



ONGC Videsh Ltd.



2021

Paperless Office- Invoice Payment Process – User Manual

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Document Control

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1 Introduction

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

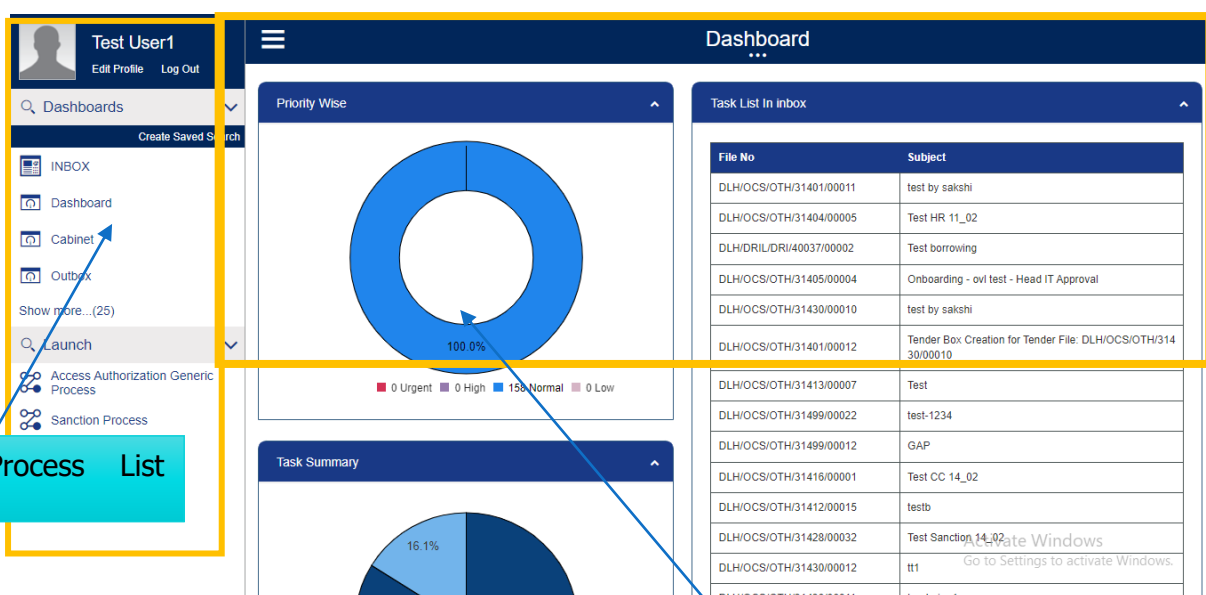
2 Login in the Paperless office:

- 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

Enter search text

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, 11:04.2...

View Panel

Inbox - View task assign to you

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

List of Processes Per page: 15

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

Showing 1 to 3 of 3 entries Previous 1 Next

Click on Common Finance Processes button on the Process list

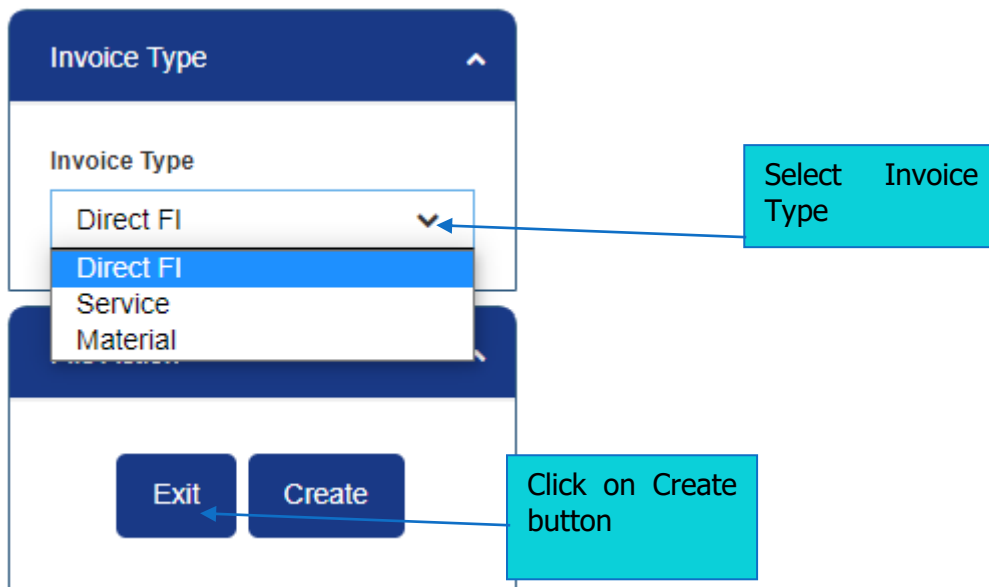
5 Invoice Payment Process Launch:

- Click on Launch button.

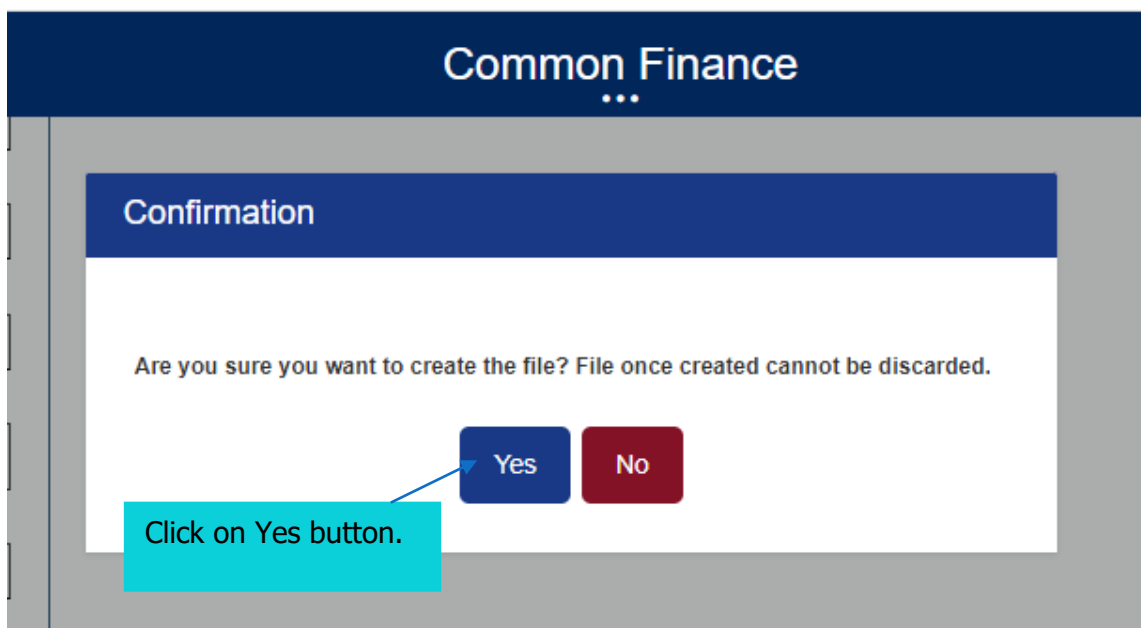
The screenshot shows the 'Common Finance' dashboard for 'Test User1'. On the left is a sidebar with navigation options like 'Dashboards', 'Cabinet', 'INBOX', and various process categories. The main area displays a 'List of Processes' table with columns 'Process Name' and 'Launch'. The table lists three processes: 'Imprest/Contingent Advance payment Process', 'Imprest/Contingent Advance Adjustment Process', and 'Invoice Payment Process'. The 'Launch' button for the 'Invoice Payment Process' is highlighted with a yellow box. A blue arrow points from a text box labeled 'Click on Launch' to this button.

- Meta Data, Invoice Type and 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 Invoice Type 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.

The screenshot shows the 'Common Finance' dashboard for 'Test User1' after clicking the 'Launch' button. The 'Meta Data' panel is open, displaying several dropdown menus: 'Location' (Delhi), 'Section' (Other Corporate Services), 'Sub Section' (Others), 'Projects' (NA), 'Subject' (Invoice Payment), and 'Priority' (Medium). Below this is the 'Invoice Type' panel, which has a dropdown menu for 'Invoice Type' (Direct FI). A watermark 'Activate Windows Go to Settings to activate Windows.' is visible in the bottom right corner.



- Click on Create button of File Action panel.
- 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/OCS/OTH/31413/00009

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.

IMS Number – User can enter the IMS Number.

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:

- Save & close – File is saved in Inbox.
- E-Sign –User can sign and forward the file.
- 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 IMS Number

- Enter the IMS Number and click on Get Details.

The screenshot shows a form titled "IMS Number" with a header bar. Inside the form, there is a label "IMS No." followed by a text input field containing the value "836500128000017". To the right of the input field is a blue button labeled "Get Details". Two callout boxes with arrows point to the form: one on the left says "Enter IMS No." pointing to the input field, and one on the right says "Click on Create button" pointing to the "Get Details" button.

- Invoice Details section opens

Invoice Details		
SAP Vender Code	Vendor Name	Invoice No.
0000836500	KPMG	TEST1234
Invoice Date	Invoice Currency	Invoice Value
2021-11-22	INR	100000

6.3 Invoice Certification

- Check the Invoice Certification details.

The screenshot shows a form titled "Declaration" with a header bar. Inside the form, there is a checkbox labeled "Invoice Certification" which is checked.

- Amount section opens.
- Fill the details in amount section.

Amount

Passed Amount of payment

10,000,000.00

Amount In Words

one crore


Currency

INR

Fill Details

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 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.

6.6 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

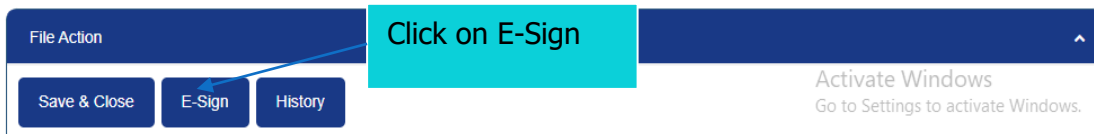
Type Yellow Note and click on Add button

7 Sending a File

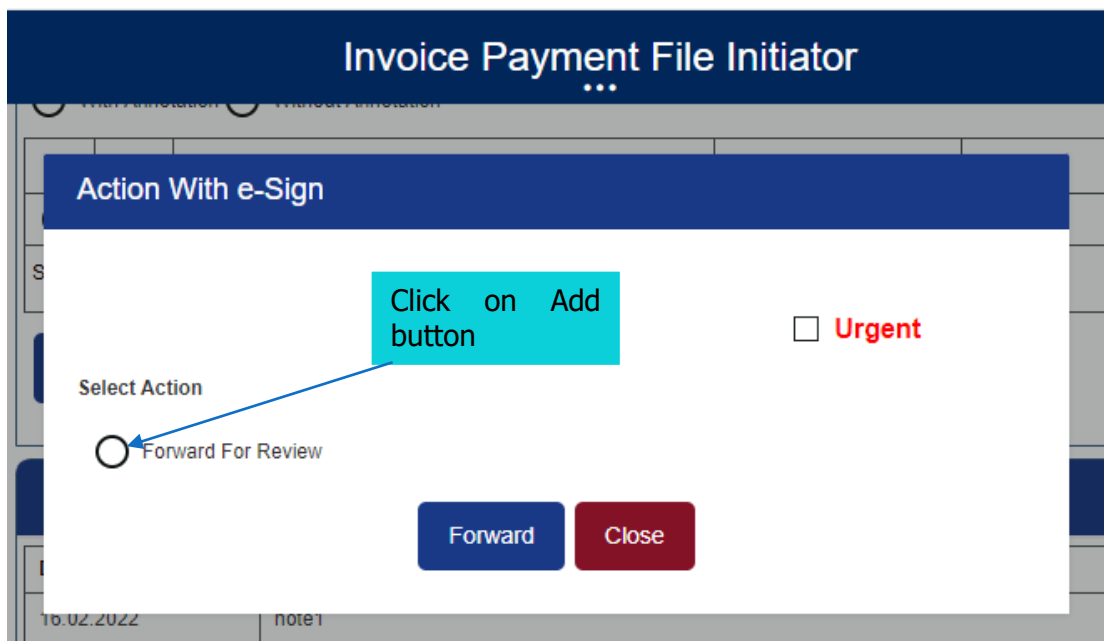
7.1 Initiator Screen

- Click on E-sign button.

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



- Select forward for review.



- Select user in select user field.

- Click on Forward button.

- Now task go to the selected user.
- Login to user.

7.2 User Screen

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

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received...
DLH/OCS/OTH/3...	Invoice Payment	Invoice Payment ...	Invoice Payment ...	Test User1 (1000...	Medium	Feb 16, 2022, ...
DLH/OCS/OTH/3...	Test 16/2	Generic File Appr...	Generic File Appr...	Test User1 (1000...	Medium	Feb 16, 2022, ...
DLH/LAC/COFF/...	test001	Creation Of Mast...	Creation Of Mast...	Test User3 (1000...	Medium	Feb 16, 2022, ...
DLH/LAC/COFF/...	test	Creation Of Mast...	Creation Of Mast...	Test User3 (1000...	Medium	Feb 15, 2022, ...
DLH/OCS/OTH/3...	Audit aCces test 01	Audit Ac...			Medium	Feb 15, 2022, ...
DLH/LAC/COFF/...	com001	Creation Of Mast...			Medium	Feb 15, 2022, ...
DLH/LAC/COFF/...	COM	Creation Of Mast...			Medium	Feb 15, 2022, ...
AMS/APAC/AUD/...	DAK-2	Forward DAK	Forward DAK	Test User3 (1000...	Medium	Feb 15, 2022, ...
DLH/OCS/OTH/3...	test	Tender Box Creat...	Tender Box Creat...	Test User1 (1000...	Medium	Feb 15, 2022, ...
DLH/OCS/OTH/3...	Tender Box Creat...	Tender Box Creat...	Tender Box Creat...	Test User1 (1000...	Medium	Feb 15, 2022, ...
DLH/DRIL/DRI/40...	test111	Creation Of Mast...	Creation Of Mast...	Test User3 (1000...	Medium	Feb 15, 2022, ...
DLH/DRIL/DRI/40...	test00	Creation Of Mast...	Creation Of Mast...	Test User3 (1000...	Medium	Feb 14, 2022, ...
DLH/OCS/OTH/3...	dsds	SAP FI Desk	SAP FI Desk	Test User2 (1000...	Medium	Feb 14, 2022, ...
DLH/DRIL/DRI/40...	Generic Review t...	Creation Of Mast...	File For Review	Test User3 (1000...	Medium	Feb 14, 2022, ...

- All the sign of users shown in Office Note.

Invoice Payment File Reviewer

File No DLH/OCS/OTH/31413/00009 Creation Date 16-2-2022 Priority Medium Age Of File (in Days) 0 Year 2021-22

Subject Invoice Payment Location Delhi

Meta Data

Location
Delhi

Section
Other Corporate Services

Sub Section
Others

Project
NA

Subject
Invoice Payment

Priority
Medium

Office Note / Green Sheet

Invoice Payment Process

Invoice Type:	Direct FI
IMS No.:	836500128000017

Invoice Detail

SAP Vendor Code:	0000836500
Vendor Name:	KPMG
Invoice Number:	TEST1234
Invoice Date:	2021-11-22
Invoice Currency:	INR
Invoice Value:	100000

Declaration

- Click on E-sign button.

File Action

Save & Close E-Sign History

Click on E-Sign

- Select send to Pre-Audit.

Invoice Payment File Reviewer

Action With e-Sign

☐ Urgent

Select Action

☒ Send to Pre-Audit ☐ Forward For Review ☐ Return To Initiator

Forward Close

Select Send to Pre-Audit

- Select user in select user field.
- Click on Forward button.

Invoice Payment File Reviewer

Enclosures

Action With e-Sign

☐ Urgent

Select Action

☒ Send to Pre-Audit
 ☐ Forward For Review
 ☐ Return To Initiator

Select User:

100003-Test User3 (CFIN-AUD)-Country Manager- Myanmar

Forward
Close

Click on Forward button

- Task goes to the Pre-Audit User.
- Login with Pre-Audit User.

7.3 Pre-Audit Screen

- Open the task from Inbox.

Test User3
Edit Profile Log Out

INBOX

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received...
DLH/OCS/OTH/3...	Invoice Payment	Invoice Payment	Invoice Payment	Test User1 (1000...	Medium	Feb 16, 2022, ...
DLH/OCS/OTH/3...	PA	Partner Audit Pro...	Partner Audit Pro...	Test User2 (1000...	Medium	Feb 16, 2022, ...
DLH/OCS/OTH/3...	SAP TEST	SAP FI Desk	SAP FI Desk	Test User1 (1000...	Medium	Feb 15, 2022, ...
AMS/PFIN/PFIN/...	test	Creation Of Mast...	Creation Of Mast...	Test User3 (1000...	Medium	Feb 15, 2022, ...
AMS/PFIN/PFIN/...	fre	Creation Of Mast...	Creation Of Mast...	Test User3 (1000...	Medium	Feb 15, 2022, ...
DLH/LAC/COFF/...	test	SAP FI Desk	SAP FI Desk	Test User1 (1000...	Medium	Feb 15, 2022, ...
AMS/PFIN/PFIN/...	test			Test User3 (1000...	Medium	Feb 15, 2022, ...
AMS/PFIN/PFIN/...	trhtr			Test User3 (1000...	Medium	Feb 15, 2022, ...
AMS/PFIN/PFIN/...	trhtr			Test User1 (1000...	Medium	Feb 15, 2022, ...
AMS/PFIN/PFIN/...	trhtr			Test User1 (1000...	Medium	Feb 15, 2022, ...
AMS/APAC/AUD/...	DAK-2	Forward DAK	Forward DAK	Test User3 (1000...	Medium	Feb 15, 2022, ...
DLH/DRIL/DR/40...	dsds	SAP FI Desk	SAP FI Desk	Test User1 (1000...	Medium	Feb 15, 2022, ...
DLH/OCS/OTH/3...	Tender Box Creat...	Tender Box Creat...	Tender Box Creat...	Test User1 (1000...	Medium	Feb 15, 2022, ...
DLH/OCS/OTH/D...	test123	Forward DAK	Forward DAK	Test User1 (1000...	Medium	Feb 14, 2022, ...
DLH/OCS/OTH/3...	Test EPC	Agenda - Head E...	Agenda - Head E...	Test User3 (1000...	Medium	Feb 14, 2022, ...
AMS/PFIN/PFIN/...	Part case test 01	Part File Initiator	Part File Initiator	Test User3 (1000...	Medium	Feb 11, 2022, ...

1 2 > 25 items per page

Task is visible in Inbox

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

Invoice Payment Pre Audit Section

File No DLH/OCS/OTH/31413/00009 Creation Date 16-2-2022 Priority Medium Age Of File (in Days) 0 Year 2021-22

Subject Invoice Payment Location Delhi

Meta Data

Location Delhi

Section Other Corporate Services

Sub Section Others

Project NA

Subject Invoice Payment

Priority Medium

LIV Document No

Office Note / Green Sheet

सार्थक पत्र / Working Paper

Invoice Payment Process

Invoice Type: Direct FI

IMS No.: 836500128000017

Invoice Detail

- Enter LIV Document No.

LIV Document No

Enter LIV Doc. No.

2521000026

Enter LIV Doc. Number

- Click on E-sign button.

File Action

Save & Close E-Sign History

Click on E-sign Button

- Select Send to Cash & bank

Invoice Payment Pre Audit Section

Action With e-Sign

☐ Urgent

Select Action

☒ Send to Cash & Bank ☐ Forward For Review ☐ Return To Initiator

Forward Close

Select Send to Cash & Bank

- Select User in Select User field.
- Click on forward button.

Invoice Payment Pre Audit Section

Action With e-Sign

☐ Urgent

Select Action

☒ Send to Cash & Bank ☐ Forward For Review ☐ Return To Initiator

Select User: 100004-Test User4 (RUS-CFIN)-Company Secretary

Forward Close

Click on Forward button

- Task goes to the Cash & Bank User
- Login with Cash & Bank User.

7.4 Cash & Bank Screen.

- Open the task from Inbox.

Test User4
Edit Profile Log Out

INBOX

Enter search text...

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received...
DLH/OCS/IOTH/3...	Invoice Payment	Invoice Payment ...	Invoice Payment ...	Test User3 (1000...	Medium	Feb 16, 2022, ...
DLH/OCS/IOTH/3...	Test New changes	Cash Call Area /	Cash Call Area /	Test User2 (1000...	Medium	Feb 16, 2022, ...
DLH/RUS/CFIN/6...	test mm	Tendering Proces...	Tendering Proces...	Test User4 (1000...	Medium	Feb 15, 2022, ...
DLH/OCS/IOTH/3...	Test AAP 14_02	Agenda File - He...	Agenda File - He...	Test User3 (1000...	Medium	Feb 14, 2022, ...
DLH/OCS/IOTH/3...	Test Overseas Po...	Overseas Posting...	Overseas Posting...	Test User2 (1000...	Medium	Feb 11, 2022, ...
AMS/APAC/AUD/...	Test DAK 6:12 PM	Forward DAK	Forward DAK	Test User3 (1000...	Medium	Feb 10, 2022, ...
DLH/DRIL/DR/40...	Test MM 1	as...	as...	Test User1 (1000...	Medium	Feb 10, 2022, ...
DLH/OCS/IOTH/3...	ca	jn...	jn...	Test User2 (1000...	Medium	Feb 10, 2022, ...
DLH/DRIL/DR/40...	test by sak	an...	an...	Test User1 (1000...	Medium	Feb 9, 2022, 4...
DLH/OCS/IOTH/3...	Test 08/02	Test User3 (1000...	Medium	Feb 8, 2022, 1...
DLH/OCS/IOTH/3...	test	TC Meeting Notice	Tendering Proces...	Test User1 (1000...	Medium	Feb 4, 2022, 4...
DLH/OCS/IOTH/3...	new	Help Desk	Help Desk	Test User1 (1000...	Medium	Feb 4, 2022, 4...
DLH/OCS/IOTH/3...	Test	Tour Report Sub...	Tour Report Sub...	Test User2 (1000...	Medium	Jan 24, 2022, ...

Task is visible in Inbox

Activate Windows
Go to Settings to activate Windows.

1 - 13 of 13 items

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

Invoice Payment File Cash & Bank Section

Sub Section
Others
Project
NA
Subject
Invoice Payment
Priority
Medium

The rates are reasonable.
The material purchased has been received in good condition and entered on page no... of MIS/ Purchase Register.
Certified that the job done was satisfactory.
Certified & Verified for **INR 10,000,000.00** (one crore)

A paraphrase is a restatement of the meaning of a text or passage using other words. The term itself is derived via Latin paraphrasis from Greek παράφρασις. The act of paraphrasing is also called paraphrasis.

Forwarded & Electronically Signed By :
Test User1 (100001)-Director (Finance)
On : 16.02.2022 11:43:49 AM

Forwarded & Electronically Signed By :
Test User2 (100002)-Country Manager-Imperial Energy
On : 16.02.2022 11:51:53 AM

LIV Document No. : 2521000026

Forwarded & Electronically Signed By :
Test User3 (100003)-Country Manager- Myanmar
On : 16.02.2022 11:54:30 AM

Edit Insert View Format Table Tools

Activate Windows
Go to Settings to activate Windows.

- Click on E-sign button.

File Action

Save & Close E-Sign History

Click on E-sign button

- Select Payment done option.
- Click on Forward button.

Invoice Payment File Cash & Bank Section

Action With e-Sign

☐ Urgent

Select Action

☒ Payment Done
☐ Forward For Review

Forward
Close

Click on Forward button

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

7.5 Initiator Screen

- Open the Task from Inbox.

Test User1
Edit Profile Log Out

Search Dashboards

Create Saved Search

INBOX

Dashboard

Cabinet

Outbox

Show more... (25)

Launch

Access Authorization Generic Process

Sanction Process

INBOX

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received...
DLH/OCS/OTH/3...	PA	Partner Audit Pro...	Partner Audit Pro...	Test User3 (1000...	Medium	Feb 16, 2022, ...
DLH/LAC/COFF/...	test002	Creation of Maste...	Creation of Maste...	Test User2 (1000...	Medium	Feb 16, 2022, ...
DLH/OCS/OTH/3...	Branch Memo tes...	Branch Memo Init...	Branch Memo Init...	Test User2 (1000...	Medium	Feb 15, 2022, ...
DLH/OCS/OTH/3...	Branch Memo tes...	Re-Appropriation ...	Re-Appropriation ...	Test User2 (1000...	Medium	Feb 15, 2022, ...
DLH/DRIL/DRI/40...	Role Test folie 01			Test User2 (1000...	Medium	Feb 15, 2022, ...
DLH/OCS/OTH/3...	Tendering			Test User2 (1000...	Medium	Feb 15, 2022, ...
DLH/OCS/OTH/3...	Branch memo			Test User2 (1000...	Medium	Feb 15, 2022, ...
DLH/OCS/OTH/3...	tendering1	tendering Proces...	tendering Proces...	Test User1 (1000...	Medium	Feb 15, 2022, ...
DLH/OCS/OTH/3...	tt1	Step: TC Nominat...	Tendering Proces...	Test User1 (1000...	Medium	Feb 15, 2022, ...
DLH/OCS/OTH/3...	Test Sanction 14_...	Sanction Process...			Medium	Feb 14, 2022, ...
DLH/OCS/OTH/3...	testb	RTI File Initiator	RTI File Initiator		Medium	Feb 14, 2022, ...
DLH/OCS/OTH/3...	Test CC 14_02	Cash Call Initiator	Cash Call Initiator		Medium	Feb 14, 2022, ...
DLH/OCS/OTH/3...	test-1234	Generic File Initiator	Generic File Initiator	Test User3 (1000...	Medium	Feb 14, 2022, ...
DLH/OCS/OTH/3...	Test	Invoice Payment ...	Invoice Payment ...		Medium	Feb 14, 2022, ...
DLH/OCS/OTH/3...	GAP	File Reviewed	File Reviewed	Test User2 (1000...	Medium	Feb 14, 2022, ...

Task is Visible in Inbox

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

- Click on Send To Cabinet

- Click on Yes button.

- File is visible in Cabinet

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