**OPR for Enter Approval Codes**

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| **SUBJECT** | OPR for Enter Approval Codes |
| **RECORDER (Name Designation)** | Sajith Asanka – Accounts Executive |
| **APPROVED BY (Name Designation)** | Stanley Samidas – Senior Accountant |
| **CREATED DATE** | 03/08/2016 |
| **NO. OF PAGES INCLUDING THIS PAGE** | 01 |

1. **If it is Bill payment**

After cheque drawn, open that cheque again and enter approval codes on the memo and click the save button

**2. If it is Not Bill payment**

When update cheque details enter approval codes on the memo