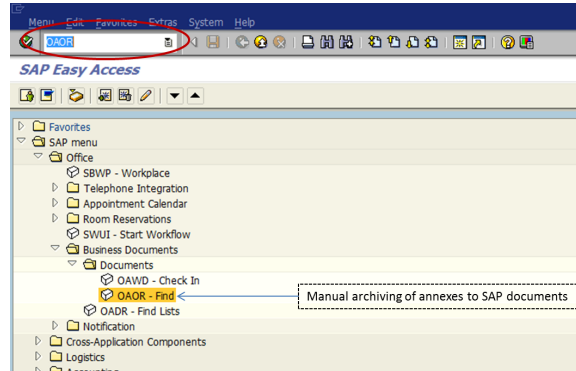


OAOR - Manual Archiving for CO documents

STEP 1

Enter the transaction **OAOR** or Option "**Find**" from the SAP menu

Press Enter

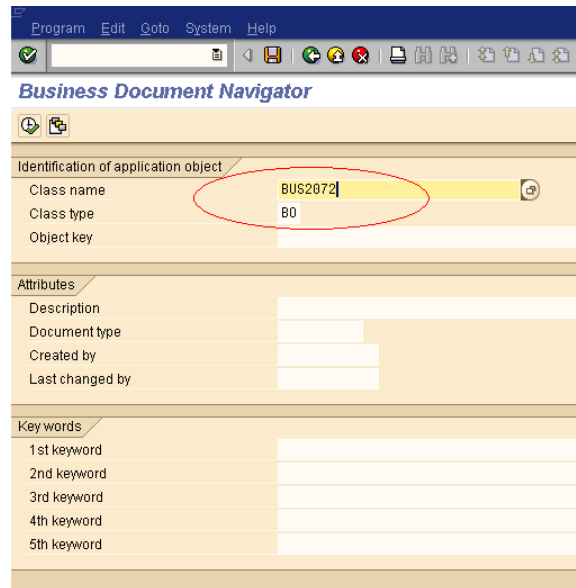


STEP 2

Fill **Class Name** and **Class Type** always with the values shown below:

- Class Name: BUS2072
- Class Type: B0

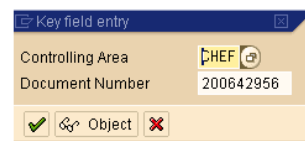
And press



STEP 3

Fill the concerned Controlling Area and Document number

Press Enter

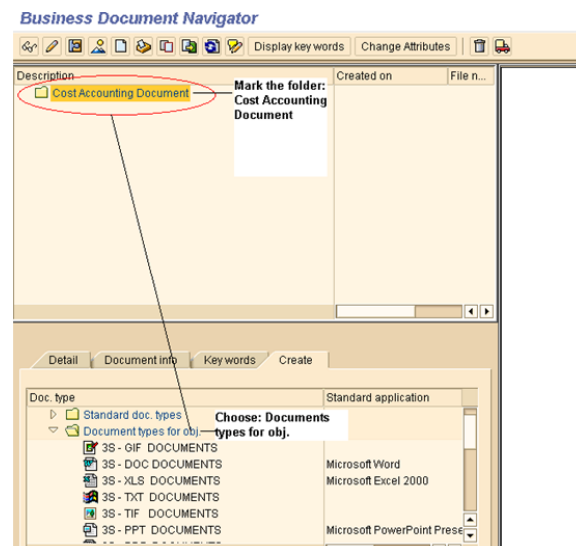


Fill the CO document Number that you want to archive

STEP 4

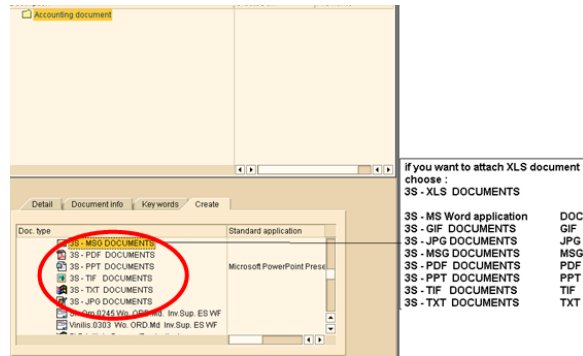
Select the folder : **Cost Accounting Document**

And after choose folder: **Document types for obj**



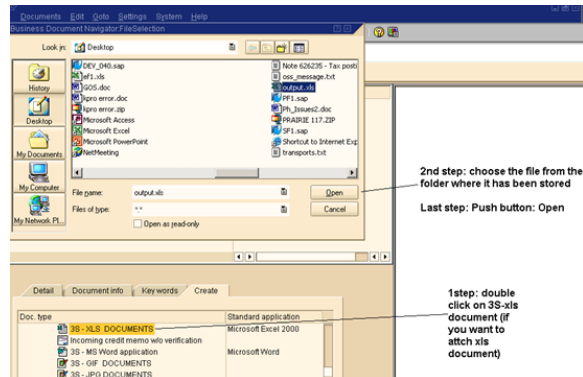
STEP 5

Choose the document type according to the extension of the file you want to attach



STEP 6

Double-click on 3S-xls documents if you want to attach xls document
and select the file that you want to attach to the posting with a double click



STEP 7

Additional attributes of the attachment :
You can fill Description and up to 5 keywords

After that, the document is stored (archived).

