



nh HOTEL GROUP		Corporate IT & Organization Department	
Process: Exchange rates in SAP			
Subprocess: Update exchange rates in NHHG systems			
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Order	Task	Task Description	When	Responsible	Frequency	Tools 
0	Exchange rates in NHHG information systems	<p>This process describes the Exchange rates update process in the main NHHG systems:</p> <ul style="list-style-type: none"> - SAP_TMS4H (Front Office System): Automatic or manual updating - SAP_FI (Back Office System): Automatic updating - SAP_BPC (Budgeting and Forecasting Tool): Automatic and manual updating - ORACLE_HFM (Consolidation and Reporting): Manual updating - Duetto (Revenue Management) in USD rates: Automatic updating <p>The NHHG Treasury System (Kyriba) is the source of the Exchange Rates daily update.</p>	N/A	BU / HQ Treasury Departments	N/A	N/A
1	Automatic update of exchange rates for SAP TMS for hotels and SAP_FI	<p>In most countries and hotels in NHHG, the exchange rates in SAP_TMS4h and SAP_FI are taken from Kyriba Treasury System (exchange rate type "M" in SAP). In turn, Kyriba System takes the data from the European Central Bank The "M" rate is used and applicable by SAP_TMS4H and SAP_FI</p>	Daily (working days)	Automatic	Daily	Kyriba
2	Update of exchange rates in SAP_TMS4H	<p>The exchange rates in SAP_TMS4H are used to:</p> <ul style="list-style-type: none"> - Invoicing process in countries and hotels with dual currency - Valuation of reservations and revenue forecast with foreign currency rates - Currency exchange process in SAP_TMS4H (currency purchases and sales) <p>There are two possibilities for the updating process:</p> <p>1.- Automatic process: Most of countries and hotels the exchange rates updating is an automatic process (see task above)</p> <p>2.- Manual process: In a few countries due to local regulations (i.e, Mexico) it is mandatory that the exchange rate is reflected in the issued invoice. The exchange rate used and reflected in the invoice must be the indicated by the Local Central Bank of the Country (see tasks nº 7 and 8 in order to see more information about this manual updating)</p>	Daily (working days)	Automatic BU Treasury Department (in manual process)	Daily	Kyriba
3	Update of exchange rates in SAP_FI	Exchange rates updating in SAP_FI for all countries and hotels are always an automatic process (see task nº 1 for more information)	Daily (working days)	Automatic	Daily	SAP_FI (in manual process)
4	Update of exchange rates in ORACLE_HFM (I de II)	<p>Exchange rates updating in ORACLE_HFM for all countries and hotels are always a manual process. HQ Treasury Department must send to HQ and BU Finance Departments at the end of every month a file with all the closing and average rates</p> <p>Rates specified in the sent file by HQ Treasury Department must be used for any manual calculation related with the consolidation and closing monthly processes (in HQ and BUs)</p>	First working day of the month	HQ Treasury Responsible	Monthly	E-mail
4.1	Update of exchange rates in ORACLE_HFM (II de II)	HQ Finance and Consolidation Department manually updates the exchange rates in Oracle_HFM	+1 working day from receipt of the rates file	HQ Finance and Consolidation Department	Monthly	Oracle_HFM
5	Update of exchange rates in SAP_BPC	<p>Three different types of exchange rates updating must be differentiated:</p> <p>1.- Update of exchange rates for <u>budget</u></p> <p>2.- Update of exchange rates for <u>forecast</u></p> <p>3.- Update of exchange rates for <u>actual figures</u></p>	N/A	N/A	N/A	N/A
5.1	Update of exchange rates for BUDGET	<ul style="list-style-type: none"> - Manual updating process by template - Normally, the exchange rate for budget figures is updated once a year, but exchange rates can be updated more times if it is considered necessary 	Ad-hoc	HQ Controlling & Strategic Planning	N/A	Rate Template.xls SAP_BPC
5.2	Update of exchange rates for FORECAST	<ul style="list-style-type: none"> - Manual updating process by template - Exchange rate for forecast figures is updated when a new forecast is updated in SAP_BPC. Usually, different exchange rates are uploaded for each subsequent quarter (estimated rates are obtained from Bloomberg web page) - Exchange rates are not updated in closed forecasts 	Ad-hoc	HQ Controlling & Strategic Planning	N/A	Rate Template.xls SAP_BPC

5-3	Update of exchange rates for ACTUAL figures	Automatic and daily updating process with exchange rates taken from SAP_FI (Kyriba -> SAP_FI -> SAP_BPC): - Rates used in YTD Actual figures in SAP_BPC: Average rate computed since the beginning of the year (automatic calculation in SAP_BPC) - Rates used in PERIOD Actual figures in SAP_BPC: This rate is calculated by the difference between the YTD average rates of two subsequent months (automatic calculation in SAP_BPC). For example, the exchange rate for ACTUAL figures in March is calculated through the difference between YTD March and YTD February converted figures	Daily (working days)	Automatic	Daily	Kyriba -> SAP_FI -> SAP_BPC
6	Duetto (Revenue Management) and USD rates	Revenue forecasts in Duetto takes the data from SAP_TMS4H. For this reason, the revenue forecast with foreign currencies in this revenue management application has always an updated data (with the exchange rates taken from SAP_TMS4H)	Daily (working days)	Automatic	Daily	SAP_TMS4H
7	Manual update of exchange rates for SAP_TMS for hotels	In some countries due to local regulations NHHG must comply with the following requirements, thus the updating exchange rates must be a manual process: 1.- It is mandatory that the exchange rate is reflected in the issued invoice 2.- The exchange rate used and reflected in the invoice must be the indicated by the Local Central Bank of the Country Manual rates are updated using type "Z" in SAP: - "Z" type rate is only used and applicable by SAP_TMS4H - For countries that manually update the exchange rates with type "Z", this rate is only applicable for SAP_TMS4H. For the rest of SAP environment (SAP_FI, AP, etc) the applicable exchange rate will be of the type "M"	Monday to Friday (working days)	BU Treasury Responsible	Daily	Local Central Bank SAP
7.1	Request permission for the SAP updating exchange rate transaction	Special grants are required to be able to update Exchange Rates manually. Permission must be requested to the HQ Treasury Department by e-mail for rate update transaction in SAP (ZFI_MOD_EXRATE)	Ad-hoc	BU Treasury Responsible	N/A	E-mail
7.2	Provide access to SAP transaction	HQ Treasury Responsible will provide to the BU Treasury Responsible access to the SAP transaction (using the ZFIT_USERS_EXRATE transaction in SAP)	2 working day from the request	HQ Treasury Responsible	Ad-hoc	ZFIT_USERS_EXRATE SAP transaction
8	Instruction for manual and daily update of exchange rates for TMS for hotels	Update of exchange rates for TMS4H using the ZFI_MOD_EXRATE SAP transaction	Early in the morning	BU Treasury Responsible	Daily basis (only working days)	ZFI_MOD_EXRATE SAP transaction
8.1	Add a new exchange rate	1.- Go to transaction ZFI_MOD_EXRATE 2.- Press the button "New Line" 3.- Enter the data of the FX Rate a. ExRt: ZMX (i.e MEX currency) b. From: USD (i.e USD currency) c. To: MXN d. Valid from: The date of the FX rate, i.e. "26.04.2016" e. Exchange Rate: i.e. "17,43590" 4. Press the save button after all data is informed				
8.2	Change an existing exchange rate	1.- Go to transaction ZFI_MOD_EXRATE 2.- Press the button Display -> Change 3.- Change the necessary data 4.- Press the save button after all data is informed Be aware that existing documents with the "old" exchange rates will not be corrected. Only new documents will use the corrected FX rate.				
8.3	Delete an existing exchange rate	1.- Go to transaction ZFI_MOD_EXRATE 2.- Select the line you want to delete 3.- Press the button Delete Lin. 4.- Press the save button Be aware that existing documents with the "old" exchange rates will not be corrected. Only new documents will use the corrected FX rate.				
9	Special Case: Instruction for manual and daily update of exchange rates for NH Reward reservations and benefits	Update of exchange rates for TMS4H using the ZFI_MOD_EXRATE SAP transaction. Follow the above instructions (8.1 task), but indicating the exchange rate " Local currency versus EUR "	Early in the morning	BU Treasury Responsible	Daily basis (only working days)	ZFI_MOD_EXRATE SAP transaction