Paperless Office- Invoice Payment Process – User Manual

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Document Control

Document Information

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Table of Contents

1   Introduction

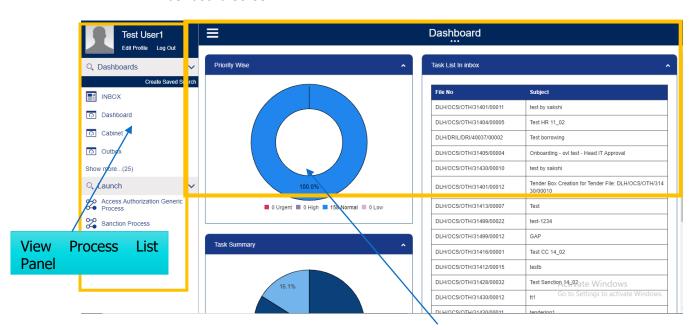This document is intended to guide you step by step through the Paperless E-Office Application.

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:
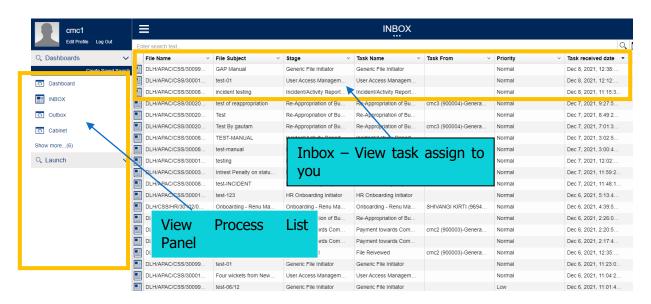
- Dashboard screen

View Process List Panel
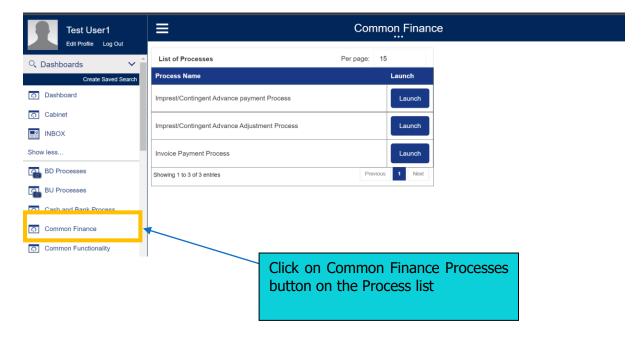
Dashboard – It is a graphical representation of Task

- Inbox Screen

4 How to run the 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.
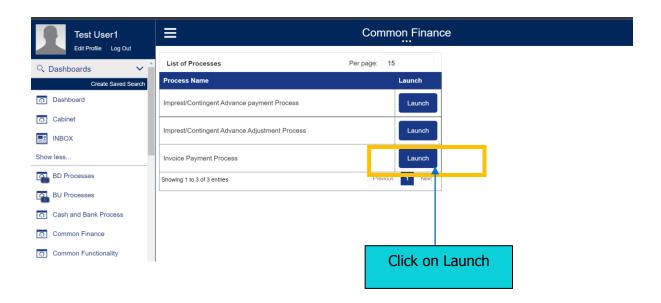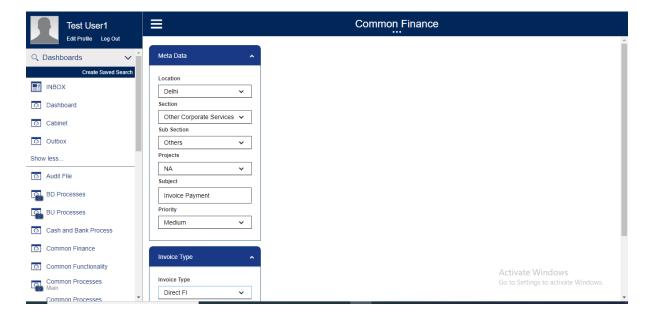
5   Invoice Payment Process Launch:
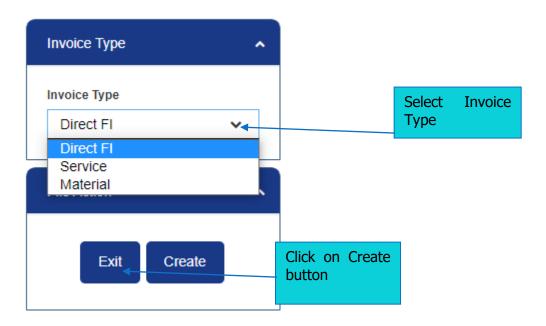
➢ Click on Launch button.

Click on Launch

➢ 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.
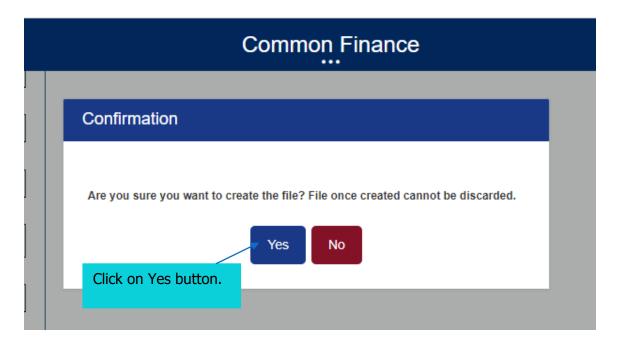➢ In the File action click Create in order to create new file. Click Exit to Exit.

Select Invoice Type

Click on Create button

- ➤ Click on Create button of File Action panel.
- ➤ Click on Yes button.

Click on Yes button.

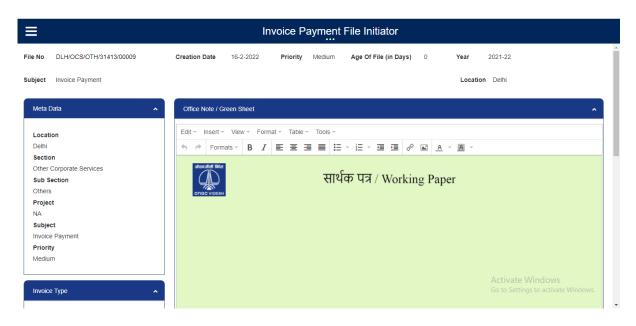- ➤ Based on metadata entered at the time of file Selected/Entered, Unique File No get Created.

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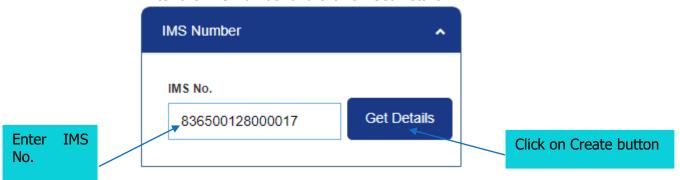   iii. History –User can view the history of file.

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 IMS Number

➢ Enter the IMS Number and click on Get Details.

IMS Number ^

IMS No.

836500128000017   **Get Details**

Enter IMS No.

Click on Create 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.

Declaration ^

☑ Invoice Certification

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

Amount

Passed Amount of payment

10,000,000.00
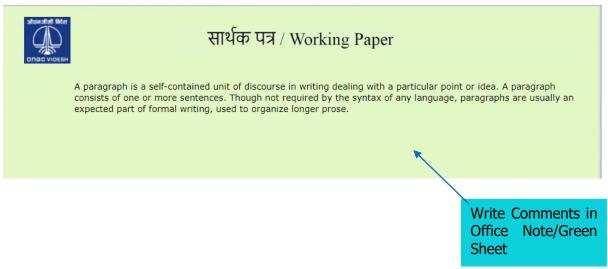
Amount In Words

one crore

Currency

INR

Fill Details

6.4   Add Office Note/ Green Sheet

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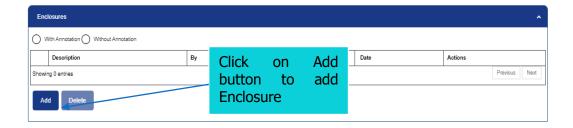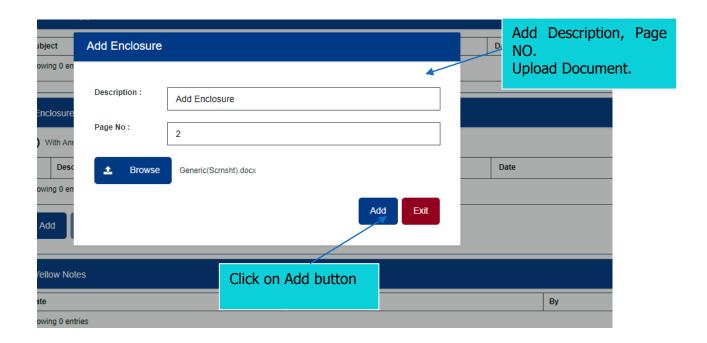➤ In this details regarding the adjustment required can be explained.

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.

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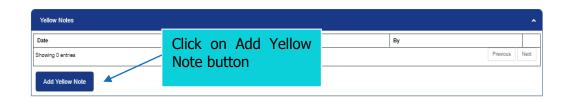APPOLO COMPUTERS
IT INNOVATION COMPANY
costacloud

- ➢ 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.
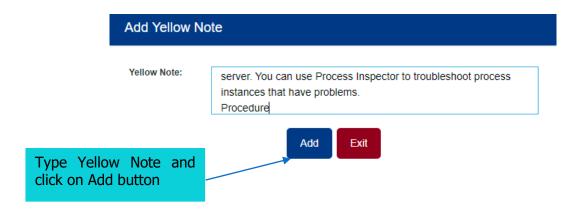

6.6   Add Yellow Note

- ➢ 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

Type Yellow Note and click on Add button

Add   Exit

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.

File Action

Click on E-Sign

Save & Close   E-Sign   History

Activate Windows
Go to Settings to activate Windows.

➢ Select forward for review.

Invoice Payment File Initiator
...

Action With e-Sign

Click on Add button

☐ **Urgent**

Select Action

○ Forward For Review

Forward   Close

16.02.2022   note1

➢ 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.

➢ All the sign of users shown in Office Note.

➢ Click on E-sign button.
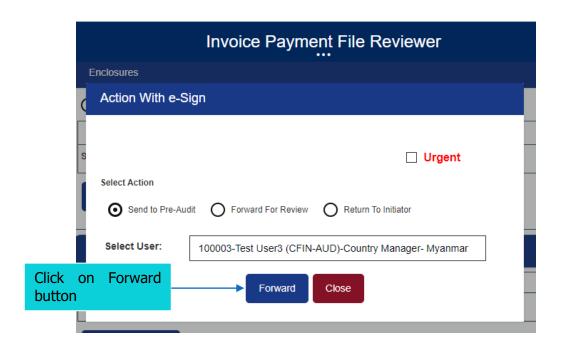

Click on E-Sign

➢ Select send to Pre-Audit.

Select Send to Pre-Audit

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

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.

Task is visible in Inbox

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

➢ Enter LIV Document No.

Enter LIV Doc. Number

➢ Click on E-sign button.

Click on E-sign Button

➢ Select Send to Cash & bank

Select Send to Cash & Bank

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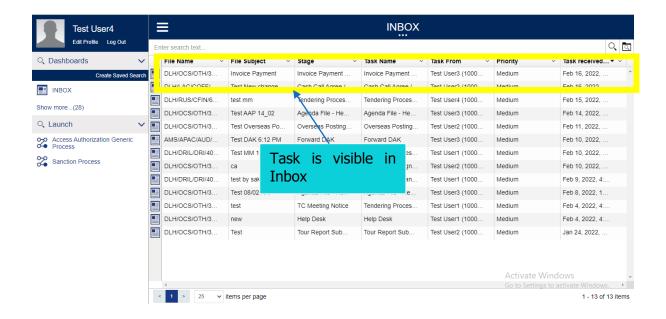> Click on forward button.

Click on Forward button

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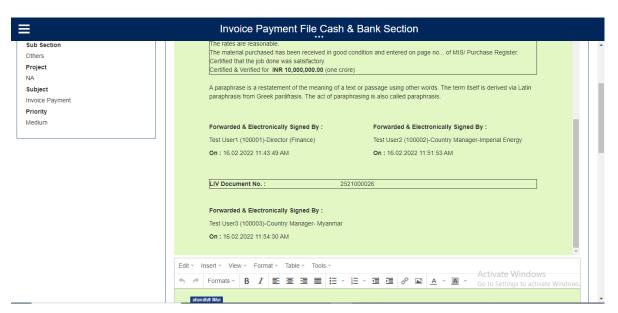> Login with Cash & Bank User.

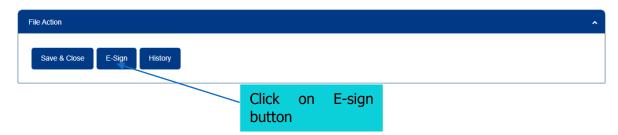**7.4   Cash & Bank Screen.**

> Open the task from Inbox.

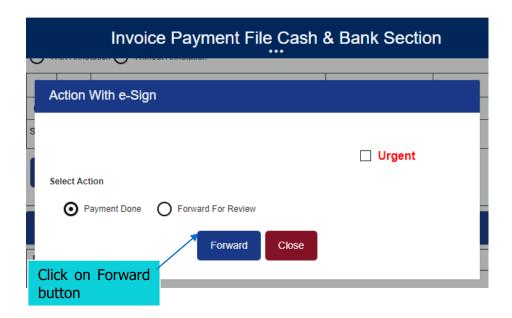> All the sign of users shown in Office Note/Green Sheet.

> Click on E-sign button.
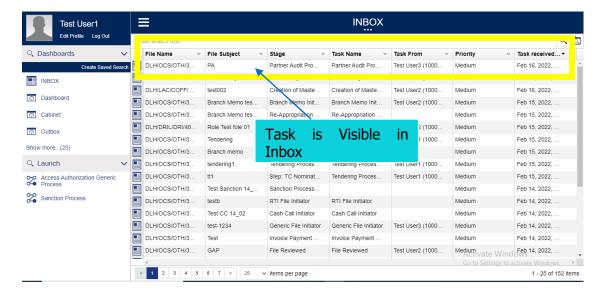

> Select Payment done option.
> Click on Forward button.

> ➢ Task goes to the Initiator.
> ➢ Login with Initiator User.
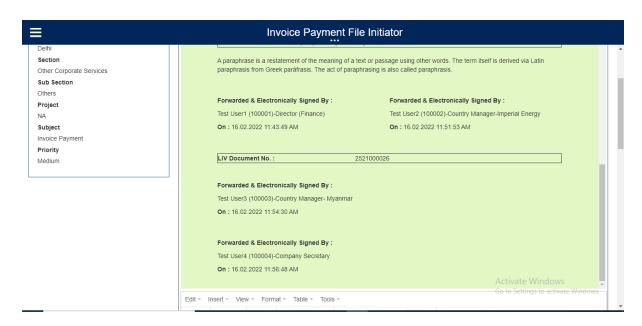
7.5 Initiator Screen
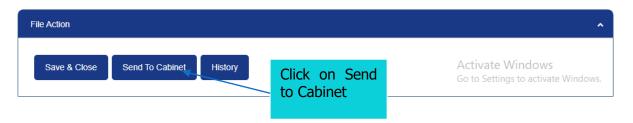
> ➢ Open the Task from Inbox.

➤ 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--