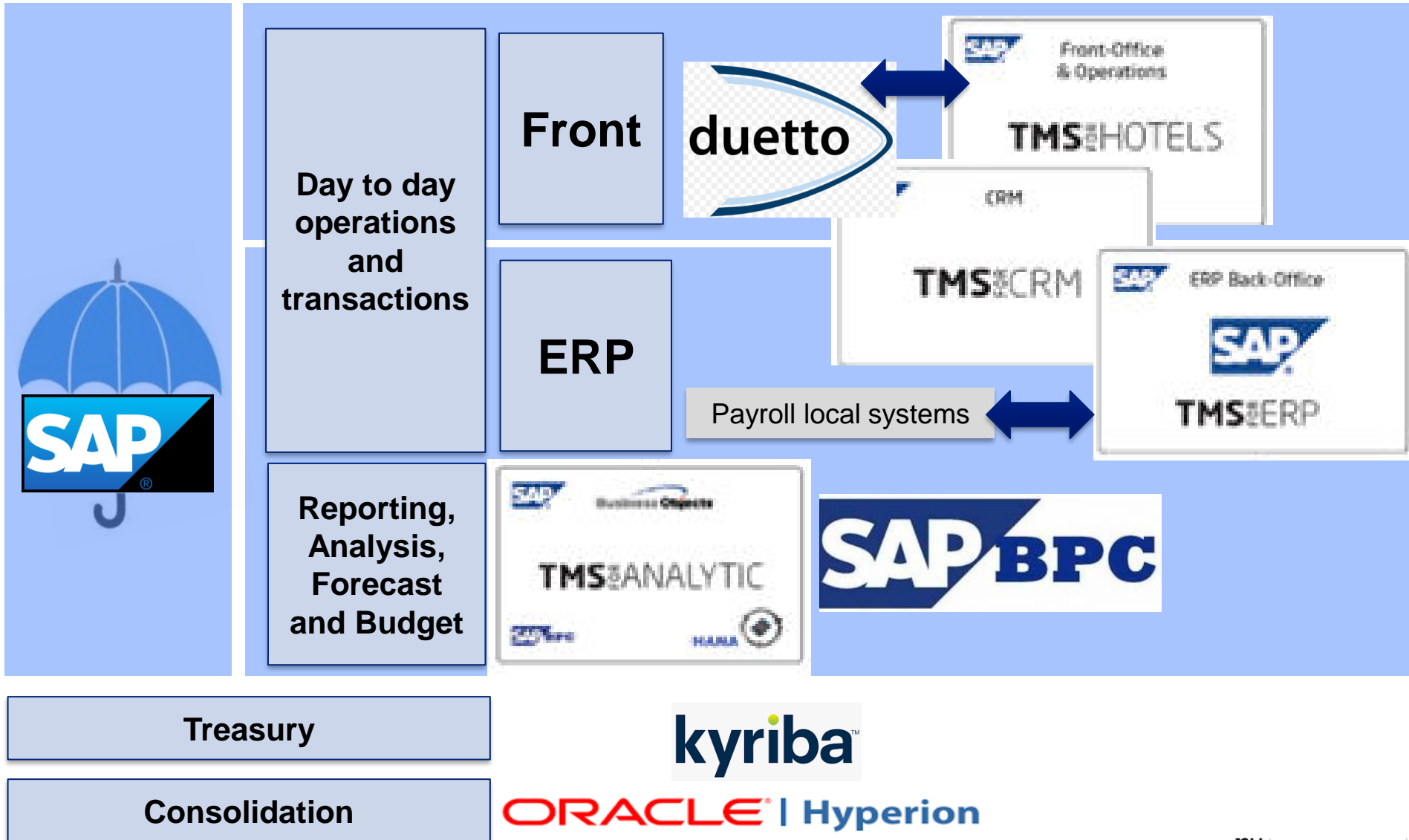


BPC Training



Introduction and tool access

Brief Introduction: Systems Map



BPC ACCESS – Web – Corporate intranet

<http://nhbpcprod.nh-hotels.com/sap/epm/bpc/web/index.html>

← → ↻ ⓘ <https://employeeportal.nh-hotels.com> ☆ 🧑

America Corporate Northern Europe (English) Northern Europe (German) Southern Europe (Italian) Southern Europe (Spanish) 🔍

nh | HOTEL GROUP

Employee / Family and Friends Reservations Applications Directory Support

AD Reset Password
Business Objects
BPC
CRS
E - PRESELEC
E-Business
FAMA
GRC
Hyperion
KHALIX
Lanyon
NH Talent
Quality Focus on line
Sharepoint
Webmail Office 365

We love to see your experiences!

Read more

Your BU is : Corporate
Log in

Employee
Company
Departments

NH STOCK

Last	Change
4 38	0,00
	Change %

<https://employeeportal.nh-hotels.com>

FOR YOUR DAILY TASKS

Brandcenter
All NH Resources (templates, photos, logos, etc.) and how to use them.

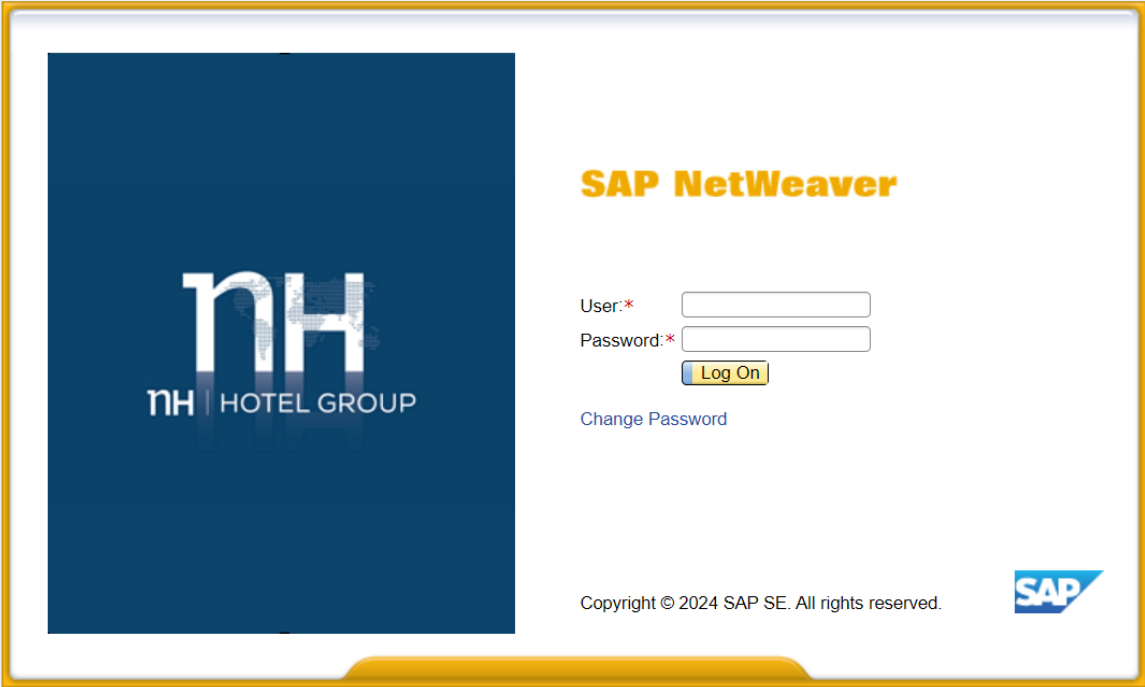
Business Processes (NH Digital Knowledge Workplace)
Find all the Corporate Policies, Processes, Procedures & Training material

CRM & NH Rewards
NH Rewards Materials and Campaigns Sent to Customers (promotions, offers...)


NH Support Portal
Create and track your requests via the customer portal. In addition, NH Support Portal has a knowledge base with help

BPC ACCESS – Web – Chrome Browser

<http://nhbpcprod.nh-hotels.com/sap/epm/bpc/web/index.html>



← ↻ 🏠 ⚠ Not secure | nhbpcprod.nh-hotels.com/sap/epm/bpc/web/index.html 🔊 ★ 📄 ☆ 🗂 🌐




SAP NetWeaver

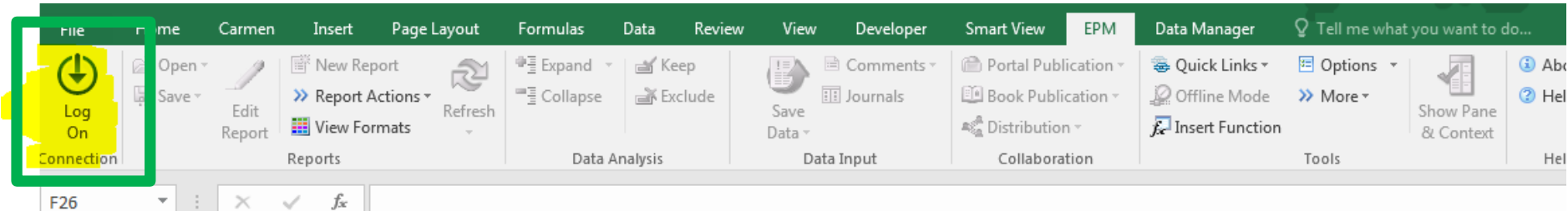
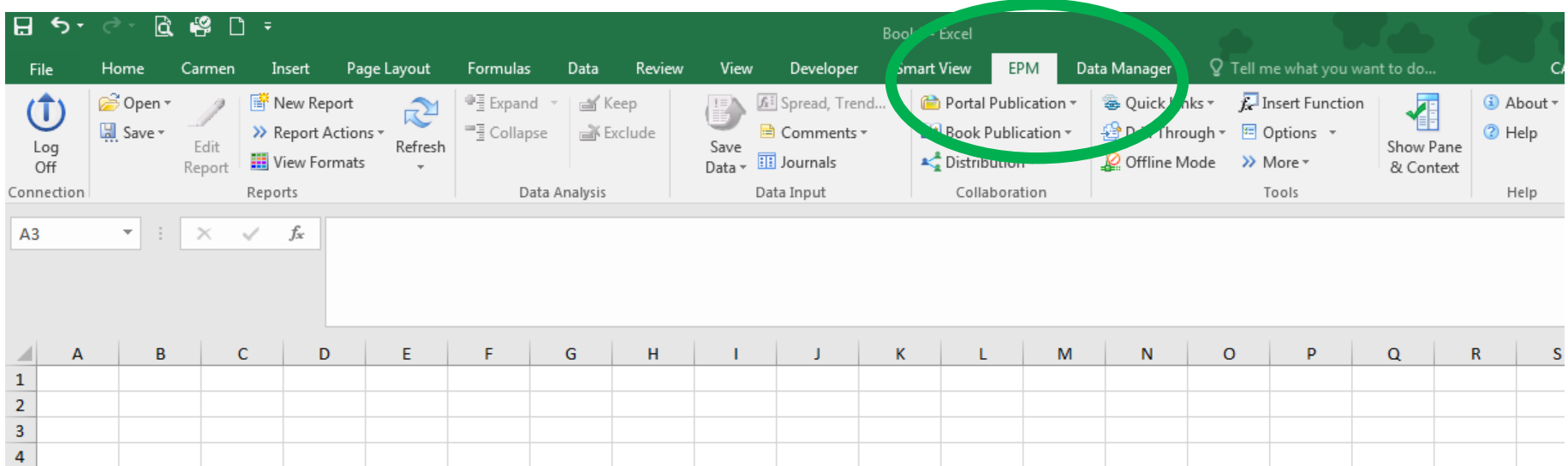
User:*

Password:*

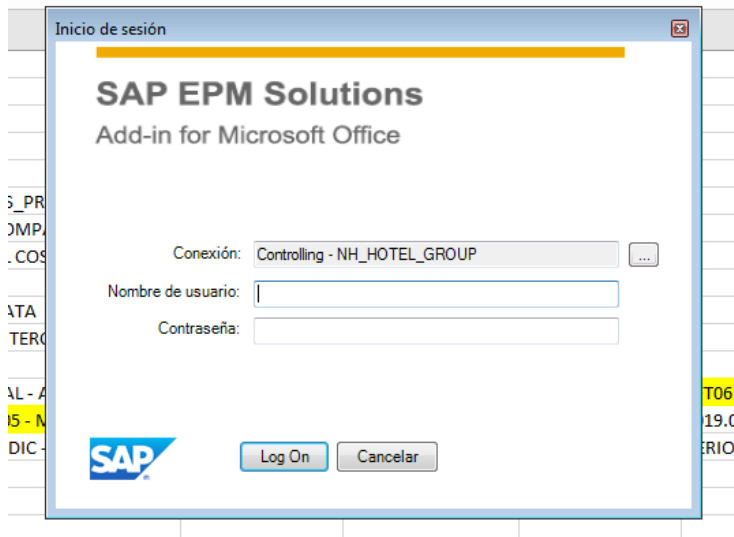
[Change Password](#)

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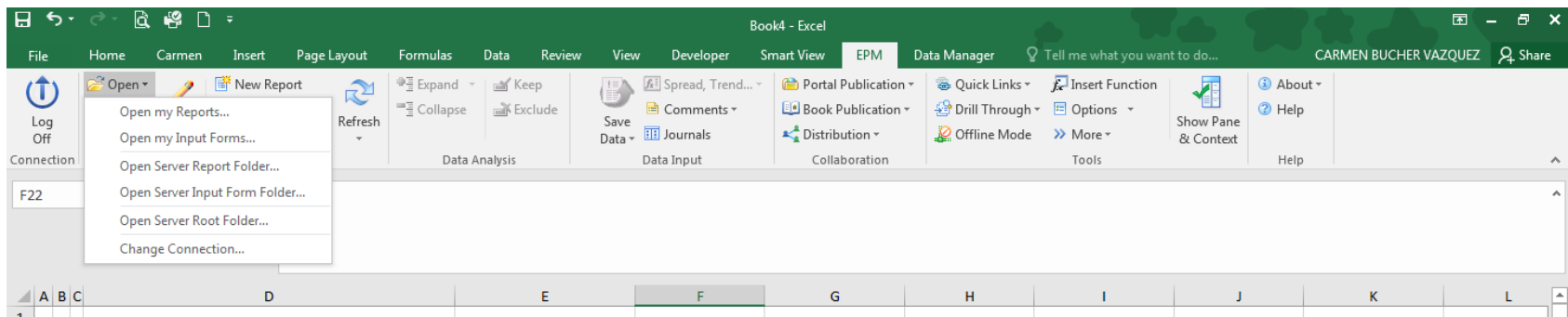
BPC ACCESS – Excel Add in



Enter your credentials



Go to OPEN and from there you can open a report or an input template





BPC dimensions & categories

Concepts & Uses

Dimensions

Account

- Financial, Commercial and HR accounts

Business Area

- Hotels and CCSS

Category

- Actual, Budget or Forecast. We will have the different EFTs available.

Company Code

- Company Code or Society of the Business Area

Cost Center

- Cost Center or Department

Currency

- Euros or Local Currency

Data Source

- If the data was input by the hotel, automatically by the system, etc. In our case, we should select “All”

Interco

- InterCompany codes

Time

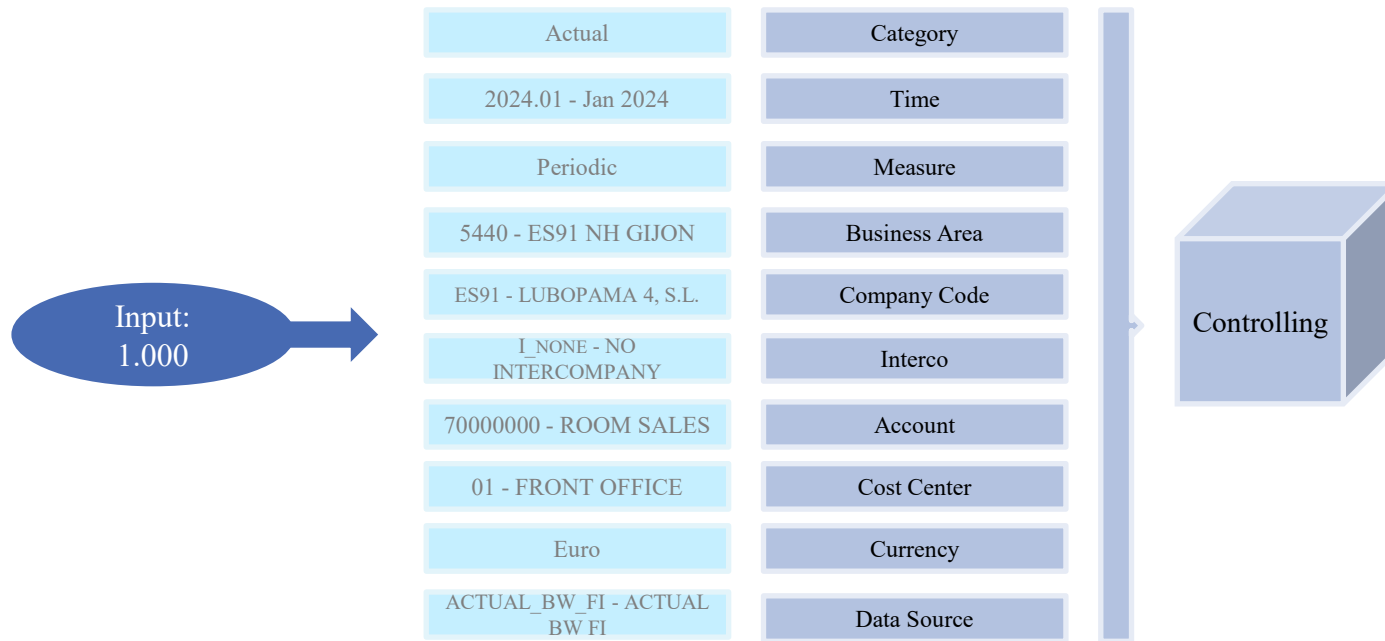
- Months / Quarters / Years

Measures

- Possibility to look at the data Periodic (by what we selected in TIME), QTD or YTD.

Example

Data is classified into dimensions.



Usage of 1 or multiple cubes

The consideration of one or more cubes is determined by:

- Dimensionality
- Security
- Process flow
- Model clarity

BPC Dimensions and Categories

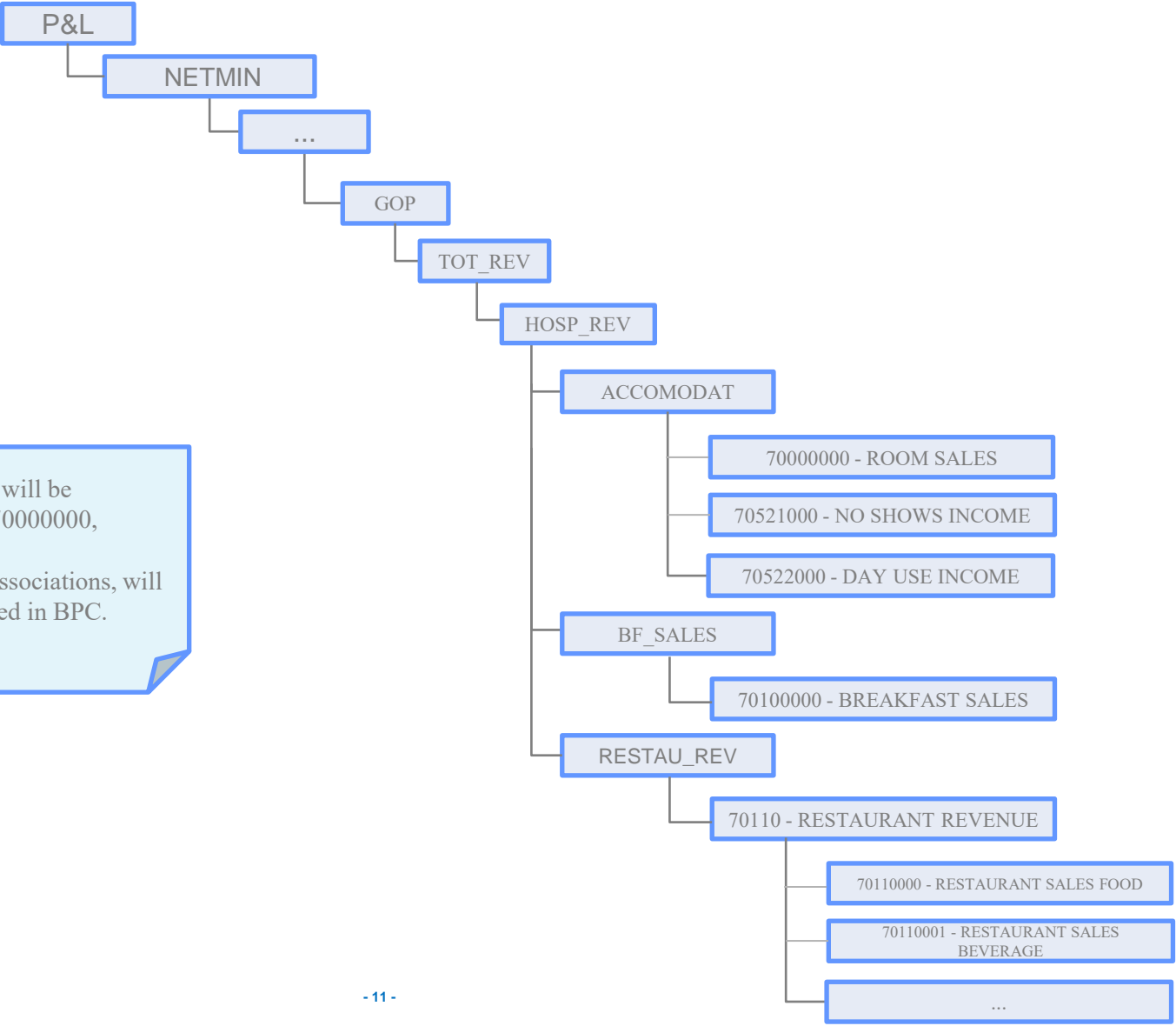
Dimensions

Analysis & data depth

Account

- P&L Accounts hierarchy
- Commercial Accounts (segmentation and drivers)
- HR data – FTEs

- ✓ Low level accounts will be integrated of BW (70000000, 70522000,...)
 - ✓ Hierarchy, fathers associations, will be manually managed in BPC.



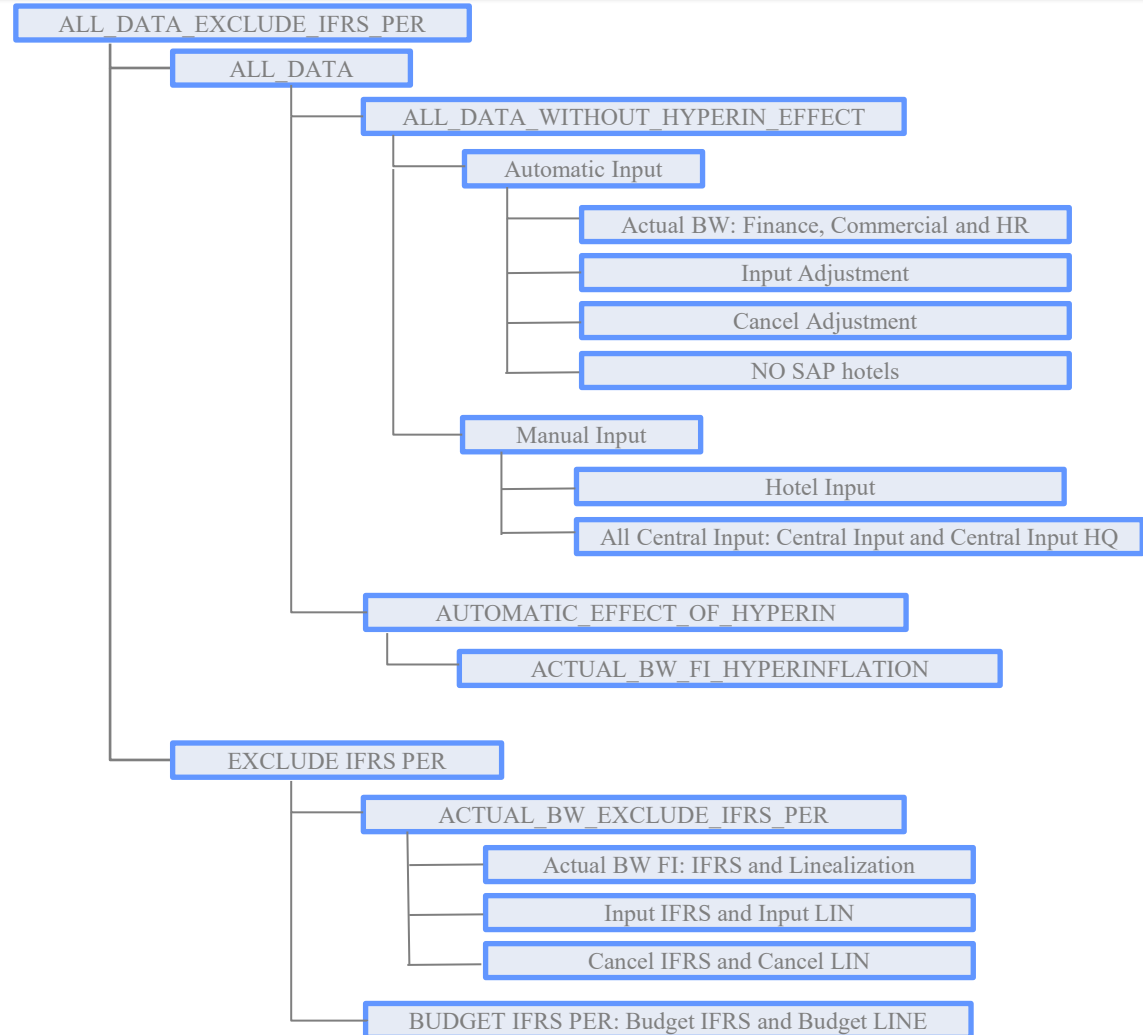
BPC Dimensions and Categories

Dimensions

DataSource

Distinguish the origin of the data and also the possibility to make adjustments and input data (for budget and forecast)

Analysis & data depth



BPC Dimensions and Categories

Dimensions

CostCenter

Department at which data is associated

- ✓ The lowest level departments in the hierarchy will be integrated from BW if possible.
- ✓ Hierarchy, fathers associations, will be manually managed in BPC.

Analysis & data depth

TOTAL COSTCENTER

OPERATIONS

HOTEL_OPERATIONS

DPROOMS - ROOMS

TOTAL FO - TOTAL FRONT OFFICE

01 - FRONT OFFICE

06 - OTHER ROOMS MANAGEMENT

05 - FRONT OFFICE MANAGEMENT

...

DPHOUSE - HOUSEKEEPING

02 - HOUSEKEEPING ROOMS

04 - HOUSEKEEPING SUPERVISORY

03 - HOUSEKEEPING COMMON AREAS

08 - LAUNDRY

DPTFOOD - FOOD & BEVERAGE

DPHOTELRES - HOTEL RESTAURANT

DPHOTELINT1, 16, 17, 18 and 19

TOTAL BANQUETING - TOTAL BANQUETING

80, 81, 82 and 83

DPHOTEEXT - HOTEL EXTERNAL RESTAURANT

DPHOTEEXT1 - 5

DPOTHER - OTHER HOPITALITYS SERVICES AND GOLF

TOTAL SPA - TOTAL SPA

90 - SPA, 92 - SAP & HEALTH MNG

91 - GOLF

99 - OTHER INCOME

TOTAL OP

OP - OPERATIONS CONTROL

OS - OP STAFF

TOTAL PM

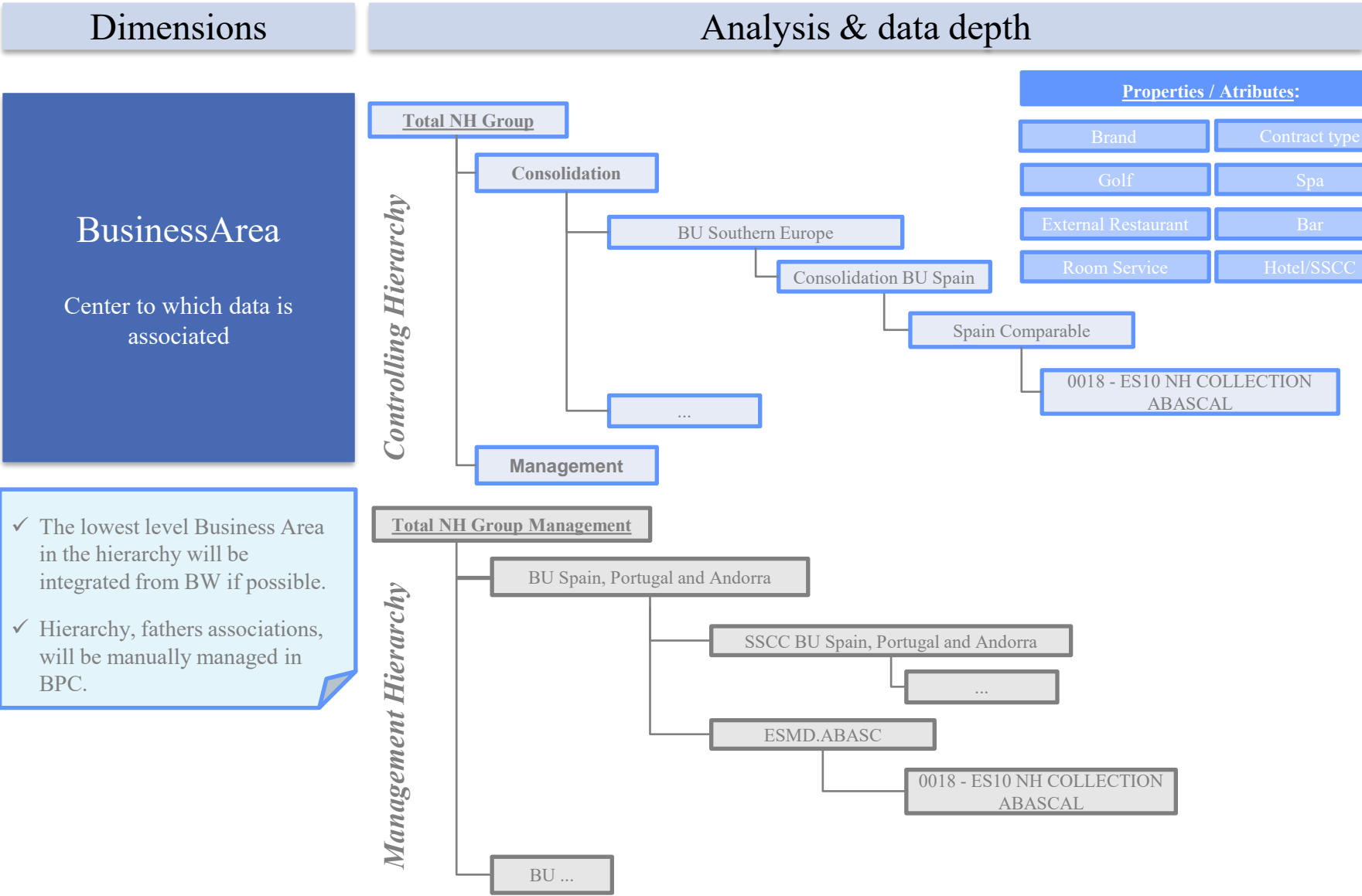
PM - PROJECT CONSTRUCTION ENGINEER MAINT

PE - PRO CON ENG & MAIN MANAGMENT

FINANCE

...

BPC Dimensions and Categories





Forecast Module

BPC ACCESS – Web – Chrome Browser

<http://nhbpcprod.nh-hotels.com/sap/epm/bpc/web/index.html>

Not secure | nhbpcprod.nh-hotels.com/sap/epm/bpc/web/index.html

nH HOTEL GROUP

SAP NetWeaver

User:*

Password:*

Log On

[Change Password](#)

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Enter your user (E00000XXXXXX) and password and click on “Log On” button

Revenue template: opening the file

View example:

The screenshot shows the SAP system interface with the following elements:

- Top Navigation Bar:** LIBRARY, MY ACTIVITIES (21), PROCESS MONITOR, CONSOLIDATION, ADMINISTRATION, SYSTEM REPORTS, DOCUMENTS.
- Activity Selection:** HOTEL DIRECTORS FORECAST - NONE BUSINESS AREA. Process: DIRECTORS FORECAST - 2019. Complete. Switch Activities.
- Left Sidebar:** Overview, INPUT TEMPLATES, REPORTS.
- Main Content Area:**
 - Overview:** NH Controlling, ACTUAL, 2019, NONE BUSINESS AREA.
 - INPUT TEMPLATES:** Type: Hyperlink, Model: Controlling.
 - REPORTS:** Type: Hyperlink, Model: Controlling.
 - REVENUE FORECAST:** REVENUE FORECAST.
 - PAYROLL FORECAST:** PAYROLL FORECAST.
 - PAYROLL IC FORECAST:** PAYROLL IC FORECAST.
 - OTHER EXPENSES HOTEL FO...:** OTHER EXPENSES HOTEL FO...

- 1 • Click on MY ACTIVITIES.
- You will see the tasks to be completed.
- 2 • Click on one of the activities (Hotel Directors Forecast Team or Hotel Directors Budget Team).
- 3 • Click on INPUT TEMPLATES
-You will see the templates to fill in.
- 4 • When clicking on REVENUE FORECAST, an excel file will automatically be opened in your computer ready to be used.

Revenue forecast template

- 1 • Select the year and the Business Area.
 - 2 • You will see the Automatic Forecast data loaded, ready to make overrides (yellow cells) or send data without any modification.
 - 3 • **Commercial Data:** Room Nights, ADR, Room Revenue and Breakfast are included at segment level. In addition, some drivers, such as Available Rooms, Operating Days, Average rooms, Room Nights Produced, Nr Guests, Nr of Guests per Room, Breakfast Covers and Breakfast ADR are included too.
- **Financial Data:** 5 groups of Revenue: Accommodation, Breakfast, F&B, Events and Other Revenue. F&B Revenue and Events groups are splitted by accounts based on Budget weights and can be forecasted by ceco / outlet. For the last group, Other Revenue, the accounts Recharged Expenses, Other Revenue, Guest Transfer, Re invoiced Restaurants, Rents Income, Other Income, Golf and Spa Sales can be forecasted by ceco too.
 - **ANY ACCOUNT CAN BE OVERRIDEN DIRECTLY IN THE TEMPLATE.**

Year

2024.TOTAL

2024

Hotel

0018

ES10 NH COLLECTION ABASCAL

REVENUE ES10 NH COLLECTION ABASCAL

2

Send Data

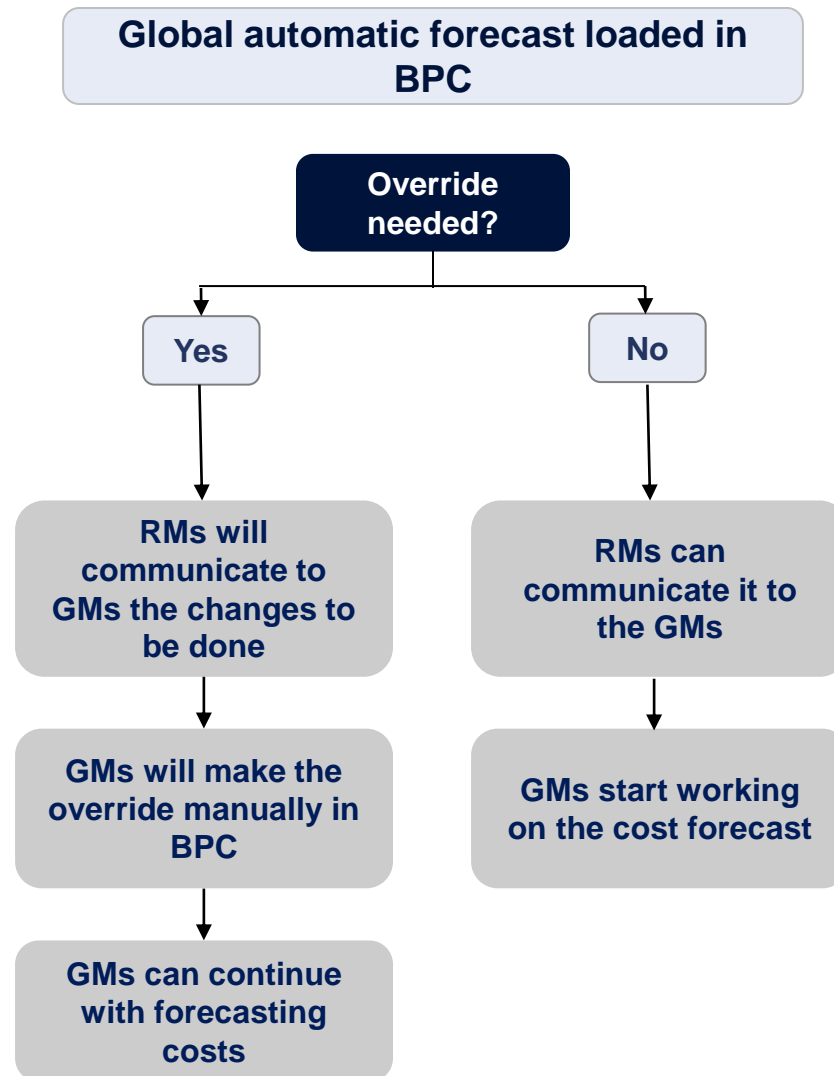
Last Saved 18/04/2024 15:46

	ACTUAL	ACTUAL	ACTUAL	FORECAST 2024	FORECAST 2024	FORECAST 2024	FORECAST 2024	FORECAST 2024	FORECAST 2024	FORECAST 2024	FORECAST 2024	FORECAST 2024	FORECAST 2024	TOTAL
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		
COMMERCIAL DATA														
Operating Days	31	29	31	30	31	30	31	31	30	31	30	31	366	
Average Rooms	183	183	183	183	183	183	183	183	183	183	183	183	183	
Rooms Available	5.673	5.307	5.673	5.490	5.673	5.490	5.673	5.673	5.490	5.673	5.490	5.673	66.978	
FIN	RN Transient	514	436	652	787	1031	832	457	145	1060	800	825	570	8.109
	RN Transient Discounted	959	1460	1395	863	1013	1060	1020	940	1060	1000	1110	1120	13.000
	RN Transient Programs	39	30	29	44	55	58	27	70	55	90	40	60	597
	RN Transient FIT & TTOO	120	138	213	90	120	246	410	325	360	255	255	450	2.982
	RN Trans. Corp. Contr.	1044	1302	1118	1170	1212	1096	1020	230	1155	1265	1400	560	12.572
	RN Crews	335	250	333	362	356	375	370	370	390	355	360	370	4.226
	RN Leisure Groups		7	231	19	35	75	0	50	20				437
	RN Meetings&Conferences	80	154	176	234	40	100	60	65	185	300	120		1.514
	RN Business Groups	450	565	327	1127	742	804	229	40	240	950	310	170	5.954
	RN Others				0									0
	RN Complimentary	49	48	46	57	58	54	30	40	85	45	80	70	662
	Rooms Sold	3.590	4.390	4.520	4.753	4.662	4.700	3.623	2.210	4.490	4.945	4.680	3.490	50.053
	Room Nights Produced	3.590	4.390	4.520	4.753	4.662	4.700	3.623	2.210	4.490	4.945	4.680	3.490	50.053
Nr Guests	4.655	5.741	6.310	7.034	6.527	6.693	5.264	3.526	6.232	6.374	5.929	5.370	69.654	
Nr. Of Guests Per Room	1.3	1.3	1.4	1.5	1.4	1.4	1.5	1.6	1.4	1.3	1.3	1.5	1.4	
	ADR Transient	189,6	175,4	191,0	235,1	235,9	233,1	156,0	125,0	218,0	215,0	202,0	180,0	207,5
	ADR Transient Discounted	146,0	149,5	154,0	199,8	200,7	207,9	129,0	96,0	180,0	226,0	170,0	152,0	166,7

Revenue forecast template

- 4 • Selector that allows to choose the category to compare the Forecast to validate (Actual, Automatic Forecast (PwC forecast without any override), Budget or Last Forecast). The comparison will always be with the same Business Area.
- 5 • This is the table where the comparative data will appear.
- 6 • The last part of the report is a comparison table with calculated members to show the variation between Forecast and the Category chosen in percentage and euros.

Revenue forecast process - BPC



Payroll and Other Expenses template: opening the file

View example:

The screenshot displays a web application interface with a top navigation bar and a main content area. The navigation bar includes icons and labels for LIBRARY, MY ACTIVITIES (with a red badge showing 21), PROCESS MONITOR, CONSOLIDATION, ADMINISTRATION, SYSTEM REPORTS, and DOCUMENTS. The main content area is divided into two sections. The top section, titled 'HOTEL DIRECTORS FORECAST - NONE BUSINESS AREA', shows a sidebar with 'Overview', 'INPUT TEMPLATES', and 'REPORTS'. The main area displays 'NH Controlling' and 'ACTUAL' data for '2019' and 'NONE BUSINESS AREA'. Below this, there are links for 'INPUT TEMPLATES' and 'REPORTS', both labeled as 'Type: Hyperlink' and 'Model: Controlling'. The bottom section, also titled 'HOTEL DIRECTORS FORECAST - NONE BUSINESS AREA', shows a sidebar with 'Overview', 'INPUT TEMPLATES', and 'REPORTS'. The main area displays 'NH Controlling' and 'ACTUAL' data for '2019' and 'NONE BUSINESS AREA'. Below this, there are links for 'REVENUE FORECAST', 'PAYROLL FORECAST', 'PAYROLL IC FORECAST', and 'OTHER EXPENSES HOTEL FORECAST', all labeled as 'Type: Hyperlink' and 'Model: Controlling'. A red circle highlights the 'PAYROLL FORECAST', 'PAYROLL IC FORECAST', and 'OTHER EXPENSES HOTEL FORECAST' links.

- 1 • Click on MY ACTIVITIES.
- You will see the tasks to be completed.
- 2 • Click on one of the activities (Hotel Directors Forecast Team or Hotel Directors Budget Team).
- 3 • Click on INPUT TEMPLATES
-You will see the templates to fill in.
- 4 • When clicking on PAYROLL FORECAST, PAYROLL IC FORECAST or OTHER EXPENSES HOTEL FORECAST, an excel file will automatically be opened in your computer ready to be used.

- 1 • First of all, the year and the hotel must be selected in order to read and input data.
- 2 • On the top of the template (grey box) a monthly summary is shown. This data comes from Revenue template, previously filled in.
- 3 • Some ratios are shown based on the payroll of some strategical departments and the revenue linked to them or such as Housekeeping per Room Sold, taken into account the Room Nights Produced.
- 4 • Data display is divided in three columns blocks: monthly Forecast (or Actual for closed months) and Full Year Forecast, the second one, Budget (months and Full Year figures) and the last one, at the right part of the template, differences and variations for Forecast vs Budget.

Payroll forecast template

6

Year

2024.TOTAL

2024

Hotel

SELECT A HOTEL

CostCenter

TOTAL_COSTCENTER

TOTAL_COSTCENTER

Send Data

2024

ACTUAL	ACTUAL	ACTUAL	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST
TOTAL PAYROLL - "CostCenter TOTAL_COSTCENTER - TOTAL COSTCENTER"													
64000000 - PERMANENT STAFF													0
64000001 - PAID HOLIDAYS													0
64000002 - PAID 13-14 SALARY OR SIMILAR													0
64000003 - PAID EOY BONUSES GUARANTEED													0
64000005 - HOLIDAYS AND ADD PAYMENTS MADE WHEN LEAVING													0
64000006 - RENDERED PERSONEL SERVICES													0
64000 - PERMANENT STAFF													0
64010000 - EXTRA PAYROLL PROVISIONS													0
64010001 - PROVISIONS 13-14 SALARY OR SIMILAR													0
64010002 - PROVISIONS HOLIDAYS													0
64010003 - PROVISIONS EOY BONUSES													0
64010004 - PROVISIONS VARIABLE SALARIES													0
64010005 - PAID OTHER EXTRA WORK													0

- 5 • On the bottom of the template, all Payroll Accounts are shown divided in six groups: Own Labour, Outside Labour, Bonus, Other, FTEs and Indemnizations.
- 6 • If you select in the CostCenter display a department or a total, the cells will be yellow (only possibility to input data) or white (system data, read only).

Year

2024.TOTAL

2024

Hotel

0018

ES10 NH COLLECTION ABASCAL

CostCenter

01

FRONT OFFICE

Send Data

Last Saved 17/04/2024 20:06

2024

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
ACTUAL	ACTUAL	ACTUAL	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST	
TOTAL PAYROLL - "CostCenter 01 - FRONT OFFICE"												
64000000 - PERMANENT STAFF												31.939
64000001 - PAID HOLIDAYS												31.249
64000002 - PAID 13-14 SALARY OR SIMILAR												32.955
64000003 - PAID EOY BONUSES GUARANTEED												32.995
64000005 - HOLIDAYS AND ADD PAYMENTS MADE WHEN LEAVING												31.939
64000006 - RENDERED PERSONEL SERVICES												31.939
64000 - PERMANENT STAFF												31.939
64010000 - EXTRA PAYROLL PROVISIONS												28.335
64010001 - PROVISIONS 13-14 SALARY OR SIMILAR												28.335

- 7 • Once the forecast is finished for every department, we must always click on Send Data button before closing the template or select other item. If you do not do that, the data will be lost and will not be sent to the data base.

Payroll IC forecast template

1

Year

2024.TOTAL

2024

Hotel

0018

ES10 NH COLLECTION ABASCAL

Interco

I_0091

ES10 NH ZURBANO

CostCenter

OP

OPERATIONS CONTROL

4

Send Data

Hide Budget

Show Budget

2

IC Payroll

3

	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	FORECAST	BUDGET	FORECAST
	JAN	JAN	FEB	FEB	MAR	MAR	APR	APR	MAY	MAY
IC PAYROLL - "CostCenter OP"										
62010000 - IC PAYROLL EXPENSES										
62015000 - IC PAYROLL EXPENSES COMPENSATION SAME COMPANY	1.112	-1.119	1.112	-1.097	1.112	-1.183	1.112	-1.119	1.112	-1.119
72010000 - IC PAYROLL INCOME										
62016000 - IC OUTSIDE LABOUR PAYROLL EXPENSES										
72016000 - IC OUTSIDE LABOUR PAYROLL INCOME										
62011000 - IC BONUS EXPENSES	68		68		68		68	68	68	68
72011000 - IC BONUS INCOME										
62013000 - IC OTHER PAYROLL EXPENSES										
72013000 - IC OTHER PAYROLL INCOME										
72012000 - IC INDEMNIZATIONS INCOME										
62012000 - IC INDEMNIZATIONS EXPENSES										
IC PAYROLL - "CostCenter OP"	-1.180	-1.119	-1.180	-1.097	-1.180	-1.183	-1.180	-1.187	-1.180	-1.187

- First of all, the year, hotel, intercompany center and cost center must be selected in order to read or input data.
- Budget columns can be hidden / unhidden by clicking on Hide Budget and Show Budget buttons.
- Monthly data display is divided in two columns: Budget and Forecast (or Actual for closed months). Data can only be filled in the yellow area of the Forecast columns. At the right part of the template, Full Year figures and variations are shown for Budget and Forecast.
- Once the forecast is finished, we must always click on Send Data button before closing the template. If you do not do that, the data will be lost and will not be sent to the data base.
- On the bottom of the template a report is available where all payroll intercompanies are shown for Budget and Forecast (or Actual for closed months).

			BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	FORECAST
			JAN	JAN	FEB	FEB	MAR	MAR	APR	APR
IC PAYROLL - "Interco "	IC PAYROLL - "CostCenter "	IC PAYROLL - "Account"								
I_0091 - ES10 NH ZURBANO	OP - OPERATIONS CONTROL	62015000 - IC PAYROLL EXPENSES COMPENSATION SAME COMPANY	1.112	-1.119	1.112	-1.097	1.112	-1.183	1.112	-1.119
I_0091 - ES10 NH ZURBANO	OP - OPERATIONS CONTROL	72010000 - IC PAYROLL INCOME	68		68		68		68	68
I_0091 - ES10 NH ZURBANO	OP - OPERATIONS CONTROL	72011000 - IC BONUS INCOME								
I_0094 - ES10NH COLLECTION EUROBUJ	OP - OPERATIONS CONTROL	62015000 - IC PAYROLL EXPENSES COMPENSATION SAME COMPANY			6.996					
I_0094 - ES10NH COLLECTION EUROBUJ	01 - FRONT OFFICE	72011000 - IC BONUS INCOME						3.629		
I_0386 - ES10NH COLLECTION PALACIO	04 - HOUSEKEEPING SUPERVISOR	62011000 - IC BONUS EXPENSES						3.068		
I_0386 - ES10NH COLLECTION PALACIO	04 - HOUSEKEEPING SUPERVISOR	72011000 - IC BONUS INCOME						1.920		

Other Expenses forecast template

1

2024.TOTAL

SELECT A YEAR

SELECT A HOTEL

OTHER EXPENSES HOTEL

3

Send Data

	ACTUAL	ACTUAL	ACTUAL	FORECAST	FORECAST	FORECAST 2024	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST
Rooms Available													
Rooms Sold													
Nr Guests													
ADR - ADR	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0
% Occupancy	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%
RevPar	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0
TOTAL REVENUE													
PAYROLL & INDEMNIZATIONS													
TOTAL OTHER EXPENSES	0	0	0	0	0	0	0	0	0	0	0	0	0
GOP	0	0	0	0	0	0	0	0	0	0	0	0	0
EBITDA	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL FTE													
Avg Payroll per FTE	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0
Avg Revenue per FTE	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0

- First of all, the year and the hotel must be selected in order to read and input data.
- On the top of the template (dark blue box) a monthly summary is shown. This data comes from Revenue and Payroll templates, previously filled in.
- Data display is divided in three columns blocks: monthly Forecast (or Actual for closed months) and Full Year Forecast, the second one, Budget (months and Full Year figures) and the last one, at the right part of the template, differences and variations for Forecast vs Budget

2024.TOTAL

SELECT A YEAR

SELECT A HOTEL

OTHER EXPENSES HOTEL

5

Send Data

	ACTUAL	ACTUAL	ACTUAL	FORECAST	FORECAST	FORECAST 2024	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST
ACCOMMODATION													
Room Sales													
Rooms Other Income	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Rooms	0	0	0	0	0	0	0	0	0	0	0	0	0
Room Payroll													
Room Supplies cost per Room Sold													
60110000 - ROOM SUPPLIES				0	0	0	0	0	0	0	0	0	0
60120000 - RESTAURANT SUPPLIES													
Cleaning Supplies cost per Room Sold													
62930000 - CLEANING SUPPLIES				0	0	0	0	0	0	0	0	0	0
62921000 - OFFICE SUPPLIES & PRINTED MATERIAL - HOUSEKEEPING ROOMS													
62922000 - HOUSEWARE & KITCHENWARE													
62924000 - DECORATION													
Laundry Cost per Room Night													
68700000 - LAUNDRY				0	0	0	0	0	0	0	0	0	0
68700000 - LAUNDRY													

- Regarding data to fill in, the template is divided in departments / outlet:
 - Accommodation.
 - F&B. Own Restaurant, Bars, Room Service, External Restaurants, Banqueting.
 - Other Income, Golf, Spa.
 - Marketing & Sales, Administration, Operations Control, IT, Maintenance.
- Once the forecast is finished, we must always click on Send Data button before closing the template. If you do not do that, the data will be lost and will not be sent to the data base.



Reporting Module

Server Report Folder

Connected to: **Environment: NH_HOTEL_GROUP - Model: Controlling**

Server Folder: WEBEXCEL\REPORTLIBRARY\USALI Reports\

Display Mode

 Local	 Company (Public)	 CCSS	REPORTLIBRARY <ul style="list-style-type: none"> HYPERION P&L_DASHBOARD TEMPLATES USALI Reports	Name	Size	Modified	Locked
				USALI Report - v08.04.2024.xlsm	12699471	08/04/2024 15:09:26	<input type="checkbox"/>

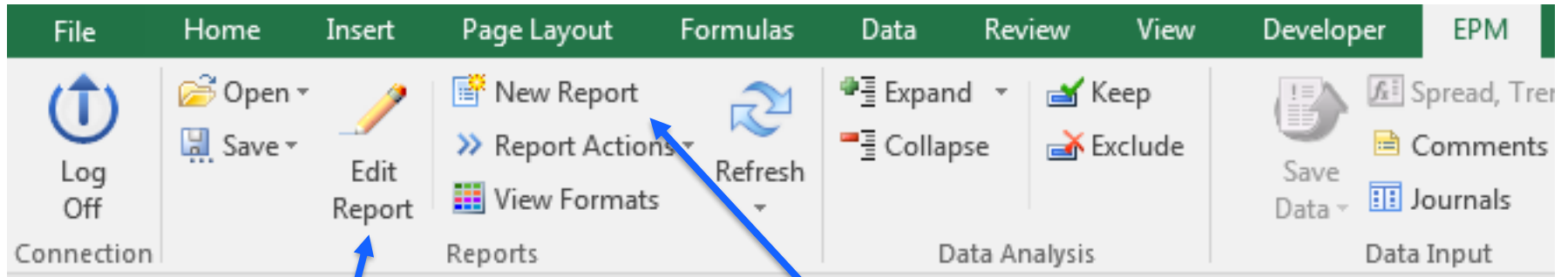
Connected to: **Environment: NH_HOTEL_GROUP - Model: Controlling**

Server Folder: DIRECTORS\WEBEXCEL\TEAMREPORTLIBRARY\

Display Mode

 CCSS	 CCSS_GE	 CONTROL_ADMIN	 DIRECTORS	REPORTLIBRARY	Name	Size	Modified	Locked
					B20_PL_SUMMARY_V1.xlsm	296172	25/10/2023 17:46:23	<input type="checkbox"/>
					BUDGET_PL_SUMMARY_V2022.01.xlsm	292821	23/03/2022 15:12:07	<input type="checkbox"/>
					PL_SUMMARY.xlsm	352176	18/04/2024 10:24:55	<input type="checkbox"/>
					REPORT_ARR.xlsm	244502	12/07/2018 15:24:57	<input type="checkbox"/>
					REPORT_F&B.xlsm	237355	12/07/2018 15:24:59	<input type="checkbox"/>
					REPORT_P&L.xlsm	232195	12/07/2018 15:25:00	<input type="checkbox"/>
					REP_FCST.xlsm	229212	21/03/2019 12:00:37	<input type="checkbox"/>

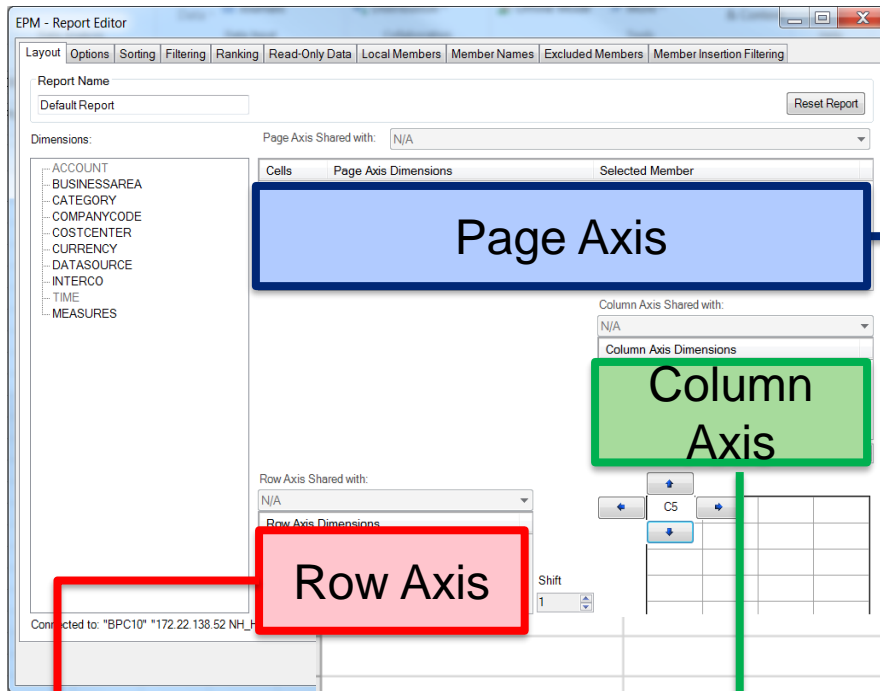
EPM Create a Report



“Edit Report” to modify
your existing report

“New Report” to start
creating your new report

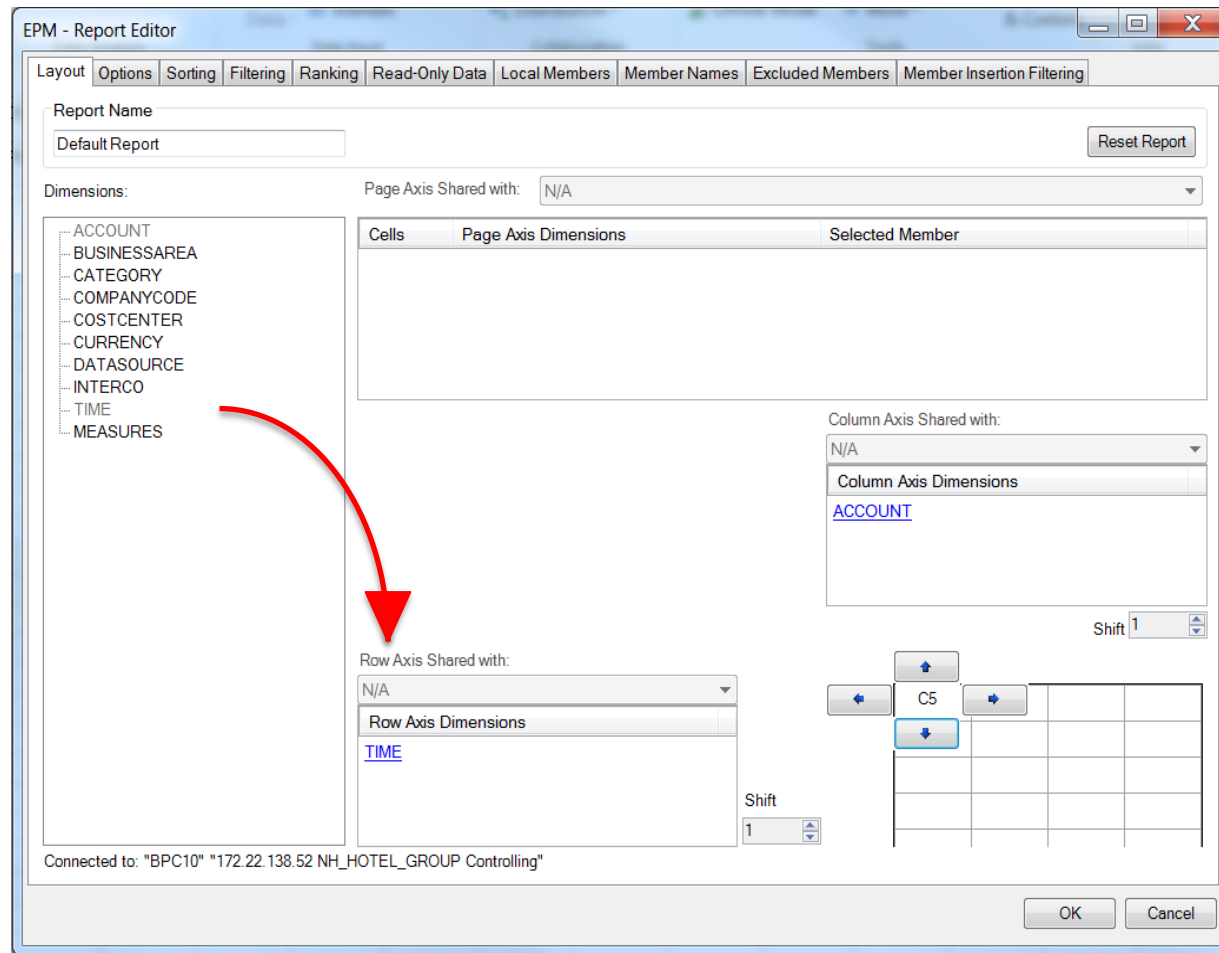
EPM Report Editor Report



ALL COMPANY CODE		
TOTAL COSTCENTER		
Local Currency		
ALL DATA		
ALL INTERCOMPANY		
YTD - Year To Date		
2018.01 - Jan 2018	2018.02 - Feb 2018	
BUDGET - BUDGET	BUDGET - BUDGET	
NH Ciudad de Zaragoza	TOT_REV - TOTAL REVENUE	99493,56592
	DIR_OP_EXP - DIRECT OPERATIONAL EXPENSES	12114,94
	GROSS_PROF - GROSS OPERATING PROFIT	87378,62592
		197965,0363
		16745,59
		181219,4463

EPM Report Editor

Drag and drop or right button on dimensions to add them to row, column or page axis.



Practical case

Exercise 1:

Create a report showing the GOP for the 2018 Budget for your hotel:

Dimensions:

- ACCOUNT
- BUSINESSAREA
- CATEGORY
- COMPANYCODE
- COSTCENTER
- CURRENCY
- DATASOURCE
- INTERCO
- TIME
- MEASURES

Page Axis Shared with: N/A

Cells	Page Axis Dimensions	Selected Member
C8	CATEGORY	BUDGET - BUDGET
C9	COMPANYCODE	ALL COMPANY CODE
C10	COSTCENTER	TOTAL COSTCENTER
C11	CURRENCY	Local Currency
C12	DATASOURCE	ALL DATA

Column Axis Shared with: N/A

Column Axis Dimensions

TIME

Shift 1

Row Axis Shared with: N/A

Row Axis Dimensions

BUSINESSAREA

ACCOUNT

Shift 1

C18

The screenshot shows the SAP BW report designer interface. On the left, a list of dimensions is available: ACCOUNT, BUSINESSAREA, CATEGORY, COMPANYCODE, COSTCENTER, CURRENCY, DATASOURCE, INTERCO, TIME, and MEASURES. The 'Page Axis Shared with' dropdown is set to 'N/A'. A table lists the cells and their dimensions: C8 (CATEGORY) with member 'BUDGET - BUDGET', C9 (COMPANYCODE) with member 'ALL COMPANY CODE', C10 (COSTCENTER) with member 'TOTAL COSTCENTER', C11 (CURRENCY) with member 'Local Currency', and C12 (DATASOURCE) with member 'ALL DATA'. The 'Column Axis Shared with' dropdown is also set to 'N/A'. The 'Column Axis Dimensions' list contains 'TIME'. A 'Shift 1' button is visible. The 'Row Axis Shared with' dropdown is set to 'N/A'. The 'Row Axis Dimensions' list contains 'BUSINESSAREA' and 'ACCOUNT'. Another 'Shift 1' button is visible. At the bottom right, a grid is shown with the cell 'C18' highlighted, and navigation arrows are present.

Practical case

Result Exercise 1:

We can look for a particular account

The screenshot shows a software interface with a top toolbar containing 'Find Result', 'Filter by Properties', 'Display', and other icons. A blue arrow points from a text box to the 'Display' icon. The main area is split into two panes. The left pane shows a search result for 'GROSS_PROF - GROSS OPERATING PROFIT' with an 'Exit Find mode' link. The right pane shows a table with columns 'Member' and 'Relationship', containing one row: 'GROSS_PROF - GROSS OP' and 'Descendants'. Below the panes, there is a 'Selection Relationship' section with 'Members:' and a 'Find What:' search bar containing the text 'gross'. A vertical toolbar on the right side contains various navigation and editing icons.

Find Result | Filter by Properties | Display

[Exit Find mode](#)

GROSS_PROF - GROSS OPERATING PROFIT

Member	Relationship
GROSS_PROF - GROSS OP	Descendants

Selection Relationship

Members:

Find What: gross

Practical case

Result Exercise 1:



		BUDGET - BUDGET	
		ALL COMPANY CODE	
		TOTAL COSTCENTER	
		Local Currency	
		ALL DATA	
		ALL INTERCOMPANY	
		Periodic	
		2018.TOTAL - 2018	
ESZZ.CIUZA - NH Ciudad de Zaragoza	GROSS_PROF - GROSS OPERATING PROFIT		1543281,59

Double click on the TIME dimension to drill down to Quarter and Month

Practical case

Exercise 2:

In our report, we have to include all of the accounts inside the GOP (including GOP as well).

	Member	Relationship	
	GROSS_PROF - GROSS OP	Member and Descendant	

Practical case. Relationships.

Member only

[-] 280 | [✓] GROSS_PROF - GROSS OPERATING PROFIT
 [+] 63 | TOT_REV - TOTAL REVENUE
 [+] 215 | DIR_OP_EXP - DIRECT OPERATIONAL EXPENSES

[-] 280 | [✓] GROSS_PROF - GROSS OPERATING PROFIT

Member and Children

[-] 280 | [✓] GROSS_PROF - GROSS OPERATING PROFIT
 [+] 63 | TOT_REV - TOTAL REVENUE
 [+] 215 | DIR_OP_EXP - DIRECT OPERATIONAL EXPENSES

[-] 280 | [✓] GROSS_PROF - GROSS OPERATING PROFIT
 [+] 63 | TOT_REV - TOTAL REVENUE
 [+] 215 | DIR_OP_EXP - DIRECT OPERATIONAL EXPENSES

Member and Descendant

[-] 280 | [✓] GROSS_PROF - GROSS OPERATING PROFIT
 [+] 63 | TOT_REV - TOTAL REVENUE
 [+] 215 | DIR_OP_EXP - DIRECT OPERATIONAL EXPENSES

[-] 280 | [✓] GROSS_PROF - GROSS OPERATING PROFIT
 [-] 63 | TOT_REV - TOTAL REVENUE
 [+] 1 | ROOMS_REV - ROOMS REVENUE
 [+] 1 | DAY_USE - DAY USE

Children

[-] 280 | [✓] GROSS_PROF - GROSS OPERATING PROFIT
 [+] 63 | TOT_REV - TOTAL REVENUE
 [+] 215 | DIR_OP_EXP - DIRECT OPERATIONAL EXPENSES

[+] 63 | TOT_REV - TOTAL REVENUE
 [+] 215 | DIR_OP_EXP - DIRECT OPERATIONAL EXPENSES

Descendant

[-] 280 | [✓] GROSS_PROF - GROSS OPERATING PROFIT
 [+] 63 | TOT_REV - TOTAL REVENUE
 [+] 215 | DIR_OP_EXP - DIRECT OPERATIONAL EXPENSES

[-] 63 | TOT_REV - TOTAL REVENUE
 [+] 1 | ROOMS_REV - ROOMS REVENUE
 [+] 1 | DAY_USE - DAY USE
 [+] 22 | RESTAU_REV - RESTAURANT REVENUE

Practical case

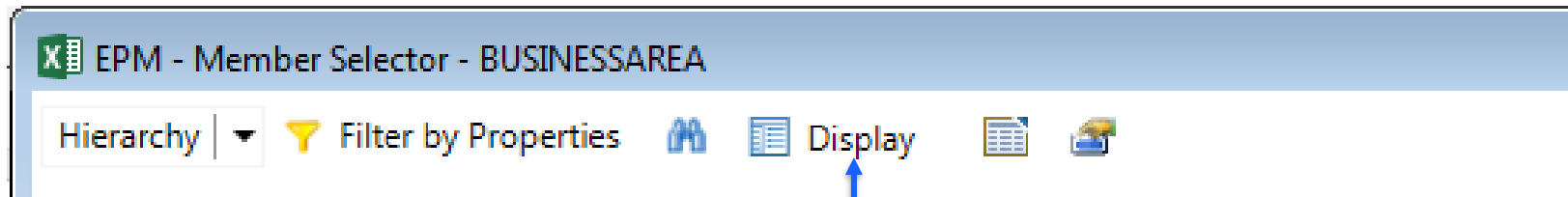
Result Exercise 2:

		TOTAL COSTCENTER	
		Local Currency	
		ALL DATA	
		ALL INTERCOMPANY	
		Periodic	
		2018.TOTAL - 2018	
ESZZ.CIUZA - NH Ciudad de Zaragoza	GROSS_PROF - GROSS OPERATING PROFIT	1543281,59	
	TOT_REV - TOTAL REVENUE	1622549,88	
	ROOMS_REV - ROOMS REVENUE	1096842,24	
	70000000 - ROOM SALES	1096842,24	
	DAY_USE - DAY USE		
	70522000 - DAY USE INCOME		
	RESTAU_REV - RESTAURANT REVENUE	297888,18	
	70100000 - BREAKFAST SALES	108000	
	70110 - RESTAURANT REVENUE	65854,13	
	70110000 - RESTAURANT SALES FOOD	65854,13	
	70110001 - RESTAURANT SALES BEVERAGE		
	70110002 - RESTAURANT 2 SALES FOOD		
	70110003 - RESTAURANT 2 SALES BEVERAGE		

Practical case

Exercise 3:

Modify your hotel to show only the description and not the code.



Click "Display" to show
Description&ID, only
Description or only ID

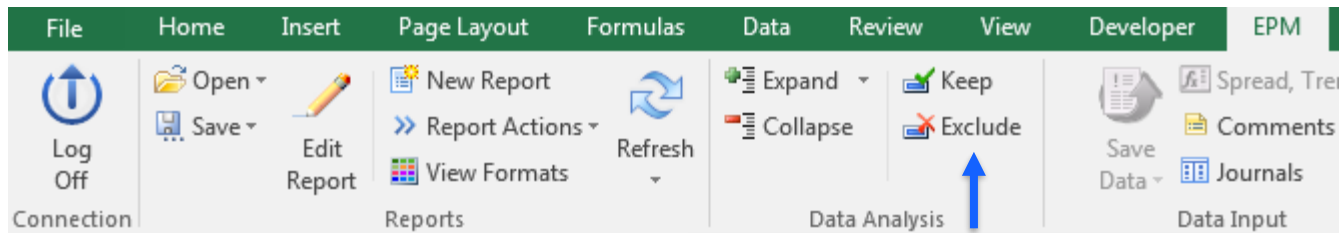
		2018.TOTAL - 2018
NH Ciudad de Zaragoza	TOT_REV - TOTAL REVENUE	1622549,88
	ROOMS REV - ROOMS REVENUE	1096842,24

Practical case

Exercise 4:

Include a new column with the Actuals for 2017. We will have to:

- Include 2017 as Time Dimension
- Include “Actuals” as Category Dimension in Column Axis
- Exclude Budget for 2017 and Actuals for 2018



Select what you want to
hide and then click on
“Exclude”

Practical case

Result Exercise 4:

		2018.TOTAL - 2018	2017.TOTAL - 2017
		BUDGET - BUDGET	ACTUAL - ACTUAL
NH Ciudad de Zaragoza	TOT_REV - TOTAL REVENUE	1622549,88	9566624,91
	ROOMS_REV - ROOMS REVENUE	1096842,24	6951565,8
	70000000 - ROOM SALES	1096842,24	6951565,8
	DAY_USE - DAY USE		
	70522000 - DAY USE INCOME		
	RESTAU_REV - RESTAURANT REVENUE	297888,18	1738504,28
	70100000 - BREAKFAST SALES	108000	932411,04
	70110 - RESTAURANT REVENUE	65854,13	279095,24
	70110000 - RESTAURANT SALES FOOD	65854,13	279095,24

Practical case

Exercise 5:

Include a new column showing the difference between actual and budget:

EPM - Sheet Options

General Formatting Refresh Protection

Expand Options

- ☒ Member and Children
- ☐ Children
- ☐ Member and Descendants
- ☐ Descendants
- ☐ Custom Expand

Data Input

☐ Use as Input Form

Member Recognition

☐ Activate Member Recognition

☒ Activate Local Member Recognition

☐ Use Position in Axis

Activate local member recognition to create your own formulas in the report

		2018.TOTAL - 2018 BUDGET - BUDGET	2017.TOTAL - 2017 ACTUAL - ACTUAL	Diff
NH Ciudad de Zaragoza	TOT_REV - TOTAL REVENUE	1622549,88	9566624,91	-7944075,03
	ROOMS_REV - ROOMS REVENUE	1096842,24	6951565,8	-5854723,56
	70000000 - ROOM SALES	1096842,24	6951565,8	-5854723,56
	DAY_USE - DAY USE			0
	70522000 - DAY USE INCOME			0
	RESTAU_REV - RESTAURANT REVENUE	297888,18	1738504,28	-1440616,1
	70100000 - BREAKFAST SALES	108000	932411,04	-824411,04

Practical case

Exercise 6:

Include a new column showing the actuals for 2016:

EPM - Sheet Options

General Formatting Refresh Protection

Expand Options

☒ Member and Children

☐ Children

☐ Member and Descendants

☐ Descendants

☐ Custom Expand

Data Input

☐ Use as Input Form

Member Recognition

☒ Activate Member Recognition

☒ Activate Local Member Recognition

☐ Use Position in Axis

Activate member recognition to automatically include a new account or business area by writing its code in the Excel file

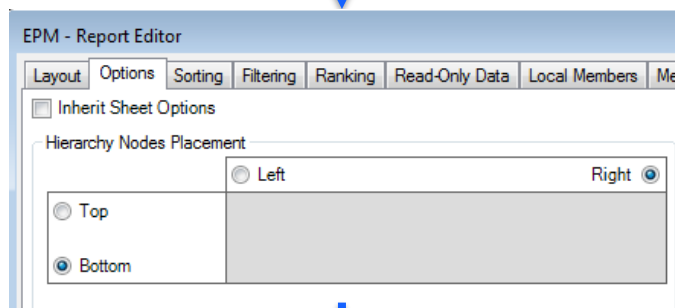
		2018.TOTAL - 2018	2017.TOTAL - 2017		2016.TOTAL - 2016
		BUDGET - BUDGET	ACTUAL - ACTUAL	Dif	ACTUAL - ACTUAL
ESZZ.CIUZA	GROSS_PROF - GROSS OPERATING PROFIT	1543281,59	4773529,76	-3230248,17	8162922,25
	TOT_REV - TOTAL REVENUE	1622549,88	11049373,09	-9426823,21	17879623,37
	ROOMS_REV - ROOMS REVENUE	1096842,24	8034203,91	-6937361,67	13127639,14
	70000000 - ROOM SALES	1096842,24	8034203,91	-6937361,67	13127639,14
	DAY_USE - DAY USE			0	

Practical case

Exercise 7:

Change the totals to be shown as the last row:

		2018.TOTAL - 2018	2017.TOTAL - 2017	
		BUDGET - BUDGET	ACTUAL - ACTUAL	Diff
NH Ciudad de Zaragoza	GROSS_PROF - GROSS OPERATING PROFIT	1543281,59	4130301,46	-2587019,87
	TOT_REV - TOTAL REVENUE	1622549,88	9566624,91	-7944075,03
	DIR_OP_EXP - DIRECT OPERATIONAL EXPENSES	79268,29	5436323,45	-5357055,16



		2018.TOTAL - 2018	2017.TOTAL - 2017	
		BUDGET - BUDGET	ACTUAL - ACTUAL	Diff
NH Ciudad de Zaragoza	TOT_REV - TOTAL REVENUE	1622549,88	9566624,91	-7944075,03
	DIR_OP_EXP - DIRECT OPERATIONAL EXPENSES	79268,29	5436323,45	-5357055,16
	GROSS_PROF - GROSS OPERATING PROFIT	1543281,59	4130301,46	-2587019,87

Practical case

Exercise 8:

Change the format of your report:

- A. Select not to indent the children
- B. Set 0 as default value for blank cells
- C. Repeat the row header of our hotel for every row

The screenshot shows the 'EPM - Report Editor' window with the 'Options' tab selected. The 'Hierarchy Nodes Placement' section has 'Top' selected. The 'Report Format' section has 'Apply Dynamic Formatting' checked. The 'Data Options' section has 'Set Default Value in Empty Cell' checked with a value of '0', and 'Set Default Value when Member not Found in Shared Axis' checked with a value of '#NOMEMBERFOUND'. The 'Refresh Options' section has 'Do not Store Environment in the Connection' checked. The 'Row Header Indentation' section has 'No Indentation' selected. The 'Repeat Row Headers' section has 'Repeat Row Headers' checked.

Row Header Indentation

- ☒ No Indentation
- ☐ Indent Children
- ☐ Indent Parents

Data Options

- ☐ Use as Input Form
- ☐ Freeze Data Refresh
- ☒ Set Default Value in Empty Cell
Empty Cell Default Value: 0
- ☒ Set Default Value when Member not Found in Shared Axis
Member not Found Default Value: #NOMEMBERFOUND

Repeat Row Headers

- ☒ Repeat Row Headers
- ☐ Use Excel Cell References
- ☐ Repeat Column Headers
- ☐ Display Dimension Names

A. No indentation

B. Set 0 as default

C. Repeat row headers

Practical case

Result Exercise 7:

		2018.TOTAL - 2018
ESZZ.CIUZA - NH Ciudad de Zaragoza	GROSS_PROF - GROSS OPERATING PROFIT	1543281,59
ESZZ.CIUZA - NH Ciudad de Zaragoza	TOT_REV - TOTAL REVENUE	1622549,88
ESZZ.CIUZA - NH Ciudad de Zaragoza	ROOMS_REV - ROOMS REVENUE	1096842,24
ESZZ.CIUZA - NH Ciudad de Zaragoza	70000000 - ROOM SALES	1096842,24
ESZZ.CIUZA - NH Ciudad de Zaragoza	DAY_USE - DAY USE	0
ESZZ.CIUZA - NH Ciudad de Zaragoza	70522000 - DAY USE INCOME	0
ESZZ.CIUZA - NH Ciudad de Zaragoza	RESTAU_REV - RESTAURANT REVENUE	297888,18
ESZZ.CIUZA - NH Ciudad de Zaragoza	70100000 - BREAKFAST SALES	108000
ESZZ.CIUZA - NH Ciudad de Zaragoza	70110 - RESTAURANT REVENUE	65854,13

Practical case

Exercise 8:

Choose only the first 2 months for 2018 Budget data, and then select YTD as Measure:

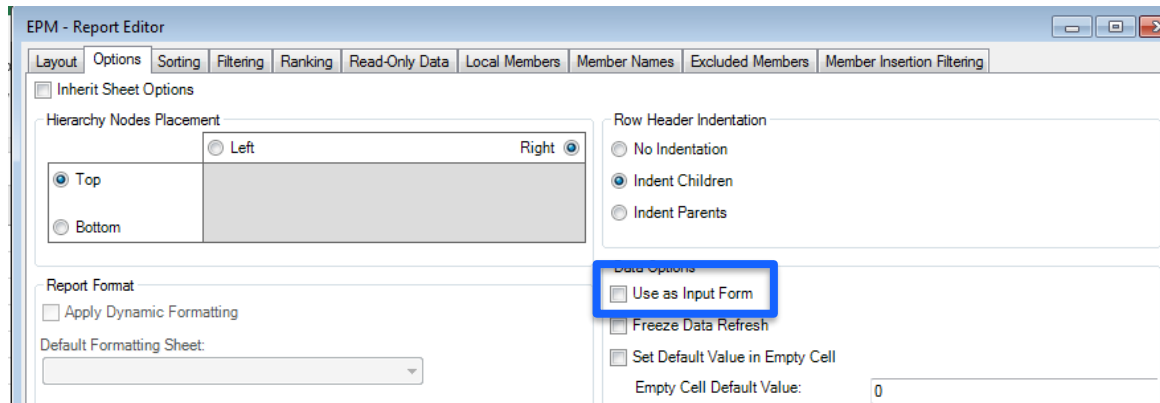
February data will show you Jan + Feb:

		ALL INTERCOMPANY		
		YTD - Year To Date		
		2018.01 - Jan 2018	2018.02 - Feb 2018	
		BUDGET - BUDGET	BUDGET - BUDGET	
NH Ciudad de Zaragoza	TOT_REV - TOTAL REVENUE	99493,56592	197965,0363	
	DIR_OP_EXP - DIRECT OPERATIONAL EXPENSES	12114,94	16745,59	
	GROSS_PROF - GROSS OPERATING PROFIT	87378,62592	181219,4463	

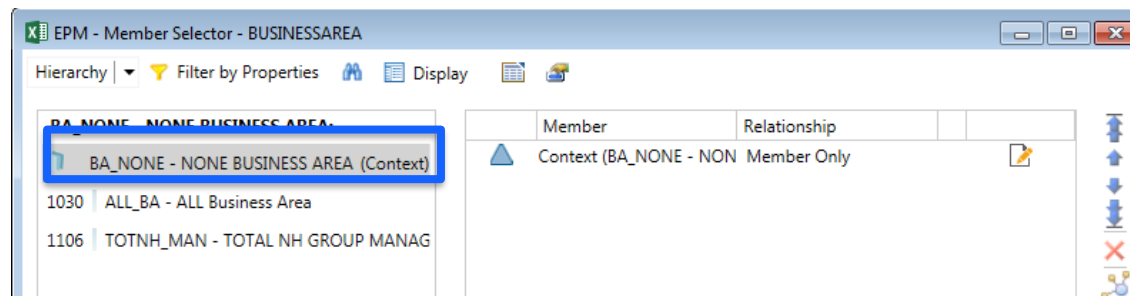
Practical case

IMPORTANT!

Never choose “Input form”:



If you want to share your report with someone else, remember to change the Business Area to “None Business Area”:

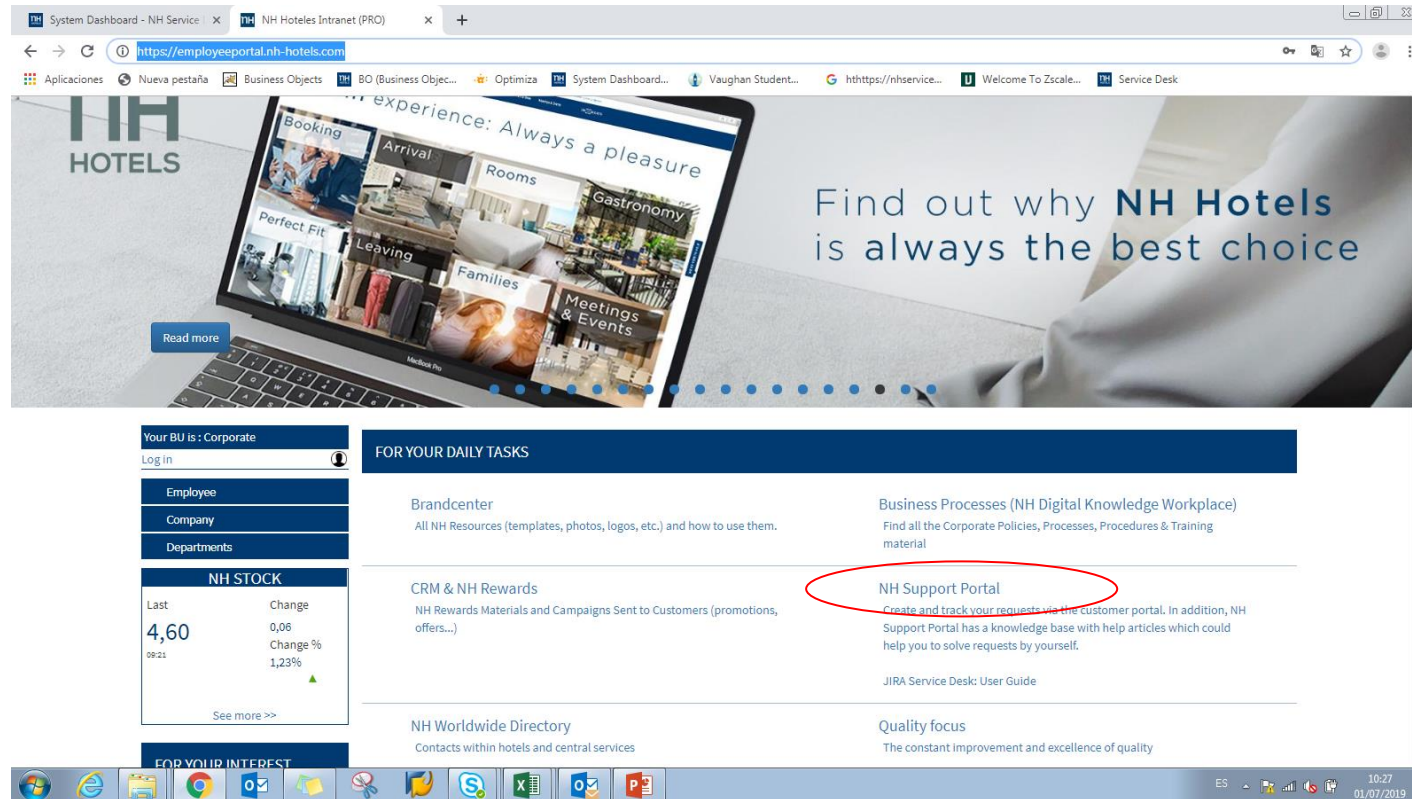




BPC
incidence
Open a Jira

BPC incidence: Open a JIRA

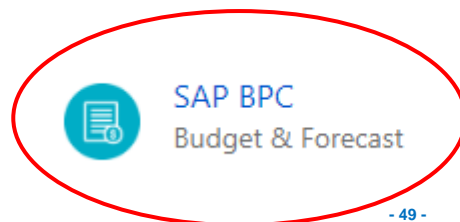
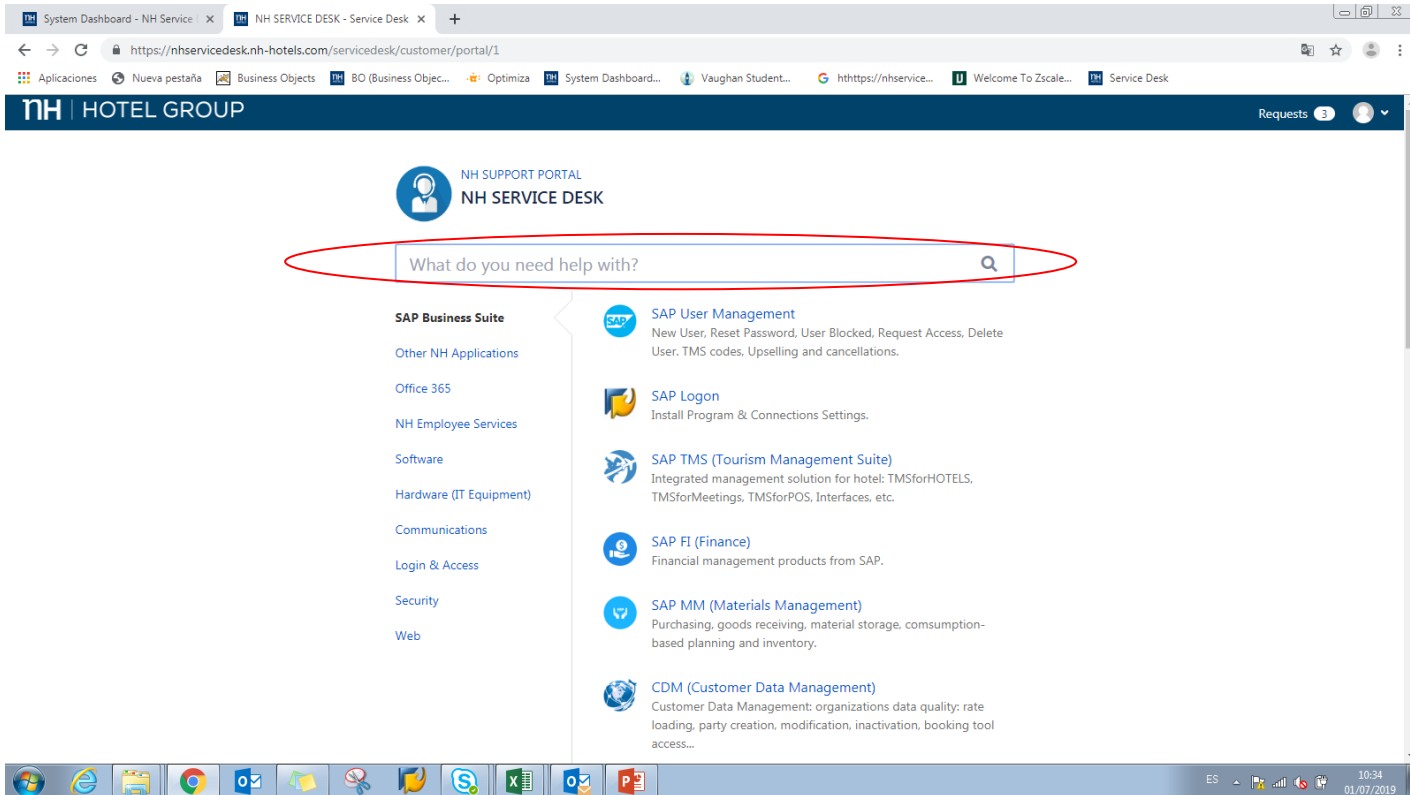
1. Go to <https://employeeportal.nh-hotels.com/>



2. Click on “NH SUPPORT PORTAL”.

BPC incidence: Open a JIRA

3. Next window is opened. Search SAP BPC and select the image below clicking on SAP BPC name.



BPC incidence: Open a JIRA

The screenshot shows a web browser window with the URL https://nhservicedesk.nh-hotels.com/servicedesk/customer/portal/1/create/194?q=sap+bpc&q_time=1561970127629. The page header includes the NH HOTEL GROUP logo and a 'Requests' button. The main content area is titled 'NH SUPPORT PORTAL / NH SERVICE DESK' and 'SAP BPC'. Below this, there is a field to 'Raise this request on behalf of' with a dropdown menu showing 'LAURA TEJERO CASADO'. The 'Category SAP BPC' dropdown menu is open, displaying the following options: 'Please select', 'Please select', 'Authorizations Maintenance', 'Budget', 'Forecast', 'Install Program', 'Other', 'Reporting', 'Technical Functionality', and 'User Maintenance'. The Windows taskbar at the bottom shows various application icons and the system clock indicating 10:28 on 01/07/2019.

4. Select the category depending on BPC incidence.

5. Fill in a brief summary as highlight of the incidence and after that a full description of it.

This close-up view shows the 'Category SAP BPC' dropdown menu with 'Please select' chosen. Below it is a 'Summary' text field. Further down is the 'Description (optional)' section, which includes a rich text editor with a toolbar containing icons for bold, italic, underline, text color, background color, link, unlink, list, and table. The description area is currently empty.

BPC incidence: Open a JIRA

SAP User *(optional)*

Host name or IP Address *(optional)*

Contact Phone *(optional)*

Contact Hour *(optional)*

None ▼

Attachment *(optional)*

📎 Drag and drop files, paste screenshots, or
browse

How Reported *(optional)*

Web ▼

Create Cancel

6. Fill in your personal details.

7. It is available to load images or documents that make easy to understand the problem and the resolution of it.

8. Once everything is fulfilled, click on “Create” and IT specialist will handle it.

Contact us



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Matias Lucas Petracca: ml.petracca@nh-hotels.com