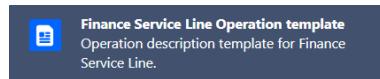


Document an operation

Document an operation

Go to the page [SBS - Finance](#), and then to the appropriate area: [Financial Accounting](#), [Management Accounting](#), [Treasury](#), or [Country Accounting & Tax | Old Cover Page](#). Click on the "Create" button on the top of the page and create a page.

Choose the template



A new page with the standard template is created




- 1) Enter the title of the operation (according to the OPD matrix for Service Unit scope)
- 2) Add the applicable [labels](#)
- 3) Insert the domain and the responsibility area (aligned with respective OPD matrix)
- 4) Identify the Scope (ww / Country)
- 5) Identify the ERP
- 6) Identify frequency of the operation
- 7) Describe any applicable references or SAP transactions (not mandatory)
- 8) Add the link to any applicable Form or Template (in [AODOCS Library](#))
- 9) Add the link to attachments (whenever applicable)
- 10) Add previous and next operation
- 11) Table of contents (automatically filed in)
- 12) Objective & scope of the operation
- 13) Main content description

Publish

Save your page by clicking on

Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

Mar 12, 2025	Actor	Type	Activity	Version
Published	LI, Qiaosi (Joice)	Edit	updated the page at 3:20 pm Other contributors: 	
	LI, Qiaosi (Joice)	State	changed state to Published at 2:27 pm	v23
Draft	LI, Qiaosi (Joice)	State	gave <i>Approvers</i> approval at 2:27 pm	
		State	changed state to Draft at 2:20 pm	v21
Oct 17, 2018				
Published	 Cátia Pinto	Edit	updated the page at 10:22 am	
	 Cátia Pinto	State	changed state to Published at 9:04 am	v20