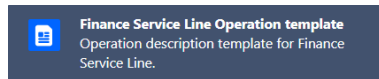


# Document an operation

## 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

Save your page by clicking on

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