Oracle® Retail Fiscal Management

User Guide

Release 13.2

January 2011

ORACLE®

Oracle® Retail Fiscal Management User Guide, Release 13.2

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Preface

The Retail Fiscal Management (RFM) User Guide explains the new fiscal management module that handles the fiscal operations and requirements of the Brazilian fiscal system.

This guide describes the RFM user interface. It provides step-by-step instructions to complete most tasks that can be performed through the user interface.

Audience

This User Guide is for users and administrators of Oracle Retail Product. This includes merchandisers, buyers, business analysts, and administrative personnel.

Documentation Accessibility

Our goal is to make Oracle products, services, and supporting documentation accessible to all users, including users that are disabled. To that end, our documentation includes features that make information available to users of assistive technology. This documentation is available in HTML format, and contains markup to facilitate access by the disabled community. Accessibility standards will continue to evolve over time, and Oracle is actively engaged with other market-leading technology vendors to address technical obstacles so that our documentation can be accessible to all of our customers. For more information, visit the Oracle Accessibility Program Web site at http://www.oracle.com/accessibility/.

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Oracle customers have access to electronic support through My Oracle Support. For information, visit http://www.oracle.com/support/contact.html or visit http://www.oracle.com/accessibility/support.html if you are hearing impaired.

Related Documents

For more information, see the following documents in the Oracle Retail Fiscal Management Release 13.2 documentation set:

- *Oracle Retail Merchandising System Release Notes*
- *Oracle Retail Merchandising System Installation Guide*
- *Oracle Retail Merchandising System User Guide and Online Help*
- *Oracle Retail Sales Audit User Guide and Online Help*
- *Oracle Retail Trade Management User Guide and Online Help*
- *Oracle Retail Merchandising System Reports User Guide*
- *Oracle Retail Merchandising System Operations Guide*
- *Oracle Retail Merchandising System Data Model*
- *Oracle Retail Merchandising Batch Schedule*
- *Oracle Retail Merchandising Data Conversion Operations Guide*
- *Oracle Retail Merchandising System Implementation Guide*
- *Oracle Retail Merchandising Licensing Information*
- *Oracle Retail Fiscal Management Data Model*
- *Oracle Retail Fiscal Management/RMS Brazil Localization Installation Guide*
- *Oracle Retail Fiscal Management/RMS Brazil Localization Implementation Guide*
- *Oracle Retail Merchandising System/Sales Audit User Guide and Online Help*
- *Oracle Retail Merchandising System Custom Flex Attribute Solution Implementation Guide*
- *Oracle Retail POS Suite/Merchandising Operations Management Implementation Guide*
- Oracle Retail Integration Bus documentation
- Oracle Retail Service Layer documentation
- Oracle Retail Extract, Transform, and Load documentation

Also see the documentation library for Oracle Business Intelligence Enterprise Edition at this URL:

http://www.oracle.com/technology/documentation/bi_ee.html

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When contacting Customer Support, please provide the following:

- Product version and program/module name
- Functional and technical description of the problem (include business impact)
- Detailed step-by-step instructions to re-create
- Exact error message received
- Screen shots of each step you take

Review Patch Documentation

When you install the application for the first time, you install either a base release (for example, 13.2) or a later patch release (for example, 13.2.1). If you are installing the base release, additional patch, and bundled hot fix releases, read the documentation for all releases that have occurred since the base release before you begin installation. Documentation for patch and bundled hot fix releases can contain critical information related to the base release, as well as information about code changes since the base release.

Oracle Retail Documentation on the Oracle Technology Network

Documentation is packaged with each Oracle Retail product release. Oracle Retail product documentation is also available on the following Web site:

http://www.oracle.com/technology/documentation/oracle_retail.html

(Data Model documents are not available through Oracle Technology Network. These documents are packaged with released code, or you can obtain them through My Oracle Support.)

Documentation should be available on this Web site within a month after a product release.

Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
italic	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
`monospace`	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

1

Overview

This user guide provides you information on how to effectively use the Oracle Retail Fiscal Management module of the Oracle Retail Merchandising System.

This chapter contains the following information:

- Brazil Localization Overview
- About Oracle Retail Fiscal Management
- Business Processes

Brazil Localization Overview

The movement of merchandise has to be accompanied by a fiscal document called Nota Fiscal (NF). The shipping location has to generate the NF. When the truck arrives at its destination, and before the physical receiving of the merchandise, the NF has to be validated against the Purchase Order (PO) and the Brazilian fiscal system, in order to ensure that all the taxes are applied correctly.

Nota Fiscal

The Nota Fiscal contains the following information:

- Transaction details, that is the items, and the quantities of items.
- Financial details, such as cost of the item.
- Taxation, and fiscal details such as tax codes, tax values, código fiscal de operações e prestações (CFOP), Cadastro Nacional de Pessoas Jurídicas (CNPJ), and other fiscal attributes used by the government to verify taxes for merchandise in transit.

The recipient of the merchandise has to ensure that the movement of merchandise is accompanied by a valid NF. In case of discrepancy, the shipment may be accepted by issuing supporting correction documents or the shipment may be rejected.

About Oracle Retail Fiscal Management

Oracle Retail Fiscal Management (RFM) module enables you to verify the merchandise costs, quantities, and taxation details before payment. In RFM, data can be entered manually or through Electronic Data Interchange (EDI). It integrates all the fiscal operations of the Brazilian fiscal system into RMS. It deals with creation of, and the receiving process of Nota Fiscals (NF), in addition to the issuing and printing of NF.

Business Processes

RFM supports the following fiscal business operations:

- PO Receiving – This is the regular buying process of a retailer. The retailer issues a purchase order (PO) when buying the merchandise from a supplier. When the merchandise is received, this merchandise is matched against the related PO in order to verify that the receiving merchandise has the items that the retailer has bought from the supplier. The retailer issues a PO when buying the merchandise from a supplier.

  In case of discrepancies, the RFM application supports resolving the cost, quantity, and tax discrepancy. For more information on how the application resolves the discrepancies, refer to the Discrepancy Identification and Resolution Process.

- Transfers – Transfer is the movement of merchandise from one location to another, either a warehouse or a store. When the transfer is issued, RFM creates and issues the related NF (based on the transfer information) for the merchandise to be transferred out. After the merchandise is shipped and received in the other location, another inbound NF is created to receive the merchandise in the receiving location.

- Return to Vendor (RTV) – This business process needs the creation and issue of a NF in order to return the merchandise to the supplier. The RFM application issues a NF for the merchandise to be sent back to the supplier.

- Return from customers or Return Merchandise Authorization (RMA) – When customer returns merchandise, the retailer issues a RMA in order to receive the merchandise in the store. Since this operation involves the movement of merchandise, a NF has to be issued to receive it.

- Triangulation – Triangulation is a process where in the retailer creates the PO with the main supplier to whom the payment is made. However, another supplier (a distributor or facilitator) actually delivers the stock on behalf of the main supplier (referred to as the delivery supplier).

- NFe Processing – Nota Fiscal Eletrônica (NFe) or Electronic Fiscal Note is a project initiated by the Government of Brazil. The main objective is to replace the current system of issuing fiscal documents in paper with the electronic fiscal document.

Discrepancy Identification and Resolution Process

In the inbound PO process, additional validations and matching of quantity, tax, and cost have to be carried out before physical receiving of merchandising occurs. The retailer has to validate the correctness of the NF before approving the physical receipt. If there are any discrepancies in the quantity, tax, or cost, these have to be resolved before physical receipt of the merchandise can occur.

The overall discrepancy identification, and resolution process can be further divided into the following sub-processes:

- Validation Process – The validation process includes validating the NF for errors like incorrect CFOP, header totals, etc. If there are errors on the NF, it is logged in the Error Log window. The NF has to be manually edited to resolve these errors, and the NF has to be re-validated. The validation process has the following three steps:

  - Data Integrity Validation – In this process, all the NF totals are matched with the unit cost and quantity entered. This process takes into account the line item level and header level discounts, non-merchandise cost, insurance,

miscellaneous expenses, and taxes while comparing the totals. If the data integrity validation fails, the NF will be in **Error** status. The NF has to be modified and re-validated before proceeding further.

- MTR Call for Tax Breakup – A call is made to the Mastersaf Tax Rules (MTR) engine for comparing the taxes on NF with system calculated taxes. The taxes returned by MTR are stored at the individual item level. In case of any error during the MTR call, status of the NF is changed to **Error**, and it has to be validated again.

- Discrepancy Identification – In this process, the unit cost of each item, quantity for each item and the taxes on the NF are compared with the corresponding values in the system. Any discrepancy identified during this process, the discrepancy indicators are marked appropriately on the NF header.

■ Discrepancy Identification Process – After validation, the discrepancy identification process is triggered. The quantity or cost discrepancy between the purchase order and NF, and tax discrepancy on the NF and the tax returned by Mastersaf Tax Rules (MTR) is identified during this process. For tax discrepancy, the RFM application validates that the NF has used the correct tax rules to calculate the taxes.

■ Discrepancy Resolution Process – Any discrepancies identified during the discrepancy identification process are available in the Discrepancy Resolution window. These discrepancies have to be resolved manually. In a centralized operation it is mandatory to resolve quantity discrepancies in order to proceed with physical receiving. In case of a de-centralized operation it is mandatory to resolve all discrepancies (cost, quantity and tax) in order to proceed with physical receiving.

■ Generation of Return NF, and Merchandise without NF Report – If the NF quantity is greater than the Open PO quantity, a return NF is generated, which is for the supplier to take back the excess stock. Sometimes, the merchandise is returned at the point of receipt in order to reduce shipping costs. The calculation of Return NF quantity and Merchandise without NF quantity is done after the physical receiving is done.

■ Generation of Correction Letter – A correction letter is generated when the PO cost/quantity/tax is different from the NF cost/quantity/tax, and the PO cost/quantity/tax is considered to be correct. The correction letter, with the PO values as the NF values, is automatically generated after all the discrepancies are resolved.

2
Foundation Data

RFM has its own Foundation Data. The foundation data has to be configured for the proper functioning of the RFM application.

This chapter has the following sections:

- Foundation Data Setup
- System Options
- Tolerance Parameter
- Location Fiscal Numbers
- NFe Configuration

Foundation Data Setup

RFM Foundation Data Setup includes setting up the utilization codes, related parameters, and document type codes.

Requisition Types

Requisition Type indicates the type of transaction that RFM supports. RFM supports the following requisition types:

- Purchase Order (PO) – This Requisition Type is applicable when there is movement of merchandise from a supplier to retailer's location.

- Transfer (intra-company) – This Requisition Type is applicable when there is movement of merchandise from one location to another, either a warehouse or a store.

- Intercompany Transfer – This Requisition Type is applicable when there is a movement of merchandise between companies.

- Return to Vendor (RTV) – This Requisition Type is applicable when the merchandise is returned to the vendor.

- Repairing – This Requisition Type is applicable when merchandise is sent out to the external finisher or the supplier for finishing work (such as printing, dyeing, and embroidery) or repair (in the case of damaged goods).

- Return Merchandise Authorization (RMA) – This Requisition Type enables the retailer to pick up merchandise that is being returned from the customer.

- Inventory Adjustment – This Requisition Type enables total stock-on-hand adjustments or unavailable inventory for one or more item/locations.

Nature of Operation

Nature of Operation (NOP) is a term used in MasterSaf. The nature of operations represents the transactions used to deduce the código fiscal deoperações e prestações (CFOP) codes in tax rules. There can be more than one utilization for the same NOP. For each MTR call to retrieve taxes, RFM returns the NOP related to the transaction to MasterSaf.

> **Note:** RFM and RMS are integrated with MTR to get the tax break up for the NF. MTR requires NOP to derive the CFOP before tax calculations. Therefore, RFM maintains the list of NOP and enables you to link utilization and NOP.

Mode

Mode indicates whether the NF is being created for inbound, or outbound operations. The possible values for Mode are Inbound (Entry), and Outbound (Exit).

Utilization Code Maintenance

All merchandise in RFM is associated with a utilization code. This code provides information about the transaction type and the NF related to the transaction. This information is used to determine the appropriate taxes for the merchandise as well as the impact on warehouse stock and on costs.

Each utilization code is linked to a requisition type, a NOP, and one or more document types.

Adding Utilization Code

To add a Utilization Code, do the following:

Navigate: From the **RMS Start Menu**, select **Fiscal Management**, then **Fiscal Configuration**.

1. In the Contents Of Fiscal Configuration, select **Fiscal Utilization**.

2. In the Contents Of Fiscal Utilization window, click **Edit**. The Fiscal Utilization Setup window appears.

> **Note:** Click **View** in the Contents Of Fiscal Utilization window to view the fiscal utilization codes. In the View mode, the multi-record block is non-editable, and the **Add** and **Delete** buttons are disabled.

Figure 2–1   Fiscal Utilization Setup Window
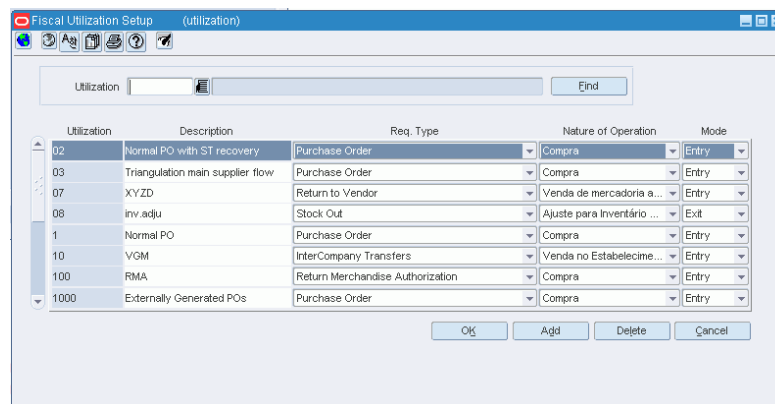
3. On the Fiscal Utilization Setup window, click **Add**. A highlighted blank row appears.

4. Enter the Utilization Code, and Description. The Utilization Code is the unique identifier for each utilization. The Description column describes the fiscal utilization.

5. Select the Requisition Type from the list in the Req.Type column. The requisition types are: Purchase Order, Transfer, Return to Vendor, Return Merchandise Authorization, Stock Out, PO for Rural Producer, InterCompany Transfers, Repairing, Return NF, and Sales.

6. Specify the Nature of Operation.

7. Enter the mode of operation. The Mode is either Entry or Exit.

Deleting Utilization Code

1. On the Fiscal Utilization Setup window, select the utilization you want to delete, and click **Delete**. The following message is displayed:

Figure 2–2   Message Window
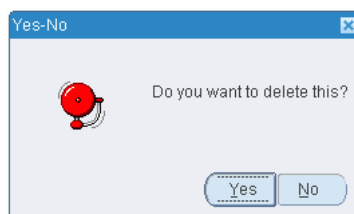
2. Click **Yes** to delete the utilization.

Fiscal Utilization Options

The Fiscal Utilization Options menu consists of the following items:

- Doc Type
- Parameters
- Reason Code

Doc Type

The utilization code is linked to one or more document types, and each fiscal document type has to be associated with a utilization code.

Adding Doc Type

To add Doc Type to the Utilization Code, do the following:

Navigate: From the **RMS Start Menu**, select **Fiscal Management**, then select **Fiscal Configuration**.

1. In the Fiscal Utilization Setup window, select the Utilization Code for which Doc Types are being defined.

2. From the **Options** menu, select **Doc Type**. The Fiscal Utilization - Document Type window appears.

Figure 2–3   Fiscal Utilization - Document Type Window
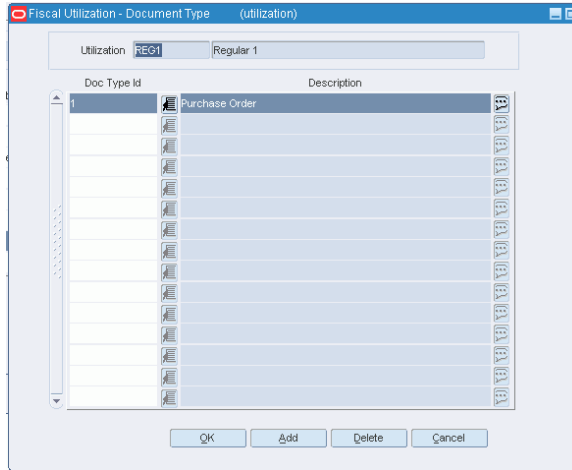
3. Click **Add**. A highlighted blank row is displayed.

4. From the Doc Type ID LOV, select the value.

5. Click **OK** to exit the window.

Deleting Doc Type

To delete document types, do the following in the Fiscal Utilization - Document Type window:

1. Select the doc type that you want to delete. Click **Delete** in the Fiscal Utilization - Document Type window.

   A message appears. Click **Yes** to delete the document type.

2. Click **OK** to exit the window.

Parameters

Parameters are defined for each of the utilization codes.

To associate the parameters with the utilization codes, do the following:

Navigate: From the **RMS Start Menu**, select **Fiscal Management**, then select **Fiscal Configuration**.

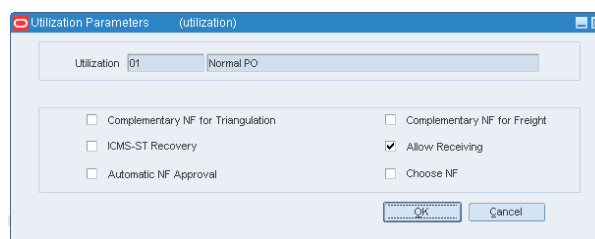In the Contents Of Fiscal Utilization, select Edit. The Fiscal Utilization Setup window appears.

1. On the Fiscal Utilization Setup window, click the **Options** menu.

2. Select **Parameters**. The Utilization Parameters window appears.

Figure 2–4   Utilization Parameters Window

3. Select or deselect the check boxes to configure the parameters for every Utilization Code. The table below provides the list of parameters, and their description.

Table 2–1   Parameters

Field	Description
Complementary NF for Triangulation	Select this check box to indicate that the utilization has to be used only for complementary NFs such as NF from delivery supplier for triangulation.
Complementary NF for Freight	Select this check box to indicate that the utilization has to be used only for complementary NFs such as generating NF for freight.
ICMS-ST Recovery	Select this check box to indicate that the particular transaction is marked for recovery of the Imposto sobre Circulação de Mercadorias e prestação de Serviços (ICMS)-ST tax.
	This flag is used for entry and exit transactions.
	If the flag for entry or exit utilization is selected, the FlagGravaHistorico field is sent the following values:
	■ If PO Receiving – Location has ST control and NF status = Approved and utilization = "ICMS-ST Recovery." Send FlagGravaHistorico = 2.
	■ If NF Issuing – Location has ST control and Utilization = "Record ST." Send FlagGravaHistorico = 3.
Automatic NF Approval	Select this check box to validate and approve the fiscal documents automatically.
	Automatic NF approval is relevant only for outbound NFs generated by RFM. You may decide to approve all intra-company NFs automatically but manually approve RTV NFs.

Table 2–1 (Cont.) Parameters

Field	Description
Allow Receiving	This indicator is only used for inbound NFs.
	Select this check box to enable the schedule submission message flow to the warehouse management system and the store inventory management system.
	In case of complementary NFs, since there is no receiving, this indicator is disabled.
Choose NF	Select this check box to choose the referential Fiscal Document. This indicator is relevant for RTV related utilizations only.

Reason Code

The Reason Code is created by the retailer for inventory adjustment and repairing operations. It is used to identify returns and can be configured in the RFM module.

Note: A utilization can have any number of Reason Codes attached to it. However, the Reason Code cannot be attached to utilization if the Reason code is already attached to any other Utilization ID. The Reason Code LOV shows only the Reason Codes that are not attached any type of utilization ID.

To associate Reason Code with the Utilization Code, do the following:

Navigate: From the **RMS Start Menu**, select **Fiscal Management**, then select **Fiscal Configuration**.

1. On the Fiscal Utilization Setup window, click the **Options** menu.

Note: This option is enabled only if the Requisition Type selected for the utilization code is Inventory Adjustment (Stock).

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2. Select the inventory adjustment for which you want to add the Reason Code. From the **Options** menu, select **Reason Code**. The Fiscal Utilization Codes Reason Codes window appears.

Figure 2–5 Fiscal Utilization Codes Reason Codes Window
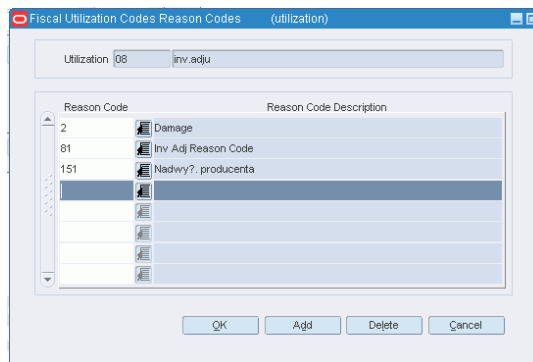
3. Click **Add**. In the highlighted row that appears, select the reason code from the list.

4. Click **OK**. The reason code is associated with the inventory adjustment.

To delete the reason code, do the following in the Fiscal Utilization Codes Reason Codes window:

1. Select the reason code that you want to delete. Click **Delete** in the Fiscal Utilization Codes Reason Codes window. A message appears. Click **Yes** to delete the reason code.

2. Click **OK** to exit the window.

Fiscal Document Types Maintenance

The document type codes are defined by the fiscal authorities and each NF must have a document type code at the header level.

To associate Fiscal Document Types with a Utilization Code, do the following:

Navigate: From the **RMS Start Menu**, select **Fiscal Management**, then select **Fiscal Configuration**.

1. In Contents Of Fiscal Configuration window, select **Fiscal Document Types.**

2. In Contents Of Fiscal Document Types, click **Edit**. The Fiscal Document Type window appears.

Figure 2–6   Fiscal Document Type Window
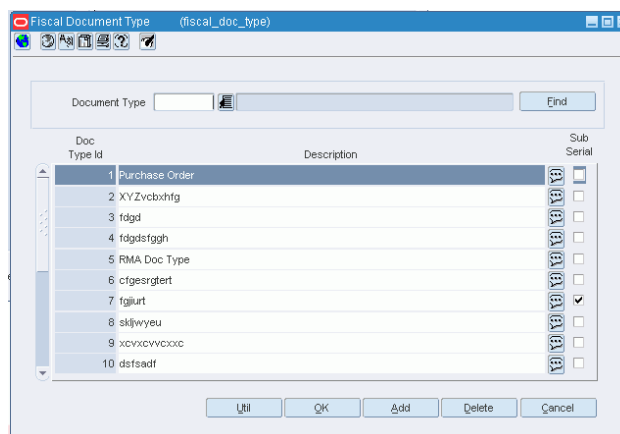
3. Select the document type from the list. The list contains the all possible Fiscal Doc Types. The list displays the Fiscal Document Type ID and Description.

4. Click **Add** to add a fiscal document type. A new highlighted row is displayed.

5. The Description field displays the Fiscal Document Type description.

6. Click **OK** to exit the window.

To delete the document type, do the following:

1. Select the document type that you want to delete. Click **Delete**. A confirmation message appears.

2. Click **Yes** to delete the document type.

3. Click **OK** to exit the window.

Fiscal Doc Type

To associate the document type with the Utilization Code, do the following:

Navigate: From the **RMS Start Menu**, select **Fiscal Management**, then select **Fiscal Configuration**.

1. Select the document type to which you want to associate a Utilization Code.

2. Click **Util** in the Fiscal Document Type window. The Fiscal Doc Type Utilization window appears.

Figure 2–7   Fiscal Doc Type Utilization Window
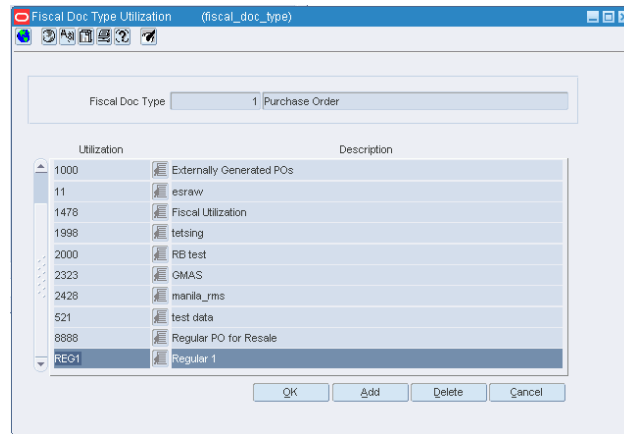
3. Click **Add** in the Fiscal Doc Type Utilization window.

4. A new row appears. Select the Utilization Code from the list.

5. Click **OK** to save your changes and exit the window.

To delete the utilization, do the following:

1. To delete a utilization, select the utilization, and click **Delete**.

2. Confirm the deletion in the message that appears. Click **OK** to exit the window.

System Options

Set up the system configuration variables using the System Setup link.

The system options can be set up for the following operations:

- Purge
- Discrepancy
- Fiscal Management

Purge System Options

These system options decide when the purge operations have to be implemented.

Table 2–2   Purge System Options

System Option	Description
History Days for Worksheet Documents	Number of days a document in worksheet status should reside in active tables
History Days for Deleted Documents	Number of days a document in inactive status should reside in active tables
History Days for Completed PO Documents	Number of days a PO document in completed status should reside in active tables
History Days for Completed Documents Other than PO	Number of days a document in completed status should reside in active tables
History Days for History Tables	Number of days the data in history table should be maintained

Discrepancy System Options

These system options in RFM decide what is the action that has to be taken for discrepancy resolution.

While resolving discrepancies, the values on the Purchase Order (PO) may be considered as correct, or the NF values may be considered as correct. In some cases, you can evaluate both the values, and decide what value to choose to resolve the discrepancy. In order to facilitate these requirements following three new system options are introduced:

Table 2–3   Discrepancy System Options

System Option	Description
Quantity Discrepancy Resolution Rule	This option can have the following values: System, Nota Fiscal and Reconcile.
	In case of quantity discrepancy, the system value is the PO value.
Cost Discrepancy Resolution Rule	This option can have the following values: System, Nota Fiscal and Reconcile.
	In case of cost discrepancy, the system value is the PO value.
Tax Discrepancy Resolution Rule	This option can have the following values: System, Nota Fiscal, and Reconcile.
	In case of tax discrepancy, system values are provided by Mastersaf.

> **Note:** For more information about the usage of the system options set for discrepancy, see the Discrepancy Identification and Resolution Process below.

Fiscal Management System Options

These system options help in the successful functioning of the fiscal management module.

The system options, and their descriptions are given below

Table 2–4   Fiscal Management System Options

System Option	Description
HOUR_FORMAT	Format to represent fields of hour
PURGE_DAYS	Days before records are purged from the tables
ORIGIN_CST_IND	Default Origin Code and CST Type for ICMS tax situation
DOC_TYPE_PO	Default fiscal doc type code (e.g. 1 - Nota Fiscal - Modelo 1, 1A)
'PERCENT_FORMAT'	Percentage Field Format
'NUMBER_FORMAT'	Vale Field Format
DEFAULT_PO_TYPE	Default PO Type when null in ORMS (fiscal utilization code in the Retail Fiscal Management module)
DEFAULT_SALES_TYPE	Default SALES Type when null in ORMS (fiscal utilization code in the Retail Fiscal Management module)
DEFAULT_COUNTRY	Default supplier country
DEFAULT_CURRENCY	Default currency code
DEFAULT_DOCUMENT_ TYPE	Default document type used by the process to create an EDI document based on external systems
TOLERANCES_ MANDATORY	Tolerances are applied or not
DEFAULT_FREIGHT_TYPE	Default freight type used by the process to create an EDI document based on external systems
QTY_FORMAT	Quantity Field Format
RFC_REASON	Return from customer reason code
ORFMI_MIN_DAYS	Number of days minus the ORFMi date
ORFMO_MIN_DAYS	Number of days minus the ORFMo date
ORFMO_MAX_DAYS	Number of days minus the ORFMo date
ORFMI_MAX_DAYS	Number of days minus the ORFMi date
EDI_DEF_PTNR_ID	Indicates the default partner id when importing EDI documents
EDI_DEF_PTNR_TYPE	Indicates the default partner type when importing EDI documents
GET_ORIGIN_DOC_TAXES	Requisition type for use of parameters of taxes of the origin fiscal document
CHECK_APPROVED_ DOCS	Variable to check whether it is mandatory to approve all fiscal documents before approving the schedule

Table 2–4   (Cont.) Fiscal Management System Options

System Option	Description
'CALC_TOL_TYPE	The calculation tolerance type (P/V)
CALC_TOL_VALUE	The calculation tolerance value
QTY_RESOLUTION_RULE	Default Resolution Action for Quantity Discrepancies
COST_RESOLUTION_ RULE	Default Resolution Action for Cost Discrepancies
TAX_RESOLUTION_RULE	Default Resolution Action for Tax Discrepancies
DEFAULT_RMA_UTIL_ID	Default Utilization ID for RMA
DEFAULT_RMA_DOC_ TYPE	Default Document Type for RMA
DEFAULT_RTV_DOC_ TYPE	Default Document Type for RTVs
DEFAULT_RTV_UTIL_ID	Default Utilization ID for RTVs
EDI_RTV	Indicates whether the requisition type for RTV is "ENTRY"' or '"EXIT"
DEFAULT_OUTBOUND_ TSF_DOC_TYPE	Default Document Type for Outbound Transfers
DEFAULT_OUTBOUND_ TSF_UTIL_ID	Default Utilization ID for Outbound Transfers
DEFAULT_INBOUND_ TSF_DOC_TYPE	Default Document Type for Inbound Transfers
DEFAULT_INBOUND_ TSF_UTIL_ID	Default Utilization ID for Inbound Transfers
EDI_TSF	Indicates whether the requisition type for TSF is "ENTRY" or "EXIT"
DEFAULT_STOCK_DOC_ TYPE	Default Document Type for Inventory Adjustments
EDI_STOCK	Indicates whether the requisition type for STOCK is "ENTRY" or "EXIT"
TOLERANCES_PRIORITY	Tolerances Priority is applied: All, Supplier, Location, Company
DEFAULT_RNF_ UTILIZATION_ID	Default Utilization Id for Return NF
HISTORY_DAYS_ COMPLETED_NON_POs	Indicates the number of days for completed docs other than POs
HISTORY_DAYS_ COMPLETED_PO	Indicates the number of days for the completed POs
HISTORY_DAYS_ DELETED_DOCS	Indicates the number of days for the Deleted NF docs
HISTORY_DAYS_HIST_ TABLES	Indicates the number of days the history table can hold the records
HISTORY_DAYS_ WORKSHEET_STATUS	Indicates the number of days the NF can be worksheet status
DEFAULT_NFE_DOC_ TYPE	Default Document Type for Nfe
RECOVERABLE_TAX_CST	Value related to the selected CST

Table 2–4 (Cont.) Fiscal Management System Options

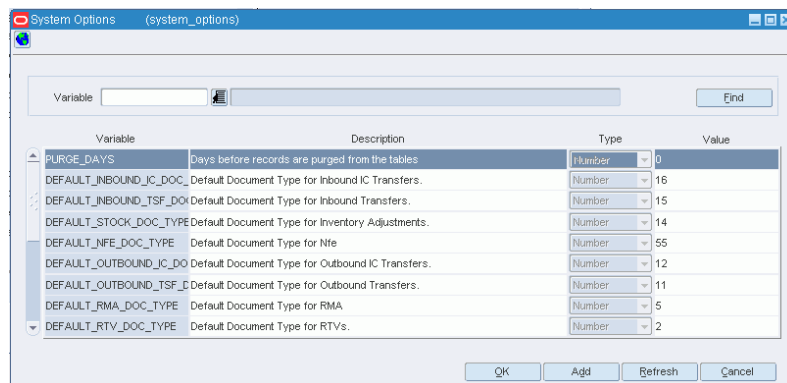| System Option	Description
DEFAULT_INBOUND_IC_ DOC_TYPE	Default Document Type for Inbound IC Transfers
DEFAULT_INBOUND_IC_ UTIL_ID	Default Utilization ID for Inbound IC Transfers
DEFAULT_OUTBOUND_ IC_DOC_TYPE	Default Document Type for Outbound IC Transfers
DEFAULT_OUTBOUND_ IC_UTIL_ID	Default Utilization ID for Outbound IC Transfers
DEFAULT_RURAL_PROD_ UTILIZATION	Default Utilization Id for Rural Producer NF
DEFAULT_RURAL_PROD_ DOC_TYPE	Default Document Type for Rural Producer
DEFAULT_INBOUND_ REP_DOC_TYPE	Default Document Type for Inbound Repairing Transfers
DEFAULT_INBOUND_ REP_UTIL_ID	Default Utilization ID for Inbound Repairing Transfers
DEFAULT_OUTBOUND_ REP_DOC_TYPE	Default Document Type for Outbound Repairing Transfers
DEFAULT_OUTBOUND_ REP_UTIL_ID	Default Utilization ID for Outbound Repairing Transfers
EDI_REP	Indicates whether the requisition type for REP is "ENTRY" or "EXIT"

Setting Up System Options

To set up the System Options, do the following:

Navigate: From the **RMS Start Menu**, select **Fiscal Management**, then select **System Setup**.

1. In the Contents Of System Setup window, select **System Options**.

2. In the Contents Of System Options window, click **Edit**. The System Options window appears.

Figure 2–8 System Options Window

3. Click the Variable field LOV to view the description and variables.

4.   Click **Add**. A new row is displayed.

> **Note:**   Adding parameters will not have any impact on the system functionality.

5.   Enter the details in the Variable and Description fields.

6.   Select the Type from the list.

7.   Enter the details in the Value field.

8.   Click **OK** to exit the window.

Tolerance Parameter

Tolerance is the variance allowed between a NF and the requisition document, and also within a NF. If the NF is within tolerances, then the NF can be considered matched (without discrepancy). RFM supports the following three types of tolerances:

- Cost Tolerance: Use it when comparing the unit cost of the item on the PO as against the unit cost of the item on the NF.

- Quantity Tolerance: Use it when matching the quantity ordered, against the quantity provided in NF for each item.

- Calculation Tolerance: Use it to avoid the NFs from going into discrepancies due to rounding or truncation issues.

> **Note:** The cost, and quantity tolerances can be set in the Tolerance Maintenance screen of the RFM, and calculation can be set as a system variable.

Setting up Tolerances

To set up the tolerances, do the following:

Navigate: From the **RMS Start Menu**, select **Fiscal Management**, then select **System Setup**.

1. In the Contents Of System Setup window, select **Tolerances**.

2. In the Contents Of Tolerances window, click **Edit**. The Tolerances window appears.

Figure 2–9   Tolerances Window

3. In the Tolerances window, the list in the Level field has two values – Supplier, and Company. Select the level applicable.

4. The Name field displays the list of all the Supplier names or Company names based on the level selected. Select the supplier, or the company name.

5. Click **Apply**. The existing tolerances for the supplier or company is displayed in the multi-record block. If there are no tolerances for the selected level, the following message is displayed: "Query caused no records to be retrieved".

6. If there are tolerances for the selected values, the following parameters are displayed in the multi-record block:

    ■   Tolerance Level – Choose from Line Quantity, and Line Cost.

    ■   Lower Limit Inclusive – The lower limit for the range. This value is included in the range

    ■   Upper Limit Exclusive – The upper limit for the range. This value is excluded from the range.

    ■   Tolerance Type – Select the Requisition Document Tolerance Type from the list. The list includes Percentage or fixed Value.

    ■   Tolerance Level – Enter the Tolerance value for the matching between the NF and the requisition document of the NF.

7. Click **OK** to save the changes.

    The other options available on the window includes:

    ■   Click **Add** to add a new row in the multi-record block.

    ■   Click **Delete** to delete the selected row from the multi-record block.

    ■   Click **Refresh** to clear the filter criteria, and the data in the multi-record block.

    ■   Click **Cancel** if you do not want to save the changes that you have entered.

    > **Note:** Select **View** mode in the Contents Of Tolerances window to view the tolerances. The **Add** and **Delete** button in the Tolerances window are disabled.

Location Fiscal Numbers

Location Fiscal Numbers are numbers assigned to a store/warehouse. While generating numbers for the exit NF, the Fiscal Numbers option can be used. Any transaction that involves that particular store/warehouse must have the fiscal numbers falling within a particular range.
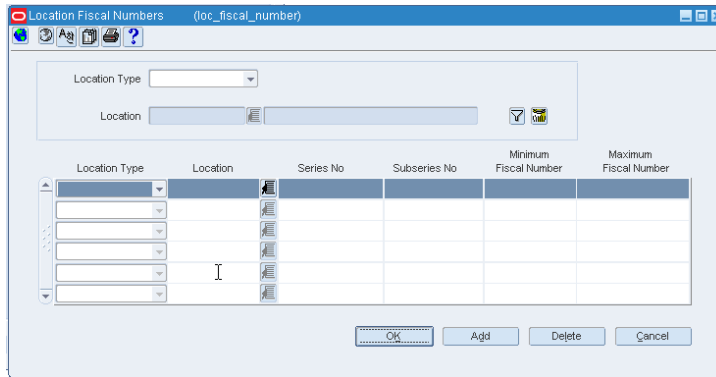
Adding Fiscal Numbers

To add fiscal numbers, do the following:

Navigate: From the **RMS Start Menu**, select **Fiscal Management**, then **System Setup**. From **System Setup**, select **Fiscal Numbers**.

1. In the Contents Of Fiscal Numbers window, click **Edit**. The Location Fiscal Numbers window appears.

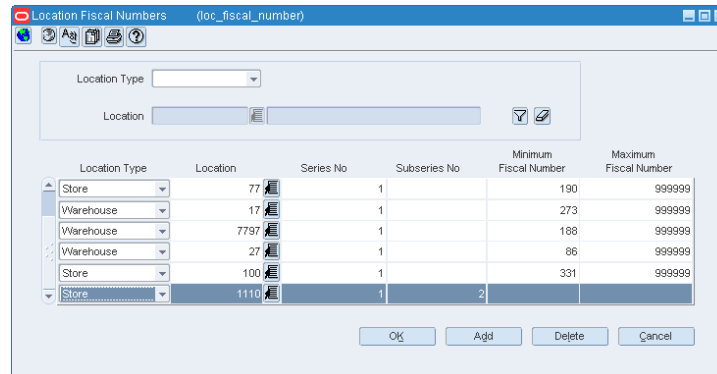*Figure 2–10   Location Fiscal Numbers Window*

2. Click **Add**. In the multi-record block, a row is highlighted. From the multi-record block, select store or warehouse from the Location Type LOV.

3. Select the location from the Location LOV.

4. Assign values to Series No, Subseries No, Minimum Fiscal Number, and Maximum Fiscal Number.

Deleting Fiscal Numbers

1. Select the row that you want to delete in the Location Fiscal Numbers window.

Figure 2–11   Location Fiscal Numbers Window

2. Click **Delete**. A confirmation message appears. Click **Yes** if you want to delete the row.

Viewing Fiscal Numbers

1. In the Contents Of Fiscal Numbers window, click **View**. The Location Fiscal Numbers window appears.

   In the View mode, the **Add**, and the **Delete** button are disabled. By default, the Location Fiscal Numbers displays the locations, and their fiscal numbers.

Figure 2–12   Location Fiscal Numbers Window
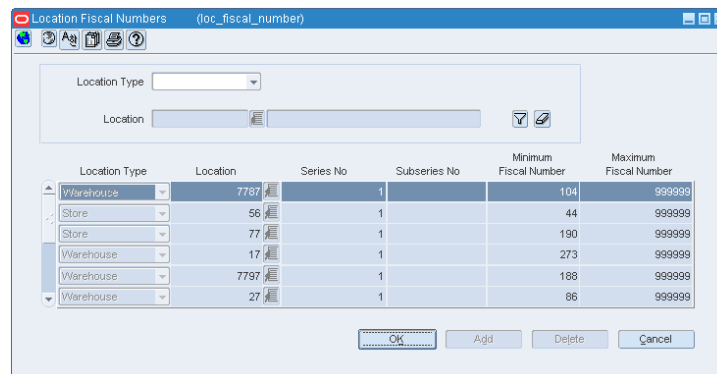
2. Select the location type from the Location Type list. The Location field is highlighted after selecting the location type.

3. Select the location from the Location LOV.

4. Click the filter icon. Based on the filter criteria, the multi-record block displays the Location Type, the Location, and the values associated with the Series No, Subseries No, Minimum Fiscal Number, and Maximum Fiscal Number.

NFe Configuration

Nota Fiscal Eletronica (NF-e) is a Brazilian government project with the objective of implementing a national model of electronic fiscal document to substitute the current system of issuing the fiscal documents in paper. The virtual document will have the juridical validity guaranteed by the digital signature of the issuer. It will simplify the fiscal obligations of the taxpayers and will allow the follow up of the commercial operations by the tax authority.

The NF-e issuer will generate an electronic file with all NF information in a more detailed level than the regular NF. This file must be digitally signed to guarantee the integrity of the data and the authorship of the issuer. This electronic file will be transmitted by the internet to the Secretaria da Fazenda - Brazilian Tax Authority (SEFAZ) in the origin state of the issuer. The SEFAZ will provide a pre-validation of the file and will return a receiving protocol (Authorization for Use), that will be necessary for the movement of merchandise.

The RFM application allows the generation of NFe by location and utilization code. A new system option is used to identify the location that issues the NFe. NFe is applicable only for transactions such as transfers, intercompany transfers and RTVs.
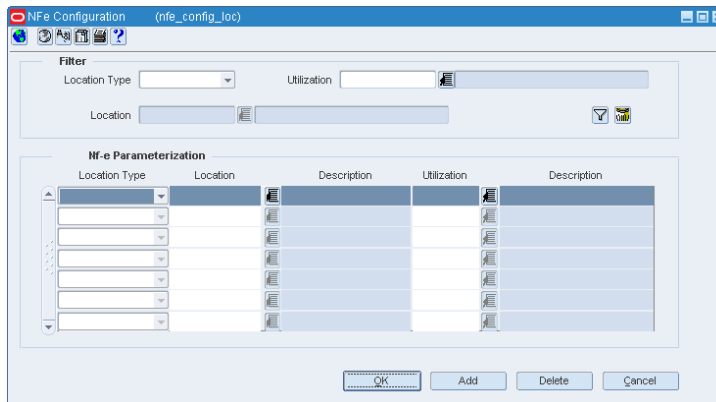
Configuring Location for NFe processing

To configure the location for NFe processing:

Navigate: From the **RMS Start Menu**, select **Fiscal Management**, then **System Setup**. From **System Setup**, select **NFe Configuration**.

1. In the Contents of NFe Configuration, click **Edit**. The NFe Configuration window appears.

Figure 2–13 NFe Configuration Window

2. In the NFe Parameterization block of the window, click **Add**. A row is highlighted.

3. Select the Location Type from the list.

4. Select the Location from the LOV.

5. Assign the Utilization for the location. This utilization code associated to each location is the same utilization code set in system variables as default utilization for outbound transactions, such as transfers, intercompany transfers, and return to vendors (RTVs).

> **Note:** For more information on setting up the utilization code, see Adding Utilization Code.

6. The location is now enabled for NFe processing.

Viewing the NFe Configured Locations

1. In the Filter block of the NFe Configuration window, select the Location Type from the list. The choices available are Store or Warehouse.

2. The Location LOV lists all the locations for the selected location type. Select the location.

   The multi-record block displays the rows for the entered store/warehouse, which are enabled for NFe processing.

3

Purchase Order

Purchase Order (PO) is the regular buying process of a retailer. The retailer issues a PO when buying the merchandise from a supplier. When the merchandise is received, this merchandise is matched against the related PO in order to verify that the receiving merchandise has the items that the retailer has bought to the supplier.

This chapter contains the following sections:

- Business Flow
- NF Processing – PO Receiving
- Triangulation
- Complementary NF for Freight

Business Flow

The business flow for PO receiving is as follows:

1. Enter the Nota Fiscal (NF) in the Retail Fiscal Management (RFM) module.

2. When the shipment arrives at the warehouse or the store, create a schedule and enter the NFs received.

    > **Note:** More than one NF can be linked to a schedule.

3. After NF entry, validate the NFs. In the validation process, the RFM application checks for data integrity. Match the NF with the requisition documents in the Retail Merchandising System (RMS). This process is called as the Fiscal Receiving.

    If the NF and the PO does not match, the NF is in discrepancy. You can identify the following discrepancies with the RFM application:

    - Unit Cost Discrepancy for each item in the NF
    - Quantity Discrepancy for each item in the NF
    - Tax Discrepancy happens between system (tax details from Mastersaf) and NF.

4. After validation, send the schedule to the warehouse management system and store inventory management system. After physical receiving, both the systems publish the receipt updates to RFM. This completes the NF processing.

5. Send the transaction data in RMS and RFM to a financial application. For fiscal reporting purposes, send the NF data in RFM to the fiscal reporting system like MasterSaf.

NF Processing – PO Receiving

The Receiving/Issuing module of RFM enables you to create the required NF. This module enables you to validate the NF, match the NF with the PO, resolve discrepancy, and approve the NF with correction documents.

To create the Nota Fiscal for PO Receiving, perform the following steps:

Navigate: From the **RMS Start Menu**, select **Fiscal Management**, then **Login of Location**. The Location Login window appears.

1. In the Location Login window, select the store or warehouse for receiving/issuing the fiscal document. Click the Location LOV to obtain the list of stores or warehouses. Select the location, and click **OK**.

Figure 3–1   Location Login Window
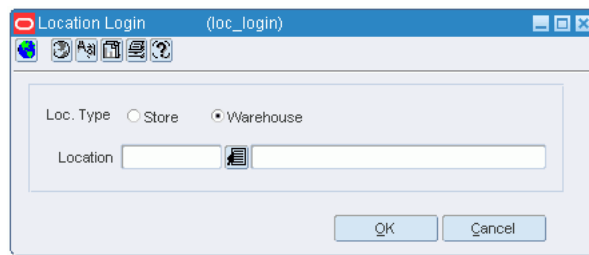
2. You are returned to the RMS main screen. In Contents Of Fiscal Management, select **Receiving/Issue**.

   In Contents Of Receiving/Issue, click **Edit**. The Schedule window appears.

Figure 3–2   Schedule Window
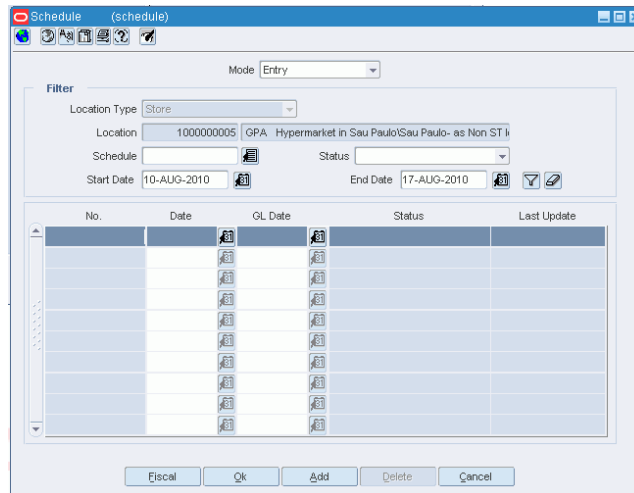
3. Select the Mode from the list. For PO receiving, select **Entry**.

   The other option available is **Exit**. This mode is for outbound flow.

4. The Filter section in the Schedule window displays the following:

   - Location Type – This field displays the information that flows from the Location Login window. The list contains Store or Warehouse.

- Location – The sender/receiver location.

- Schedule – Select the schedule number from the Schedule LOV or click **Add** to create a new schedule number.

- Select the appropriate status from the list in the Status field. For PO Receiving, the status has to be Worksheet.

  The different statuses are given below.

Table 3–1   Status Of Schedule

| Status	Description
Worksheet	Schedule is in worksheet status even if one of its component NFs is in worksheet and none of the NFs are in error status.
Validated	This option is displayed when all the NFs in the schedule do not have any data integrity errors.
Error	This option is displayed when even one NF in the schedule has incorrect information in it.
Subm. for Recv.	This option is displayed when all the NFs in the schedule are submitted for receiving.
In Discrepancy	This option is displayed when even one NF in the schedule is in the discrepant status.
Received	This option is displayed when the merchandise in the schedule have been received.
Receipt-Verified	This option is displayed when the merchandise have been verified against the schedule.
Approved	The status of schedule automatically changes to approved when all the NFs in that schedule are approved.
Completed	This option is displayed when processing of all the NFs in the schedule is completed.
Post Sefaz Approve Error	This option is displayed when the schedule is transmitted through the internet to the SEFAZ (Secretaria da Fazenda–Brazilian Tax Authority) of the origin state of the issuer.
Financials Posted	This option is displayed when the schedule details are posted in the financial staging tables. The schedule may have more than one NF associated with it.

- Enter the Start Date and the End Date in their respective fields.

5. Click **Fiscal** in the Schedule window. The Fiscal Docs Find window appears. This screen displays all the NFs attached to that schedule.

Figure 3–3   Fiscal Docs Find Window
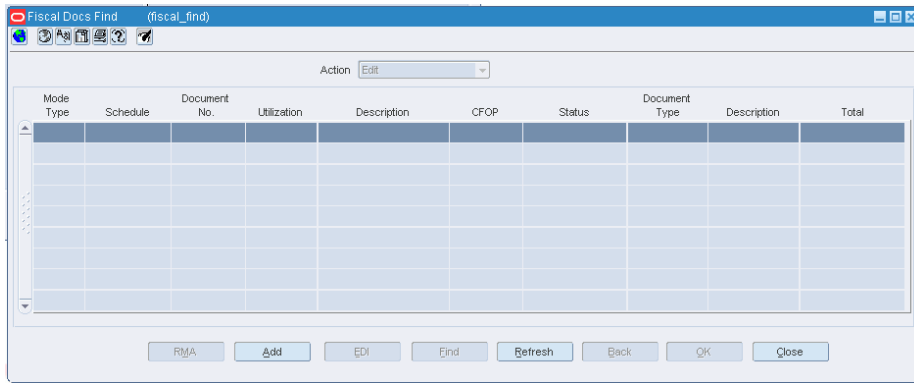
6. In the Fiscal Docs Find screen, click **Add**. The Fiscal Documents window appears.

    The Fiscal Documents window can be divided into three sections – Fiscal Document Details, Header Detail and Line Item Level Detail.

Figure 3–4   Fiscal Documents Window
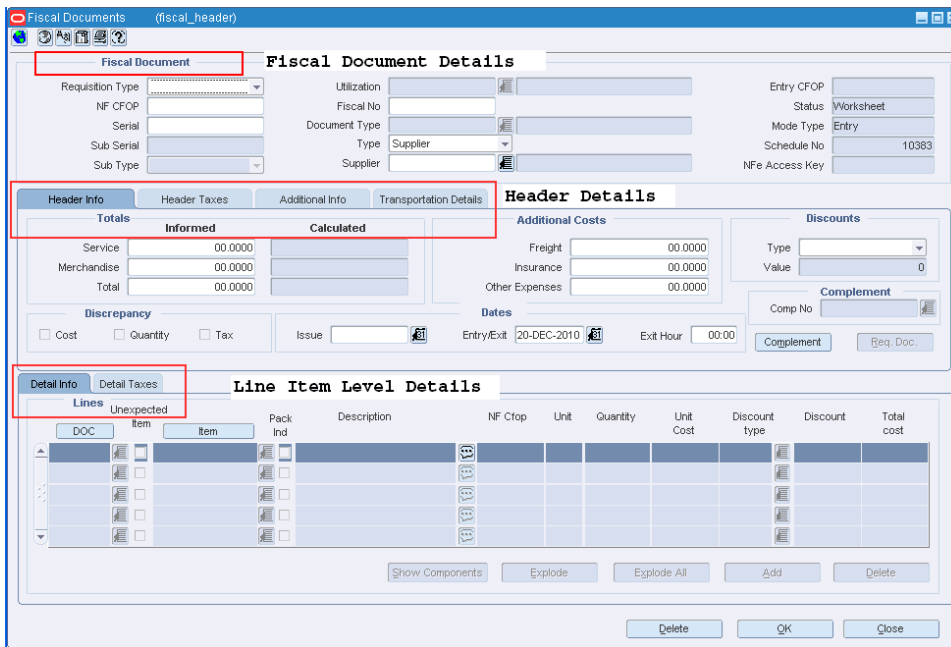
In the Fiscal Document Details section, enter the details as given in the table.

Table 3–2   Fields in the Fiscal Document Details section

Field	Description
Requisition Type	Select Purchase Order for the PO receiving transaction.
	The other options available are: Transfer, Return to Vendor, Return Merchandise Authorization, Stock Out, InterCompany Transfers, Repairing, Return NF, Sales
Utilization	This field is enabled only when the Requisition Type is entered.
	Select the Utilization from the list that is specific to the PO operation.

Table 3–2   (Cont.) Fields in the Fiscal Document Details section

Field	Description
Entry CFOP	This field is populated by the tax integration.
	The Entry CFOP is used for the fiscal bookkeeping and Public System of Digital Bookkeeping or SPED. This field is non-editable.
	SPED (Sistema Público de Escrituração Digital) is a digital file composed of a group of bookkeeping registers of fiscal documents and other information that the fiscal authorities of Brazilian government are interested in.
NF CFOP	Enter the value for NF CFOP.
	CFOP is the Operations and Service-Providing Fiscal Code.
Fiscal No	Enter the fiscal number here.
Status	Contains the possible status of the NF. When you are entering the details in the system, the status of NF is Worksheet.
	Only when the NF is in the Worksheet status, it can be edited or canceled.
	The other statuses are as follows:
	■ In Discrepancy – The application displays this status, when the NF is in the discrepant status. Discrepancies can be in quantity, cost, and tax.
	■ Validated – The NF status changes to Validated, if there are no data integrity errors.
	■ Error – The application displays this status for validation related errors, errors in NF generation using the EDI file, errors in NFe transmission or MTR call for taxes.
	■ Approved – Post approval.
	■ Received – When the merchandise in the NF is received, the status of NF changes to Received.
	■ Receipt Verified – This status is displayed when the merchandise has been verified against the NF.
	■ Completed – This status is displayed when processing of the NF is completed.
	■ NFe Pending – This is applicable for NFe processing only. During the NFe issuing process, when the NFe has to be approved, the status of the NF is NFe Pending.
	With the fiscal document in that status, the related information is sent to the fiscal partner solution which capture the data, generates the NFe file and submits it for approval in the Governments systems.
	■ Financials Posted – This is applicable when the transaction details are entered in the transaction data table after NF approval.
	■ Post Sefaz Approve Error – This option is displayed when the NF is transmitted through the internet to the SEFAZ (Secretaria da Fazenda–Brazilian Tax Authority) of the origin state of the issuer.
Serial	Enter the serial number for the NF.
Document Type	Select the document type for the PO from the Document Type LOV.
Mode Type	This field is populated from the Schedule screen.
	This field displays Entry for PO Receiving, and Exit for outbound operations.
Sub Serial	Enter the sub-serial number of the NF.

Table 3–2   (Cont.) Fields in the Fiscal Document Details section

Field	Description
Type	This is external entity type from which NF is received.
	Select the Type from the list. The list contains Supplier, Partner, Location, Outside Location, Company, Customer.
Schedule No	This field is populated from the Schedule screen. It could be the number of the schedule receiving or the number of the schedule issuing
Sub Type	Enter the sub-type number of the NF.
	Example: If the Type is partner, then the subtype is agent, wholesaler, external finisher, etc.
	This field is disabled when the type is supplier for the NF.
Supplier	The sender/receiver of the NF.
NFe Access Key	This field is not applicable for PO Receiving.
	Used to search NFe.

7. In the Header Details section, enter the following details – Header Info, Header Taxes, Additional Info, and Transportation Details.

Table 3–3   Fields in the Header Details section

Fields	Description
Header Info Tab	
Totals	Informed and Calculated Service, Informed and Calculated Merchandise, and Informed and Calculated Total.
	Enter the details in each field.
	The Calculated Costs come from the system.
Additional Costs	Freight, Insurance, and Other Expenses.
	When processing complementary NF for Freight, only these fields are enabled.
Discounts	Select Percentage or Value from the Type list.
	Enter the value in the Value field.
Discrepancy	Three check boxes, one each for Cost, Quantity and Tax are present.
	If the NF is in cost discrepancy, then the check box for Cost is selected. Likewise for Quantity and Tax.
Dates	Enter the Issue date, Entry/Exit date, and the Exit Hour of the NF.
	The Entry/Exit date is updated to the date and time when the schedule is submitted to warehouse management system/store inventory management system for the physical receipt of merchandise.
Complement button	Click **Complement** in the Header tab to link another NF (one that complements the main NF).
	In the RFM application, the complement button is used for the following purposes:
	■ For triangulation, secondary NF coming from the Delivery Supplier.
	■ Freight or non-merchandise NF
	■ Complementary NF for Cost Correction
	■ Complementary NF for Tax Correction

Table 3–3   (Cont.) Fields in the Header Details section

Fields	Description
Req. Doc.	Click **Req. Doc.** to view all the all the POs for the given supplier. For more details, refer to Step 8.
Header Taxes Tab	
Tax Code	The tax code that are part of the Brazilian tax system are present in the list. Select the tax code from the list.
Taxable Basis	Enter the taxable basis.
Total Tax Value	Enter the value. After entering the value for one tax code, click **Add** to enter additional details. In case, you want to delete any record, select the entry, and click **Delete**.
Additional Info Tab	
Sender/Receiver	In this block, enter the following details of the sender/receiver: ▪ CNPJ/CPF – CNPJ is the company code. The full form is Cadastro Nacional da Pessoa Jurídica. CPF is the personal code of the sender/receiver. The full form of CPF is Cadastro de Pessoa Física. ▪ Address ▪ City ▪ Neighborhood ▪ ZIP ▪ State
Supplier Payments	In this block, enter the following details for the supplier payments: ▪ Date – Date of payment ▪ Value – Amount to be paid Click **Add** to add additional details. Click **Delete** in case you want to delete a record.
Process	In this block, select the Origin from the list. The list includes the following values: ▪ Sefaz (State Tax Authority) ▪ Federal Justice ▪ State Justice ▪ Secex/SRF – Impotation Tax Authority ▪ Others In the **Value** field, enter the value. These fields meet SPED requirements.
Transportation Details Tab	
Type	Select from the list. The list includes Bank, Agent, Freight Forwarder, Importer, Broker, Factory, Consolidator, Applicant, Consignee, Manufacturer, Distributor, Wholesaler, Expense Vendor, Import Authority, Escheat-State, Excheat-Country, and External Finisher.

Table 3–3 (Cont.) Fields in the Header Details section

Fields	Description
Freight Type	Select the type of freight.
	The list includes Cost Inclusive of Freight (CIF) and Free on Board (FOB).
Qty	Enter the quantity of items.
UOM	Enter the unit of measure.
Plate State	Select the Plate State from the list. This displays the state of the vehicle plate.
	This field is for SPED requirement.
CNPJ/CPF	Enter the CPF/CNPJ number.
Net Weight	Enter the net weight.
Total Weight	Enter the total weight.
Vehicle Plate	This field is for SPED requirement.

8. In the Line Item Level Details section, the detailed information about the purchase order (PO) and the items are displayed. There are two ways of populating this section.

> **Note:** The Line Item Details section has been implemented as custom view. For example, if the requisition type is Return to Vendor, the Line Item Details section displays RTV and information related to RTV.
>
> In default view **DOC** is displayed.

- Click **PO** in the Detail Info tab of the Item Level Details section. Select the PO details from the list, or enter the PO details. The Detail Info tab has the following fields:

Table 3–4 Fields and Description

Field	Description
Item	Enter the item or items that are part of the purchase order.
Description	Enter the description of the item.
PO Number	Enter the Purchase Order (PO) number
NF Cfop	This field displays the CFOP code from MTR.
Unit	The number of units of the item.
Quantity	Enter the quantity of the item.
Unit Cost	The unit cost of the item.
Discount Type	Enter the discount type applicable.

- Click the **Req. Doc.** button in the Header Details section. The Match Document window appears.

  An example of the Match Document window is given below.

Figure 3–5 Match Document Window

In the Match Document window, all the open POs of that particular supplier are displayed.

To include the PO details in the NF, do the following:

– In the Additional Filter section of the Match Documents window, you can select POs from different supplier sites of the same supplier.

Click **Add** in the Additional Filter section of the Match Documents window to view the POs from different supplier sites of that particular supplier in the multi-record block.

– Select one or more requisition documents from the list.

– Click **Add to NF**. The item level information from those POs is defaulted on the NF. This saves significant data entry efforts.

9. Select the check box for the **Unexpected Item** to indicate any unexpected item in the NF. When this check box is selected, the PO column is disabled and the value for the PO number is set to null.

Enter the item quantity and cost. The cost and the quantity of the unexpected item is not matched with the PO.

10. Click **Item**. Enter the items associated with the PO. If the PO contains pack items the **Pack Ind** check box is selected.

Note: The **Show Components**, **Explode**, and **Explode All** button is enabled for pack items.

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11. In the Detail Taxes tab, enter the tax details for the item. The tax details includes the type of tax, the Tax Base, the Tax Basis, the Tax Rate, the Total Value and the Legal Message. An example of the Detail Taxes tab is given below.

> **Note:** If you enter detail level taxes, you have to enter the detail level taxes for each item which are on the Item Detail grid.
>
> The Totals on the Detail Taxes tab has to match the Header tax information within the tolerance level.

Figure 3–6   Detail Taxes tab
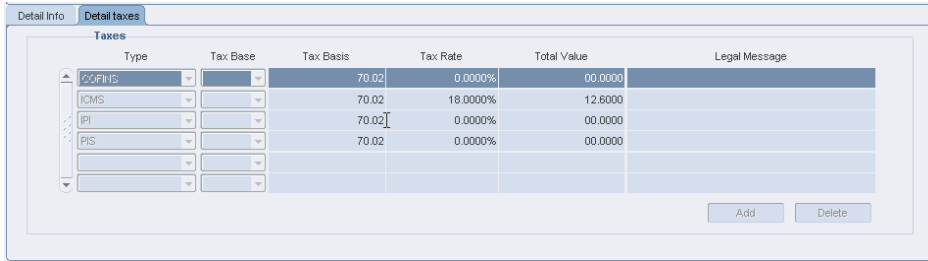
12. An example of the Fiscal Documents window with the values is as provided below.

Figure 3–7   Fiscal Documents Window
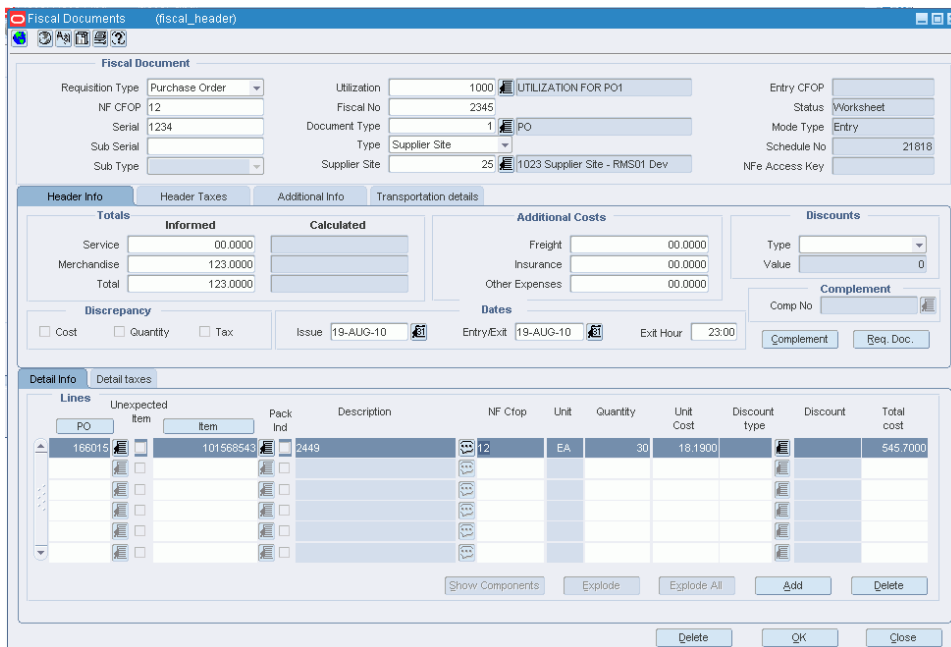
13. After you have entered the relevant details, from the **Options** menu, select **Validate**. If there is no discrepancy, the status of NF changes to **Validated**.

The different menu items of the Options menu in the Fiscal Documents window are given below.

Table 3–5   Options Menu and Description

Menu Item	Description
Worksheet	To edit the Nota Fiscal, change the status of NF to worksheet.

Table 3–5   (Cont.) Options Menu and Description

Menu Item	Description
Validate	Use this option to validate the NF after entry.
	Validation process has the following steps involved:
	■ Data Integrity Validation
	■ MTR Call for Tax Breakup
	■ Discrepancy Identification
	For more information refer to Discrepancy Identification and Resolution Process
Verify Received Qty	Use this option to review any discrepancy between the expected quantity as per the NF and the actual received quantity. This option is enabled for Inbound NFs only.
Cancel	Use this option to cancel the NFs. RFM allows cancellation for few types of NFs only, such as the NF for RMA.
Approve	Use this option to manually approve the NF. This is not applicable for inbound NFs.
Print Correction Docs.	This option is enabled only if the NF had undergone discrepancy or there is a damaged or excess/less receiving.
	This is enabled only after physical receiving.
	Use this option to list the correction documents for that NF and print them for sending it to the supplier or for internal reference.
	From the **Options** menu, select **Print Correction Docs**. The Print Fiscal Document window appears. This window displays the documents that are already printed and yet to be printed.
Error Log	Use this option to view the error log in order to take corrective actions, if needed.
	The error log can contain the following information:
	■ Validation related errors.
	■ Any error during the NF generation using the EDI file.
	■ Errors during NFe transmission or MTR call for taxes.
Discrepancy Resolution	Use this option to view all the discrepancies (resolved or unresolved) and resolve the unresolved discrepancies. From the **Options** menu, select **Discrepancy Resolution** to access the Discrepancy Resolution window.

> **Note:**   The NFs in Submitted for Receiving status, and greater cannot be changed to Worksheet status for editing.

14. Click **OK**. You are returned to the Fiscal Docs Find window.

15. Click **OK** in the Fiscal Docs Find window. You are returned to the Schedule window.

16. In the Schedule window, from the **Options** menu, select **Sub. for Recv**. The schedule is submitted for receiving.

The different menu items on the Options menu in the Schedule window are as given below.

Table 3–6   Options Menu and Descriptions

Menu Items	Descriptions
Worksheet	Select this option to bring the schedule to worksheet status. A schedule can be edited only in this status.
Validate	Select this option to validate all the NFs on the schedule.
Sub. for Recv.	This option is enabled only when the schedule is in **Validated** status. Select this option to change the schedule status to **Submitted for Receiving**.
Print Rec. Report	This option is enabled only after submission. Select this option to print a new report that shows the details of the schedule and the NF details.
Print Document	Select this option to print the documents.
Approve	This option is enabled only for outbound NFs. Use this option to manually approve NF.
Error Log	Select this option to see the Error Log associated with the schedule. For more information on Error log, see Viewing the Error Log.

17. After the merchandise is received, RFM uses the receipt updates, and the NF status is updated to **Receipt Verified**, if the received quantity is the same as the NF quantity. If there is a difference, the status changes to **Received.**

18. If the status is Received, from the **Options** menu, select **Verify Received Qty**. The Received Quantities window opens. Click **Verify**. The status changes to **Receipt Verified**, after reviewing the received quantity in this window.

19. After the receipt is verified, the NF status and schedule status changes to **Approved**. Upon approval, RFM calculates the landed cost. The landed cost is determined by subtracting the recoverable taxes from the non-recoverable taxes and non-merchandise costs. The recoverable taxes includes ICMS, Programa de Integração Social (PIS), and Contribuição para Financiamento da Seguridade Social (COFINS). These three taxes are part of the unit cost. After removing the recoverable tax, add the nonrecoverable taxes like Imposto sobre Produtos Industrializados (IPI), and the non-merchandise cost (such as freight insurance).

20. RFM then publishes the receipt updates with updated landed cost to RMS.

Viewing the Error Log

To view the error log, do the following:

Navigate: In the Schedule window, from the **Options** menu, select **Error Log**. The Error Log window appears.

> **Note:** To view the error log at the NF level, in the Fiscal Documents window, from the **Options** menu, select **Error Log**.

Figure 3–8   Error Log Window
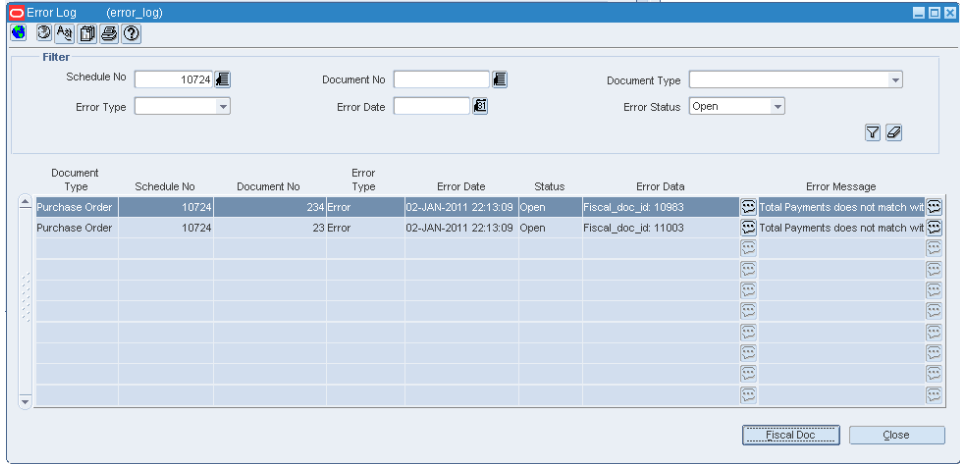
1. In the filter section of the Error Log, you can enter any or all of the details as given in the following table:

Table 3–7   Error Log Window Fields and Descriptions

Field	Description
Filter section	
Schedule No	Enter the schedule number here.
Document No	Enter the number of the fiscal document.
Document Type	The document type list includes Purchase Order, Sell, Return Merchandise Authorization, Transfer, Return to Vendor, Stock Out, EDI Doc. Select the document type.
Error Type	This list contains two values: Warning and Error.
Error Date	Enter the date.
Error Status	The error status can be Open or Closed.

2. Click the filter button after entering the values. The multi-record block displays the records that meet the filter criteria along with the Error Message.

3. Select the error and click **Fiscal Doc** to see the Fiscal Documents window.

4. Click **Close** to exit the window.

Discrepancy Resolution

The NF processing for PO Receiving described above works when there is no discrepancy. When there is a difference between the NF cost and PO Cost or NF quantity and PO Quantity, or NF tax and tax details from Mastersaf, the NF is said to **In Discrepancy** status.

> **Note:** The discrepancy resolution and matching process does not address the identification of discount discrepancy and landed cost component discrepancy. The Nota Fiscal values has to be apportioned to individual items.

The quantity discrepancies identified during the discrepancy identification has to be resolved before submitting the NF for receiving. The two approaches that are supported in RFM for the resolution of discrepancies are as follows:

■ Centralized Discrepancy Resolution – In the centralized discrepancy resolution process, the discrepancies are usually resolved at the central location after the physical receipt of the merchandise. The centralized location may refer to company headquarter or the regional office.

The status of NF or schedule in centralized receiving flow is as follows:

Table 3–8   Status of the NF for Centralized Discrepancy Resolution

Quantity Discrepancy	Cost Discrepancy	Tax Discrepancy	Status
Yes	No	No	In Discrepancy
Yes	Yes	No	In Discrepancy
Yes	No	Yes	In Discrepancy
No	Yes	Yes	Validated
No	No	Yes	Validated
Yes	Yes	Yes	In Discrepancy

However, NF status will not change to **Approved** unless all the discrepancies are resolved.

In addition, the Discrepancy Resolution item on the Options menu is enabled till all the discrepancies are resolved. The check box in the Discrepancy section of the Header Details section is selected for the unresolved discrepancy.

■ De-centralized Discrepancy Resolution – In the de-centralized discrepancy resolution approach, all the discrepancies are resolved at the location where the merchandise is to be received. The receiving location may be a warehouse or store.

In this approach, the NF status is set to **In Discrepancy** if any discrepancy exists after validation.

You cannot submit the NF for receiving until all the discrepancies are resolved, and hence physical receiving before discrepancy resolution is not possible. Only after all the discrepancies are resolved, will the NF status change to Validated, and you can submit the NF for receiving.

User Interface Indicators for Discrepancy If there is quantity, cost or tax discrepancy, the Fiscal Documents window displays the status of NF as **In Discrepancy**.

Figure 3–9   Fiscal Documents Window with NF In Discrepancy status
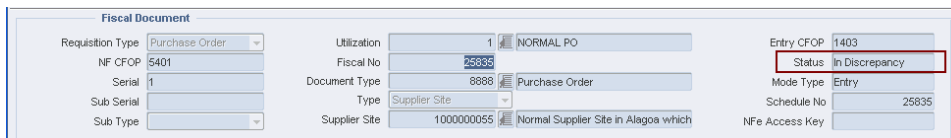
In the Header area of the Fiscal Documents window, the check box is selected for the discrepancy that is present and is as shown below.

Figure 3–10   Header Info Tab of the Fiscal Documents Window
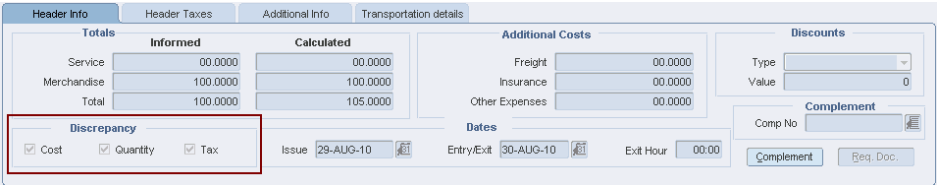
The Fiscal Docs Find displays the status of NF as **In Discrepancy** as shown below:

Figure 3–11   Fiscal Docs Find Window
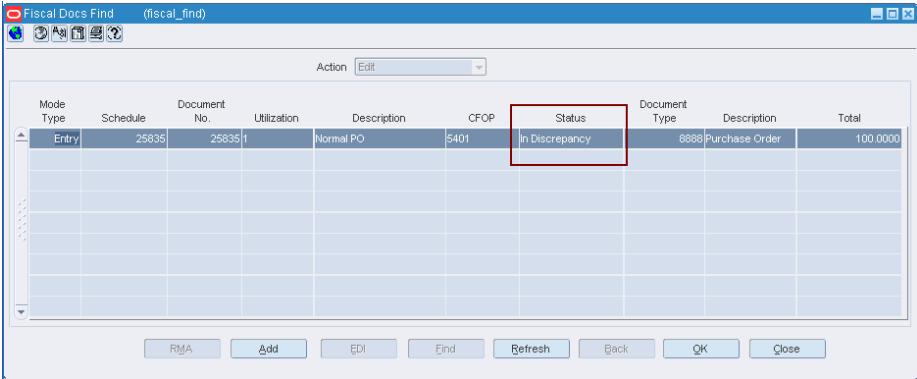
Quantity Discrepancy In order to resolve quantity discrepancy, do the following:

1. From the **Options** menu in the Fiscal Documents window, select **Discrepancy Resolution**. The Discrepancy Resolution window appears.

Figure 3–12   Discrepancy Resolution Window
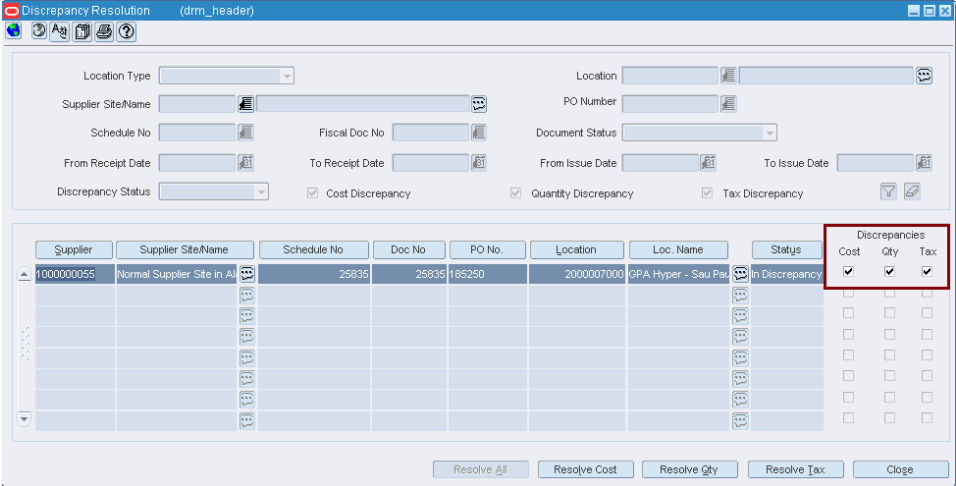
As highlighted in Figure 3–12, if there is cost, quantity, and tax discrepancy, the check boxes for Cost, Qty, and Tax are selected.

> **Note:**   It is not necessary for the all the discrepancies to exist together.

2. Click **Resolve Qty** in the Discrepancy Resolution window to resolve only quantity discrepancy.

3. The Discrepancy Resolution window displays the quantity details. In this window, the list in the Resolution Action field has two options – System or Nota Fiscal. Select one of the options. Click **Resolve Disc**.

> **Note:** Depending on the system options set, RFM decides the action to be taken for discrepancy resolution.
>
> For example, in case the system option is set to System, the Nota Fiscal option is disabled. You have to select System to resolve the discrepancy.

4. The message – "Selected Resolution Action will be applied to all the discrepant records. Are you sure you want to continue?" is displayed. Click **Yes**. You are returned to the Discrepancy Resolution window. Notice that the check box for quantity is not selected, and the **Resolve Qty** button is disabled as highlighted in Figure 3–13.

Figure 3–13   Discrepancy Resolution with Resolved Quantity
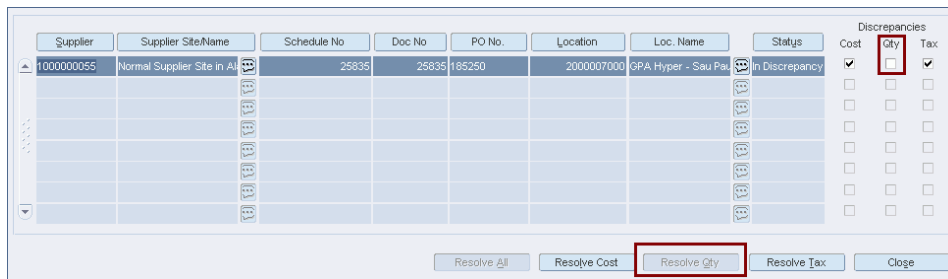
5. Click **OK**. You are returned to the Fiscal Documents window. The status of the Nota Fiscal is changed to **Validated**, if no other discrepancies exist.

6. In the Schedule window, from the **Options** menu, select **Sub. for Recv**. After the items are received, the status of the Nota Fiscal changes to Received.

7. Since there is a quantity discrepancy, you have to review the received quantities, before the Nota Fiscal can be approved. From the **Options** menu, select **Verify Received Qty**. The Received Quantities window appears.

Figure 3–14   Received Quantities Window
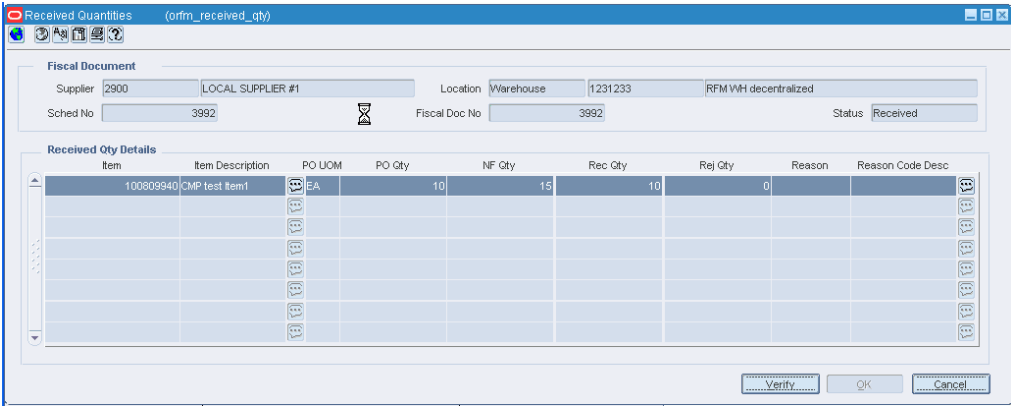
8. In the Received Quantities window, click **Verify**.

   In this window, review the quantity of merchandise received. After reviewing the quantity of merchandise received, the status of the NF changes to **Approved**.

9. A correction document is generated, depending on what you have selected while resolving the quantity.

Return NF and Merchandise without NF Report Generation

Return NF and Merchandise without NF report can be generated at every NF level in the schedule. These reports are generated only if there is any return NF quantity or merchandise without NF quantity for any item on the NF.

The Return NF is sent to the supplier for the extra or damaged quantities. The cost and the tax details for the quantity to be returned to the supplier are calculated.

To generate Return NF, do the following:

1. In the Fiscal Documents window, from the **Options** menu, select **Print Correction Docs**. The Correction Documents List window opens.

Figure 3–15   Correction Documents List Window
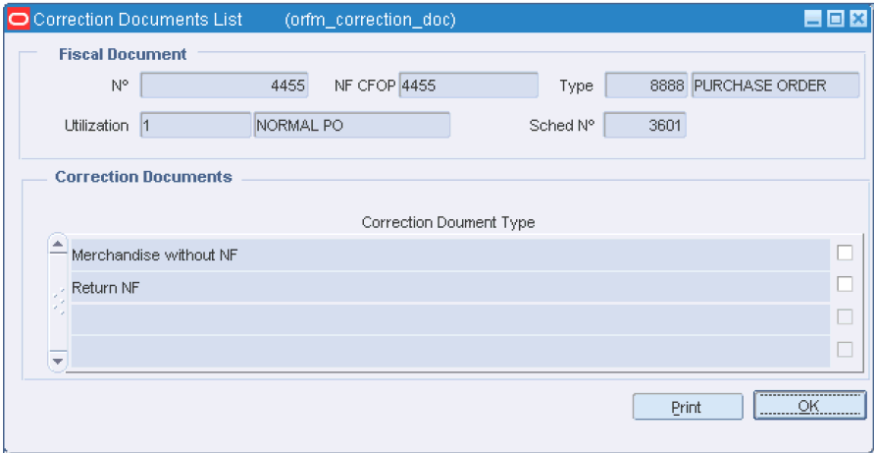
The Correction Documents grid section lists all the correction document types that can be generated for the NF. The list includes the following:

- **Return NF** – To return the stock to the supplier that was either received in excess or was damaged and hence rejected by warehouse management system or store inventory management system, a Return Nf is generated.

  After excess or damaged receiving, if system generates Return NF report, system also creates autogenerated Return NF in Exit mode with the reference number of main NF.

- **Merchandise without NF** – If any inventory is received without mention on the NF, it is listed in the merchandise without NF report. This is an internal report that need not be sent to the supplier. Any such inventory is handled outside the system. The inventory featuring in this report is not accounted as on-hand inventory.

- **Correction Letter** – When the supplier has overcharged, the same can be corrected using correction letter. You can send the correction letter to correct the cost, quantity and tax discrepancies.

- **Discrepancy Report** – This document is generated when there are discrepancies.

- **Complementary NF Request** – This document is generated when the supplier has incorrectly charged lower taxes than system calculated taxes. Print this document and send it to the supplier requesting the complementary NF with corrected taxes.

2. To print the document, select the check box for Return NF.

3. Click **Print**. The Return NF is printed.

**Cost Discrepancy** In order to resolve cost discrepancy, do the following:

1. From the **Options** menu in the Fiscal Documents window, select **Discrepancy Resolution**. The Discrepancy Resolution window is displayed.

Figure 3–16   Discrepancy Resolution Window
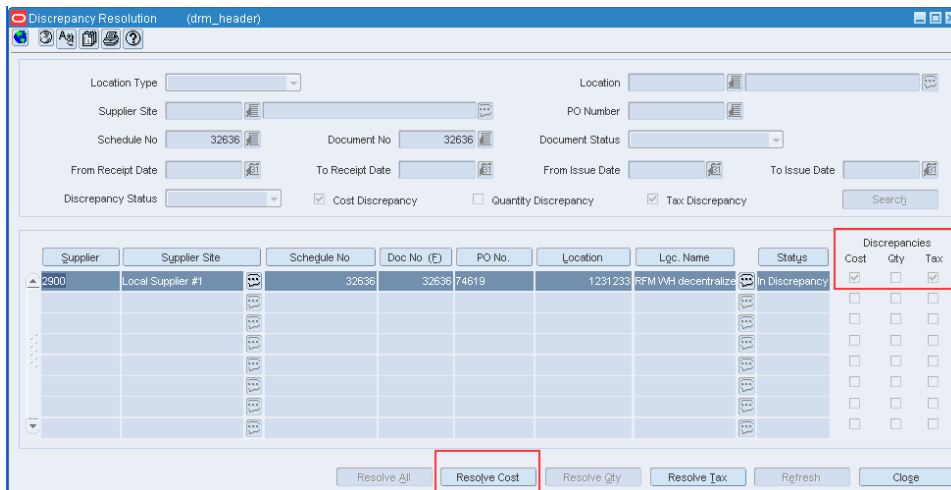
As shown in Figure 3–16, if there is cost, and tax discrepancy, the check boxes for Cost, and Tax are selected.

2. Click **Resolve Cost** in the Discrepancy Resolution window to resolve the discrepancy in cost.

3. The Discrepancy Resolution window displays the cost details. In this window, the list in the Resolution Action field has two options – System or Nota Fiscal. Select one of the options. Click **Resolve Disc**.

Figure 3–17   Discrepancy Resolution Window
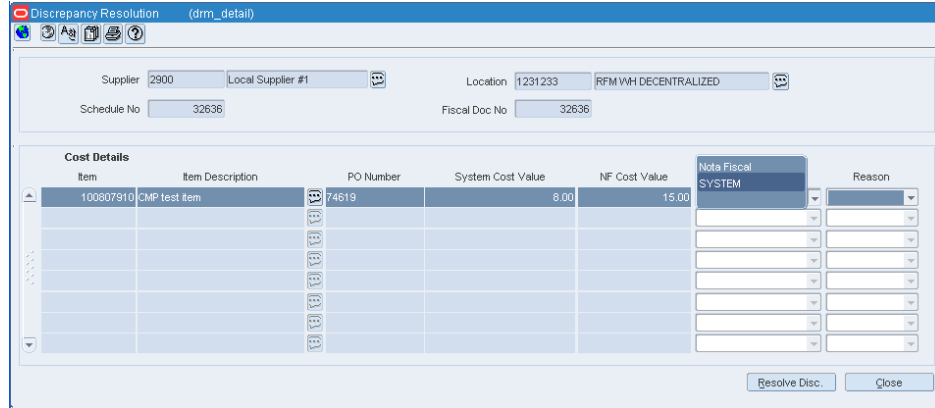
> **Note:**   Depending on the system options set, RFM decides the action to be taken for discrepancy resolution.
>
> For example, in case the system option is set to System, the Nota Fiscal option is disabled.
>
> This is a mandatory method of resolution. The list for resolution is disabled and mandatory method of resolution is set as 'System'.

**4.** The message – "Selected Resolution Action will be applied to all the discrepant records. Are you sure you want to continue?" is displayed. Click **Yes**. You are returned to the Discrepancy Resolution window. Notice that the check box for Cost is not selected, and the **Resolve Cost** button is disabled as highlighted in Figure 3–18.

Figure 3–18   Discrepancy Resolution with Resolved Cost
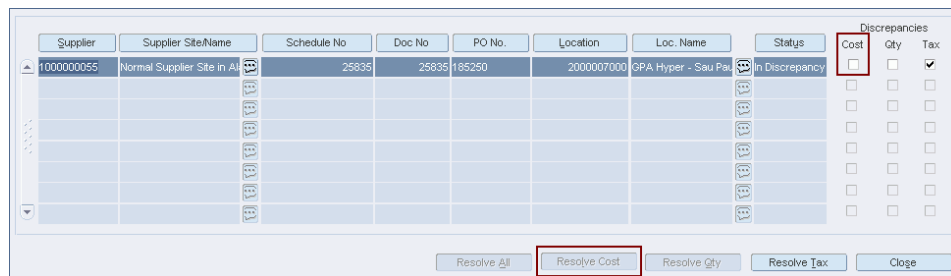
5. Click **OK**. You are returned to the Fiscal Documents window. The status of the NF changes to **Validated**.

Figure 3–19 Fiscal Documents Window
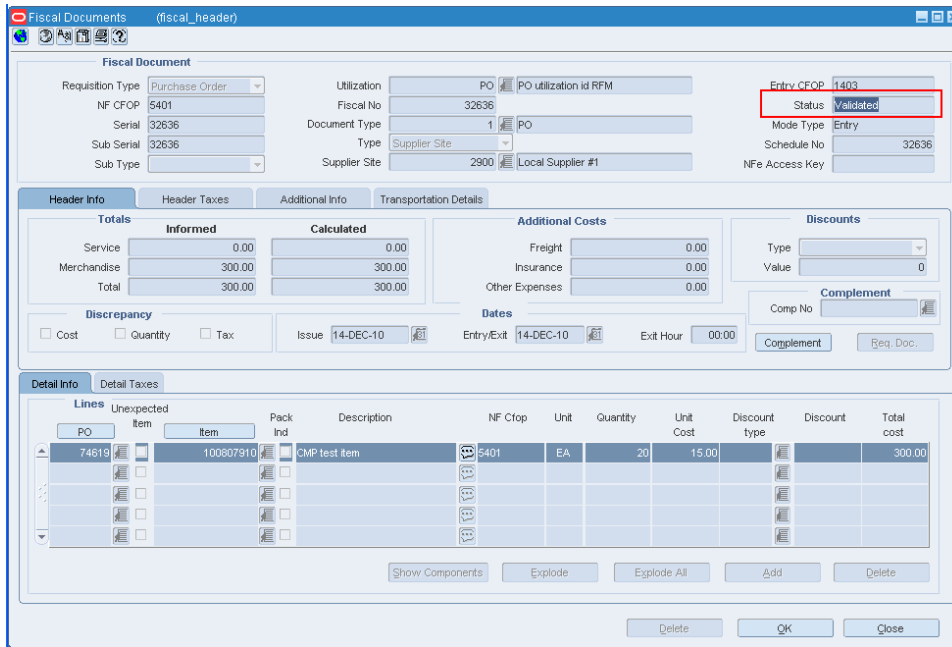
6. Click **OK**. You are returned to the Schedule window. From the **Options** menu, select **Sub. for Recv**.

Figure 3–20 Schedule Window
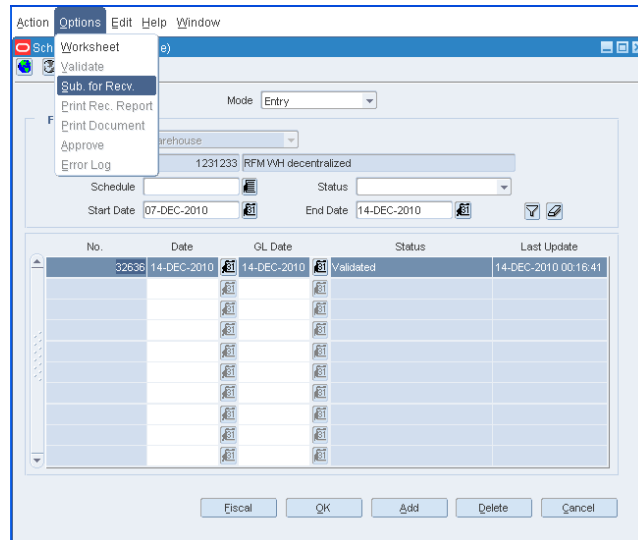
7. After the items are received, the status of the Nota Fiscal changes to **Received**.

Printing Correction Documents

If the System Option is set to System, then a correction document is generated whenever a discrepancy occurs. The NF has to be in Approved status. If you resolve cost discrepancy as per the NF value, 20C posting happens for the difference between NF Cost and PO Cost.

> **Note:** This option is enabled only for approved NFs.

1. From the **Options** menu in the Fiscal Documents window, select **Print Correction Docs**.

Figure 3–21   Fiscal Documents Window
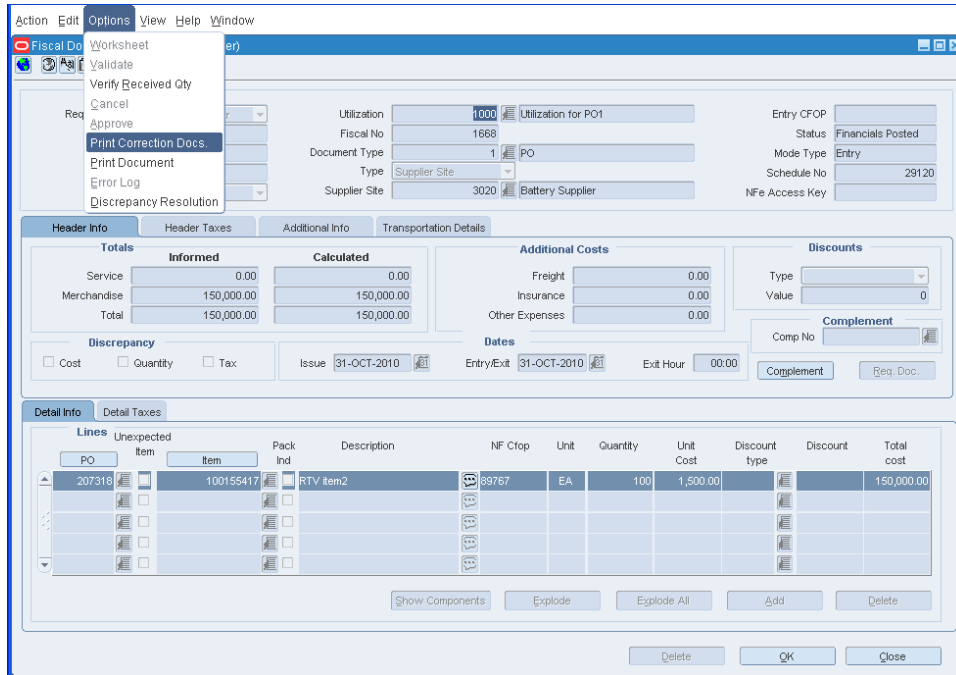
2. From the **Options** menu, select the **Print Correction Docs**, the Corrections Document List is displayed.

Figure 3–22   Corrections Document List Window
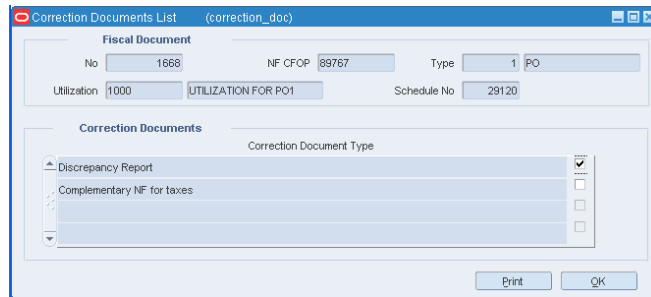
3. Select the check box for **Discrepancy Report**.

4. Click **Print**. The correction document for the cost discrepancy is printed.

Tax Discrepancy In order to resolve tax discrepancy, do the following:

1. From the **Options** menu, select **Discrepancy Resolution**. The Discrepancy Resolution window is displayed.

2. Click **Resolve Tax** in the Discrepancy Resolution window. The tax details are displayed in the Discrepancy Resolution window.

Figure 3–23   Tax Discrepancy Window
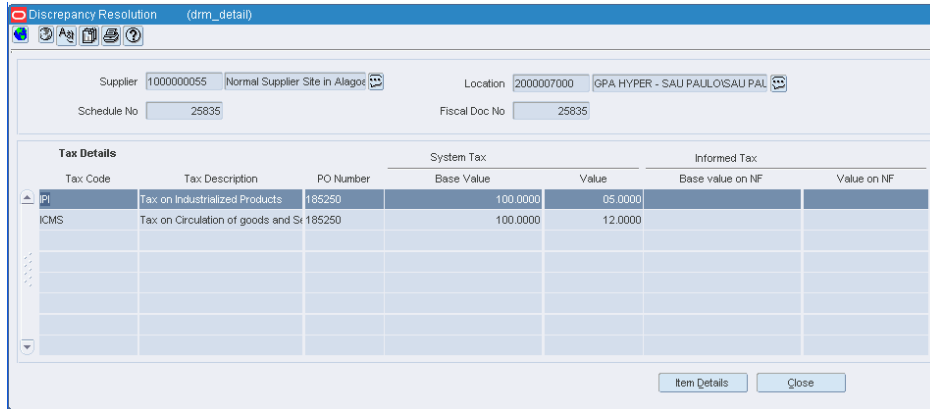
3. In this Discrepancy Resolution window, click **Item Details**. The Item Tax Details is displayed in the Discrepancy Resolution window.

Figure 3–24   Item Tax Details Window
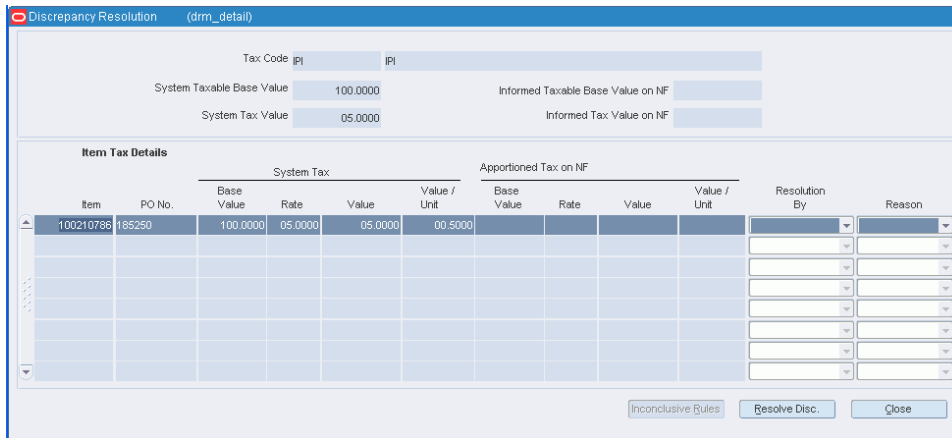
4. In the Resolution By field, click the list, and select from resolve by either System or Nota Fiscal. Click **Resolve Disc**.

> **Note:**   Depending on the system options set, RFM decides the action to be taken for discrepancy resolution.
>
> For example, in case the system option is set to System, the Nota Fiscal option is disabled.
>
> This is a mandatory method of resolution. The list for resolution is disabled and mandatory method of resolution is set as 'System'.

5. The message – "Selected Resolution Action will be applied to all the discrepant records. Are you sure you want to continue?" is displayed. Click **Yes**. You are returned to the Discrepancy Resolution window. Click **Close**.

> **Note:** If more than one component of the tax is in discrepant state, then the Discrepancy Resolution window displays the details of that tax component. Follow the procedure listed in steps three to five to resolve the tax discrepancy.

In the Discrepancy Resolution window, notice that the check box for Tax is not selected, and the Resolve Tax button is disabled as highlighted below. The Status of the Nota Fiscal is changed to **Validated**.

Figure 3–25   Discrepancy Resolution Window
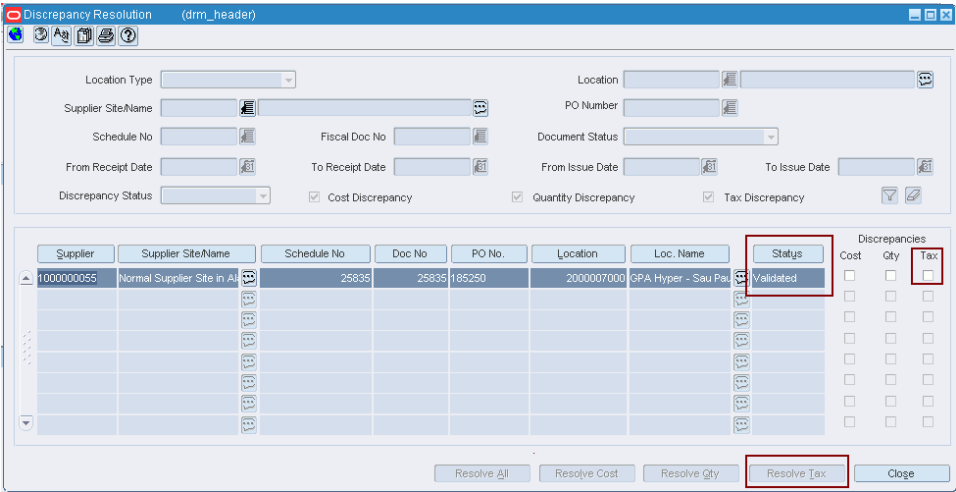
6. Click **Close** in the Discrepancy Resolution window. You are returned to the Fiscal Documents window. The status of the NF is validated.

Figure 3–26   Fiscal Documents - Validated
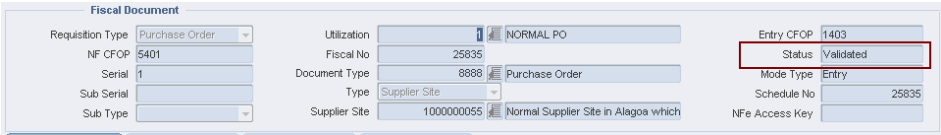
7. Click **OK** in the Fiscal Documents window. The Fiscal Docs Find window is displayed. The status of the NF is displayed as Validated.

Figure 3–27   Fiscal Docs Find - Validated
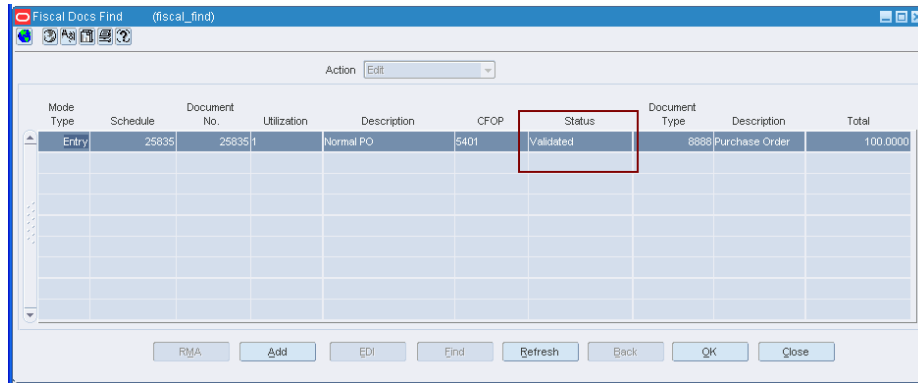
8.   Click **Close** in the Fiscal Docs Find window. The Schedule window appears.

Figure 3–28   Schedule Window
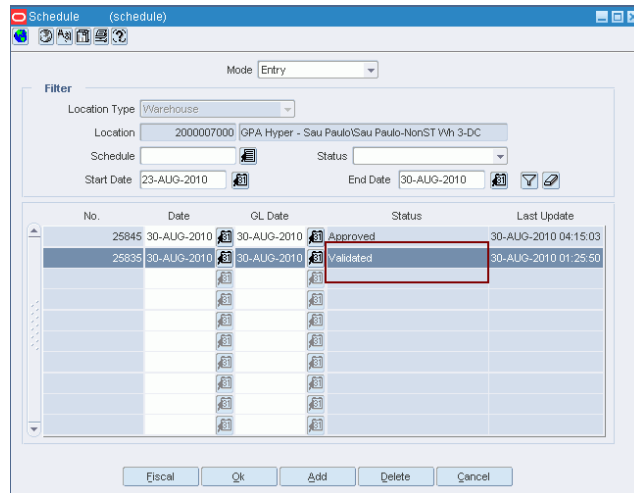
9.   In the Schedule window, from the Options menu, select **Sub. for Recv**. The status of the Nota Fiscal changes to **Subm. for Recv**.

10. A correction document or complementary NF for tax is generated, based on what you have selected while resolving the discrepancies.

Triangulation

While creating the purchase order, the user can mention a supplier (referred to as the main supplier) to whom the payment is made and another supplier (a distributor or facilitator) who actually delivers the stock on behalf of the main supplier (referred to as the delivery supplier). This mechanism is referred to as the triangulation purchase.

The main supplier and the delivery supplier may be located in different states. In such cases, the state level taxes like ICMS and ICMS-ST are calculated based on the location of the delivery supplier.

In triangulation purchases, the retailer receives two NFs for the same inventory. One from the main supplier, which primarily serves as an invoice for making the payment and another from the delivery supplier, which serves as a bill of lading document. This document is referred to as the complementary NF for triangulation. Since ICMS and ICMS-ST depend on the delivery supplier's location, they appear on the delivery supplier's NF.

NF Processing for Triangulation

To create a NF for triangulation, do the following:

> **Note:** The retailer has to create a purchase order, and label it as triangulation.

Navigate: From the **RMS Start Menu**, select **Fiscal Management**, then **Contents Of Fiscal Management**.

1. In Contents Of Fiscal Management, select **Login of Location**. The Location Login window appears.

Figure 3–29   Location Login Window
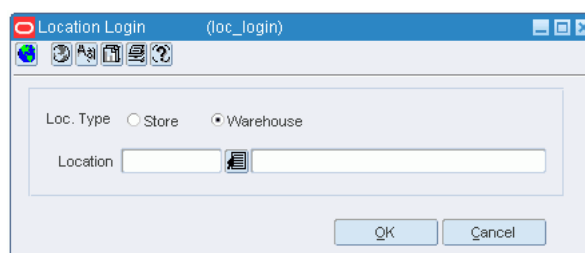
2. In the Location Login window, select the store or warehouse of the main supplier. Click the Location LOV to obtain the list of stores or warehouses. Select the location and click **OK**.

3. In Contents Of Fiscal Management, click **Receiving/Issue**. In Contents Of Receiving/Issue, click **Edit**. The Schedule window appears.

4. In the Schedule window, click **Add**. A new NF is created in the Entry mode.

Figure 3–30   Schedule Window
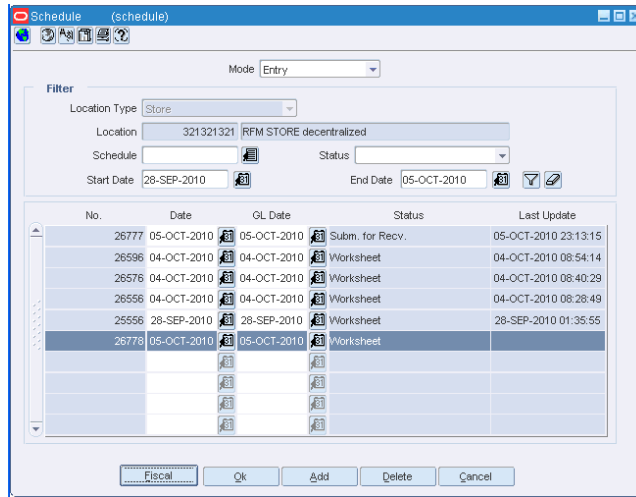
5. Click **Fiscal** in the Schedule window. The Fiscal Docs Find window appears.

6. Click **Add** in the Fiscal Docs Find window. The Fiscal Documents window appears. Enter the Utilization code for triangulation as shown below.

Figure 3–31   Fiscal Documents Window
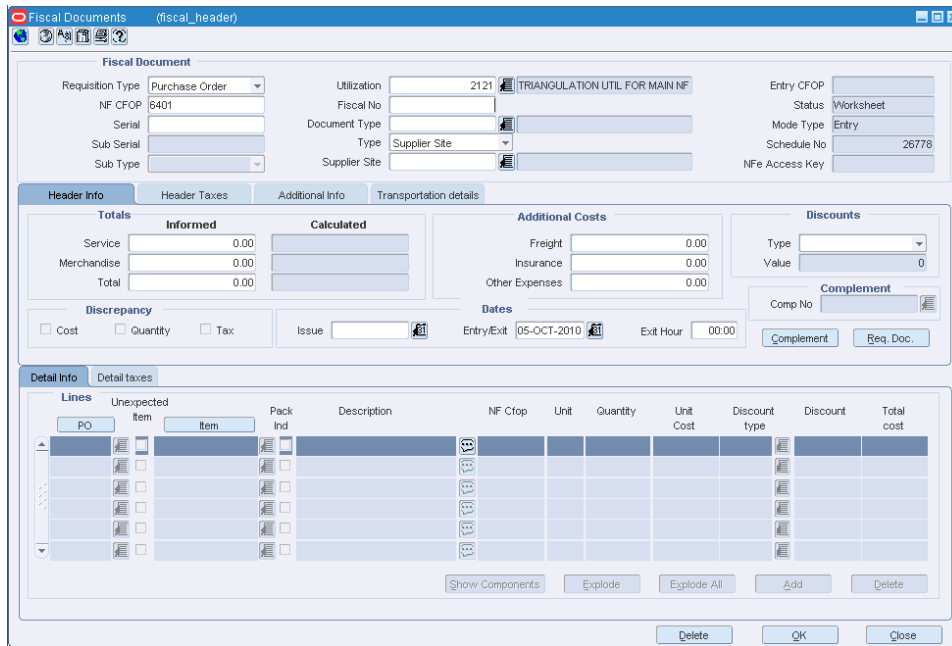
7. Enter the values in the Fiscal Documents window. The NF is created in the **Worksheet** status.

8. Click **OK**. You are returned to the Fiscal Docs Find window. The Fiscal Docs Find window displays the NF that is created in the worksheet status.

Figure 3–32 Fiscal Docs Find Window
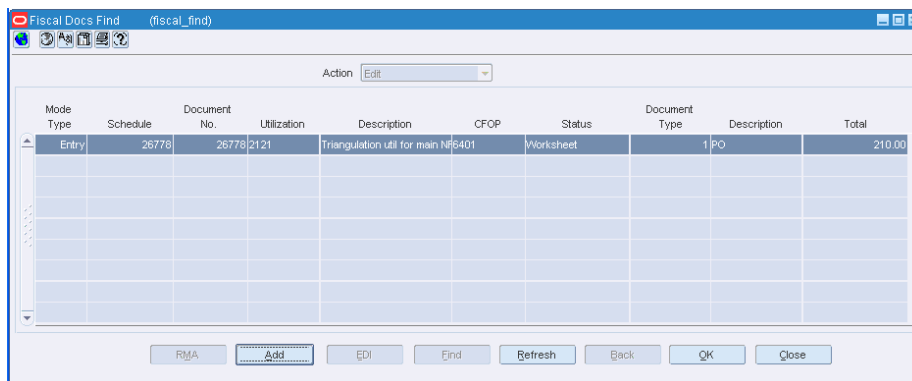
9. Now, you have to create another NF using the same process as given above. This is the complementary NF, and it has to be in the same schedule as the main NF. It has to have the same item details as the main NF.

Figure 3–33 Fiscal Documents Window
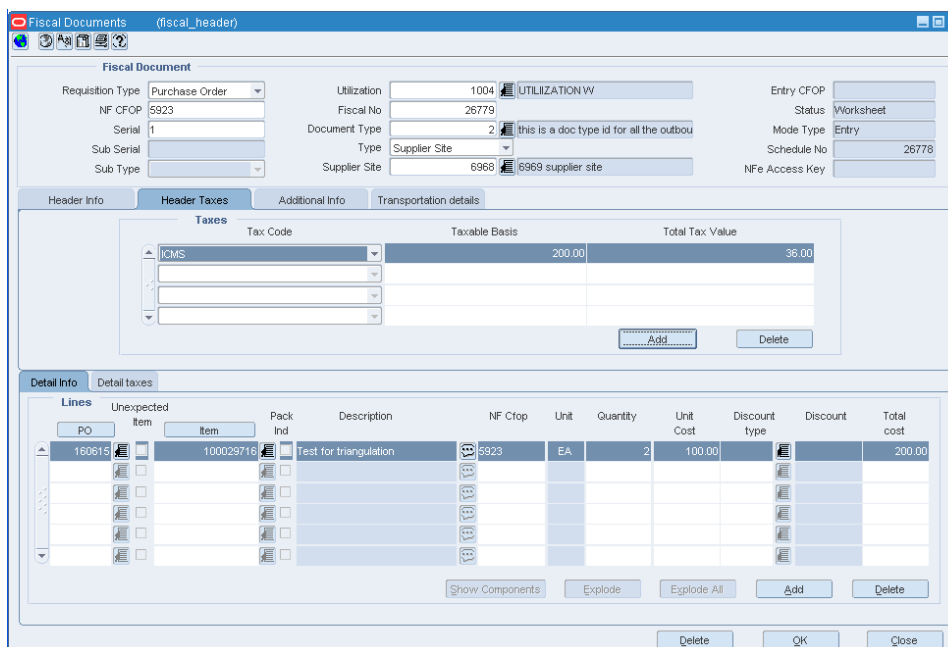
10. After creating another NF, return to the Fiscal Docs Find window, and select the first NF created for the main supplier.

Figure 3–34   Fiscal Docs Find Window
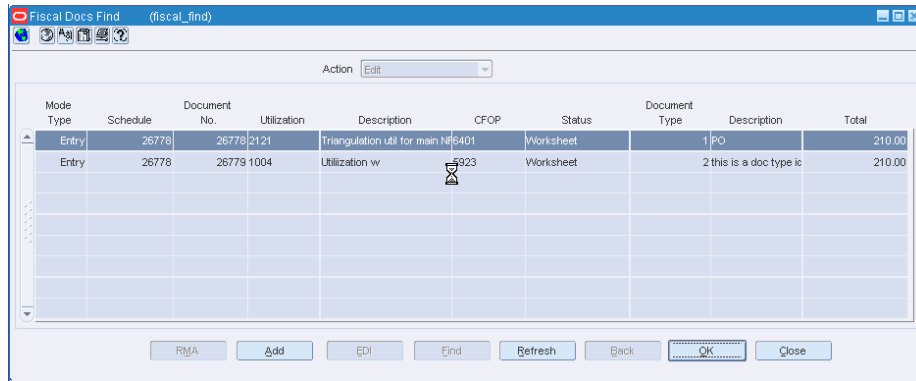
11. Click **OK**. The Fiscal Document with the details of the first NF is displayed. Click **Complement** on the Fiscal Document window. The Complement Fiscal Doc window appears.

Figure 3–35   Complement Fiscal Doc Window
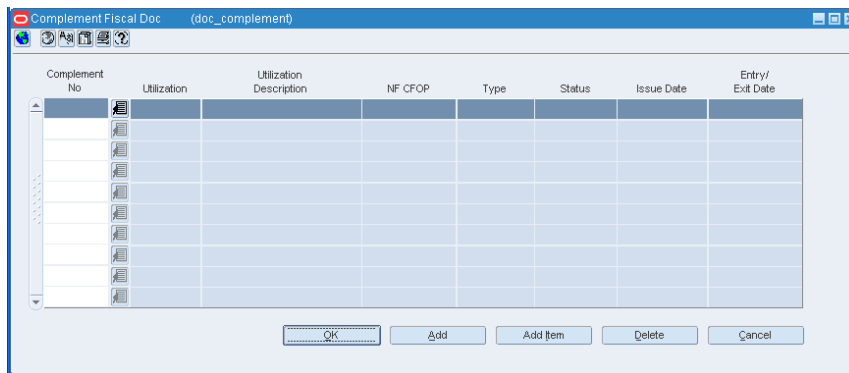
12. In the Complement No column, select the complementary NF. Click **Add** to link this NF with the main NF.

13. Click **OK** to return to the main NF. From the **Options** menu, select **Validate**. The status of NF changes to **Validated**, if there is no discrepancy between the two NFs. You are returned to the Schedule window.

> **Note:**   The data integrity validation has to display an error if either of the NF is not entered in the application.

14. In the Schedule window, select the NF and submit it for receiving. From the **Options** menu, select **Sub. for Recv**.

Complementary NF for Freight

Complementary NF for freight is generated to account for the freight charges incurred during transportation of merchandise. The non-merchandise cost refers to Freight Cost, Insurance Cost, and Other Expenses. Non-merchandise cost is charged by a different supplier (or partner). In such cases, the supplier has to issue an additional NF or complementary NF in addition to the regular NF.

To do the NF Processing for non-merchandise or freight, do the following:

Navigate: From the **RMS Start Menu**, select **Fiscal Management**, then **Login of Location**. The Location Login window appears.

1. Select the location from the Location LOV in the Location Login window. Click **OK** to exit the window.

2. From the **RMS Start Menu**, select **Receiving/Issue**. In the Contents Of Receiving/Issue, click **Edit**. The Schedule window appears.

3. Click **Add** in the Schedule window. A new schedule is created.

    > **Note:**   The Complementary NF for freight is always associated with a new schedule, and there is only one complementary NF.

4. Select the new schedule and click **Fiscal** in the Schedule window. The Fiscal Docs Find window appears.

5. In the Fiscal Docs Find window, click **Add**. The Fiscal Documents window appears.

6. In the Fiscal Documents window, select **Purchase Order** as the Requisition Type from the list.

7. In the Utilization field, set the Utilization to **Comp NF for Freight**.

    After you enter the Utilization as **Comp NF for Freight**, in the Header Details of the Fiscal Documents window, the Service and Merchandise Cost fields are disabled. Requisition Doc button is disabled.

    The Additional Costs fields that include Freight, Insurance and Other Expenses are enabled. In the Line Item Detail section, the fields in the Detail Info tab and Detail Taxes tab are disabled.

8. Enter the expenses incurred for freight and insurance in their respective fields. If other expenses are present, enter the details in the **Other Expenses** field.

    The **Totals** in the Header Details section is also enabled.

9. Click **Complement** to associate this NF with the main NF.

10. In the Fiscal Documents window, from the **Options** menu, click **Validate**. During the validation process, the total cost is validated. After the validation, status automatically changes to **Approved**.

4

Return to Vendor

The Return to Vendor (RTV) operation is considered as the cancellation of the original purchase. The reference of the purchase NF has to be provided on the NF generated for RTV. The cost at which the merchandise are returned and the taxes are the same as mentioned in the purchase NF.

To initiate the RTV flow in RFM, the inventory that has to be returned is picked and shipped in warehouse management system and store inventory management system.

After the RTV shipment details are available in the RFM application, it generates an outbound schedule and NF.

This chapter contains the following:

- Business Flow

- NF Processing for RTV

- NFe Processing

Business Flow

The process is similar for both the RTV from a store or RTV from a warehouse. The business process can include the following:

- Create an outbound NF from the shipment details.

- Enable the auto-approve parameter of the utilization code to validate and approve the NF immediately.

- For manual validation, and approval process, disable the auto-approve parameter of the utilization code. Manually edit the NF to resolve the errors that occur during the validation process.

  Here, the validation process includes sending the NF to MTR for CFOP determination. For each item being returned, the system selects the last received PO related NF for that item from the same supplier as the reference NF for the RTV NF. If the last reference NF is found, the taxes on RTV NF are copied from that NF. If the last reference NF is not found, the MTR call returns the taxes applicable on the RTV transaction.

- After the NF is approved, print the NF, and send it along with the shipment. The inventory is updated in RMS.

NF Processing for RTV

To create a NF for RTV, do the following:

Navigate: From the **RMS Start Menu**, select **Fiscal Management**, then **Login of Location**. The Location Login window appears.

1. In the Location Login window, select the store or warehouse for receiving/issuing of the fiscal document. Click the Location LOV to obtain the list of stores or warehouses. Select the location, and click **OK**.

Figure 4–1 Location Login Window
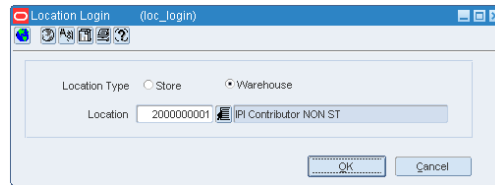
2. In Contents Of Fiscal Management, click **Receiving/Issue**. In Contents Of Receiving/Issue, click **Edit**. The Schedule window appears.

   In the Schedule window, set the Mode as **Exit**. Click **Add** to create a schedule for the RTV.

Figure 4–2 Schedule Window
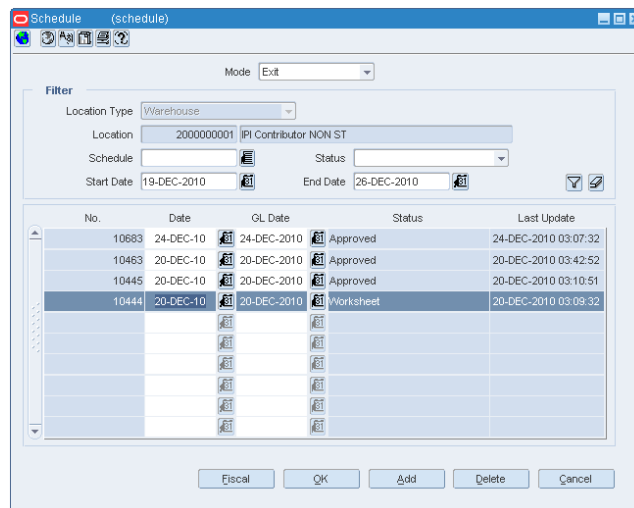
3. Click **Fiscal** in the Schedule window. The Fiscal Docs Find window appears.

Figure 4–3   Fiscal Docs Find Window
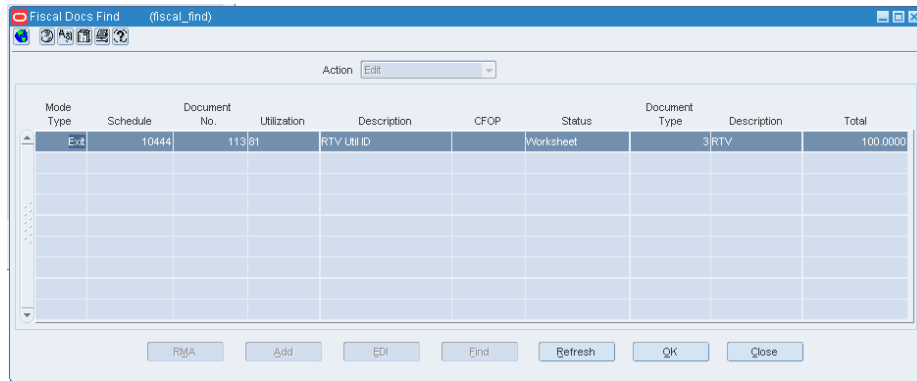
4. Click **Add**. The Fiscal Documents window appears. In the Fiscal Documents window, the details of the shipment that is created in warehouse management system, and that flows to RFM are displayed.

Figure 4–4   Fiscal Documents Window
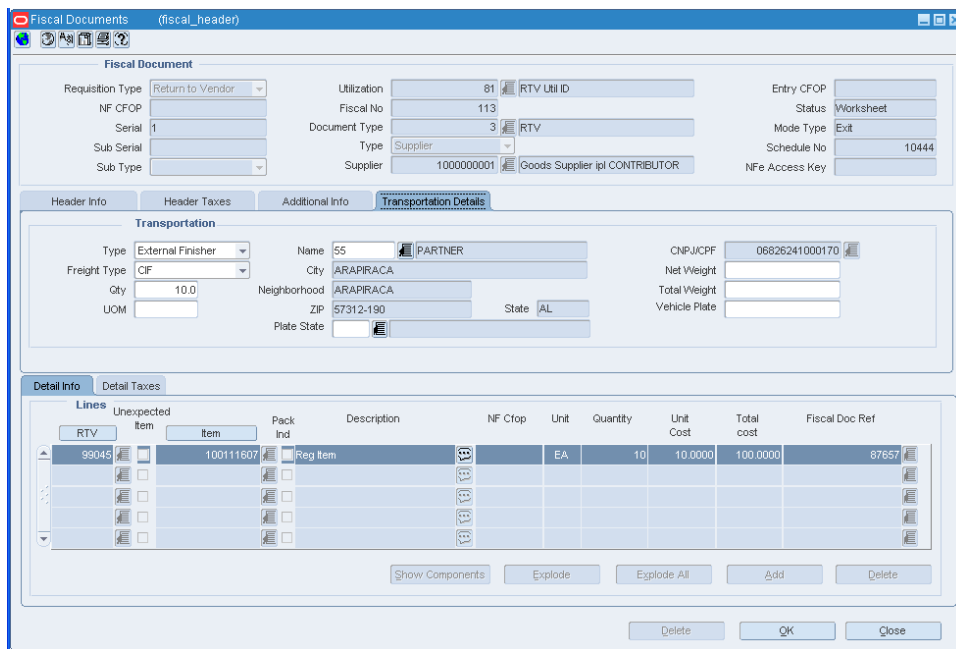
In the Fiscal Documents window, the fields that are specific to RTV are covered below.

Table 4–1   Differences in values for RTV on the Fiscal Documents window

Field	Value
Fiscal Document section	
Requisition Type	This field displays Return to Vendor
Utilization	This field displays the utilization code for RTV

Table 4–1 (Cont.) Differences in values for RTV on the Fiscal Documents window

Field	Value
Document Type	RTV
Mode Type	Exit
Header Details section	
Transportation Details Tab	The Type list displays External Finisher
Line Item Details section	
Detail Info Tab	RTV details are displayed in the RTV secondary tab

5. If the Auto Approve parameter for the utilization code is set to 'Yes', an automatic validation happens, and the NF is approved.

6. If the Auto Approve parameter for the utilization code is disabled, validation and approval of the NF has to be done manually.

From the **Options menu**, select **Validate**. If there are no errors, the status of NF changes to **Validated**.

Figure 4–5 Validated Nota Fiscal Window
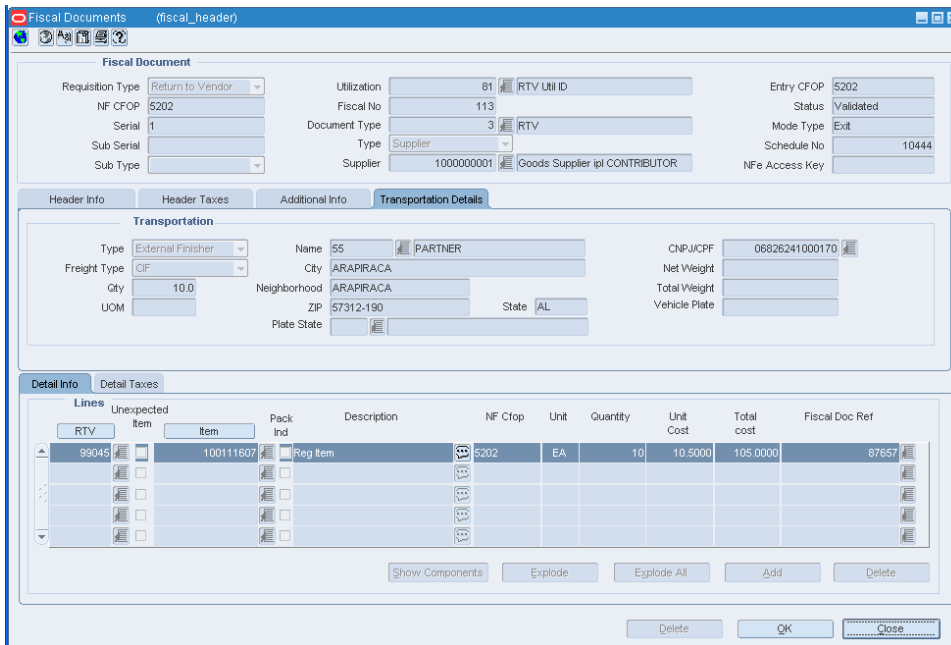
The NF will be in **Error** status, if errors occur during the validation process. You have to manually edit the NF to resolve validation errors.

7. After auto approval, or manual approval, print the schedule with the approved NF, and send it along with the shipment.

To print the schedule, in the Schedule window, select the schedule. From the **Options** menu, select **Print Document**. The Print Fiscal Documents window appears.

Figure 4–6   Print Fiscal Documents Window
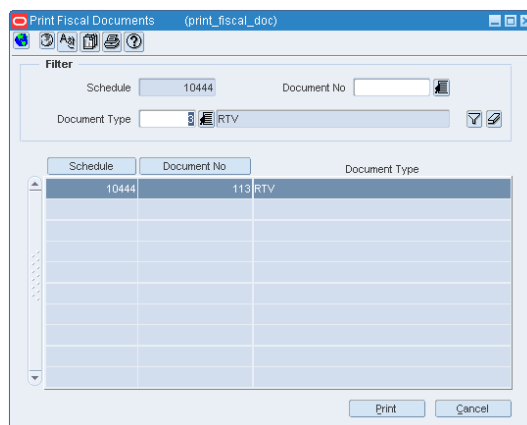
8. The Filter section of the Print Fiscal Documents window displays the Schedule. Select the Document Type, and click the filter button.

9. Based on the filter criteria, the records are displayed. Click **Print**. The PDF is printed.

10. Send the printed NF along with the shipment. The inventory is updated in the RMS.

NFe Processing

To initiate the NFe processing, the location has to be configured in the NFe Configuration window.

> **Note:** For information on enabling a location for NFe processing, see Configuring Location for NFe processing.

NFe is applicable only for transfers, intercompany transfers, and RTVs.

The flow is the same as the one defined for the transfers, intercompany transfers, and RTVs. The change in process as given below:

- Create an outbound NF.

- In the Fiscal Documents window, the document type is auto-filled with 55. If the document type is 55, it refers to NFe.

- The status of the NFe will be **NFe Pending**, after validation. With the fiscal document in that status, the related information is sent to the fiscal partner solution. The fiscal partner solution captures the data, generates the NFe file and submits it to approval in the Government systems.

5

Inventory Control

RFM supports the following inventory functionalities:

- Transfers
- Inventory Adjustment

Transfers

Transfer is the movement of merchandise from one location to another, either a warehouse or a store. When a transfer is initiated, RFM creates and issues the related NF (based on the transfer information) for the merchandise to be transferred out. After the merchandise is shipped, the NF that was created, is matched with the related transfers in order to receive the merchandise in the receiving location.

Transfers can be of two types:

- Transfers (Regular, Intra-company and Inter-company, single-legged transfers)
- Two-legged Transfers (for finishing and repairing)

Business Flow

The NF processing flow of intra-company transfers is identical to intercompany transfers. The process flow for Transfers can be divided into the following subprocesses:

- Transfers Creation in RMS
- Transfer Shipment at Warehouse
- Transfer Receiving at Store

Transfer Creation in RMS

1. Create the transfer in RMS either manually or automatically through APIs or allocation or replenishment.

   > **Note:** For information on creating transfers in RMS, refer to the RMS User Guide.

2. For the manually-created transfers, enter a valid utilization code.

3. The transfer is interfaced with warehouse management system. If the transfer is initiated in warehouse management system as a stock order, it flows to RMS. If the

RMS initiated transfer is modified in warehouse management system, the modifications flows back to RMS.

Transfer Shipment at Warehouse

1. Create an outbound NF in RFM after the merchandise are shipped in warehouse management system.

   The NF is based on the information provided by warehouse management system, which includes the transfer cost, and other master data.

   > **Note:** For seamless NF processing, transfer information has to be available in the Oracle Retail Merchandising System (RMS) before the transfer is shipped from the shipping location.

2. Validate this NF. This NF is sent to Mastersaf to retrieve the CFOP, and for each line item and tax breakup details.

3. After the CFOP and tax breakup details are retrieved, approve the NF.

4. If the Auto-Approve indicator is enabled for the Utilization Code, the NF validation and approval is automatic.

5. As the outbound NF is approved, an inbound NF is created in the background in Validated status.

6. Print the NF and send it along with the shipment. The inventory in RMS has to be updated after the outbound NF is generated and approved.

Transfer Receiving at Store

1. After the shipment reaches the destination, retrieve the inbound NF that is available in RFM.

   > **Note:** Because the inbound NF is created using the outbound NF, validation exclusively for data integrity is not required. The tax breakup and CFOP information for the inbound NF is available as it is generated. The NF is created in Validated status.

2. Since the NF is in Validated status, submit the NF for receiving.

3. The NF receiving process is similar to the NF Processing for receiving except that there is no discrepancy and resolution process for transfers.

NF Processing for Transfers

Create the transfer, and set the utilization code for transfers in RMS. After the merchandise is shipped in warehouse management system, create the NF in Exit mode for the warehouse.

> **Note:** For information about adding utilization codes for transfers, see the RMS/ReSA Brazil Localization User Guide.

To create the NF in the warehouse, do the following:

Navigate: From the **RMS Start Menu**, select **Fiscal Management**, then **Login of Location**. The Location Login window appears.

1. In the Location Login window, select the store/warehouse that is transferring the merchandise from the Location list. Click **OK**. You are returned to the main menu.

2. From the **RMS Start Menu**, select **Fiscal Management**, then **Receiving/Issue**. In Contents Of Receiving/Issue window, click **Edit**. The Schedule window appears.

Figure 5–1   Schedule Window
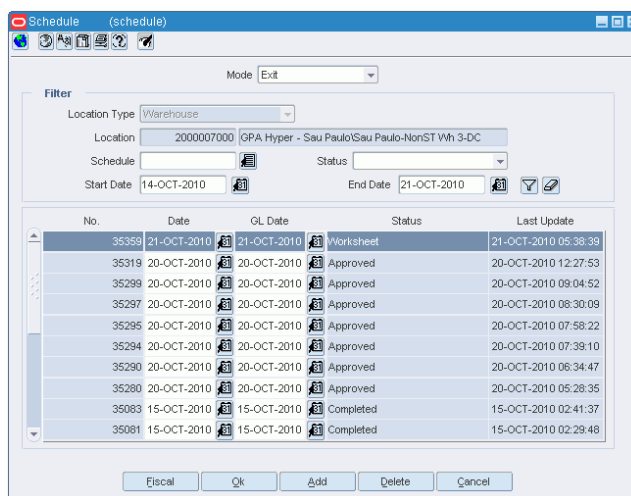
3. Select the schedule that is created in worksheet status. The Mode is **Exit**. RFM creates an outbound NF based on the information that flows from warehouse management system.

   Click **Fiscal**. The Fiscal Docs Find window appears.

4. In the Fiscal Docs Find window, click **Add**. The Fiscal Document window appears.

Figure 5–2   Fiscal Documents Window
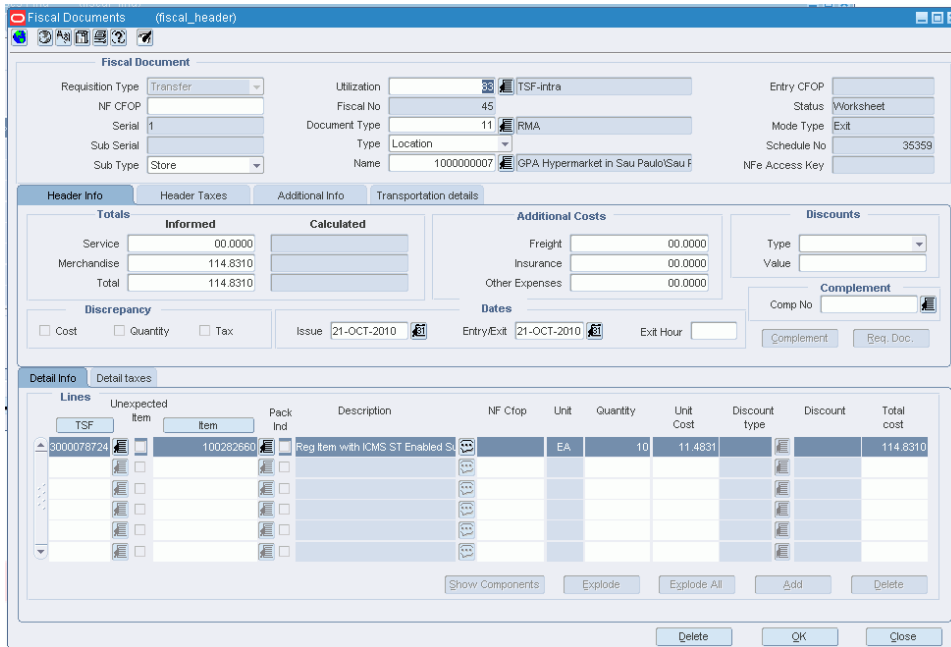
In the Fiscal Document window, the differences in values of the fields are as follows:

Table 5–1   Fields and values for transfers

Fields	Values
Requisition Type	Transfers. This field is disabled.
Mode	Exit

5. In the Fiscal Documents window, from the **Options** menu, select **Validate**. The CFOP and tax breakup is retrieved from MTR.

The Fiscal Document window is as shown below:

Figure 5–3   Fiscal Documents Window
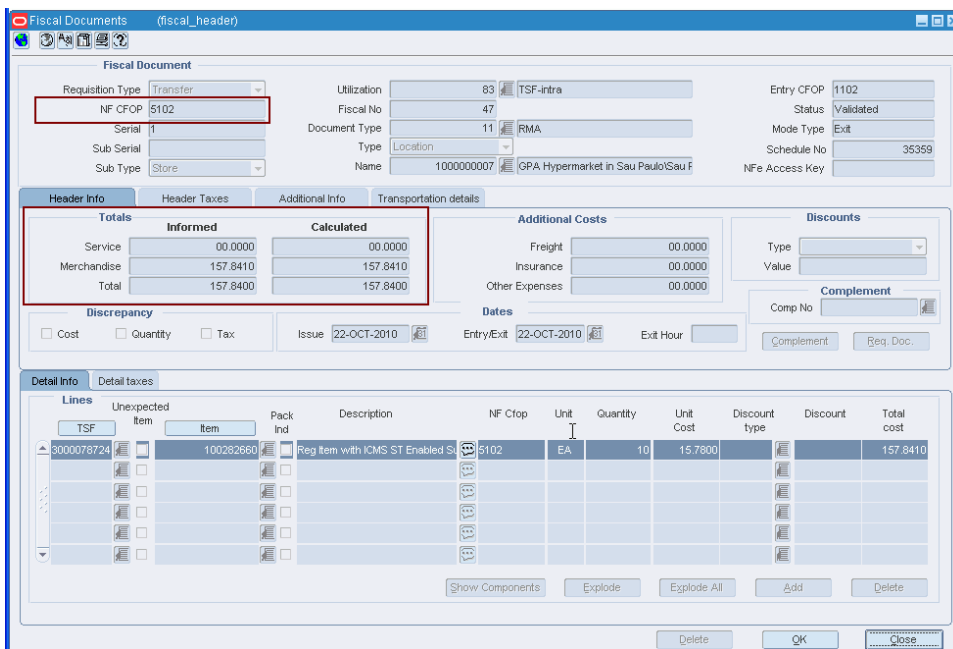
The Header Taxes details are as shown below:

Figure 5–4   Header Taxes Tab
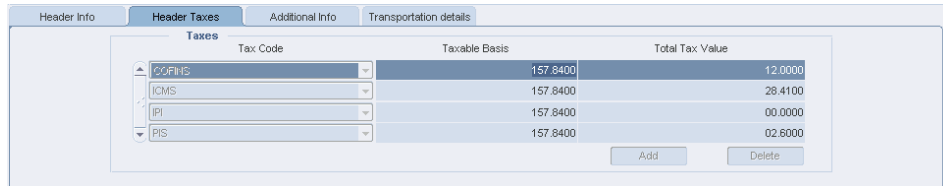
The Details tab of the Fiscal Documents window displays the line item detail taxes.

Figure 5–5   Detail Taxes Tab
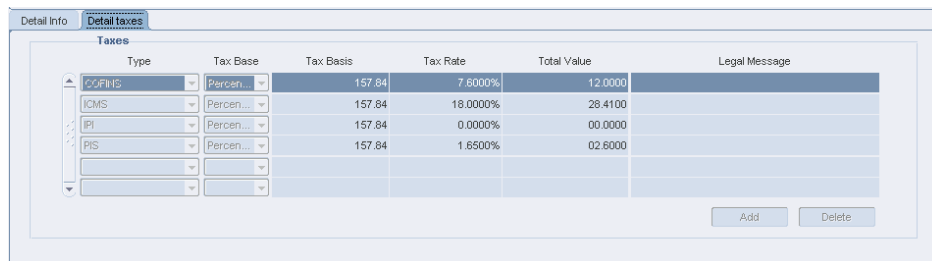
6. If the Auto-Approve indicator is enabled for the Utilization Code, the validation process needs no manual intervention.

7. Print the approved outbound NF, and send it along with the shipment. The on-hand inventory is reduced at the source warehouse.

8. As the outbound NF is approved, an inbound NF is created in the background in Validated status with a new NF number.

Transfers at the Receiving

1. At the receiving store, select the location from the Location list in the Location Login window.

2. Validated inbound NF is generated based on the approved outbound NF for the transfer.

3. In the schedule window, select the schedule with the inbound NF. The schedule is in Validated status.

Figure 5–6   Schedule Window
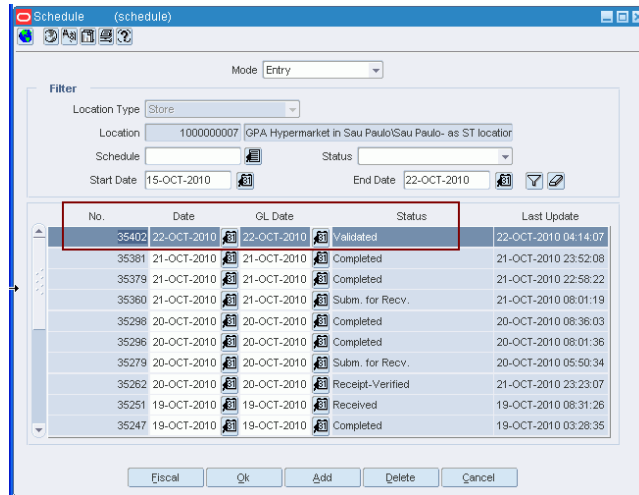
4. In the Schedule window, from the **Options** menu, select **Sub. for Recv**. The receiving process is similar to that of PO Receiving, except that there is no discrepancy identification and resolution process available for transfers.

Figure 5–7   Print Fiscal Documents Window
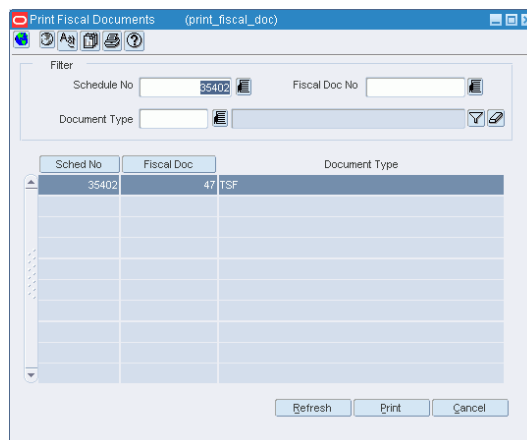
5. As the merchandise is received, the status of NF changes to **Approved**.

Business Flow for Two-Legged Transfer

The business flow for two-legged transfer can be divided into three sub-processes as follows:

- Transfer Creation
- Two-Legged Transfer Shipment
- Two-Legged Transfer Receiving

Transfer Creation

- For two-legged transfers, create the transfer in RMS. If the transfer type is repair, the context type is Repairing. After the transfer is approved, RMS creates the second leg of the transfer as a separate transfer.

- RMS publishes the first transfer to warehouse management system or store inventory management system.

- If the context type is Repair, warehouse management system takes in the message and creates a stock order, where type = Repair.

> **Note:**   Stock orders where type = Repair are not selected in Wave. Repair stock orders are handled separately.

- In order to repair the merchandise, initiate a transfer in either WMS or RMS. If the transfer is used for stocking or finishing the merchandise, you must initiate the transfer in RMS only.

Two-Legged Transfer Shipment

- After the merchandise is sent from either the warehouse management system or the store inventory management system, the shipment information is published. RFM uses this shipment information. A NF is generated in Exit mode.

- The transfer cost on the exit NF is equal to the weighted average cost (WAC). The taxes and CFOP are retrieved from MTR.

- After the approved NF is printed, the shipment is ready to move out of the location. The inventory in RMS is updated as the outbound NF is approved.

- If the auto-receiver indicator is enabled at the finisher location, the in-transit quantities at the finisher location are automatically cleared. If the indicator is not enabled, RMS receives the receipt details.

  It is assumed that the shipment quantity has been received at the finisher.

Two-Legged Transfer Receiving

- When the finished/repaired merchandise is to be returned to the supplier, a valid NF has to be generated.

- Enter the NF in the system that is generated by the repairer/finisher. This is inbound flow.

- Validate the NF for data integrity, and send it to MTR for inbound CFOP determination. MTR does not return the taxes, as there is no discrepancy identification done for this transaction.

- Submit the schedule containing this NF to store inventory management system or warehouse management system.

■ After physical receipt, RFM uses the receipt message to process the NF. The application processes the NF as any other entry NF.

NF Processing for Two-Legged Transfers

For processing of two-legged transfers in RFM, you have to create the transfer in RMS with the context type as Repairing. The warehouse management system has to publish the shipment information before the NF processing for two-legged transfer is initiated in RFM. RFM generates a outbound NF in Approved status, based on the shipment information provided by warehouse management system.

NF Processing for Two-Legged Transfer Shipment

To process NF for the two-legged transfer shipment, do the following:

Navigate: From the **RMS Start Menu**, select **Fiscal Management**, then **Login of Location**. The Location Login window appears.

1. In the Location Login window, select the store or warehouse that has to receive the shipment for repairing/finishing. Click the Location LOV to obtain the list of stores or warehouses. Select the location, and click **OK**.

Figure 5–8   Location Login Window
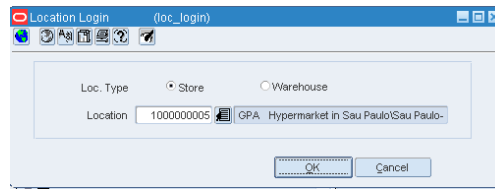
2. In Contents of Fiscal Management, click **Receiving/Issue**. In Contents of Receiving/Issue, click **Edit**. The Schedule window appears. On the Schedule window, click the outbound NF generated by RFM.

Figure 5–9   Schedule Window
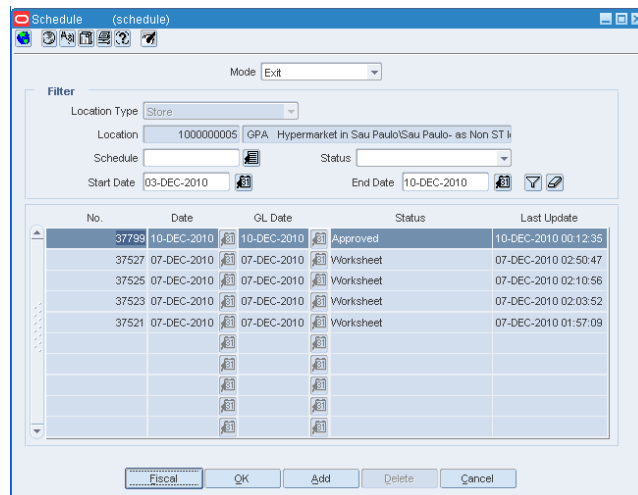
3. Click **Fiscal**. The Fiscal Docs Find window appears.

Figure 5–10   Fiscal Docs Find Window
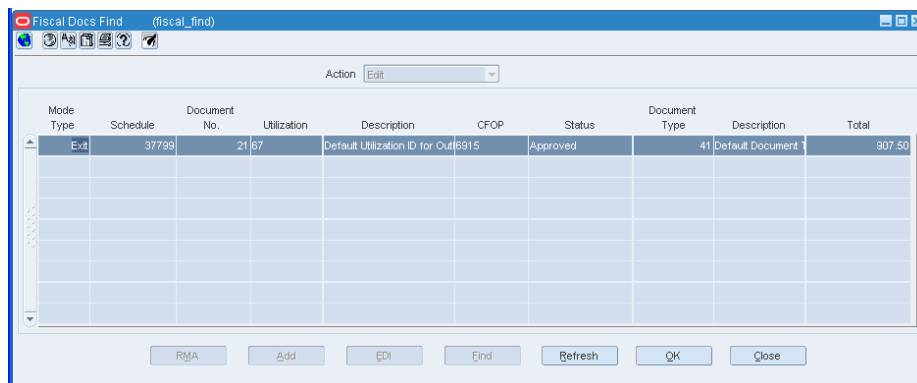
4. Click **OK**. The Fiscal Documents window appears.

Figure 5–11   Fiscal Documents Window

In the Fiscal Document section, the Requisition Type is displayed as Repairing, and the Utilization field displays the values set in the RMS Transfer Maintenance screen.

If the Auto Approve parameter is set to 'Y', the NF is automatically approved. Otherwise, the NF has to be manually approved.

5. The inventory in RMS is updated, after the NF is approved.

NF Processing for Two-Legged Transfer Receiving

1. In the Location of Login window, select the location that receives the merchandise after the repairing/finishing work is done.

2. To receive the repaired/finished merchandise, create the schedule in worksheet status. Click **Add** in the Schedule window. The NF is created in Entry mode.

Figure 5–12   Schedule Window
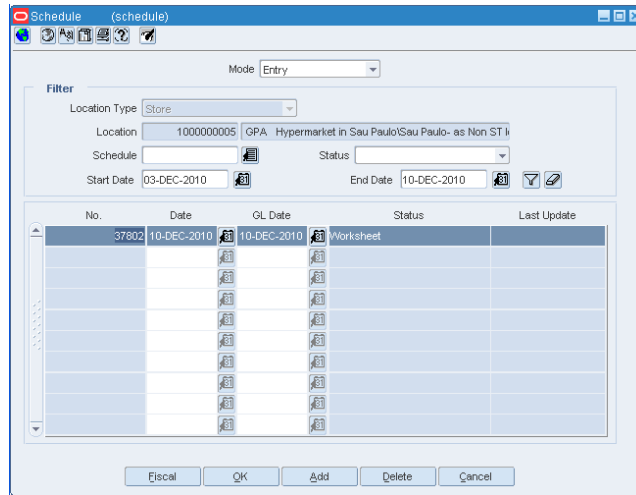
3. Select the schedule and click **Fiscal** in the Schedule window. The Fiscal Docs Find window appears.

Figure 5–13   Fiscal Docs Find Window
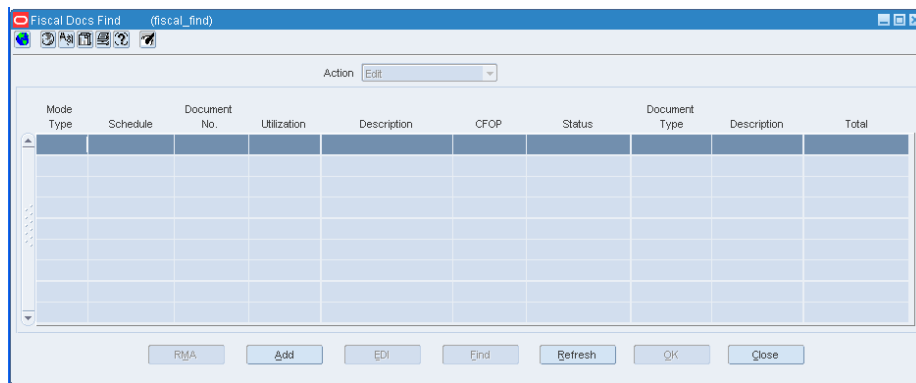
4. Click **Add**. The Fiscal Documents window appears.

   Select **Repairing** from the Requisition Type LOV for this NF. Select the Utilization from the list. Set the Sub Type to **External Finisher**.

Figure 5–14   Fiscal Documents Window

5. From the **Options** menu, select **Validate**. If there are no errors, the NF status changes to **Validated**.

Figure 5–15   Fiscal Documents Window

6. Click **OK**. You are returned to the Schedule window. In the Schedule window, from the **Options** menu, select **Sub. for Recv**. The NF is submitted for receiving.

Figure 5–16   Schedule window (Validated)
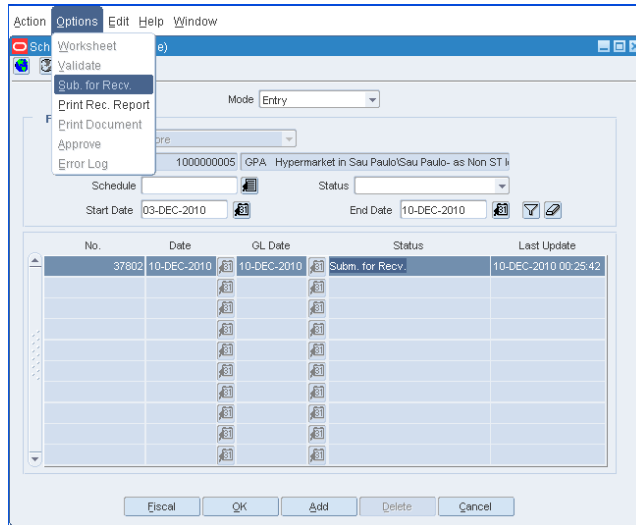
7. If there are no errors, from the **Options** menu, select **Approve**. The NF is approved, and the merchandise that has been repaired/finished can be received.

Figure 5–17   Schedule window (Approved)
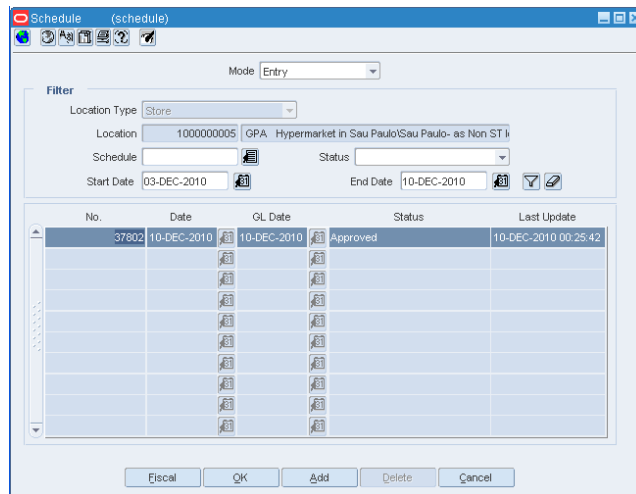
Inventory Adjustment

Inventory adjustments allows total stock-on-hand (SOH) adjustments or unavailable (un-sellable) inventory for one or more item/locations.

In Brazil:

- Stock outs can have different taxes related to the process.

- The inventory adjustments have to be linked to a NF according to the inventory adjustment reason.

- A tax call is made to Mastersaf for stock adjustment.

Business flow

The business flow for inventory adjustment is as follows:

- The store inventory management system, or the warehouse management system publish the details of the inventory adjustment.

- RFM uses this information. The inventory adjustment reason code is associated with the utilization code.

- Create a NF in Exit mode or create an outbound NF.

- If the auto-approve parameter of the utilization code is set to 'Yes', validation, and approval of the NF happens automatically. If the auto-approve parameter of the utilization code is set to 'No', validate and approve the NF manually.

- After the NF has been approved, the inventory is updated in RMS.

> **Note:**   No NF is generated for positive inventory adjustments irrespective of the reason code.

NF Processing for Inventory Adjustments

In order to do NF processing for inventory adjustments, do the following:

1. From Fiscal Management, select **Login of Location**. The Location Login window appears. Select the store or warehouse from the Location list for which the inventory adjustments have to be made.

Figure 5–18   Location Login Window
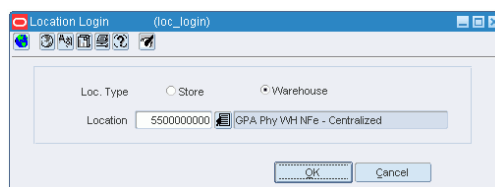
2. From **Fiscal Management**, select **Receiving/Issue**. Click **Edit** in the Contents Of Receiving/Issue window. The Schedule window appears.

Figure 5–19   Schedule Window
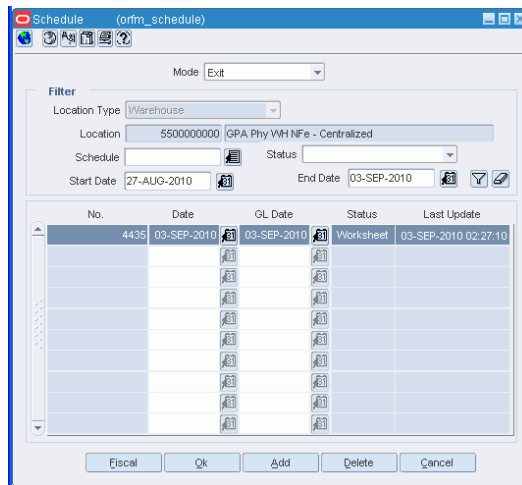
3. Select the schedule in this window. This schedule has the outbound NF that is created based on the stock adjustment published by store inventory management system or warehouse management system is published in RFM.

4. Click **Fiscal**. The Fiscal Docs Find window appears.

Figure 5–20   Fiscal Docs Find Window
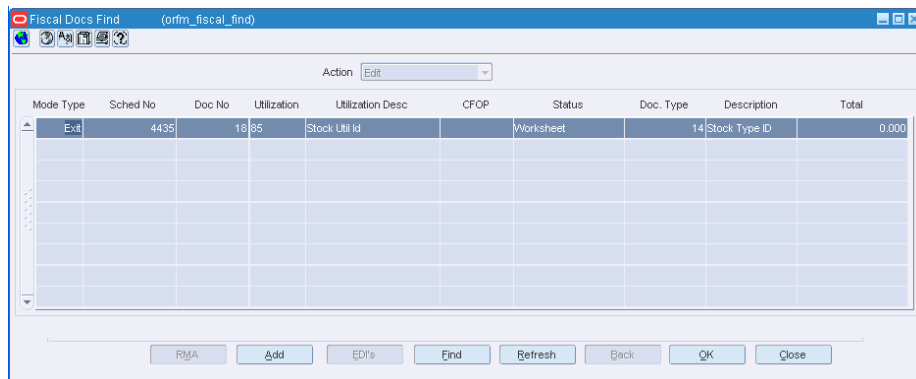
5. Click **OK** in the Fiscal Docs window. The Fiscal Documents window appears.

6. In the Fiscal Documents window, from the **Options** menu, select **Validate**. The NF is validated for data integrity errors.

7. From the **Options** menu, select **Approve** to approve the NF. The inventory adjustments are made for the location after the NF is approved.

8. If the Auto-Approve indicator for the Utilization Code is set to yes, then the validation, and approval happens automatically.

6

Return Merchandise Authorization

The Return Merchandise Authorization (RMA) process occurs when the customer wants to return the merchandise without visiting the store.

In order for the RMA process to be implemented, the fiscal management module and warehouse management system applications have to be integrated with a third-party Customer Order Management (OM) system.

With the information provided by the Order Management system, RFM creates the inbound Nota Fiscal for RMA, which in turn is sent to the customer authorizing the return.

After the RMA records are uploaded in the fiscal management module, the records are visible in the RMA NF Creation screen.

Business Flow

1. Create a schedule and select the required RMA records to create the NFs for RMA.

2. Create the NF in worksheet status, and link it to the schedule.

> **Note:** The status of the RMA record is changed, and the RMA record is not available for NF generation again.

3. Validate the NF either manually or automatically. The validation depends on the auto-approve parameter for the utilization for that NF. If the Auto-approve parameter for the utilization is set to 'y', then the NF is validated automatically. Otherwise, the validation has to be done manually.

4. After validation, the status of NF changes to **Pending for Receiving**. The customer returns the RMA with the merchandise.

NF Processing for RMA

To process NF for RMA, do the following:

Navigate: From the **RMS Start Menu**, select **Fiscal Management**, then **Login of Location**. The Location Login window appears.

1. In the Location Login window, select the store or warehouse for receiving/issuing of the fiscal document. Click the LOV in the Location field to obtain the list of stores or warehouses. Select the location, and click OK.

Figure 6–1   Location Login Window
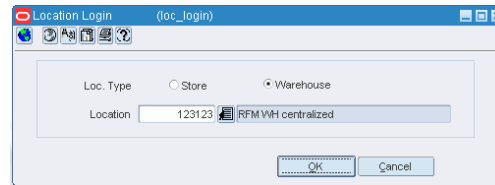
2. In Contents Of Fiscal Management, click **Receiving/Issue**. In Contents Of Receiving/Issue, click **Edit**. The Schedule window appears.

Figure 6–2   Schedule Window
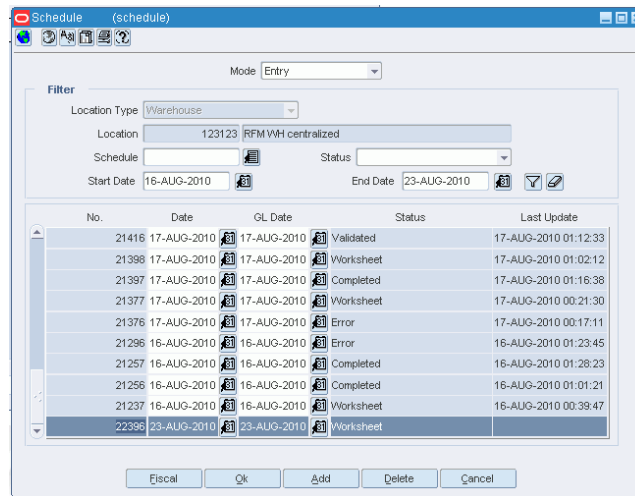
3. Click **Add**. A new schedule is created in worksheet status.

4. Click **Fiscal**. In the Fiscal Docs Find window that appears, click **RMA**. In the RMA NF Creation window that appears, select the RMA documents that are to be added to the schedule.

Figure 6–3   RMA NF Creation Window
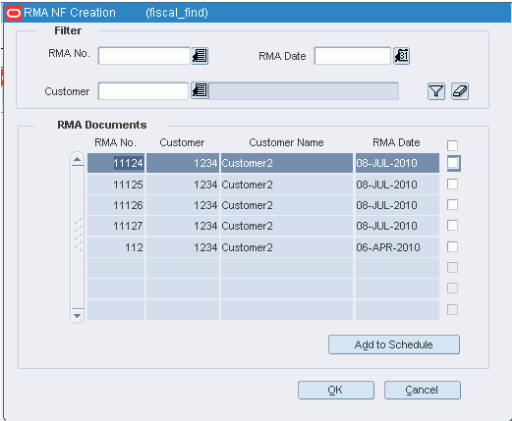
5. Click **Add to Schedule**. The selected documents are displayed in the Fiscal Docs Find window with the status **Pending for Receiving**.

Figure 6–4   Fiscal Docs Find Window
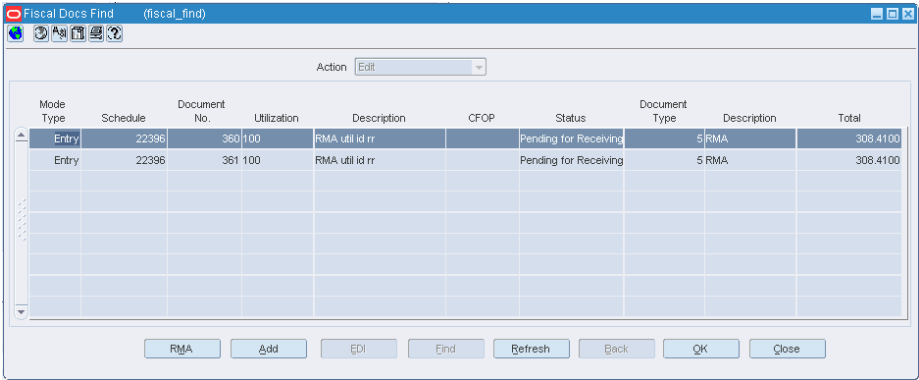
6. Select one of the documents and click **OK**. The Fiscal Documents window appears with all the values of that particular document.

Figure 6–5   Fiscal Documents Window

7. After RMA processing is complete in the Order Management System, the updates are sent by the Order Management System to the RFM application to close the Nota Fiscal for RMA.

8. After the application receives all the Nota Fiscals in an inbound schedule for RMA, the status of the inbound schedule is changed to **Approved**.

7

Searching Fiscal Documents

Fiscal Documents for all the requisition types discussed in the previous chapters can be accessed using the Fiscal Docs Find window.

Accessing Fiscal Documents

You can access the individual NFs from the schedule screen or directly from the main menu.

To access the NF from the main menu, do the following:

Navigate: From the **RMS Start Menu**, select **Fiscal Management**, then **Fiscal Documents**. The Fiscal Docs Find window opens.

Figure 7–1   Fiscal Docs Find Window

1. In the Fiscal Docs Find window, the Action field has a list, which contains the following:

   - View – Only to view the NF. The NF cannot be edited when the Action is View.

   - Edit – To edit the NF, select this Action.

2. Enter the search criteria in the remaining fields. The fields and the descriptions are given below.

Table 7–1   Fields in the Fiscal Docs Find window

Field	Description
Fiscal Document Section	

Table 7–1 (Cont.) Fields in the Fiscal Docs Find window

Field	Description
Fiscal No	Enter the fiscal number here.
Schedule No	Enter the schedule number in this field.
Mode Type	The mode type can be either Entry or Exit. Select from the list.
Document Type	Select the document type from the list.
Status	Select the status of the NF from the list.
	The link includes: Worksheet, Validated, Error, Subm. for Recv., In Discrepancy, Approved, Pending for Receiving, Inactive, Received, NFe Pending, Receipt Verified, Cancelled, Nullified by SEFAZ, Completed, Post Sefaz Approve Error, Financials Posted.
Utilization	Select the Utilization from the list.
CFOP	Enter the CFOP number here.
NFe Access Key	Applicable only for NFe.
Sender/Receiver Section	
Type	This is external entity type from which the NF is received.
	The list includes Supplier, Partner, Location, Outside Location, Company, and Customer.
Name	Enter the name of the sender/receiver
Sub Type	Select the value from the list.
CNPJ/CPF	Select the CNPJ/CPF from the list.
Dates Section	
Issue	Date of issue or stock receipt. Select from the date editor.
Entry/Exit	The date the NF was entered.
Exit Hour	The exit time of the NF
Doc Detail Section	
Requisition Type	Select the Requisition Type from the list.
	The list includes Purchase Order, Transfer, Return to Vendor, etc.
Doc	If the requisition type is PO, the Doc list includes the list of POs.
Item	Select the items on the PO.

3. After entering the search criteria, click **Find**. The Fiscal Docs Find window opens. All the NFs that meet search criteria are displayed.

Figure 7–2   Fiscal Docs Find Window

4. Select the NF and click **OK**. The Fiscal Documents window appears. Here you can view and edit the NF details.

5. The following buttons are enabled only when the Fiscal Docs Find window is accessed through Schedule window:

    ■   RMA – Click **RMA** to add NF information to the schedule, when customer has returned the merchandise.

    ■   Add – Click **Add** to add NF details in the Fiscal Document window.

    ■   EDI – Click **EDI** to add to the schedule NF information that has come from the supplier in the window of EDI.

    Note: The EDI button is enabled only when the schedule is in status less than **Submitted for Receiving**.

    ---

6. Click **Refresh** to return to the previous window and enter the criteria again.

7. Click **Close** to exit the window.