

# I confirm that the Exchange Rate has been correctly uploaded in Quantum.

## 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:** Treasury Tools & BAM

**Responsibility area:**

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## Scope

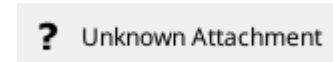
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Please remove the icon when not applicable.

## ERP

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Please remove the icon when not applicable.

## Frequency

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### Daily

Please remove the icon when not applicable.

## References

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## Forms

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## Attachments

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# 1. Objective and Scope

## 1.1. Objective of this Operation

## 1.2. Scope

## 2. Definitions

See [Finance Glossary](#):

- ...

## 3. Tasks description

3.1. I go to [Quantum > Rates > FX > Waffle Menu](#).

3.1.1. *In the dialog box I insert a currency (Start with AED finish with ZAR) and confirm if Rate Type Fixing, Fixing EUR and Fixing Spot do have current date.*

**End of document.**