

# BR: Monitor fiscal

## Tasks to be completed when documenting an operation (from creation to publication)

1. Enter the **Title of the operation / page**

2. Add the following Labels:

- Scope of applicability: ww, country\_accounting
- Country or group of countries (if applicable): belux, china, france, italy, lam, nam,uk\_ie, bulgaria, dach, netherlands, iberia, poland, latvia, australia, india, japan, south\_korea, thailand, singapore, new\_zealand, emea\_transversal, apac\_transversal
- Unit and Domain according to the [List of labels to be used in the Finance Service Line space](#)
  - E.g. 1: WW Operation in Financial Accounting under domain "Central Finance Processes & Compliance":
    - Labels to be used: **ww, financial\_accounting, central\_fin\_proc\_compliance**
  - E.g. 2: France Operation in Financial Accounting:
    - Labels to be used: **country\_accounting, france, financial\_accounting**  
(for country operations, the Domain is always country\_accounting)

3. Fill in all fields as described above

4. Name the title of each section using OPD methodology naming convention - **Infinitive verb without the "to", mainly action verb...something) -" I do something..."**

5. Once the description of the operation is completed, ensure it is approved and published by launching the [SBS-Finance approval workflow](#)

Domain:

Responsibility area:

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## Scope

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**WW**



Unknown Attachment

## ERP

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**WP1**

## Frequency

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**Month**



Unknown Attachment



Unknown Attachment

## References

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## Forms

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## Attachments

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## Objective and Scope

### 1.1. Objective of this Operation

This documentation aims to detail how the control of the Invoices stopped in the fiscal monitor is done

### 1.2. Scope

This procedure is applicable for company 7523 in WP1 ERP.

## 2. Definitions

- WP1

## 3. Tasks description

To ensure that all invoices registered in SAP are correctly uploaded to Mastersaf, the control of invoices that are stopped in the fiscal monitor is carried out, transaction J1BNFE.

### 3.1. Responsibility

- Responsible is ACP Curitiba

### 3.2. Periodicity

Daily activity

#### 3.3.1. I check if there is posts to be updated

To ensure that all invoices registered in SAP are correctly uploaded to Mastersaf, the control of invoices that are stopped in the fiscal monitor is carried out, transaction J1BNFE.

All notes that have a step other than "C" (Completed) require user actions.

S...	Etapa	Esto...	L...	Nº doc.	Criado em	Nº 9 pos.	D	Criado por	S	S	Có...	I	M	Form	Sér	Mot.estorno/NãoUtil.
				<a href="#">5024093</a>	13.06.2022	<a href="#">000002758</a>	3	MSANTOSS			0		2	NF55	001	
	1			<a href="#">5024291</a>	13.06.2022	<a href="#">000008983</a>	5	LCARVAL1	2	0	5		2	NF55	001	XML InvalidoLinha 1, coluna 13...
				<a href="#">5020120</a>	07.06.2022	<a href="#">000000080</a>	6	LCARVAL1	2	0	XXX		1	NF59	003	Problema no envio. Inutilizar a ...
	3			<a href="#">5024262</a>	13.06.2022	<a href="#">000008979</a>	3	LCARVAL1					2	NF55	001	Rejeicao: IE do destinatario na...
	4			<a href="#">5023534</a>	12.06.2022	<a href="#">000122775</a>	5	ODOMING3	1	6	690		2	NF55	001	690 - Rejeicao: Pedido de Can...
	6			<a href="#">5023528</a>	11.06.2022	<a href="#">000122770</a>	3	LRIBEIRO	1	0	Z99		2	NF55	001	XML InvãilidoLinha 1, coluna 4...
				<a href="#">5022900</a>	10.06.2022	<a href="#">000122684</a>	0	SSALLA	1	0	Z99		2	NF55	001	XML InvãilidoLinha 1, coluna 4...
				<a href="#">5019302</a>	07.06.2022	<a href="#">000122285</a>	5	ELIMA4	1	0	Z98		2	NF55	001	XML InvãilidoLinha 1, coluna 4...
				<a href="#">5018303</a>	05.06.2022	<a href="#">000122133</a>	2	JSILVA18	1	0	Z98		2	NF55	001	XML InvãilidoLinha 1, coluna 4...
				<a href="#">5018301</a>	05.06.2022	<a href="#">000122131</a>	5	SIQU2130	1	0	Z98		2	NF55	001	XML InvãilidoLinha 1, coluna 4...
				<a href="#">5018279</a>	04.06.2022	<a href="#">000122112</a>	6	JSILVA18	1	0	Z98		2	NF55	001	XML InvãilidoLinha 1, coluna 4...
				<a href="#">5018277</a>	04.06.2022	<a href="#">000122110</a>	3	JSILVA18	1	0	Z98		2	NF55	001	XML InvãilidoLinha 1, coluna 4...

Go to Macro - Collection of pending issues.

A Macro is used to charge users, which automatically triggers emails.

Open the Macro file, insert the start and end date of the current month, and run the macro

Date			
From:	01.06.2022	To:	30.06.2022
<div style="text-align: center;"><span>Execute</span></div>			
<div style="text-align: center;"><span>Open Report</span></div>			
<input type="checkbox"/> Run as Test			
Username:	BRS0015		

In this way, billing emails are sent via the [finance.automation@solvay.com](mailto:finance.automation@solvay.com) email box.