

BR: Check NF input Synchro

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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1. Objective and Scope

1.1. Objective of this Operation

This documentation aims to detail the verification process, between the entry records and the issuance of invoices (Synchro report)

1.2. Scope

This procedure is applicable for company of Brazil in WP1.

2. Definitions

See Finance Glossary:

- WP1
- ERP

3. Tasks description

SYNCHRO is the largest provider of solutions to meet the complex Brazilian tax reality, offering software and services to support and automate all processes that involve the tax value chain of companies. SYNCHRO solutions are designed to control and reduce tax costs and risks.

3.1. Responsibility

SBS Responsibilities:

- Responsible team Curitiba Accounting Platform.

3.2. Periodicity

Is schedule to be performed on D+2, D+3, D+6 and D+15.

3.3. I receive and update the data

3.3.1. I check if Synchro report extraction

TT to extract the report of invoices issued to Rhodia, enter the link below:

<https://dfe.synchro.com.br/DFeWeb/nfeListDetailActions.do>

Enter username and password.



Scope



WW

? Unknown Attachment

ERP



PF1



WP1



PE1

? Unknown Attachment

Frequency



Month

? Unknown Attachment

? Unknown Attachment

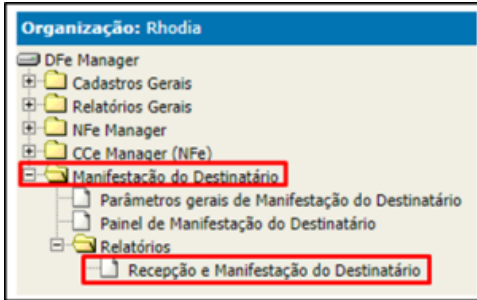
References

Forms

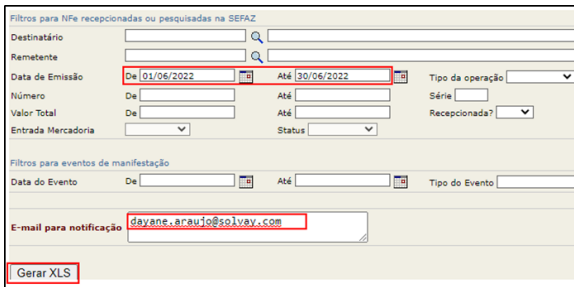
Attachments

<< BR: Check NF input Synchro >>

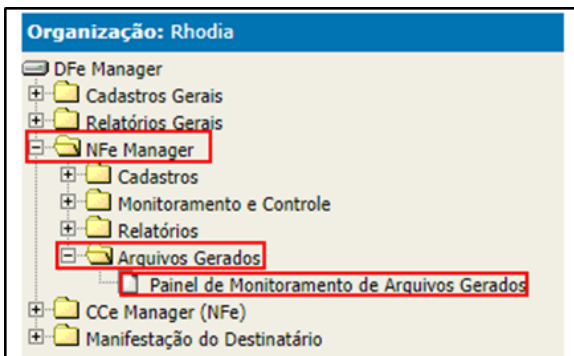
In the Recipient manifestation folder, select > Reports > Recipient reception and manifestation



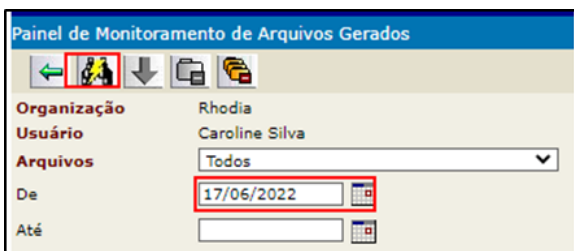
Insert date of analysis month, email and generate XLS



To view the generated file, go to NFe Manager > Generated Files > Generated Files Monitoring Panel



Enter the current date and perform the search



Select file and download

