# Checking your fiscal documents


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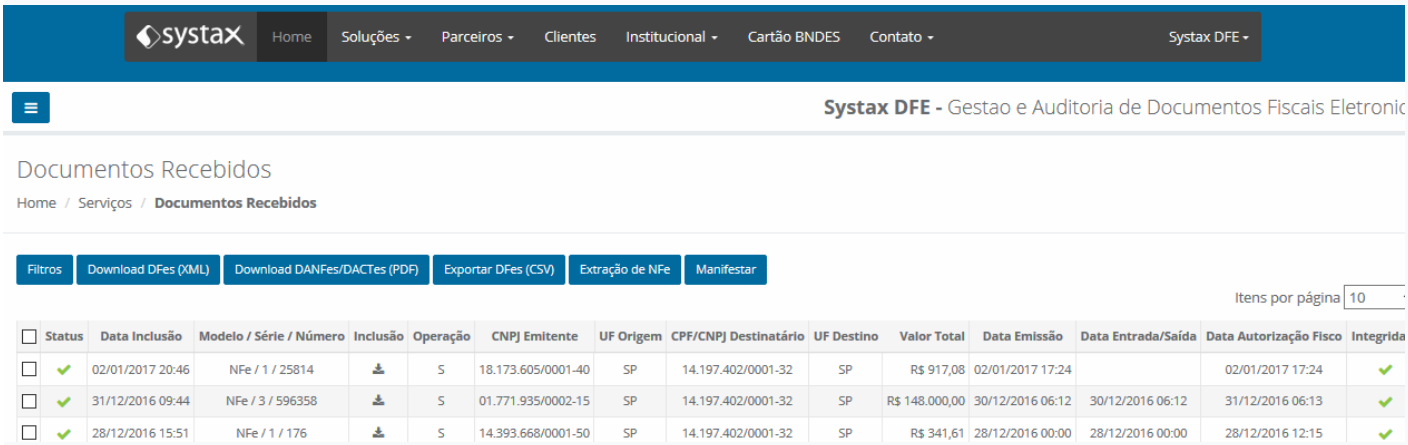
# Received Documents

This page can be found on Service menu > Received Documents. In here, you can find the charts with documents received by Systax DFE. In this space it’s possible to check out the details of each fiscal document (NF-e, CT-e or NFC-e), perform the recipient’s manifestation download files, reproduce DANFEs and DACTEs in pdf format, among other functions.




| Status | Data Inclusão | Modelo / Série / Número | Inclusão | Operação | CNPJ Emitente | UF Origem | CPF/CNPJ Destinatário | UF Destino | Valor Total | Data Emissão | Data Entrada/Saída | Data Autorização Fisco | Integrida |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ✔ | 02/01/2017 20:46 | NFe / 1 / 25814 | | S | 18.173.605/0001-40 | SP | 14.197.402/0001-32 | SP | R$ 917,08 | 02/01/2017 17:24 | | 02/01/2017 17:24 | ✔ |
| ✔ | 31/12/2016 09:44 | NFe / 3 / 596358 | | S | 01.771.935/0002-15 | SP | 14.197.402/0001-32 | SP | R$ 148.000,00 | 30/12/2016 06:12 | 30/12/2016 06:12 | 31/12/2016 06:13 | ✔ |
| ✔ | 28/12/2016 15:51 | NFe / 1 / 176 | | S | 14.393.668/0001-50 | SP | 14.197.402/0001-32 | SP | R$ 341,61 | 28/12/2016 00:00 | 28/12/2016 00:00 | 28/12/2016 12:15 | ✔ |

# Relevant information about this page’s columns

Each of these columns can be used as an attribute to filter information.

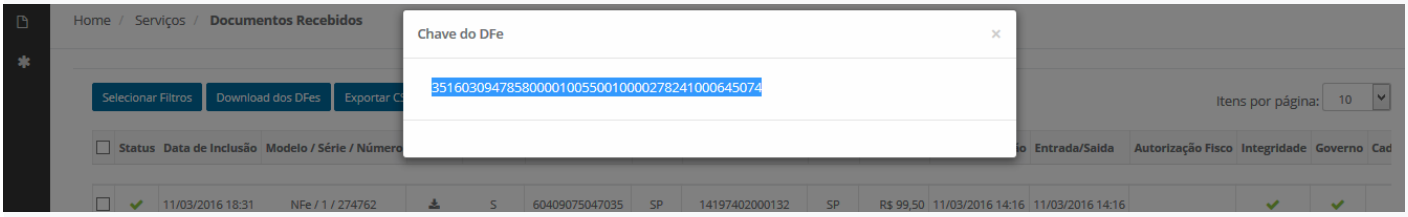
The first column works simply as a selection tool, allowing the selection of one or more rows. This row selection will serve to restrict documents that will be “Manifested”.

Warning: the selection has no effect to the “DFE Download” function, neither to the “Export CSV” function, which will always act over the total amount of documents filtered, regardless of paging (the exhibition of pages with a certain number of registries at a time).

Status – First column, summarizes the document status, which is shown in more details on the rows further to the right.

Inclusion – Date when the document on that row was uploaded into the system.

Model / Series / Number – The model, series and number of the document, defined by the issuing contributor. Hover over this column with the mouse cursor to see the document’s Electronic Key number. If you need to select the document in order to “copy” its key, try clicking over this columns content (Document number).



# Relevant information about this page’s columns

**Upload** – Icon that represents the way the document was uploaded into the system. There can be many ways, such as: reading of e-mail accounts, uploaded by user, direct download from the NF-e National Website, managed by the Brazilian Federal Revenue, download by services of the recipient’s manifestation, etc. Hover the mouse cursor over the icon to see a description.
**Transaction** – Indicates if the transaction was of entry (E for “Entrada” in Portuguese) or exit (S for “Saída” in Portuguese).

**CNPJ of the issuer** – By hovering the mouse cursor over this, it also displays the issuing company’s corporate name.
Origin – The transaction’s state of origin.

**Receiver** – CNPJ of that fiscal document’s receiver. By hovering the mouse cursor over it, the corporate name is displayed.

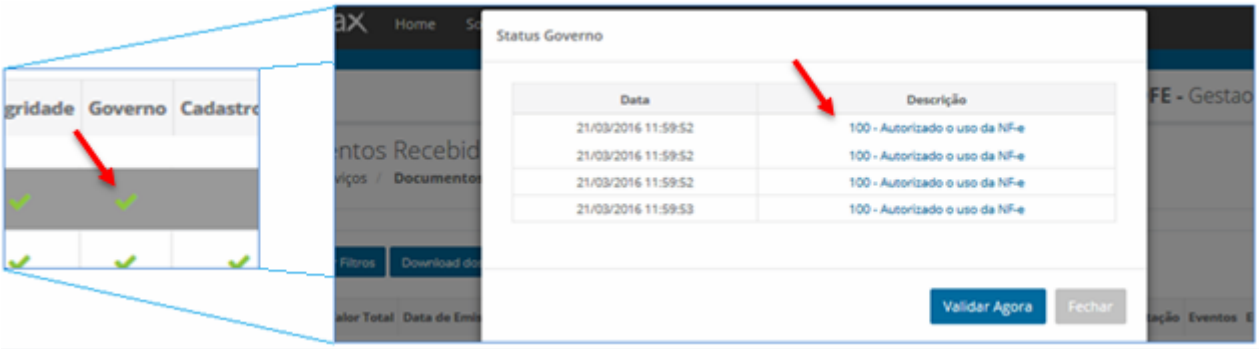
**Destination** – The transaction’s state of destination.
**Total sum** – Total sum of the fiscal document.

**Issue date** – Issue date, may also contain the exact time, depending on the document’s layout version.

**Entry/Exit** – Date or date and time of entry or exit, if stated on the XML.

**Tax Authorities Authorization** – Date and time of authorization of the document provided by tax authorities.
**Integrity** – Results of the integrity validation (checking of structure and layout, digital signature, etc.). If the indicator points to a problem, click it for more details.

**Government** – Results of the document’s status alongside the government. The system performs a gathering of checks, following the evolution of the document’s status for up to 30 days after it’s issued, being so that in the first 48 hours, this verification will happen hourly. If the indicator points to a problem or you with to know when the last check was done, click the icon to obtain more details and/or update the document’s status manually.




**RFB Registration** – Checking indicator of the supplier's CNPJ registration status in front of the Brazilian Federal Revenue. Clicking it will allow you to access the consultation receipt, which is stored in the system for the same period applied to the keeping of the fiscal document.

**UF Registration** – Checking indicator of the supplier's CNPJ and State Registration in front of SEFAZ.  Clicking it will allow you to access the consultation receipt, which is stored in the system for the same period applied to the keeping of the fiscal document. For some states, the result is a XML file, while for others it's applies the consultation to the Sintegra environment. If the UF Registration status is "Status 111 – Query with an occurrence", it means that there is a registry found. It doesn't mean there was a problem, only that it responded to the search.

**Fiscal** – Results of applicating the validation process created by Systax to identify issues of tax nature in the taxation of all items of the NF-e. This validation can be "standard" or "advanced", depending on the contract. The advanced model utilizes fiscal rules generated specifically to the user company, adapting the taxation to the products and scenarios of specific transactions. Without this specification, the standard version can result in some results with imprecisions.

**Manifestation** – This column indicates the fiscal document's status in regard to the recipient's manifestation.

**Events** – Indicates the occurrence of events linked to the fiscal documents. IF there's na event displayed, click it to access more details.

**ERP** – Indicates the integration with the client's ERP, automizing entry procedures of fiscal documents.

**EFD** – Indicates the relevant status to the EFD cross referencing for a specific document.

**EFD Contributions** – Indicates the relevant status to the EFD Contributions cross referencing for a specific document.

**Bookkeeping** – Indicator appliable to the advanced version of the system, with results from cross referencing data of electronic fiscal documents with bookkeeping files, such as EFD or EFD Contributions, inserted by upload in the system.

**Control** – Indicates the administrative control over the receiving of items from that document. It shows the status indicated by the "Ordinance" transaction, and can receive updates directly from this page, by simply clicking the content of this cell.

Some examples of possible “status” for control:

- Waiting;

- Received by Ordinance; Merchandise received;
- Not received;
- Total return;
- Partial return;
- Divergence detected after receiving;
- No physical circulation.

**Observation Control** – On transactions for the change of “Control” (see previous item), the client can always store additional information in a text space, and it will be that observation shown in this column.

**PDF** – Activate this icon so the system generates a DANFE or DACTE (for NF-e and CT-e, respectively) from the stored XML.

Warning: There is no recovery of the original DANFE or DACTE generated by the document’s issuer, but rather the generation of a new auxiliary document. The main objective of this function is to guarantee that the client is seeing a reliable auxiliary document (DANFE or DACTE), generated from the main document (the signed XML), avoiding possible harmful consequences originated from mistakes or frauds (DANFE diverging from the NF-e, for example).

**DFE** – Hyperlink for opening the original document – the XML that was digitally signed.

**Files** – This hyperlink makes it easier to download individual rows of the search, since the Download button acts over all the filtered results.

**Related** – This hyperlink will show itself if there’s any existing related document, like the CT-e, complementary receipt, return NF-e, etc. You only need to click the number/link, and the system will display the related document.

# Validation icons guide

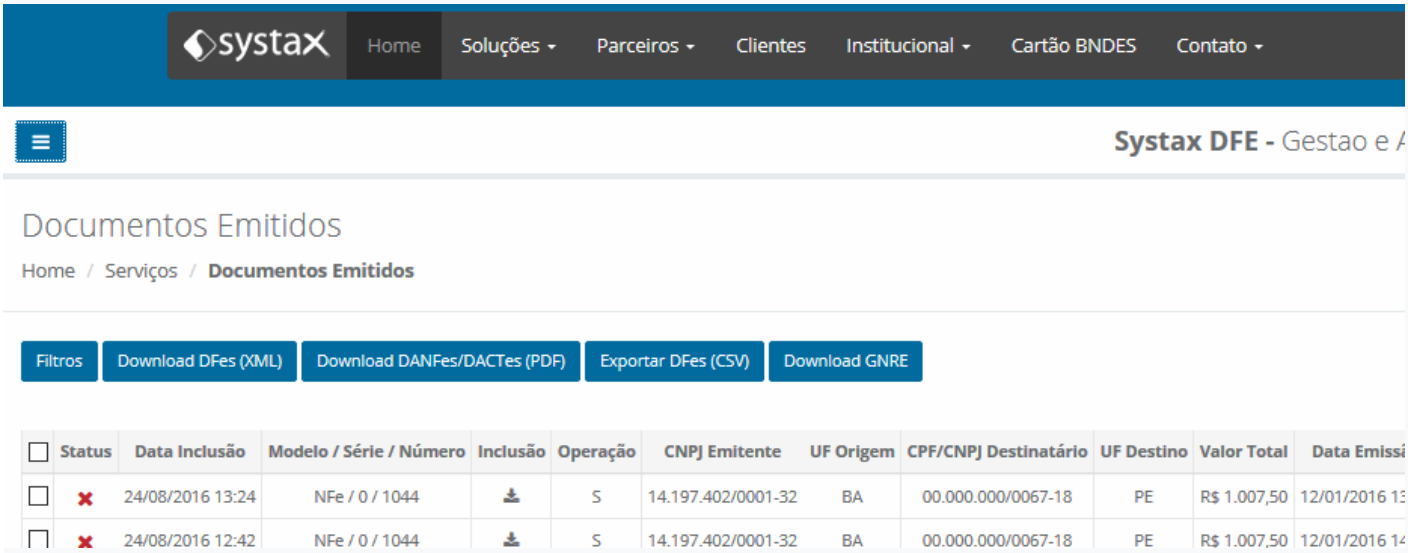
With the exception of the Integrity column, you can click on the remaining icons and the system wull show you which is the review and/or status of this indicator.

| DESCRIÇÃO GERAL DOS ÍCONES DE ESTADO E NOTIFICAÇÃO | | |
|---|---|---|
| **Integridade** | ✔ | XML com assinatura digital válida |
| | ✖ | XML com assinatura digital inválida, problemas de layout, etc. |
| | | |
| **Governo** | ✔ | 100 - Autorizado o uso da NF-e |
| | ✖ | 101 - Cancelamentos de NF-e homologado |
| | ✖ | 110 - Uso Denegado |
| | | |
| **Cadastro RFB** | ✔ | Situação cadastral ativa |
| | ✖ | Problema cadastral |
| | | |
| **Cadastro UF** | ✔ | Habilitado |
| | ✖ | Desabilitado - Inativo |
| | | |
| **Fiscal** | ✔ | Nota Fiscal sem problemas na validação tributária |
| | ✖ | Nota Fiscal com problemas na validação tributária |
| | | |
| **Manifestação** | ☐ | Novo Registro |
| | ■ | Confirmação da operação |
| | ■ | Ciência da operação |
| | ■ | Desconhecimento da operação |
| | ■ | Operação não realizada |

# Issued Documents

This page can be found on the Services menu > Issued Documents.

It checks the documents that were issued by your CNPJ and then routed for storage and validation on Systax DFE.




In this page, the columns are similar to the ones in the “Received Documents” query, the difference being in the absence of the “Manifestation” function, once that such resource is not necessary in the context of issued documents. It’s important to point out that, in the standard version of this tool, the inclusion of the exit NF-e is not automatic, so we have only 3 methods to insert those documents on Systax DFE.

- Upload: Manual insertion of the file, by accessing the option File Management >> Upload DFe.
- E-mail: It’s possible to register an e-mail account for receiving your fiscal documents, both entry and exit ones. In this case, our system does the reading and automatically inserts your documents on the tool.
- Web Service: Direct integration in your server with low effort by the IT department.

# Generating the GNRE slip

The tool allows for the generation of GNRE slips for interstate transactions with the final consumer, the requirement for that function being that the NFe contains the tags related to this specific collection filled up, and their values must be higher than 0 (zero). Whenever those requirements are fulfilled, in the GNRE column, the system will display an icon for generating the document, which won't happen if the requirements aren't met.

The system allows for the Generation of the slips in two situations, individually or in bulk, to attend two types of collecting:

A – Constitutional Ammendment nº 87/15 for non-contributing final consumers.

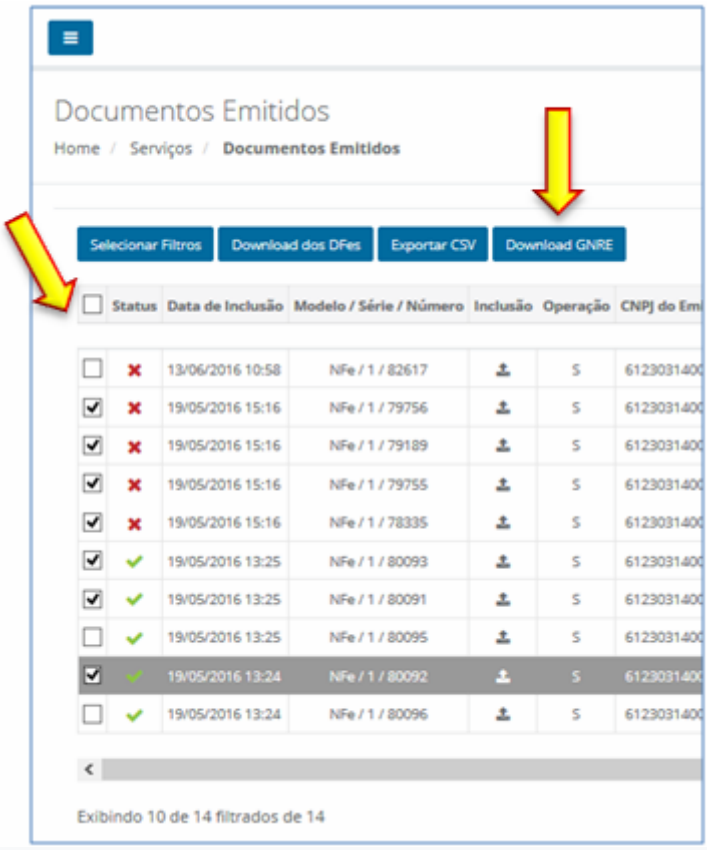
B – DIFAL ("Diferencial de Alíquota" in Portuguese – the difference between the tax percentage of the interstate transaction and the tax percentage of the internal transaction of the destination state) for the contributing final consumer.

**INDIVIDUAL**> On the issued documents page, navigate to the GNRE column and select the icon, if there is one, and a new tab contemplating the document in PDF format will be open.

**IN BULK**> Use the filters to show all the documents that are of interest to you, select two or more documents manually through the selecting column (or select all filtered documents) then click the "Download GNRE" button.

You'll receive na e-mail with the linkto perform the download in a compressed folder (.ZIP) containing all the GNRE slips generates, as well as an error report, if there are any. Utilize o filtro listar os documentos de seu interesse, selecione manualmente dois ou mais documentos, através da coluna de seleção, ou selecione todas, e em seguida clique no botão "Download GNRE".

It's important to point out that the e=mail will be forwarded to the e-mail address registered to the specific user that is accessing the system.

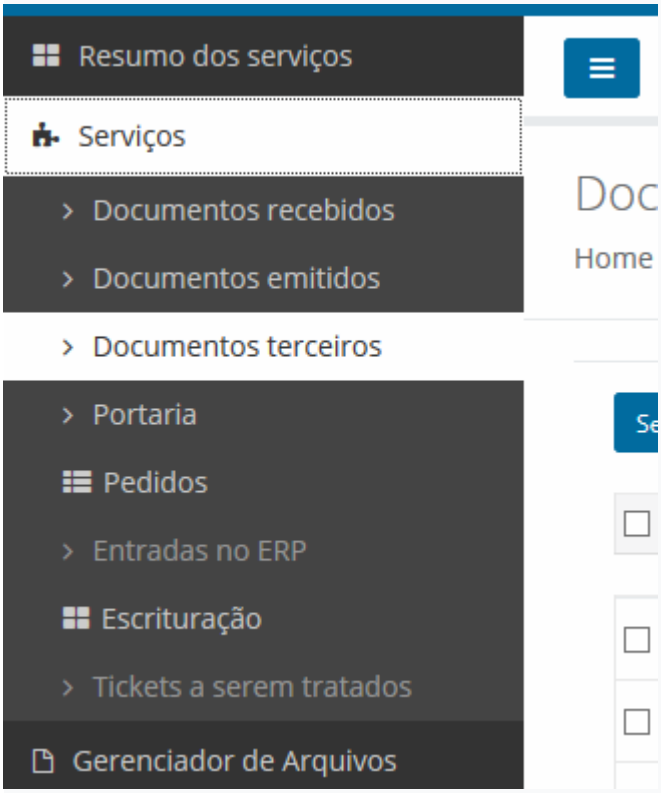



This is a function available to the advanced version of Systax DFE. Talk to you sales consultant to upgrade your package.

**Warning:** To use this function, it’s necessary to allow the use of the Web Service through the GNRE Portal. Access the automation menu, then click the “Ask for Web Service usage”.

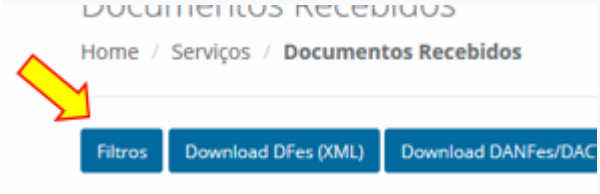
# Third-party Documents

This page can be found in the Services menu > Third-party documents.




This area allows for visualizing the documents in which your CNPJ is not treated as issuer or receiver but is still related to the fiscal document; for example, a CTe document, if you are treated as the Sender and/or Borrower of services. For this and other cases with documents in such condition, they will be available at the Third-party Documents area.

# Applying filters

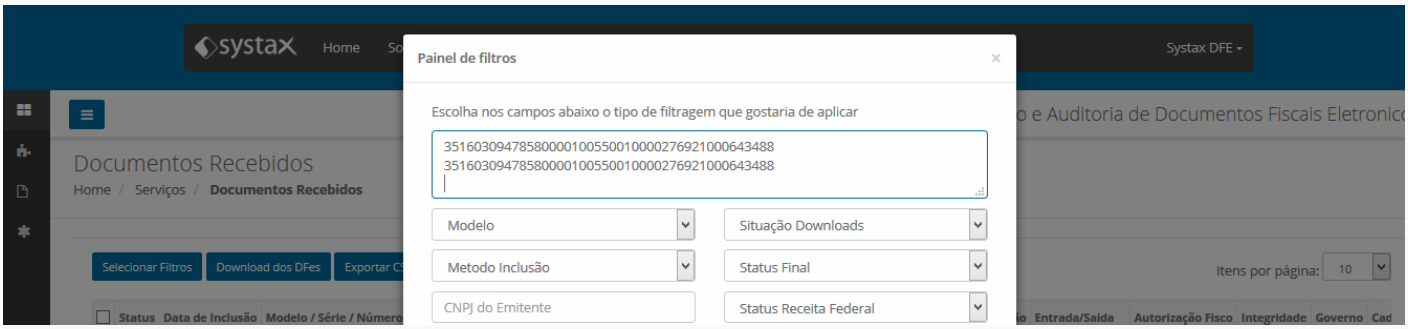



The search screen offers a group of values that can be combined freely, so that the filter requirements will be set, limiting the subgroup of documents that will be exhibited.

The “Select filter” button will also serve to indicate if any filter is being applied at the moment, with its name changing to “Applied Filters” in that case, showing the active filters by hovering the mouse cursor over it.

To remove an applied filter, simply activate the same button, then clicking “Clear” and then “Apply”.

The many fields available for filtering the information can be combined, creating more complex requirements to match. This combination works Always under the presumption of the connecting term “and”, meaning that, to be selected, the registries must fulfill to one condition AND the others.

If the objective is to filter information by access key and more than one receipt at a time, simply insert the access keys in the box on the upper side of the filter page, separating them by pressing “Enter” for each key added.

You can also copy those Keys from an Excel file. This function is limited to up to10.000 keys.