Process: Account Payables Management

Subprocess: MM Accrual Periodic Audit and Clearing (4009000)

Process Owner: VP Accounting & Finance Excellence   **Process Leader**: VP Accounting & Finance Excellence

Author	
Date	
Last modification date	
Document version	

MH E&A Approvals			
Name	**Function**	**Date**	**Comments**
VP Accounting & Finance Excellence	Process Owner		
VP Accounting & Finance Excellence	Process Leader		

Modification History			
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Order	Task	Task Description	When	Responsible	Frequency	Tools
1	Monthly review - Hotel/CS/HQ	On a monthly basis, the hotel or purchasing managers in CS and HQ will review all purchase orders pending to be invoiced (total or partially). This task is mandatory, along with the monthly review of purchase orders with open goods receipt. It should always be performed before the monthly physical inventory process.	Before the monthly physical inventory process	Hotel / CS / HQ MM users	Monthly	SAP Report: ZMR11
2	Return deliveries - Hotel/CS/HQ	Those goods receipts that can be cancelled, either because an error is detected, duplicity or because you are sure that you will not receive the invoice, will be cancelled following the usual process of return of goods receipt.	Before the monthly physical inventory process	Hotel / CS / HQ MM users	Monthly	SAP Transaction: /CCSHT/IM_ASSISTANT – Inventory Management Assistant/07 Return Delivery
3	Exceptional FI Invoices from MM Vendors.	Everytime an FI posting is requested from an MM vendor, the PTP department (Procure To Pay) is required to apply MR11 to the orders impacted by the FI-posted MM invoice.	When the need arises	PTP Department	When the need arises	MR11 Transaction
4	Quarterly Review	On a quarterly basis, the PTP Department will select all purchase orders with goods receipts pending receipt of an invoice, either in full or partially, and are older than 24 months.	First week of the last month of the quarter	PTP Department	Quarterly (March, June, september, December)	ZNH_PTP_FBL3N & ZNH_PTP_FBL3N_ALV
4.1	Quarterly Review: Exceptions	The PTP Department and Coperama will review the extracted file to identify orders from nominated vendors in payment negotiations and decide if they should be excluded from MR11 transaction.	First week of the last month of the quarter	PTP Department	Quarterly (March, June, september, December)	N/A
4.2	Quarterly Review: Exceptions	Purchase orders with invoice incidences cannot be cancelled until the incidences are resolved. Once resolved, the invoice is released, and the expense can be cancelled if necessary.	During the execution of MR11	PTP Department	Quarterly (March, June, september, December)	MR11 by remouving "Invoice Surplus" flag
5	Generating final MR11 file	The PTP Department will generate the final file with all goods receipts older than 24 months pending invoicing to which MR11 will be applied. This will be communicated first to the CFO and CCO of the company and after to the FD of the BU.	Second week of the last month of the quarter	PTP Department	Quarterly (March, June, september, December)	N/A

Order	Task	Task Description	When	Responsible	Frequency	Tools
6	MR11 Execution	Based on the final file obtained in task 5, the PTP Department will execute MR11 before the 20th of the last month of the quarter.	During the 3rd week of the last month of the quarter	PTP Department	Quarterly (March, June, september, December)	MR11 Transaction
7	Average price recovery	Once MR11 has been executed, the MDM + IT Team will review and restore all average prices of items that may have been affected by the application of MR11.	Before the 25th of the last month of the quarter.	PTP Department	Quarterly (March, June, september, December)	MR21 Transaction - Price Change
8	Information on MR11 execution results.	PTP Department will inform about MR11 execution impact in P&L to the Operations Department and the Regional Controllers so they can inform the hotels and indicate it properly in the Budget Monitoring process.	See MR11 Calendar in Annex	PTP Department	Quarterly (March, June, september, December)	Budget Monitoring Subprocess
9	Subsequent Receipt of invoice	If a supplier sends an invoice for a purchase order whose goods receipt has been canceled with the transaction MR11: 1.- A quantity incidence must be generated. 2.- The user must request to open the tolerance via JIRA. 3.- Afterward, the user should accept the quantity incidence via the Automatic Receipt button.	Invoice Reception	MM Users / MDM Team	Invoice Reception	JIRA / SAP Incidences Workflow
2 - IC	*Internal Control* **PTP.01.C01**	*There is a quarterly control to ensure the accuracy of the balance of the provision for invoices pending receipt from suppliers. For performing this control the PTP Department will select all purchase orders with goods receipts pending receipt of an invoice, either in full or partially, and are older than 24 months. The PTP Department and Coperama will review the extracted file to identify orders from nominated vendors in payment negotiations and decide if they should be excluded from MR11 transaction. Based on the result of the analysis performed the PTP Department will generate the final file with all goods receipts older than 24 months pending invoicing to which MR11 will be applied. This will be communicated first to the CFO and CSO of the company and after to the FD of the BU. The PTP Department will execute MR11 before the 20th of the last month of the quarter after receiving the CFO approbal.*		*Process Owner*		

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MR11 2025

2025

- 4. Report extraction + PTP/COPERAMA validation
- 5. Share information with Finance Directors in the BU
- 6. + 7. MR11 Execution + Average price recovery
- 8. Reporting delivery to OP, Finance and Controllers

Jan

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