Paperless Office- Cash Call Process – User Manual

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Document Control

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Table of Contents

1 Introduction

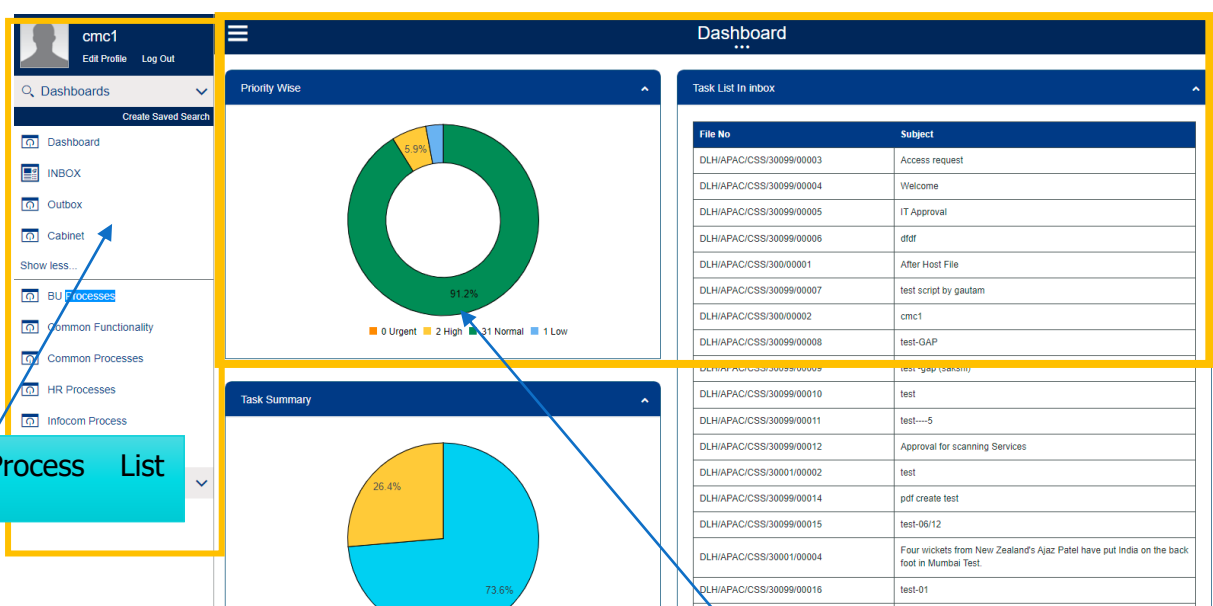This document is intended to guide you step by step through the Paperless E-Office Application.

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

View Process List Panel

Dashboard – It is a graphical representation of Task

- Inbox Screen

4 How to run the BU Processes

➢ Click on BU Processes.
➢ BU Page displayed. List of Processes should be displayed. Process name with Launch button displays in table.

5   Cash Call Process Launch:

➢ Click on Launch button.
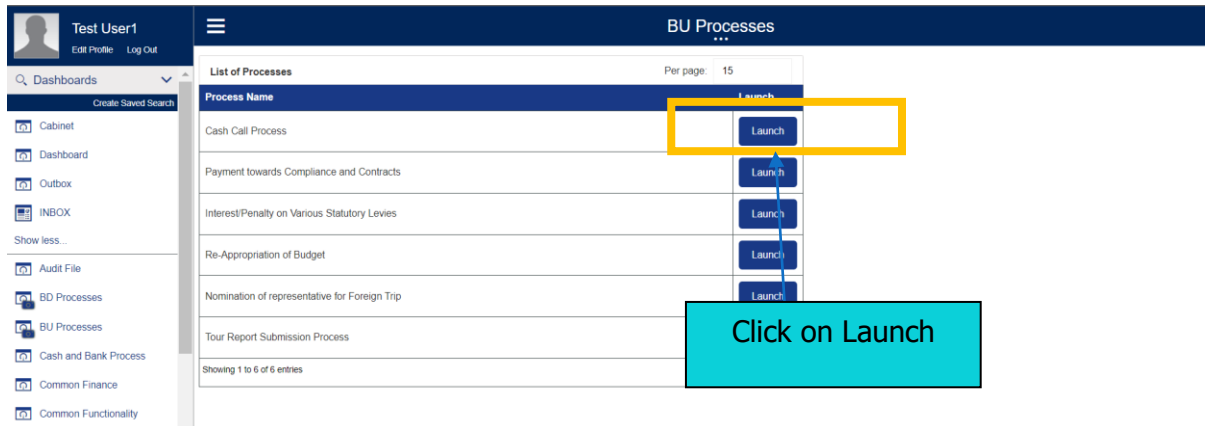
➢ Meta Data, File Action Panel will open.
➢ Enter the entire metadata field displayed on the Create file screen. **Note: Location, Section, Sub section, Priority will show repopulated based in the User login profile. If users want to change the repopulated field, he/she can select other value form the dropdown.**
➢ Select Projects from the dropdown.
➢ In the Subject section enter the name of the file to be created.
➢ In the File action click Create in order to create new file. Click Exit to Exit.
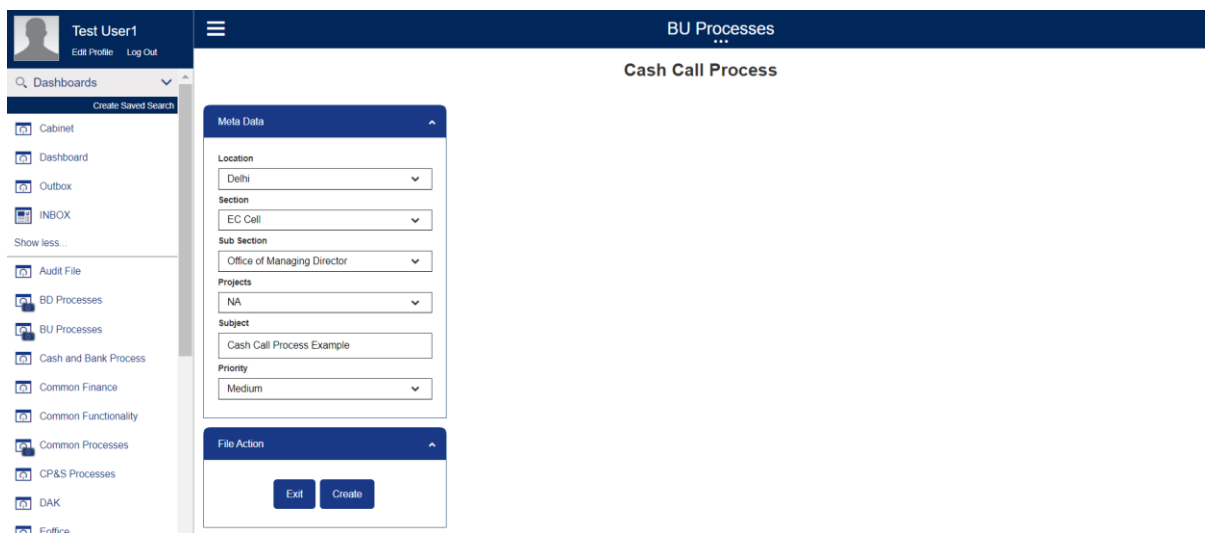
➢ Click on Create button of File Action panel.

Meta Data ⌃

Location
Delhi ⌄

Section
EC Cell ⌄

Sub Section
Office of Managing Director ⌄

Projects
NA ⌄

Subject
Cash Call Process Example

Priority
Medium ⌄

File Action ⌃

Exit   Create ←

Click on Create button

➢ Click on Yes button.

BU Processes
•••

Cash Call Process

Confirmation
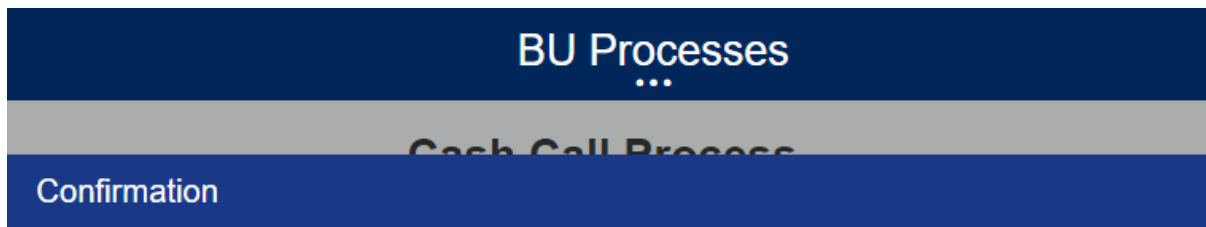
Are you sure you want to create the file? File once created cannot be discarded.

Yes   No

Click on Yes button.
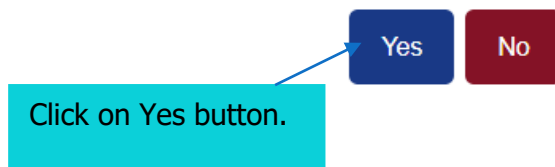
➢ Based on metadata entered at the time of file Selected/Entered, Unique File No get Created.

Note: File No convention based on Location/Sec/Sub Sec/File tag/File No Series e.g., DLH/ECC/OMD/10016/00005

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6   Initiator Screen

Following Screen Opens in Full View:

6.1   Form Information

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

SAP and Budget Metadata – In this select whether cash call request created in SAP. Enter SAP Cash call number. Select whether work program and budget approved or not.

Cash Call Details – It contains details regarding cash call. It contains Name of the project, Type of the project, Type of Cash Call, Month, Year, Due date, Is Cash Call recommended by the country office, Currency, Amount.

BDP Details – Select BDP Clause.

SAP Details - Enter SAP T-code.

Budget Details- Enter the details of JV budget and RE/BE budget.

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.

Enclosure – User can add the Enclosure by clicking on Add button.

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 SAP and Budget Metadata

➢ In this select whether cash call request created in SAP.
➢ Enter SAP Cash call number. Click on Add details button. Cash Call details will be shown.
➢ Select whether work program and budget approved or not.

6.3 Cash Call Details

➢ It contains details regarding cash call.
➢ It contains Name of the project, Type of the project, Type of Cash Call, Month, Year, Due date, Is Cash Call recommended by the country office, Currency, Amount.

Cash Call Details		^
Name of the Project: Saklin(Russia)	**Type of Project:** Non-Operated	**Type of Cash Call:** Project
Month: 06	**Year:** 2021	**Due Date:** 30.07.2021
Is Cash Call Recommended by the country office? Yes	**Currency:** USD	**Amount:** 10,000.00

6.4 BDP Details

➢ Select BDP Clause.

BDP Details ^

BDP Clause:

F5A ⌄   View BDP

6.5 SAP Details

➢ Enter SAP T-code.

SAP Details ^

SAP TCode:

ZJVCC   Get SAP

6.6 Budget Details

> ➢ Fill JV Budget From Date, To Date and Fill the Approved Budget and Budget Consumed till date box.
> ➢ Available Budget for Present Cash Call details were filled automatically.
> ➢ Fill RE/BE From Date, To Date and Fill the Approved Budget and Budget Consumed till date box.
> ➢ Available Budget for Present Cash Call details were filled automatically.

Budget Details

JV Budget (ONGC Videsh share in million USD)

From Date:	To Date:
01.01.2021	01.07.2021

Approved Budget:	Budget Consumed till Date:
20,000.00	10,000.00

Available Budget for Present Cash Call:
10,000.00

RE/BE Budget(ONGC Videsh share in million USD)

From Date:	To Date:
01.01.2021	01.07.2021

Approved Budget:	Budget Consumed till Date:
20,000.00	10,000.00

Available Budget for Present Cash Call :
10,000.00

6.7 Add Office Note/ Green Sheet

> ➢ 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.

Write Comments in Office Note/Green Sheet

6.8 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.

6.9 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.

File Action   Click on E-Sign

Save & Close   E-Sign   History

- ➢ Select the user(s) of Reviewed/Recommended By, Agreed/Concurred By, Approved By.
- ➢ Click on Add Button.

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Cash Call Initiator

Select Users

Click on Add Button

☐ **Urgent**

Select Favourite

Reviewed/Recommended By :	100002-Test User2 (BD-BD)-Senior Finance & Accounts Officer	Add
Agreed/Concurred By :	100003-Test User3 (PFIN-PFIN)-General Manager (Production)	Add
Approved By :	100005-Test User5 (CFIN-OMD)-Director (Appolo)	Add

Selected Users Per page: 10

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

Forward   Exit

➤ All the users are now added to the selected users list.
➤ Click on Forward button.

Cash Call Initiator

Select Users

☐ **Urgent**

Select Favourite

Reviewed/Recommended By :	Type user name,cpf no,designation..	Add
Agreed/Concurred By :	Type user name,cpf no,designation..	Add
Approved By :	Type user name,cpf no,designation..	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	✖
Agreed/Concurred By	100003	Test User3	PFIN	PFIN	General Manager (Production)	✖
Approved By	100005	Test User5	CFIN	OMD	Director (Appolo)	✖
Showing 1 to 3 of 3 entries					Previous 1 Next	

Click on Forward Button

Forward   Exit

- 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.

Task is visible in Inbox

- Write Comments in Office note/Green Sheet .

Write Comments in Office Note/Green Sheet

➤ All the sign of users shown in Office Note.

➤ Click on E-sign button.

Click on E-Sign

➤ If you select Return to Initiator, file will be returned to initiator.

➢ If you select Forward for Review, file will go to the selected user

Cash Call Reviewer / Recommender

Action With eSign

Select Action

○ Review / Recommend   ○ Return to Initiator   ⦿ Forward For Review

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

[Forward]   [Exit]

➢ **Select Review/Recommend.**
➢ Click on forward button.

Cash Call Reviewer / Recommender

Action With eSign

Select Action

⦿ Review / Recommend   ○ Return to Initiator   ○ Forward For Review

Click on Forward Button → [Forward]   [Exit]

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> ➢ Task goes to the Agree/Concurrer.
> ➢ Login with Agree/Concurrer User.

7.3   Agree/Concurrer Screen

> ➢ Open the task from Inbox.

Task is visible in Inbox

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

➢ Click on E-sign button.

File Action ^

| Save & Close | E-Sign | History |

Click on E-sign Button

➢ If you select Return to Initiator, file will be returned to initiator.

Cash Call Agree / Concurrer

| | By | Status |

Action With eSign

Select Action

◯ Agree / Concur   ⦿ Return to Initiator   ◯ Forward For Review

[Forward] [Exit]

➢ If you select Forward for Review, file will go to the selected user

Cash Call Agree / Concurrer

| | By | Status |

Action With eSign

Select Action

◯ Agree / Concur   ◯ Return to Initiator   ⦿ Forward For Review

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

[Forward] [Exit]

- ➢ **Select Agree/Concur.**
- ➢ Click on forward button.
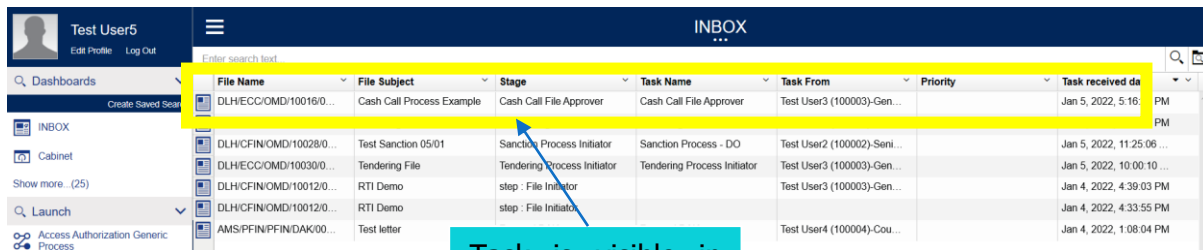
- ➢ Task goes to the Approver.
- ➢ Login with Approver User.
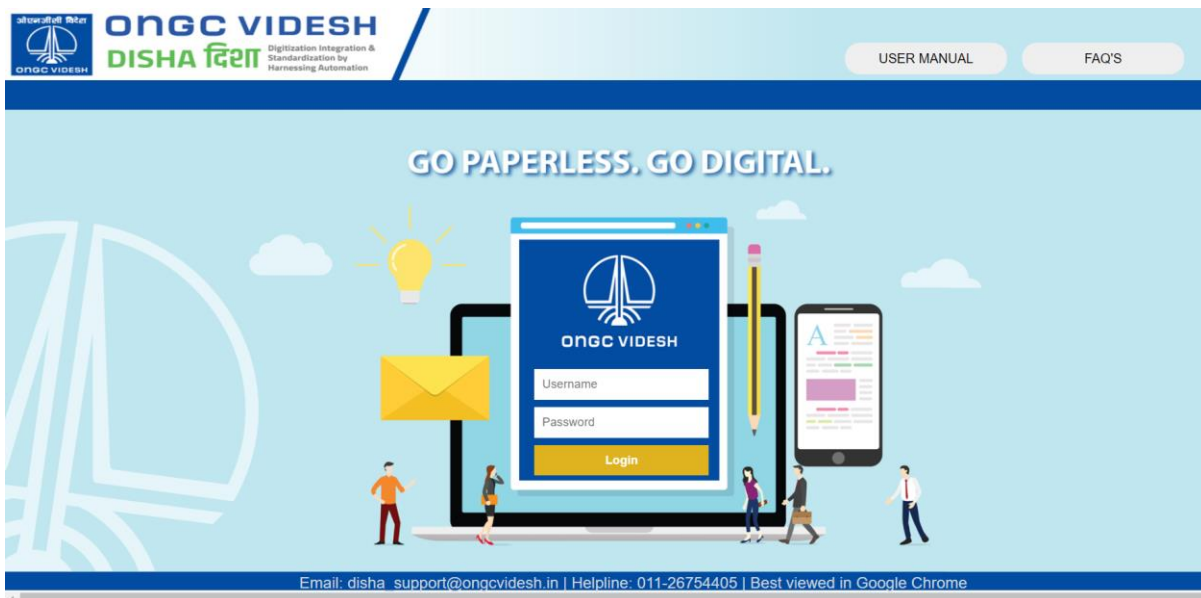
7.4   Approver Screen.

➢ Open the task from Inbox.

Task is visible in Inbox

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

➢ Click on E-sign button.

Click on E-sign button

➢ If you select Return to Initiator, file will be returned to initiator.

Cash Call File Approver

...

rmats ▾ | **B** | *I* | ≡ ≡ ≡ ≡ | ☰ ▾ | ☰ ▾ | ⬅ ⬆ | 🔗 | 🖼 | **A** ▾ | **A** ▾

Action With eSign

☐ **Urgent**

Select Action

○ Approve   ◉ Return to Initiator   ○ Forward For Review

[Forward] [Exit]

➢ If you select Forward for Review, file will go to the selected user

Cash Call File Approver

...

rmats ▾ | **B** | *I* | ≡ ≡ ≡ ≡ | ☰ ▾ | ☰ ▾ | ⬅ ⬆ | 🔗 | 🖼 | **A** ▾ | **A** ▾

Action With eSign

☐ **Urgent**

Select Action

○ Approve   ○ Return to Initiator   ◉ Forward For Review

Select User   100003-Test User3 (PFIN-PFIN)-General Manager (Pro ✕

[Forward] [Exit]

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- ➢ **Select Approve.**
- ➢ Click on forward button.

- ➢ Click on forward button.
- ➢ If you select Approve & send to other user file will be send to selected user.

- ➢ Select Approve & Send to Initiator.
- ➢ Click Forward button.

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

7.5   Initiator Screen

➢ Open the Task from Inbox.

Task is Visible in Inbox

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

➢ Click on Send to Cabinet Button.

Click on Send to Cabinet button

➢ Click on Yes.

Click on Yes button

- File send to Cabinet can be open.
- Task goes to the Cabinet of Initiator.

7.6   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

Select file.

Click on Open button.

- Now you can see all the data of user.

➢ In Notes Sheet(s) section click on actions icon to open Notes sheet(s).

View Notes Sheet(s)

➢ Notes Sheet(s) will open.

Approved Budget (OVL share in million USD): 20,000.00

Budget Consumed till Date (in million USD): 10,000.00

Available Budget for Present Cash Call (in million USD): 10,000.00

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse nec orci aliquet, bibendum turpis et, eleifend lacus. Aenean iaculis bibendum risus non sollicitudin. Quisque maximus felis in varius lobortis. Cras congue leo sed semper viverra. Nullam eu hendrerit quam, id vehicula dolor. Donec faucibus commodo enim, in rutrum justo varius nec. Cras euismod malesuada arcu, ut consequat tellus placerat eu. Donec mollis sed lectus vel vestibulum. Mauris tincidunt turpis in dictum mollis.

Submitted for Approval as per BDP Clause F5A.

Forwarded &Electronically Signed By :

Test User1 (100001)-Director (Finance)

On : 05.01.2022 04:48:57 PM

Review ok

Forwarded &Electronically Signed By :

Test User2 (100002)-Senior Finance &Accounts Officer

On : 05.01.2022 04:54:05 PM

Agree ok

Concurred &Electronically Signed By :

Test User3 (100003)-General Manager (Production)

On : 05.01.2022 05:16:19 PM

Approve ok

Approved &Electronically Signed By :

Test User5 (100005)-Director (Appolo)

2 / 3

On : 05.01.2022 05:21:44 PM

3 / 3

➢ Enclosures send can be viewed and downloaded from Action (if any).

#	Description	By	P. No	Date	Action
Enclosures					
Showing 0 entries					Previous Next

➢ Select File Workflow using radio selection button.

	Workflow	Created By	Created On	Updated On
○	File Workflow 1	Test User1 (100001)-Director (Finance)	05.01.2022	05.01.2022

File Workflow

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 User5 (100005)-Director (Appolo)

Exit

➢ File Action contains Exit, History, Move to Inbox and Send for Review options.

File Action

Exit | History | Move To Inbox | Send For Review

➢ Exit is used to exit the opened file.
➢ History shows the Movement History of the file.
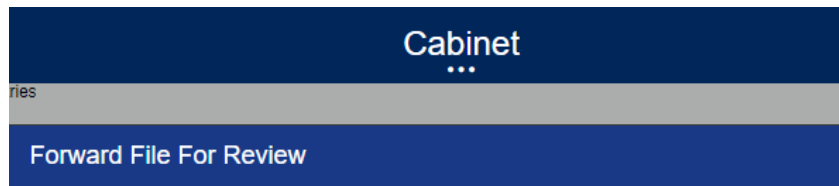
Cabinet

JV Budget

Movement History

File No :
DLH/ECC/OMD/10016/00005

Subject :
Cash Call Process Example

Per page: 10

Date	Stage	From	To
05.01.2022 04:56:45 PM	Cash Call Initiator	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Senior Finance & Accounts Officer
05.01.2022 05:01:54 PM	Review / Recommend	Test User2 (100002)-Senior Finance & Accounts Officer	Test User3 (100003)-General Manager (Production)
05.01.2022 05:24:07 PM	Agree / Concur	Test User3 (100003)-General Manager (Production)	Test User5 (100005)-Director (Appolo)
05.01.2022 05:29:33 PM	Approve	Test User5 (100005)-Director (Appolo)	Test User1 (100001)-Director (Finance)
05.01.2022 05:41:30 PM	Cash Call Initiator	Test User1 (100001)-Director (Finance)	To Cabinet

Showing 1 to 5 of 5 entries

Previous | 1 | Next

Close

- Move to Inbox will move the file from cabinet to inbox.
- 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.

7.7 Outbox Screen

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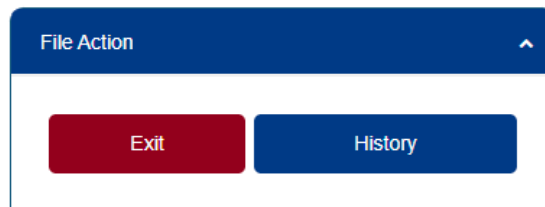- Select your File in Table.
- Click on Open button.

➤ This is user Outbox screen.
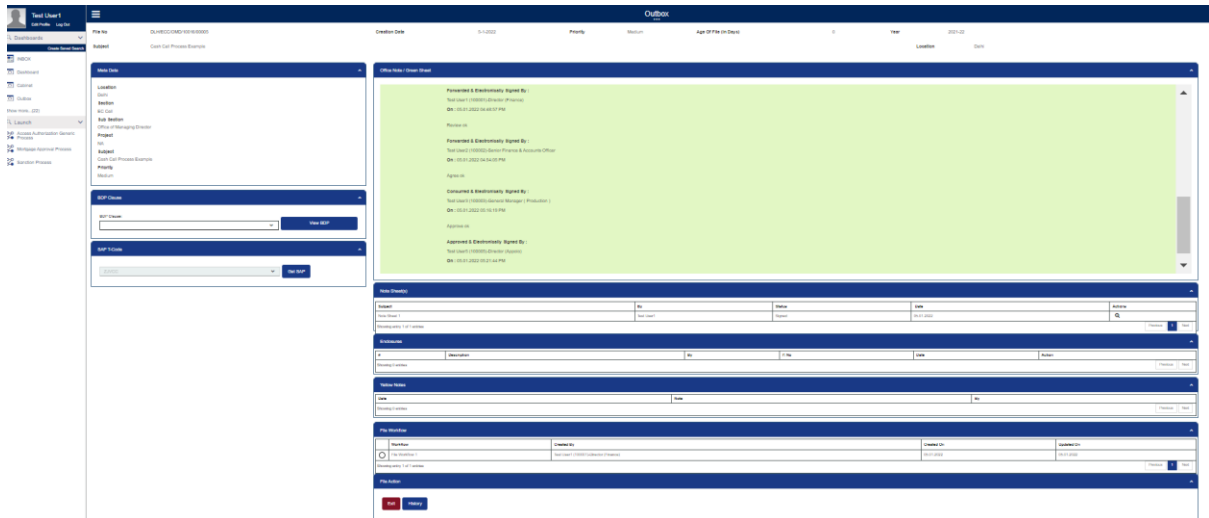
➤ Click on History button.

➤ Movement History box will be opened.
➤ It Shows all the details of user.
➤ If you want to close history, then click on close button.
➤ Click Exit to Exit.

Oir : 05.01.2022 05:21:44 PM

Movement History

File No :
DLH/ECC/OMD/10016/00005

Subject :
Cash Call Process Example

| | | | Per page: | 10 |

Date	Stage	From	To
05.01.2022 04:56:45 PM	Cash Call Initiator	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Senior Finance & Accounts Officer
05.01.2022 05:01:54 PM	Review / Recommend	Test User2 (100002)-Senior Finance & Accounts Officer	Test User3 (100003)-General Manager (Production)
05.01.2022 05:24:07 PM	Agree / Concur	Test User3 (100003)-General Manager (Production)	Test User5 (100005)-Director (Appolo)
05.01.2022 05:29:33 PM	Approve	Test User5 (100005)-Director (Appolo)	Test User1 (100001)-Director (Finance)
05.01.2022 05:41:30 PM	Cash Call Initiator	Test User1 (100001)-Director (Finance)	To Cabinet

Showing 1 to 5 of 5 entries

Previous **1** Next

Close

Click on Close button

--End of Document---