

# BR: Outbound Notes Report

## 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:

## Table of contents

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## Scope

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? Unknown Attachment

## ERP

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? Unknown Attachment

## Frequency

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? Unknown Attachment

? Unknown Attachment

## 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

This documentation aims to provide a detailed explanation of how the Report functions within the Departure Notes.

## 1.2. Scope

Brazilian companies identified by the codes 6409 and 6416.

## 2. Definitions

See [Finance Glossary](#):

- WP1
- ERP

## 3. Tasks description

Access the FBL3N transaction, open account 44900932, and adjust the date range to match the calculation period.

The screenshot shows the SAP 'G/L Account Line Item Display' transaction interface. The title bar reads 'G/L Account Line Item Display'. Below the title bar is a toolbar with various icons. The main content area is divided into several sections:

- G/L account selection:** Contains input fields for 'G/L account' (value: 44700250), 'Company code' (value: 6409), and 'to' fields for both. There are also 'to' fields for 'G/L account' and 'Company code' with selection icons.
- Selection using search help:** Contains 'Search help ID' and 'Search string' input fields, and a 'Search help' button.
- Line item selection:** Contains a 'Status' section with three radio button options: 'Open items', 'Cleared items', and 'All items'.
  - Open items:** 'Open at key date' is set to 14.11.2024.
  - Cleared items:** 'Clearing date' and 'Open at key date' are empty, with a 'to' field and a selection icon.
  - All items:** 'Posting date' is set to 01.10.2024, with a 'to' field set to 31.10.2024 and a selection icon.
- Type:** Contains three checkboxes: 'Normal items' (checked), 'Noted items', and 'Parked items'.
- List Output:** Contains 'Layout' set to /INSSRETIDO and 'Maximum number of items' set to an empty field.

Choose layout /ISSRETIDO

<input type="checkbox"/>	<input checked="" type="checkbox"/>	2024/10	AP 10/2024	180000150875232024	1800001508	583	10.10.2024	10.10.2024	17,37	BRL	INSS Faturamento
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2024/10	AP 10/2024	180000151175232024	1800001511	587	10.10.2024	10.10.2024	104,71	BRL	INSS Faturamento
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2024/10	AP 10/2024	180000151375232024	1800001513	589	10.10.2024	10.10.2024	2.363,70	BRL	INSS Faturamento
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2024/10	AP 10/2024	180000151475232024	1800001514	590	10.10.2024	10.10.2024	8.562,21	BRL	INSS Faturamento
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2024/10	AP 10/2024	180000151675232024	1800001516	592	10.10.2024	10.10.2024	129,09	BRL	INSS Faturamento
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2024/10	AP 10/2024	180000151875232024	1800001518	594	10.10.2024	10.10.2024	26,27	BRL	INSS Faturamento
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2024/10	AP 10/2024	180000152075232024	1800001520	596	10.10.2024	10.10.2024	68,39	BRL	INSS Faturamento
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2024/10	AP 10/2024	180000152275232024	1800001522	598	10.10.2024	10.10.2024	26,28	BRL	INSS Faturamento
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2024/10	AP 10/2024	180000152475232024	1800001524	600	10.10.2024	10.10.2024	12,87	BRL	INSS Faturamento
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2024/10	AP 10/2024	180000160775232024	1800001607	602	31.10.2024	31.10.2024	8.565,50	BRL	INSS Faturamento
									19.876,39	BRL	

### 3.1. Issuing the invoice on the city hall website

Copy the data from the list corresponding to the NFs (Notas Fiscais), which will be attached to the document, and provide the information in the template below.

	<b>PREFEITURA MUNICIPAL DE SANTO ANDRÉ</b> SECRETARIA MUNICIPAL DE FINANÇAS, PLANEJAMENTO E TECNOLOGIA DA			Número da NFS-e <b>583</b>	
Data e Hora da Emissão	10/10/2024 14:05:45	Competência	10/10/2024	Código de Verificação	HTXHUSG0P
Número do RPG		No. da NFS-e substituída		Local da Prestação	
<b>Prestador de Serviço</b>					
Razão Social/Nome	[REDACTED]				
Nome Fantasia	[REDACTED]				
CNPJ/CPF	[REDACTED]	Inscrição Municipal	[REDACTED]	Município	[REDACTED]
Endereço e CEP	[REDACTED]				
Complemento	Telefone	[REDACTED]	e-mail	[REDACTED]	
<b>Tomador de Serviço</b>					
Razão Social/Nome	<b>Exemplo Nome empresa 1</b>				
CNPJ/CPF	<b>01.000.000/0000-00</b>	Inscrição Municipal		Município	JAGUARIUNA - SP
Endereço e CEP	[REDACTED]				
Complemento	Telefone	[REDACTED]	e-mail	[REDACTED]	
<b>Discriminação do Serviço</b>					
SERVIÇOS DE ENFERMARIA					
Pedido: 0					
Folha de registro: 0					
Valor Bruto -					
Total Faturamento -					
Vencimento : 10/11/24					
<b>Código do Serviço / Atividade</b>					
4.03 / 4.03 / 863050300 - ATIVIDADE MEDICA AMBULATORIAL RESTRITA A CONSULTAS					
<b>Detalhamento Específico da Construção Civil</b>					
Código da Obra			Código ART		
<b>Tributos Federais</b>					
PIS(R\$)		COFINS(R\$)		IR(R\$)	
				INSS(R\$)	17,37
				COLL(R\$)	
Detalhamento de Valores - Prestador do Serviço		Outras Informações		Cálculo do ISSQN devido no Município	
Valor do Serviço R\$	157,93	Natureza Operação	Valor do Serviço R\$	157,93	
(-) Desconto Incondicionado	0,00	1-Tributação no município	(-) Deduções Permitidas em Lei	0,00	
(-) Desconto Condicionado	0,00	Regime Especial Tributação	(-) Desconto Incondicionado	0,00	
(-) Retenções Federais	17,37	0-Nenhum	Base de Cálculo	157,93	
(-) Outras Retenções	0,00	Opção Simples Nacional	(X) Alíquota %	3,00	
(-) ISSQN Retido	0,00	2 - Não	ISSQN a Reter	( ) Sim (X) Não	
(=) Valor Líquido R\$	140,56	Incentivador Cultural	(=) Valor do ISSQN R\$	4,74	
		2-Não			

I - Uma via desta Nota Fiscal será enviada através do e-mail fornecido pelo Tomador dos Serviços.  
 II - A autenticidade desta Nota Fiscal poderá ser verificada no site com a utilização do Código de Verificação.

Please insert the highlighted data into the file below.



Departamento Contabilidade Fiscal

Curitiba, 31 de outubro de 2024

**PROTOCOLO DE ENTREGA DO DEMONSTRATIVO MENSAL  
DE RETENÇÃO DO INSS**

**CESSÃO DE MÃO DE OBRA**

Recebemos na referida data, os demonstrativos de retenção de INSS  
(Cessão de mão-de-obra), ref. ao mês de outubro/2024 conforme relação abaixo:

Empresa	CNPJ	NF Nº.	Total NF	Valor INSS
xemplo Nome empresa 1	01.000.000/0000-00	583	R\$ 157,93	17,37
xemplo Nome empresa 2	02.000.000/0000-00	587	R\$ 951,93	104,71
xemplo Nome empresa 3	03.000.000/0000-00	589	R\$ 21.488,19	2.363,70
xemplo Nome empresa 4	04.000.000/0000-00	590	R\$ 77.838,31	8.562,21
xemplo Nome empresa 5	05.000.000/0000-00	592	R\$ 1.173,50	129,09
xemplo Nome empresa 6	06.000.000/0000-00	594	R\$ 238,81	26,27
xemplo Nome empresa 7	07.000.000/0000-00	596	R\$ 621,75	68,39
xemplo Nome empresa 8	08.000.000/0000-00	598	R\$ 238,89	26,28
xemplo Nome empresa 9	09.000.000/0000-00	600	R\$ 116,98	12,87
xemplo Nome empresa 10	10.000.000/0000-00	602	R\$ 77.868,18	8.565,50
			<b>SUBTOTAL</b>	<b>19.876,39</b>

Compare the values in the file with those in SAP.  
Then, send the report to the tax team.

**End of document.**