



ONGC Videsh Ltd.



2021

# Paperless Office- Imprest/Contingent Advance Adjustment Process – User Manual

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### Document Information

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## 1 Introduction

This document is intended to guide you step by step through the Paperless E-Office Application.

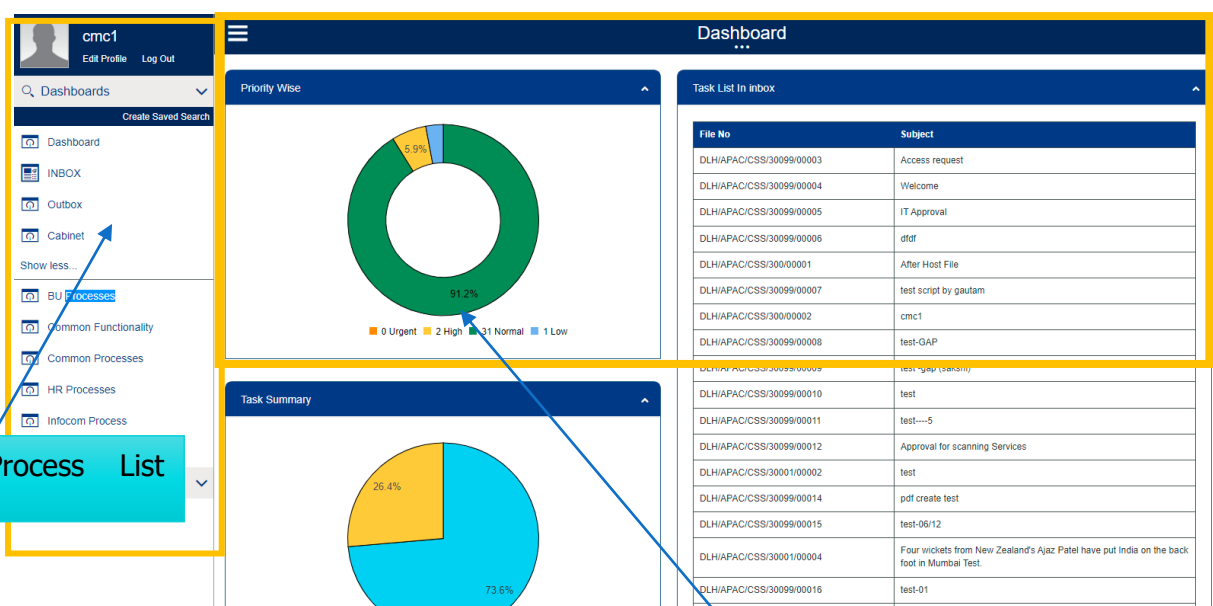
## 2 Login in the Paperless office:

- Open the Process Portal URL: <https://disha.ongcvidesh.in/ProcessPortal/login.jsp>
- Enter Your Windows username/ Password.



## 3 Login Screen Overview:

- Dashboard screen



Dashboard – It is a graphical representation of Task

- Inbox Screen

**INBOX**

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received date
DLH/APAC/CSS/30099...	GAP Manual	Generic File Initiator	Generic File Initiator		Normal	Dec 8, 2021, 12:38...
DLH/APAC/CSS/30001...	test-01	User Access Managem...	User Access Managem...		Normal	Dec 8, 2021, 12:12...
DLH/APAC/CSS/30008...	incident testing	Incident/Activity Report...	Incident/Activity Report...		Normal	Dec 8, 2021, 11:15.3...
DLH/APAC/CSS/30020...	test of reappropriation	Re-Appropriation of Bu...	Re-Appropriation of Bu...	cmc3 (900004)-Genera...	Normal	Dec 7, 2021, 9:27.5...
DLH/APAC/CSS/30020...	Test	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 8:49.2...
DLH/APAC/CSS/30020...	Test By gautam	Re-Appropriation of Bu...	Re-Appropriation of Bu...	cmc3 (900004)-Genera...	Normal	Dec 7, 2021, 7:01.3...
DLH/APAC/CSS/30008...	TEST-MANUAL	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 3:02.5...
DLH/APAC/CSS/30008...	test-manual	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 3:00.4...
DLH/APAC/CSS/30001...	testing	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 12:02...
DLH/APAC/CSS/30003...	Intrest Penalty on statu...	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 11:59.2...
DLH/APAC/CSS/30008...	test-INCIDENT	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 11:48.1...
DLH/APAC/CSS/30001...	test-123	HR Onboarding Initiator	HR Onboarding Initiator		Normal	Dec 6, 2021, 5:13.4...
DLH/CSS/HR/30002/0	Onboarding - Renu Ma...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	SHIVANGI KIRTI (\$694...	Normal	Dec 6, 2021, 4:39.5...
DLH/APAC/CSS/30099...	test-01	Generic File Initiator	Generic File Initiator		Normal	Dec 6, 2021, 2:26.0...
DLH/APAC/CSS/30001...	Four wickets from New...	User Access Managem...	User Access Managem...	cmc2 (900003)-Genera...	Normal	Dec 6, 2021, 2:20.5...
DLH/APAC/CSS/30099...	test-06/12	Generic File Initiator	Generic File Initiator		Low	Dec 6, 2021, 11:01.4...

#### 4 How to run the Common Finance Processes

- Click on Common Finance Processes.
- Common Finance Page displayed. List of Processes should be displayed. Process name with Launch button displays in table.

**Common Finance**


Process Name	Launch
Imprest/Contingent Advance payment Process	Launch
Imprest/Contingent Advance Adjustment Process	Launch
Invoice Payment Process	Launch

#### 5 Imprest/Contingent Advance Adjustment Process Launch:

- Click on Launch button.

- Meta Data, File Action Panel will open.
- Enter the entire metadata field displayed on the Create file screen. **Note: Location, Section, Sub section, Priority will show repopulated based in the User login profile. If users want to change the repopulated field, he/she can select other value form the dropdown.**
- Select Projects from the dropdown.
- In the Subject section enter the name of the file to be created.
- In the Advance File Number enter the file number of the file approved and saved in cabinet during Imprest/Contingent Advance Payment Process on which we want adjustment (Example - DLH/ECC/OMD/10002/00007).
- In the File action click Create in order to create new file. Click Exit to Exit.

- Click on Create button of File Action panel.



Meta Data

Location

Delhi

Section

EC Cell

Sub Section

Office of Managing Director

Projects

NA

Subject

ICAAIP Example

Priority

Normal

Advance File Number

Select File Number

DLH/ECC/OMD/10002/00007

File Action

Exit

Create

Click on Create button

➤ Click on Yes button.



## Confirmation

Are you sure you want to create file? File once created cannot be Discarded.

Yes

No

Click on Yes button.

- Based on metadata entered at the time of file Selected/Entered, Unique File No get Created.

Note: File No convention based on Location/Sec/Sub Sec/File tag/File No Series e.g., DLH/ECC/OMD/10006/00004

## 6 Initiator Screen

Following Screen Opens in Full View:

### 6.1 Form Information

**Meta Data** – Meta Data shows the Location, Section, Sub Section, Project, Subject, Priority.

**Adjustment Type** – There are two types of Adjustment.

1. Imprest
2. Contingent

**BDP Clause** – The Applicable BDP Clause can be entered here.

**View BDP Button**– On click of this button, the BDP Document will open at the selected BDP Clause page.

**Office Note/ Green Sheet** – User can type the contents of the note sheet for which the approval is required in the file.

**Note Sheet(s)** – It shows the complete Note of Green Sheet/Office Note .

**Enclosures** – User can add the Enclosure by clicking on Add button. Notes sheet of Imprest/Contingent Advance Payment Process upon which we want adjustment is shown here as an enclosure.

**Yellow Note** – They are similar to the yellow post-it stickers we use in physical files. They are like informal instruction provided to the next user which is not recorder in the note. Since this is a informal way of communication this can be removed by any user once he reads the instruction. This does not for part of the note. However, it is user’s purgative to remove the yellow note when he feels.

**File Workflow**– On click of this button, the workflow members of the file is shown.

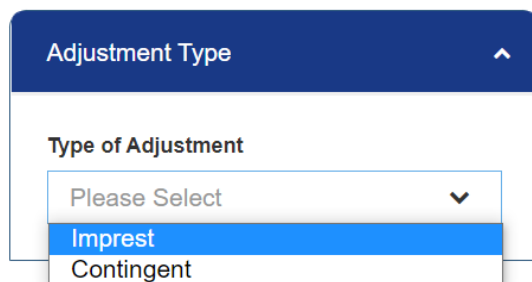
**File Action** – File Action section has three buttons:

- i. Save & close – File is saved in Inbox.
- ii. E-Sign –User can sign and forward the file.
- iii. History –User can view the history of file.

**Outbox** – Outbox will list all the task that a user has worked on and forwarded to any user from his/her inbox. User can also see the current status of the file through “History” button after opening the task in his Outbox.

## 6.2 Adjustment Type

- Select type of adjustment from drop down.



## 6.3 BDP Clause

- Enter appropriate BDP clause.

BDP Clause

BDP

Amount

Currency

D1

0.00

INR

Add

Reset

View BDP

BDP Clause	Amount	Currency
------------	--------	----------

- Click View BDP button to view BDP details.

27 of 81

Automatic Zoom

D1

Reached end of document, continued from top

D1 Sanction for recoupable imprest

i. Imprest sanction to an officer under his jurisdiction shall not exceed USD 500 or INR 35,000 in each case

ii. Total Imprest sanctioned in respect of all officers under his office and including the imprest already sanctioned shall not exceed his sanctioning powers under this section

iii. Imprest can be sanctioned in the name of any level officer. However, the expenditure should be sanctioned for recoupment by officers not below L-III/E6

Full Powers	L-I	
Up to USD 850/ INR 60,000	L-II/E7 at Headquarters	<ul style="list-style-type: none"> <li>Financial concurrence is required. However, recoupment is FCNR.</li> <li>Sanctioning authority to also sanction the annual limit up to which the imprest holder can spend the amount through imprest</li> </ul>

- Enter amount for adjustment.
- Select currency from drop down.

BDP Clause

BDP

Amount

Currency

D1

5,000.00

INR

Add

Reset

View BDP

BDP Clause	Amount	Currency
------------	--------	----------

- Click Add button.

BDP Clause

BDP

Amount

Currency

Select BDP

0.00

INR

Add


Reset

View BDP

BDP Clause	Amount	Currency
<input type="radio"/> D1	5,000.00	INR

## 6.4 Add Office Note/ Green Sheet

- Write Comments in Office note/Green Sheet.
- In this details regarding the adjustment required can be explained.



### सार्थक पत्र / Working Paper

A paragraph is a self-contained unit of discourse in writing dealing with a particular point or idea. A paragraph consists of one or more sentences. Though not required by the syntax of any language, paragraphs are usually an expected part of formal writing, used to organize longer prose.

Write Comments in Office Note/Green Sheet

## 6.5 Enclosures

- Notes sheet of Imprest/Contingent Advance Payment Process upon which we want adjustment is available as an enclosure.

### Enclosures

☐ With Annotation ☐ Without Annotation

#	Description	By	Page No.	Date	Actions
<input type="radio"/> 1	Advance NoteSheet DLH/ECC/OMD/10002/00007	Test User1		21.12.2021	

Showing entry 1 of 1 entries

Previous **1** Next

Add Delete Edit #

## 6.6 Add Enclosure

- User can view the document with or without annotation.
- User can do the annotation on the enclosure after opening the enclosure in Preview Windows.
- Select the option in Enclosure section to open the document with annotation or without annotation
- Select the document after selection view option.

- Click on Add Button of Enclosure.
- Fill all the details of box, upload document and then click on Add button. (Description is mandatory field)
- Click on Add Button.
- Also you can Delete your enclosure, on clicking of radio button of your enclosure.

## 6.7 Add Yellow Note

- Click on Add Yellow Note button of Yellow Notes.
- Fill the box of yellow note.
- Click on Add Button.

## Add Yellow Note

Yellow Note:

server. You can use Process Inspector to troubleshoot process instances that have problems.  
Procedure

Add

Exit

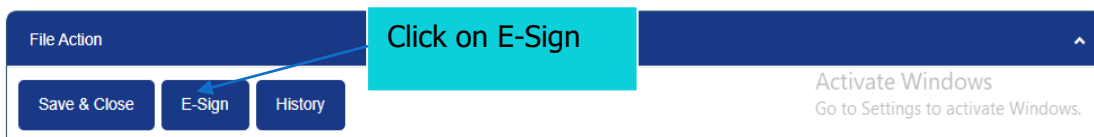
Type Yellow Note and  
click on Add button

## 7 Sending a File

### 7.1 Initiator Screen

- Click on E-sign button.

**Note: On click on save button. Noting will saved as Draft.**



- Select the user of Reviewed/Recommended By, Financial Concurred By, Selected BDP and Approved by field(Mandatory)
- Click on Add Button.

Imprest/Contingent Advance Adjustment Initiator

☐ Urgent

Click on Add button

Select Favourite

Reviewed/Recommended By :

100002-Test User2 (BD-BD)-Senior Finance & Accounts Officer

Add

Financial Concurred By :

100002-Test User2 (LAC-BD)-Country Manager-Imperial Energy

Add

Selected BDP

BDP Clause	Amount	Currency
<input checked="" type="radio"/> D1	5,000.00	INR

Approved By :

100003-Test User3 (PFIN-PFIN)-General Manager ( Production )

Add

Selected Users

Per page: 10

User Type	CPF No	Name	Section	Sub Section	Role/Designation
Showing 0 entries					

Previous Next

Forward

Exit

- All users are showing in table of selected users.
- Click on Forward button.

### Imprest/Contingent Advance Adjustment Initiator

☐ Urgent

Select Favourite

Reviewed/Recommended By :

Add

Financial Concurred By :

Add

Selected BDP

	BDP Clause	Amount	Currency
⊙	D1	5,000.00	INR

Approved By :

Add

Selected Users

Per page: 10

User Type	CPF No	Name	Section	Sub Section	Role/Designation	
Reviewed/Recommended By	100002	Test User2	BD	BD	Senior Finance & Accounts Officer	✖
Financial Concurred By	100002	Test User2	LAC	BD	Country Manager-Imperial Energy	✖
Approver as per BDP-D1	100003	Test User3	PFIN	PFIN	General Manager ( Production )	✖

Showing 1 to 3 of 3 entries

Previous
1
Next

Forward

Exit

Click on Forward button.

- Now task go to the Reviewer/Recommender.
- Login to Reviewer/Recommender user.





## 7.2 Reviewer/Recommender Screen

- Task shown in Inbox.
- Now open the task.

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received
DLH/ECC/OMD/1...	ICAAIP Example	Imprest/Continge...	Imprest/Continge...	Test User1 (1000...		Dec 21, 2...
DLH/ECC/OMD/1...	Test	Imprest/Continge...	Imprest/Continge...	Test User1 (1000...		Dec 21, 20...
DLH/BD/BD/1050...	test by sumit	Interest/Penalty ...	Interest/Penalty ...			Dec 21, 20...
DLH/BD/BD/1059...	Generic test 01	Generic File Initia...	Generic File Initia...	Test User1 (1000...		Dec 20, 20...
AMS/PFIN/PFIN/...	tttt	C		ser3 (1000...		Dec 20, 20...
DLH/BD/BD/1050...	Test User5	C		ser1 (1000...		Dec 20, 20...

- Write Comments in Office note/Green Sheet .

**सार्थक पत्र / Working Paper**

A paragraph is a self-contained unit of discourse in writing dealing with a particular point or idea. A paragraph consists of one or more sentences. Though not required by the syntax of any language, paragraphs are usually an expected part of formal writing, used to organize longer prose.

- All the sign of users shown in Office Note.

**Imprest/Contingent Advance Adjustment File Reviewer / Recommender**

File No: DLH/ECC/OMD/10006/00004    Creation Date: 21-12-2021    Priority: Normal    Age Of File (in Days): 0    Year: 2021-22

Subject: ICAAP Example    Location: Delhi

**Meta Data**

BDP Clause	Amount	Currency
D1	5,000.00	INR

**Office Note / Green Sheet**

**सार्थक पत्र / Working Paper**

Imprest/Contingent Advance Adjustment Advance Process

Type of Advance: Imprest

The advance payment made earlier was more than actual expenses. You are requested to make adjustment and deduct the amount mentioned in this file.

Submitted for Approval under BDP Clause D1 for INR 5,000.00

Forwarded & Electronically Signed By :  
Test User1 (100001)-Director (Finance)  
On : 21.12.2021 12:52:52 PM

- Click on E-sign button.

File Action

Save & Close E-Sign History

Click on E-Sign

- When you select Return to Initiator, task goes to the initiator, for doing next action.
- When you select Forward for Review, task go to the selected user.
- Select Review/Recommended on Select Action.
- Click on Forward button.

Action With eSign

Select Action

☒ Review / Recommend ☐ Return to Initiator ☐ Forward For Review

Forward Exit

Select Action and Click on Forward Button

- Task goes to the Financial Concurrer.
- Login with Financial Concurrer User.



## 7.3 Financial Concurrer Screen

- Open the task from Inbox.

The screenshot shows the 'INBOX' interface for 'Test User2'. A table lists tasks with columns: File Name, File Subject, Stage, Task Name, Task From, Priority, and Task received. The first task, 'DLH/ECC/OMD/10... ICAAP Example', is highlighted with a yellow box. A blue arrow points from a text box 'Task is visible in Inbox' to this task.

- All the sign of users shown in Office Note/Green Sheet.

The screenshot displays the 'Imprest/Contingent Advance Adjustment File Financial Concur' screen. On the left, the 'Meta Data' section shows 'BDP Clause' with a table containing 'D1', '5,000.00', and 'INR'. The main area is the 'Office Note / Green Sheet', which contains a green box with the title 'Imprest/Contingent Advance Process' and text describing the advance payment process, including submission for approval and electronic signatures.

- Click on E-sign button.

The screenshot shows the 'File Action' section with three buttons: 'Save & Close', 'E-Sign', and 'History'. A blue arrow points from a text box 'Click on E-sign Button' to the 'E-Sign' button.

- Select Financial Concur on Select Action.
- Click on Forward button.

## Imprest/Contingent Advance Adjustment File Financial Concur

otation ☐ Without Annotation

**Action With eSign**
Page No.

**Select Action**

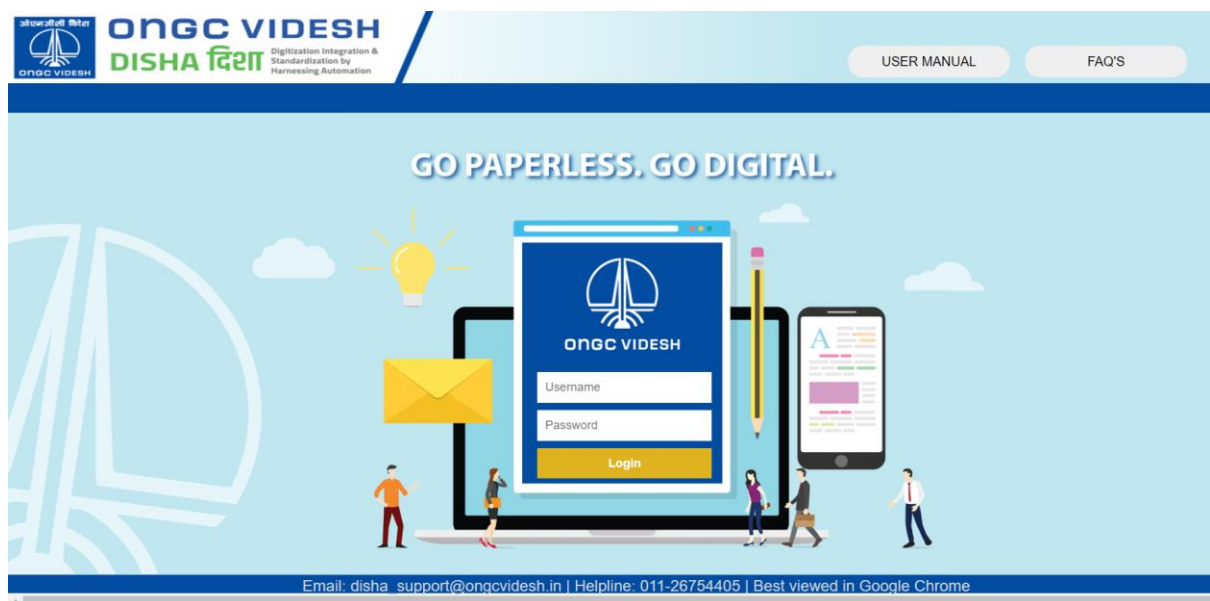
☒ Financial Concur   
 ☐ Return to Initiator   
 ☐ Forward For Review

Forward

Exit

Click on Forward button

- Task goes to the Approver.
- Login with Approver User.



#### 7.4 Approver Screen.

- Open the task from Inbox.

**Test User3**  
Edit Profile Log Out

**INBOX**

Enter search text...

File Name	File Subject	Stage	Task Name	Task From	Priority	Task r
DLH/ECC/OMD/1...	ICAAIP Example	Imprest/Continge...	Imprest/Continge...	Test User2 (1000...		Dec
DLH/ECC/OMD/1...	test-script	Approver Part File	Approver Part File	Test User1 (1000...		Dec
DLH/BD/BD/105/...	test----	Cash and Bank R...	Cash and Bank R...	Test User2 (1000...		Dec
DLH/BD/BD/105/...	test	Cash and Bank R...	Cash and Bank R...			Dec
DLH/BD/BD/105/...	test-note4	Cash and Bank R...	Cash and Bank R...			Dec
DLH/BD/BD/105/...	cas	h and Bank R...				Dec

**Task is visible in Inbox**

- All the sign of users shown in Office Note/Green Sheet.

**Imprest/Contingent Advance Adjustment File Approver**

File No: DLH/ECC/OMD/10006/00004 | Creation Date: 21-12-2021 | Priority: Normal | Age Of File (in Days): 0 | Year: 2021-22

Subject: ICAAIP Example | Location: Delhi

**Meta Data**

BDP Clause	Amount	Currency
<input type="radio"/> D1	5,000.00	INR

**Office Note / Green Sheet**

Type of Advance: Imprest

The advance payment made earlier was more than actual expenses. You are requested to make adjustment and deduct the amount mentioned in this file.

Submitted for Approval under BDP Clause D1 for INR 5,000.00

**Forwarded & Electronically Signed By :**  
Test User1 (100001)-Director (Finance)  
On : 21.12.2021 12:52:52 PM

Revised ok

**Forwarded & Electronically Signed By :**  
Test User2 (100002)-Senior Finance & Accounts Officer  
On : 21.12.2021 12:59:13 PM

Financial concur ok

**Concurred & Electronically Signed By :**  
Test User2 (100002)-Country Manager-Imperial Energy  
On : 21.12.2021 01:04:49 PM

- Click on E-sign button.

**File Action**

Save & Close E-Sign History

**Click on E-sign button**

- Select Approve as per BDP on Select Action.

## Imprest/Contingent Advance Adjustment File Approver

### Action With eSign

#### Select Action

☒ Approve As Per BDP - D1 ☐ Return to Initiator ☐ Forward For Review

#### Select Pre-Audit User

100002-Test User2 (BD-BD)-Senior Finance & Accounts Off

Forward

Exit

- Select Pre-Audit user.
- Click on Forward button.

### Action With eSign

☐ Urgent

#### Select Action

☒ Approve & Send To Initiator ☐ Approve & Send To Other User

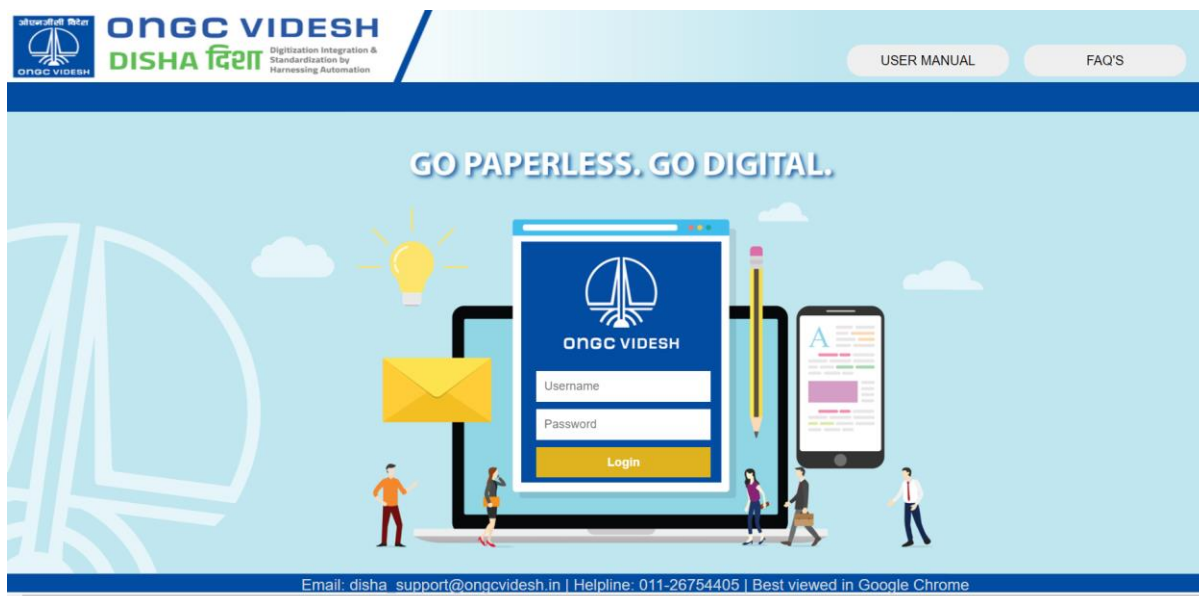
Back

Forward

Exit

Click on Forward button

- Task goes to the Initiator.
- Login with Initiator User.



## 7.5 Pre Audit Screen

- Open the Task from Inbox.

The screenshot shows the "INBOX" interface. A yellow box highlights the search bar and the first task in the list. A blue arrow points from the text "Task is Visible in Inbox" to the first task row.

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received ...
DLH/ECC/OMD/10...	ICAAIP Example	Imprest/Contingent...	Imprest/Contingent...	Test User3 (10000...		Dec 21, 2021, 1:...
DLH/BD/BD/10503...	test by sumit	Interest/Penalty on...	Interest/Penalty on...	Test User1 (10000...		Dec 21, 2021, 1:...
DLH/BD/BD/10599...	Generic test 01	Generic File Initiator	Generic File Initiator	Test User1 (10000...		Dec 20, 2021, 7:...
AMS/PPIN/PPIN/2...	tttt			000...		Dec 20, 2021, 5:...
DLH/BD/BD/10507...	Test User5			000...		Dec 20, 2021, 3:...
DLH/ECC/OMD/10...	Test BDP			000...		Dec 20, 2021, 3:...
DLH/BD/BD/10518...	Part file sign btn te...	Part File Initiator	Part File Initiator	Test User1 (10000...		Dec 20, 2021, 1:...

- All the sign of users shown in Office Note/Green Sheet.

The screenshot displays the "Office Note / Green Sheet" section. It shows a table of electronic signatures and approvals. The table includes columns for "Forwarded & Electronically Signed By:", "On:", "Revised ok", "Financial concur ok", "Concurred & Electronically Signed By:", "On:", "Approve ok", and "Approved under BDP Clause".

BDP Clause	Amount	Currency
D1	5,000.00	INR

The "Office Note / Green Sheet" section contains the following text:

**Forwarded & Electronically Signed By:**  
Test User1 (100001)-Director (Finance)  
On : 21.12.2021 12:52:52 PM

Revised ok

**Forwarded & Electronically Signed By:**  
Test User2 (100002)-Senior Finance & Accounts Officer  
On : 21.12.2021 12:59:13 PM

Financial concur ok

**Concurred & Electronically Signed By:**  
Test User2 (100002)-Country Manager-Imperial Energy  
On : 21.12.2021 01:04:49 PM

Approve ok

Approved under BDP Clause D1 for INR 5000

**Approved & Electronically Signed By:**  
Test User3 (100003)-General Manager ( Production )  
On : 21.12.2021 01:11:16 PM

- Click on E-sign.

File Action

Save & Close
E-Sign
History

- Select Action using radio buttons.
- Select forward to Cash & Bank.
- Select appropriate user.

Imprest/Contingent Advance Adjustment File Pre Audit Section

Action With eSign

Select Action

☒ Forward to Cash & Bank
☐ Forward For Review

Select User

100001-Test User1 (ECC-OMD)-Director (Finance)

Forward

Exit

## 7.6 Cash and Bank Section Screen

- Open the Task from Inbox.

Test User1
Edit Profile
Log Out

INBOX

Enter search text...

File Name	File Subject	Stage	Task Name	Task From	Priority	Task receive
DLH/ECC/OMD/1...	ICAAIP Example	Imprest/Continge...	Imprest/Continge...	Test User2 (1000...		Dec 21, 20...
DLH/ECC/OMD/1...	Copy test suresh 01	Generic Committ...	Generic Committ...			Dec 21, 20...
DLH/ECC/OMD/1...	Test	Generic Committ...	Generic Committ...	Test User2 (1000...		Dec 21, 20...
DLH/ECC/OMD/1...	Test					Dec 21, 20...
DLH/PFIN/PFIN/...	Penalty			/IK SURES...		Dec 21, 20...

Task is Visible in Inbox



- All the sign of users shown in Office Note/Green Sheet.

- Click on E-sign.

- Select Action using radio buttons.
- Select Completed.
- Click Forward Button.

## 7.7 Initiator Screen.

- Open the Task from Inbox.

The screenshot shows the 'INBOX' interface for 'Test User1'. A table lists tasks with columns: File Name, File Subject, Stage, Task Name, Task From, Priority, and Task receive. The first task is highlighted with a yellow box, and a blue arrow points to it with a callout box saying 'Task is Visible in Inbox'.

File Name	File Subject	Stage	Task Name	Task From	Priority	Task receive
DLH/ECC/OMD/1...	ICAAIP Example	Imprest/Continge...	Imprest/Continge...	Test User1 (1000...		Dec 21, 20...
DLH/ECC/OMD/1...	Copy test suresh 01	Generic Committ...	Generic Committ...			Dec 21, 20...
DLH/ECC/OMD/1...	Test	Generic Committ...	Generic Committ...	Test User2 (1000...		Dec 21, 20...
DLH/ECC/OMD/1...	Test					Dec 21, 20...
DLH/PFIN/PFIN/...	Penalty			'IK SURES...		Dec 21, 20...
DLH/ECC/OMD/1...	test					Dec 21, 20...
DLH/ECC/OMD/1...	Create by Diksha	Investment Appro...	Investment Appro...	Test User4 (1000...		Dec 21, 20...

- All the sign of users shown in Office Note/Green Sheet.

The screenshot shows the 'Imprest/Contingent Advance Adjustment Initiator' screen. It displays file details (File No, Creation Date, Priority, Age Of File, Year, Location) and a 'Subject' field. Below this, there's a 'Meta Data' section with a 'BDP Clause' table. The main section is 'Office Note / Green Sheet', which contains a timeline of electronic signatures and approvals.

BDP Clause	Amount	Currency
D1	5,000.00	INR

**Office Note / Green Sheet**

**Concurred & Electronically Signed By :**  
 Test User2 (100002)-Country Manager-Imperial Energy  
 On : 21.12.2021 01:04:49 PM

Approve ok

Approved under BDP Clause D1 for INR 5000

**Approved & Electronically Signed By :**  
 Test User3 (100003)-General Manager ( Production )  
 On : 21.12.2021 01:11:16 PM

Pre Audit ok

**Forwarded & Electronically Signed By :**  
 Test User2 (100002)-Senior Finance & Accounts Officer  
 On : 21.12.2021 02:00:30 PM

Cash and Bank ok

**Forwarded & Electronically Signed By :**  
 Test User1 (100001)-Director (Finance)  
 On : 21.12.2021 02:12:10 PM

- Click on Send to Cabinet Button.

The screenshot shows the 'File Action' dialog box with three buttons: 'Save & Close', 'Send To Cabinet', and 'History'.

Click on Send to Cabinet button

- Send File to Cabinet box.
- Click on Yes button.

## Send File to Cabinet

Are you sure want to send this file to cabinet ?

Yes

No

Click on Forward button

- Task goes to the Cabinet of Initiator.

### 7.8 Cabinet Screen

- Click on Cabinet button on the Process list Panel.
- Select your File in Table.
- Click on Open button.

Click on Cabinet button on the process list panel

Click on Open button.

File No	Subject	File Type	Year	Created By	Created On	Updated On
DLH/ECC/OMD/10006/00004	ICAAIP Example	Imprest Adjustmen t	2021-22	Test User1 (100001)	21.12.2021	21.12.2021
DLH/ECC/OMD/10024/00024	Test by Diksha 21/12	CAG Audit	2021-22	Test User1 (100001)	21.12.2021	21.12.2021
DLH/ECC/OMD/10025/00008	Test 21/12 - 2	TreasuryInvestme nt	2021-22	Test User1 (100001)	21.12.2021	21.12.2021
DLH/ECC/OMD/10025/00006	Test	TreasuryInvestme nt	2021-22	Test User1 (100001)	21.12.2021	21.12.2021
DLH/ECC/OMD/10018/00010	Create by Diksha 21/12	Part File	2021-22	Test User1 (100001)	21.12.2021	21.12.2021
DLH/ECC/OMD/10025/00005	Test 21/12	TreasuryInvestme nt	2021-22	Test User1 (100001)	21.12.2021	21.12.2021
DLH/ECC/OMD/10024/00023	Test	CAG	2021-22	Test User1 (100001)	21.12.2021	21.12.2021
DLH/ECC/OMD/10002/00007	ICAPAY EXAMPLE	Imprest Advance	2021-22	Test User1 (100001)	21.12.2021	21.12.2021
DLH/ECC/OMD/10008/00003	Generic BD Example	GenericBDApprov al	2021-22	Test User1 (100001)	20.12.2021	20.12.2021
DLH/ECC/OMD/10002/00006	ICapay201	Imprest Advance	2021-22	Test User1 (100001)	20.12.2021	20.12.2021

- Now you can see all the data of user.

The screenshot displays a user profile interface. On the left is a sidebar with a tree view of system components. The main area features a 'User Profile' card with a green header and a table of user data. The table has columns for 'User ID', 'Name', 'Email', 'Phone', and 'Date'. The data row shows 'User ID: 1', 'Name: Test User1', 'Email: testuser1@ongcvidesh.com', 'Phone: 9876543210', and 'Date: 21.12.2021'.

### 7.8.1 Notes Sheet(s)

- In this section click on actions icon to open Notes sheet(s).

Note Sheet(s)				
Subject	By	Status	Date	Actions
Note Sheet 1	Test User1	Signed	21.12.2021	
Showing entry 1 of 1 entries				<div> Previous 1 Next </div>

View Notes Sheet(s)

- Notes Sheet(s) will open.

## Note Sheet 1

**Advance NoteSheet**

**File No:** DLH/ECC/OMD/1000000004

**Subject:** CCARD/Computer Imprest/Contingent Adjustment Advance Process

**Type of Advance:** Imprest

The advance payment made earlier was more than actual expenses. You are requested to make adjustment and deduct the amount mentioned in this file.

Submitted for Approval under BOP Clause D1 for INR 0.000.00

**Forwarded Electronically Signed By:**  
 Test User1 (100001)-Director (Finance)  
 On: 21-12-2021 12:52:52 PM

Reviewed ok

**Forwarded Electronically Signed By:**  
 Test User2 (100002)-Senior Finance Accounts Officer  
 On: 21-12-2021 12:58:13 PM

Financial Control ok

**Consumed Electronically Signed By:**  
 Test User2 (100002)-Country Manager-Imported Energy  
 On: 21-12-2021 01:04:48 PM

Approved under BOP Clause D1 for INR 0.000

## 7.8.2 Enclosures

- Enclosures can be viewed and downloaded from Action section.

Enclosures					
#	Description	By	P. No	Date	Action
1	Advance NoteSheet DLH/ECC/OMD/10002/00007	Test User1		21-12-2021	
Showing entry 1 of 1 entries					Previous 1 Next

## 7.8.3 File Workflow

- Select File Workflow using radio selection button.

File Workflow				
	Workflow	Created By	Created On	Updated On
<input type="radio"/>	File Workflow 1	Test User1 (100001)-Director (Finance)	21.12.2021	21.12.2021
Showing entry 1 of 1 entries				Previous 1 Next

- Workflow Members will be shown.

Workflow Members	
Member Type	Member Name
Reviewer / Recommender	Test User2 (100002)-Senior Finance & Accounts Officer
Agree / Concurrer	Test User3 (100003)-General Manager ( Production )
Approver	Test User4 (100004)-Company Secretary

Exit

#### 7.8.4 File Action

- File Action contains Exit, History and Send for Review options.

File Action

Exit

History

Send For Review

- Exit is used to exit the opened file.
- History shows the Movement History of the file.
- Send for Review sends file for review.

## Movement History

**File No :**  
DLH/ECC/OMD/10006/00004

**Subject :**  
ICAAIP Example

				Per page:	10
Date	Stage	From	To		
21.12.2021 12:58:39 PM	Advance Adjustment Process Initiator	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Senior Finance & Accounts Officer		
21.12.2021 01:05:01 PM	Review / Recommended	Test User2 (100002)-Senior Finance & Accounts Officer	Test User2 (100002)-Country Manager-Imperial Energy		
21.12.2021 01:10:37 PM	Agree / Concur	Test User2 (100002)-Country Manager-Imperial Energy	Test User3 (100003)-General Manager ( Production )		
21.12.2021 01:17:03 PM	Approve As Per BDP - D1	Test User3 (100003)-General Manager ( Production )	Test User2 (100002)-Senior Finance & Accounts Officer		
21.12.2021 02:06:18 PM	Pre Audit Section	Test User2 (100002)-Senior Finance & Accounts Officer	Test User1 (100001)-Director (Finance)		
21.12.2021 02:17:58 PM	Cash & Bank	Test User1 (100001)-Director (Finance)	Test User1 (100001)-Director (Finance)		
21.12.2021 02:24:21 PM	Advance Adjustment Process Initiator	Test User1 (100001)-Director (Finance)	To Cabinet		
Showing 1 to 7 of 7 entries				Previous	1 Next

Close

- Send for Review will send the file for review.
- In order to send the file for review we need to select users and click Forward button.

## Forward File For Review

Select Users :

100004-Test User4 (RUS-CFIN)-Company Secretary

Forward

Exit

Click on Forward button

## 7.9 Outbox Screen

- Click on Outbox button on the Process list Panel.
- Select your File in Table.
- Click on Open button.

The screenshot shows the 'Outbox' screen for 'Test User1'. On the left is a sidebar with various process categories like GET SAP, GET SAP HTTP, HR Processes, etc. The main area displays a table of files with columns for file ID, description, status, priority, and date. The table contains 10 entries. Below the table, there is a pagination bar showing 'Showing 1 to 10 of 98 entries' and buttons for 'Previous', '1', '3', '5', '7', '10', and 'Next'. At the bottom left of the table, there is an 'Open' button, which is highlighted with a red arrow and the text 'Click on Open button'.

File ID	Description	Status	Priority	Date
DLH/CSS/SAP/31006/0002	adjustment of Imprest	Imprest Adjustment	High	21-12-2021 02:49 PM
DLH/ECC/OMD/10007/0004	test-CIA	Changelin Assignment	Normal	21-12-2021 02:42 PM
DLH/ECC/OMD/10026/0009	Copy test suresh 01	Generic Committee	Medium	21-12-2021 02:42 PM
DLH/ECC/OMD/10025/0008	Test 21/12 - 2	Treasury Investment	Medium	21-12-2021 02:39 PM
DLH/ECC/OMD/10006/0004	ICAAIP Example	Imprest Adjustment	Normal	21-12-2021 02:24 PM
DLH/ECC/OMD/10026/0012	Test By gautam	Generic Committee	High	21-12-2021 02:23 PM
DLH/ECC/OMD/10026/0002	Committee Approval test	Generic Committee	Medium	21-12-2021 02:18 PM
DLH/ECC/OMD/10024/0024	Test by Diksha 21/12	CAG Audit	High	21-12-2021 01:45 PM
DLH/ECC/OMD/10024/0001	Test by Diksha 21/12	CAG Audit	Initiator	21-12-2021 01:31 PM
DLH/ECC/OMD/10026/0001	Test	Generic Committee	Medium	21-12-2021 01:01 PM

- This is user Outbox screen.

The screenshot shows a detailed view of a file in the 'Outbox' screen. The file is titled 'DLH/CSS/SAP/31006/0002' and is described as 'adjustment of Imprest'. The status is 'Imprest Adjustment', priority is 'High', and the date is '21-12-2021 02:49 PM'. The file is currently in the 'Open' state. Below the file details, there is a 'History' section with a table showing the file's history. The 'History' button is highlighted with a red arrow and the text 'Click on History button'.

File ID	Description	Status	Priority	Date
DLH/CSS/SAP/31006/0002	adjustment of Imprest	Imprest Adjustment	High	21-12-2021 02:49 PM

- Click on History button.



File Action ^

Exit

History

- Movement History box can be open to show all the details of user.
- If you want to close, then click on close button.

## Movement History

**File No :**  
DLH/ECC/OMD/10006/00004

**Subject :**  
ICAAIP Example

				Per page:	10
Date	Stage	From	To		
21.12.2021 12:58:39 P M	Advance Adjustment Process Initiator	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Senior Finance & Accounts Officer		
21.12.2021 01:05:01 P M	Review / Recommend	Test User2 (100002)-Senior Finance & Accounts Officer	Test User2 (100002)-Country Manager-Imperial Energy		
21.12.2021 01:10:37 P M	Agree / Concur	Test User2 (100002)-Country Manager-Imperial Energy	Test User3 (100003)-General Manager ( Production )		
21.12.2021 01:17:03 P M	Approve As Per BDP - D1	Test User3 (100003)-General Manager ( Production )	Test User2 (100002)-Senior Finance & Accounts Officer		
21.12.2021 02:06:18 P M	Pre Audit Section	Test User2 (100002)-Senior Finance & Accounts Officer	Test User1 (100001)-Director (Finance)		
21.12.2021 02:17:58 P M	Cash & Bank	Test User1 (100001)-Director (Finance)	Test User1 (100001)-Director (Finance)		
21.12.2021 02:24:21 P M	Advance Adjustment Process Initiator	Test User1 (100001)-Director (Finance)	To Cabinet		
Showing 1 to 7 of 7 entries				Previous	1 Next

Close

-----End of Document-----