



DWP – URN Cash Deposit

Hotel Directors & Front Office
March 2025

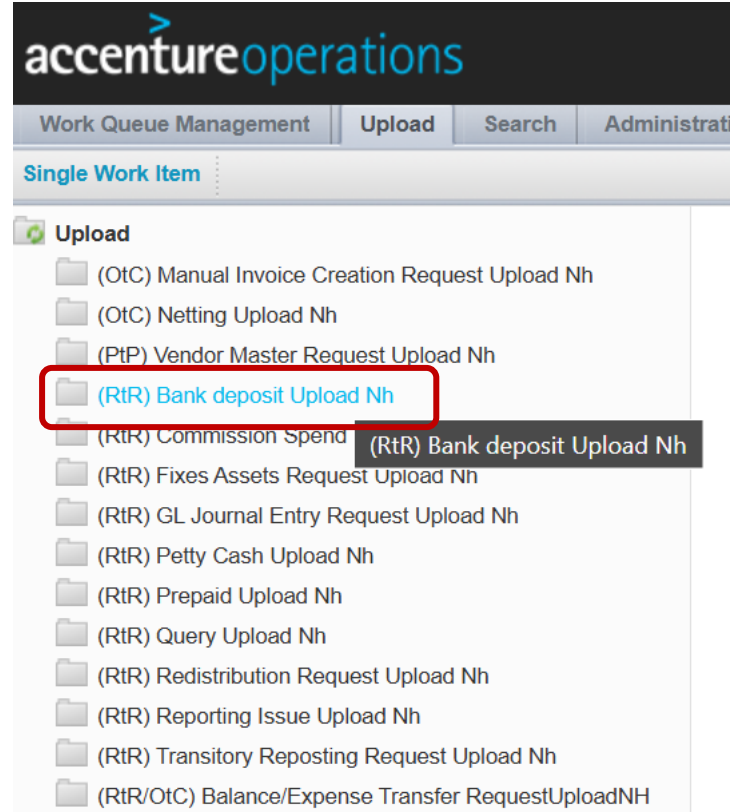


CREATE CASH URN

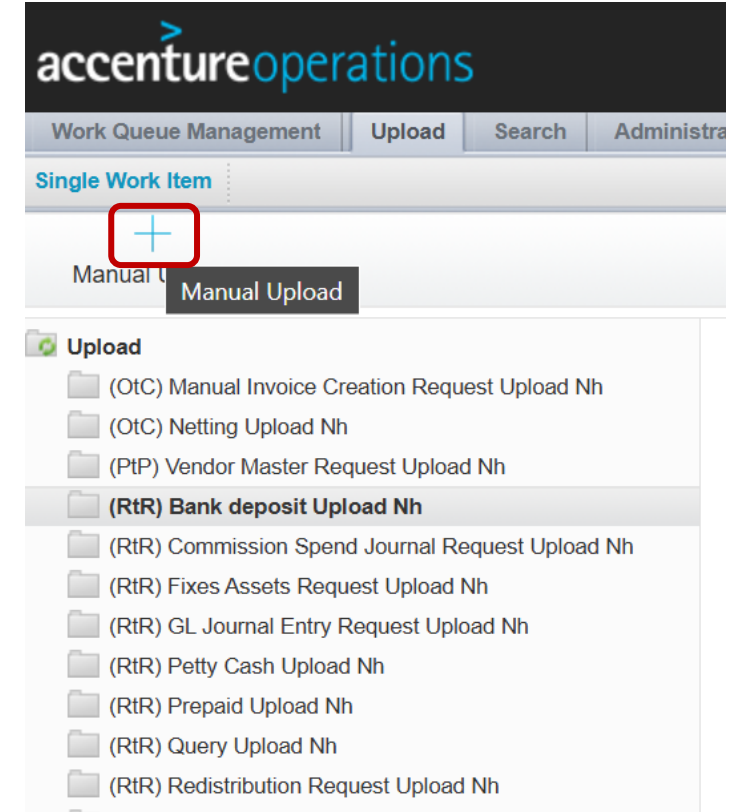
1. Log in – enter username and password



2. Go to the Upload tab – and click on (RtR) Bank Deposit Upload NH



The plus sign (+) will be activated – click on the sign



CREATE CASH URN

Complete: create the URN and send it to SSC

Document Type: type of discrepancy document

Company Code: Legal entity SAP code of the Hotel

Business Unit: region to which it belongs

Business Area: SAP code of the Hotel

Content: FO Bank Deposit + Deposit date

Date from/to: period of the cash transaction that has been deposited

Comment: in case you want to make any clarification (coins)

Attach the deposit receipt in PDF

No Attachments


Select

Supporting documents

No Attachments

Select

 Complete  Cancel

 General

Header Information

Document Type: * (RtR) Bank deposit ▼

Company Code: * ...

Additional Fields

Business Unit * AMERICA_AR_UY ▼

Business Area * ...

Priority * Normal ▼

Content *

Date from * 

Date to * 

*-Required fields

New Comment:

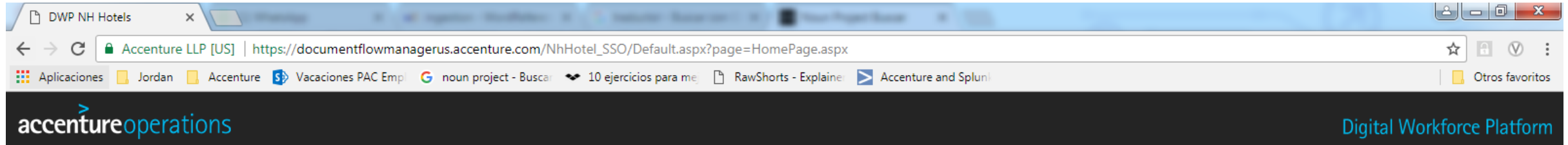
GENERAL CONSIDERATIONS

- Communication between Hotels and SSC will always be through DWP, there are 2 workflows:
 1. Hotel > SSC: Creation of cash deposit URN (no response from SSC)
 2. SSC > Hotel: SSC creates URN in case of discrepancies and expects a response from the Hotel to clarify any differences.
- At least once a week, the Hotel must deposit the cash register and foreign currency in the bank. If the volume of cash usually generated in a week in the Hotel is lower than 3.000 EUR or equivalent in local currency), you can deposit every 2 weeks.
- The deposit receipt must be sent the same day the bank deposit is made, or the security company has collected the money.
- As a result of the monthly closing, the Hotel must deposit all cash in the bank until the last day of the month, so on day d+1 (first business day of the month) it must send Accenture all supporting documentation related to this last income of the period.

GLOSSARY

- DWP - Digital Workforce Platform (document for online document processing and storage)
- DFM – Document Flow Manager (DWP submodule)
- URN – Unique Reference Number (Number assigned to each scanned document, email, or uploaded to the too)
- POC – Point Of Contact (refers to the DFM Business User – Minor Hotels user)
- PtP – Procure to Pay
- RtR – Record to Report
- OtC – Order to Cash
- SSO – Single Sign on

TECHNICAL REQUIREMENTS



DWP is a WEB application, we recommend keeping in mind:



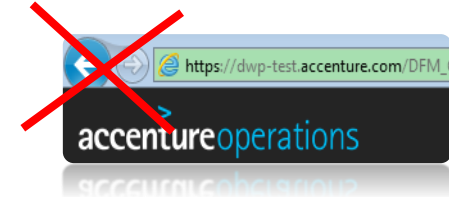
- Use the following apps:



- Ensure that you have PDF or another app to visualize PDF documents.



- **Avoid use fwd & back** in your navigator. If you need to change the page, is better to use the tabs available.



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Thank You

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