**OPR for Cheques Scanning and save to Network Folder**

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| **SUBJECT** | OPR for Cheques Scanning and save to Network Folder |
| **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 |

All cheques scanning before Delivery, Rename images according to cheques numbers and save them SL Farm Folder.

(Start button/ My Computer/ SL Farm Folder/TFISL)