

# I inform International Treasury and IS (End of the Month Only).

## 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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  - 1.1. Objective of this Operation
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- 2. Definitions
- 3. Tasks description
- 3.1. I inform IHB and IT that the daily fix control has been done, and ask to IHB to confirm if I can run the "QT fixing rates - 2 - Email after fixing" Job.

## Scope

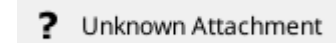
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## ERP

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Please remove the icon when not applicable.

## Frequency

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### Daily

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## 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 inform IHB and IT that the daily fix control has been done, and ask to IHB to confirm if I can run the "QT fixing rates - 2 - Email after fixing" Job.*

**End of document.**