



2021

Paperless Office- Imprest/Contingent Advance Payment Process – User Manual

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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

Priority Wise

File No	Subject
DLH/APAC/CSS/30099/00003	Access request
DLH/APAC/CSS/30099/00004	Welcome
DLH/APAC/CSS/30099/00005	IT Approval
DLH/APAC/CSS/30099/00006	dfdf
DLH/APAC/CSS/3000/0001	After Host File
DLH/APAC/CSS/30099/00007	test script by gautam
DLH/APAC/CSS/3000/0002	cmc1
DLH/APAC/CSS/30099/00008	test-GAP
DLH/APAC/CSS/30099/00009	test -gap (Santosh)
DLH/APAC/CSS/30099/00010	test
DLH/APAC/CSS/30099/00011	test---5
DLH/APAC/CSS/30099/00012	Approval for scanning Services
DLH/APAC/CSS/30001/00002	test
DLH/APAC/CSS/30099/00014	pdf create test
DLH/APAC/CSS/30099/00015	test-06/12
DLH/APAC/CSS/30001/00004	Four wickets from New Zealand's Ajaz Patel have put India on the back foot in Mumbai Test.
DLH/APAC/CSS/30099/00016	test-01

Task List in inbox

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 (90004)-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/30008...	Test By gautam	Re-Appropriation of Bu...	Re-Appropriation of Bu...	cmc3 (90004)-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...	cmc3 (90004)-Genera...	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...	cmc3 (90004)-Genera...	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/CSS/HR/30142/0...	test-123	HR Onboarding Initiator	HR Onboarding Initiator	SHIVANGI KIRTI (9694...	Normal	Dec 6, 2021, 5:13:4...
DLH/APAC/CSS/30001...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	ards Com...	Normal	Dec 6, 2021, 4:39:5...
DLH/APAC/CSS/30001...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	ards Com...	Normal	Dec 6, 2021, 2:26:0...
DLH/APAC/CSS/30001...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	ards Com...	Normal	Dec 6, 2021, 2:17:4...
DLH/APAC/CSS/30099...	test-01	Generic File Initiator	Generic File Initiator	cmc2 (90003)-Genera...	Normal	Dec 6, 2021, 12:35...
DLH/APAC/CSS/30001...	Four wickets from New...	User Access Managem...	User Access Managem...		Normal	Dec 6, 2021, 11:04:2...
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

Showing 1 to 3 of 3 entries

5 Imprest/Contingent Advance Payment Process Launch:

- Click on Launch button.

The screenshot shows a user interface for 'Common Finance'. On the left is a sidebar with a user profile for 'Test User1' and a navigation menu. The main area displays a table titled 'List of Processes' with three entries. Each entry has a 'Launch' button. The first entry's 'Launch' button is highlighted with a yellow box, and a blue callout box with the text 'Click on Launch' points to it.

- 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 from 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.

The screenshot shows the 'Meta Data' and 'File Action' panels. The 'Meta Data' panel includes fields for Location (Delhi), Section (EC Cell), Sub Section (Office of Managing Director), Projects (NA), Subject (ICAPay 221), and Priority (Normal). The 'File Action' panel contains 'Exit' and 'Create' buttons.

- Click on Create button of File Action panel.

Meta Data

Location

Delhi

Section

EC Cell

Sub Section

Office of Managing Director

Projects

NA

Subject

ICAPay 221

Priority

Normal

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/10002/00016

6 Initiator Screen

Following Screen Opens in Full View:

The screenshot shows a complex web-based application interface for managing advance payments. At the top, there's a header bar with the title 'Imprest/Contingent Advance payment Initiator'. Below the header, there are several tabs and dropdown menus. On the left side, there's a sidebar with sections for 'Meta Data' (Location, Section, Sub Section, Project, Subject, Priority), 'Advance Type' (Type of Advance: Imprest or Contingent), and 'File Details' (File Number, Date, Status, etc.). The main area contains a large text input field with placeholder text in Sanskrit: 'संपादक पत्र / Working Paper'. There are also sections for 'File Structure' (with tabs for 'Structure', 'Endorsements', 'Notes', 'File Number', and 'File Author') and a footer with buttons for 'Save & Close', 'Save', and 'Cancel'.

6.1 Form Information

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

Advance Type – It consists of two fields-

(A). Type of Advance-

1. Imprest
2. Contingent

(B). Recoupable-

1. Yes
2. No

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 Advance Type

➤ It consists of Type of Advance and Recoupable.

The screenshot shows a modal window titled 'Advance Type'. Inside, there are two sections: 'Type of Advance' and 'Recoupable', each containing a dropdown menu with the placeholder text 'Please Select'.

- Select type of advance from drop down.

Advance Type

Type of Advance

Please Select

Imprest

Contingent

Please Select

- Select Recoupable option from drop down.

Advance Type

Type of Advance

Please Select

Yes

No

- In case of recoupment Financial Concurrence is not required.
- If Recoupable is selected as **Yes** then on clicking **E-sign** button file will be forwarded to Reviewed/Recommended By, Approved By (Mandatory).

Advance Type

Type of Advance

Imprest

Recoupable

Yes

- If Recoupable is selected as **No** then on clicking **E-sign** button file will be forwarded to Reviewed/Recommended By, Financial Concurred By, Approved By (Mandatory).

Advance Type

Type of Advance

Imprest

Recoupable

No

6.3 BDP Clause

- Select BDP using drop down.

BDP Clause

Select BDP

D1

View BDP

Amount in INR

0.00

- Click View BDP button to view BDP details.

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

- Enter amount as per BDP clause selected.

BDP Clause

Select BDP

D1 ▼

View BDP

Amount in INR

30,000.00

6.4 Add Office Note/ Green Sheet

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

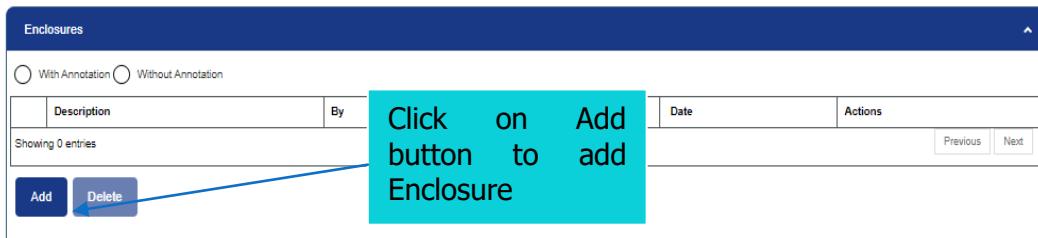
सार्वकाम पत्र / Working Paper

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.

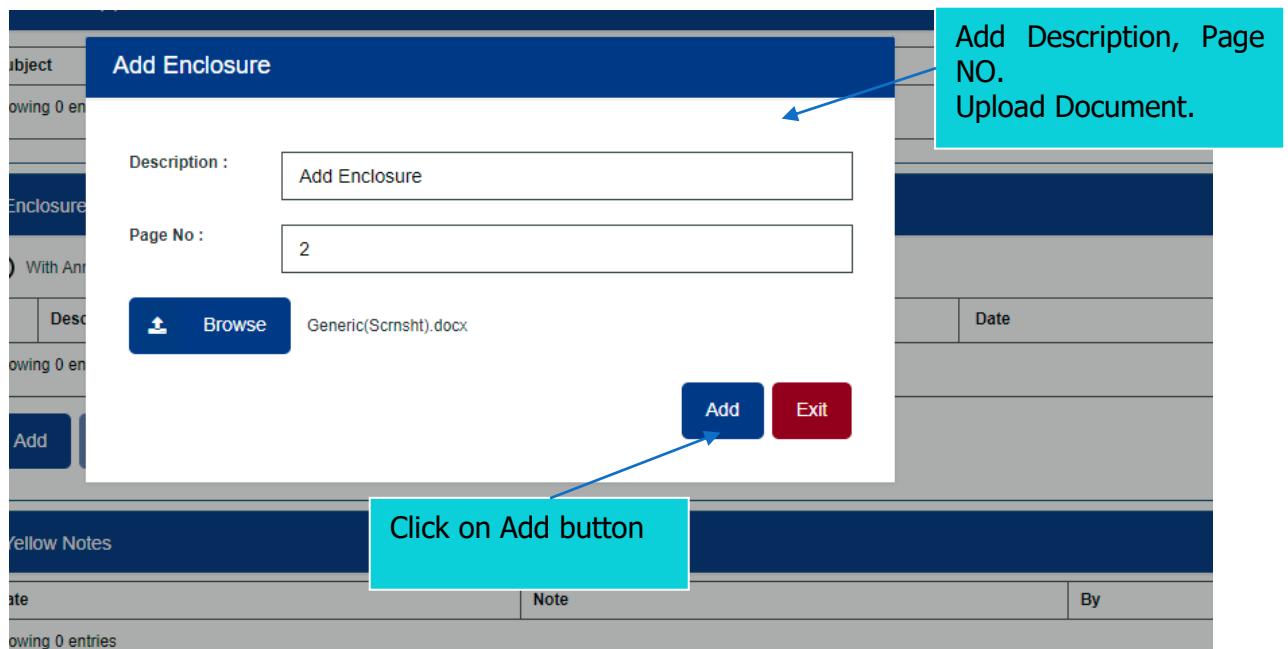
Write Comments in Office Note/Green Sheet

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.



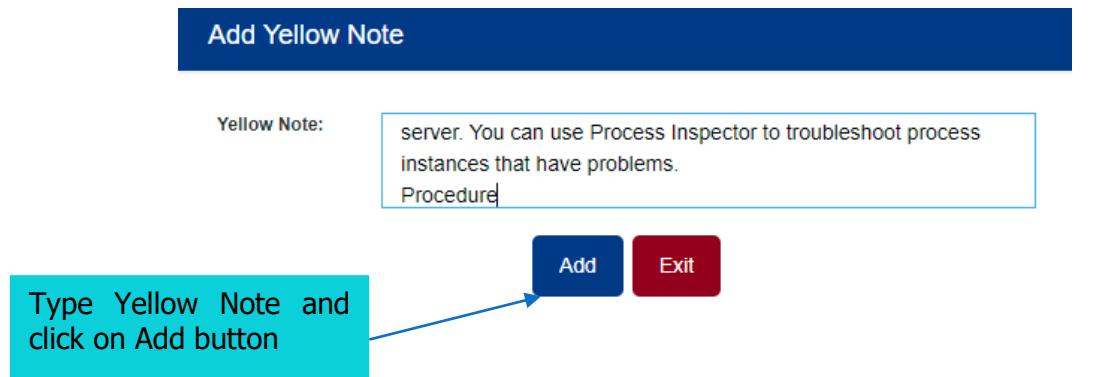
- Click on Add Button of Enclosure.
- Fill all the details of box, upload document and then click on Add button. (Description is mandatory field)
- Click on Add Button.
- Also you can Delete your enclosure, on clicking of radio button of your enclosure.



6.6 Add Yellow Note



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



7 Sending a File

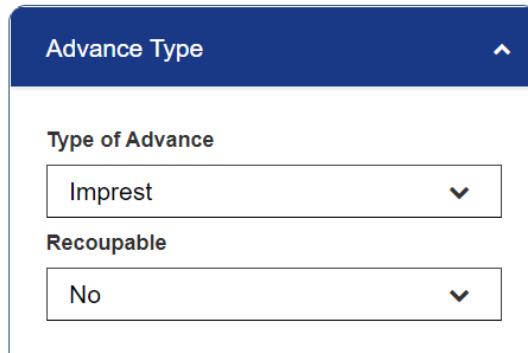
7.1 Initiator Screen

- Click on E-sign button.

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



- We had taken Type of Advance as Imprest and Recoupable as No.



- If Recoupable is selected as **No** then on clicking **E-sign** button file will be forwarded to Reviewed/Recommended By, Financial Concurred By, Approved By (Mandatory).
- Click on Add Button.

Imprest/Contingent Advance payment Initiator
...

Showing 0 entries

Select Users

□ Click on Add button

Reviewed/Recommended By : Add

Financial Concurred By : Add

Approved By : Add

Selected Users						Per page:	10	
User Type	CPF No	Name	Section	Sub Section	Role/Designation			
Showing 0 entries						Previous	1	Next

Forward
Exit

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

Imprest/Contingent Advance payment Initiator
...

Select Users

Urgent

Select Favourite

Select Favourite :	<input type="text" value="Select Favourite"/>	<input type="button" value="Select"/>
Reviewed/Recommended By :	<input type="text" value="Type user name,cpf no,designation.."/>	<input type="button" value="Add"/>
Financial Concurred By :	<input type="text" value="Type user name,cpf no,designation.."/>	<input type="button" value="Add"/>
Approved By :	<input type="text" value="Type user name,cpf no,designation.."/>	<input type="button" value="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	<input checked="" type="checkbox"/>		
Financial Concurred By	100003	Test User3	PFIN	PFIN	General Manager (Production)	<input checked="" type="checkbox"/>		
Approved By	100005	Test User5	CFIN	OMD	Director (Appolo)	<input checked="" type="checkbox"/>		

Showing 1 to 3 of 3 entries

Previous **1** Next

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.

The screenshot shows the 'INBOX' screen with a list of tasks. One task is highlighted with a yellow box and a blue arrow pointing to it from the text 'Task is visible in Inbox'. The task details are as follows:

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received
DLH/ECC/OMD/1...	ICAPay 221	Imprest/Continge...	Imprest/Continge...	Test User1 (1000...		Dec 22, 2021
DLH/ECC/OMD/1...	Test Payment	Part File Approver	Part File Approver	Test User1 (1000...	High	Dec 22, 2021
AMS/PFIN/PFIN/...	dd	Cash and Bank R...	Cash and Bank R...	Test User2 (1000...		Dec 22, 2021
AMS/PFIN/PFIN/...	testttttttt	Cash and Bank R...	Cash and Bank R...	Test User2 (1000...		Dec 22, 2021

Task is visible in
Inbox

- Write Comments in Office note/Green Sheet .

The screenshot shows an 'Office Note / Green Sheet' for an 'Imprest/Contingent Advance payment'. The title is 'सार्थक पत्र / Working Paper'. A blue arrow points from the text 'Write Comments in Office Note/Green Sheet' to the note area.

Sarthal Patra / 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

- All the sign of users shown in Office Note.

The screenshot shows the 'Imprest/Contingent Advance payment Reviewer / Recommender' screen. It displays the 'Office Note / Green Sheet' for the same payment request. The note includes the title 'सार्थक पत्र / Working Paper' and the process 'Imprest/Contingent Advance payment Process'. The note area shows the user 'Test User1 (100001)-Director (Finance)' has signed the document.

Imprest/Contingent Advance payment Reviewer / Recommender

File No: DLH/ECC/OMD/10002/00016 Creation Date: 22-12-2021 Priority: Normal Age Of File (in Days): 0 Year: 2021-22 Location: Delhi

Subject: ICAPay 221

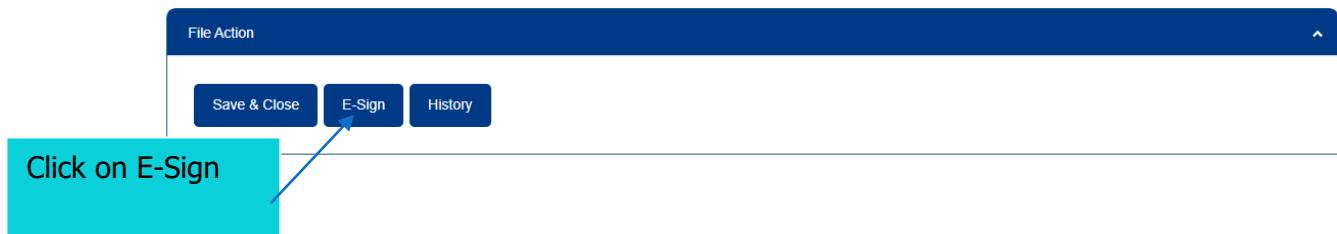
Office Note / Green Sheet

Imprest/Contingent Advance payment Process

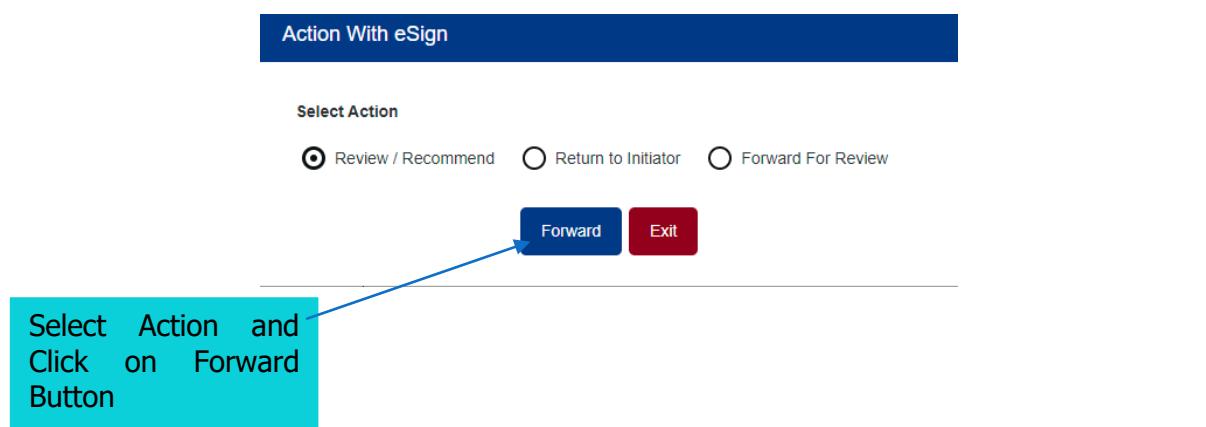
Type of Advance: Imprest Recoupable: No

Submitted for Approval under BDP Clause D1 for INR 30000
Forwarded & Electronically Signed By:
Test User1 (100001)-Director (Finance)
On : 22.12.2021 05:08:13 PM

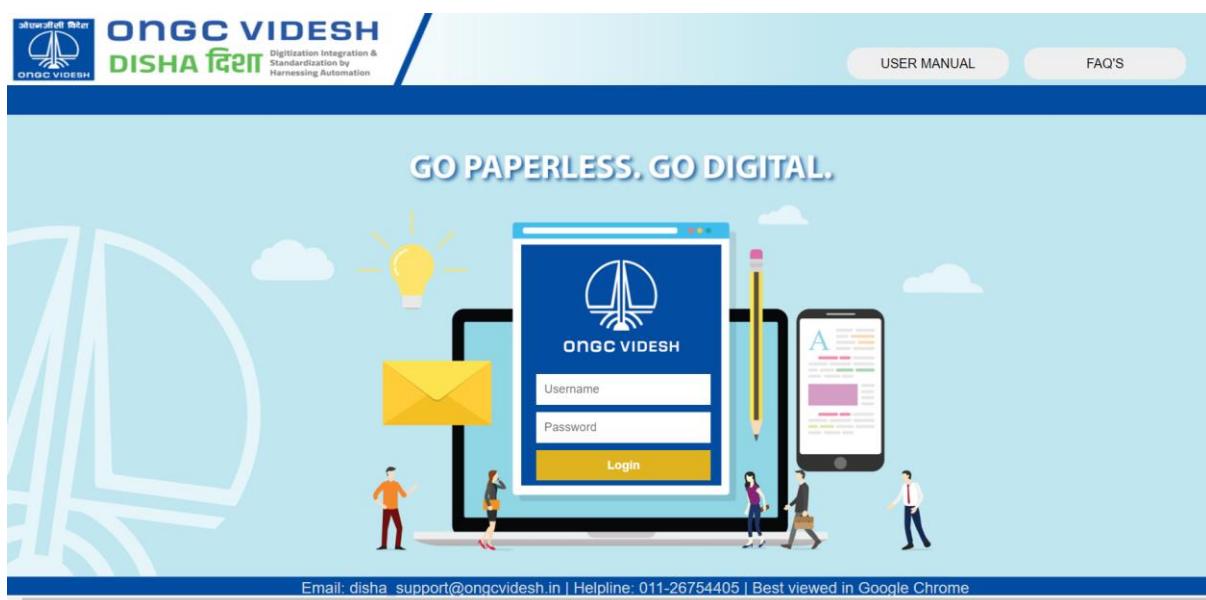
- Click on E-sign button.



- 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.



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



7.3 Financial Concurren Screen

- Open the task from Inbox.

INBOX

File Name	File Subject	Stage	Task Name	Task From	Priority	Task r
DLH/ECC/OMD/1...	ICAPay 221	Imprest/Continge...	Imprest/Continge...	Test User2 (1000...	Dec	
DLH/ECC/OMD/1...	Test Adjustment b...	Imprest/Continge...	Imprest/Continge...	Test User1 (1000...	Dec	
DLH/ECC/OMD/1...	test	Hand Over Appro...	Hand Over Take ...	Test User1 (1000...	Dec	
DLH/ECC/OMD/1...	zz	Re-Appropriation ...	Re-Appropriation ...	Test User2 (1000...	Dec	
DLH/BD/BD/105/...	ddsa	Cash and Bank R...	Cash and Bank R...	Test User3 (1000...	Dec	

Task is visible in Inbox

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

Imprest/Contingent Advance payment Financial Concur

Type of Advance:	Imprest
Recoupable:	No

Imprest/Contingent Advance payment Process

- Click on E-sign button.

File Action

Save & Close E-Sign History

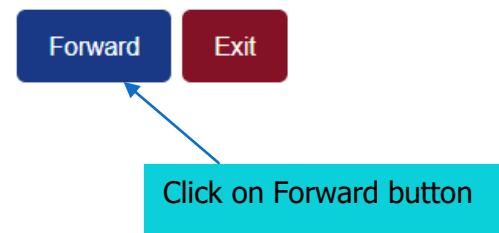
Click on E-sign Button

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

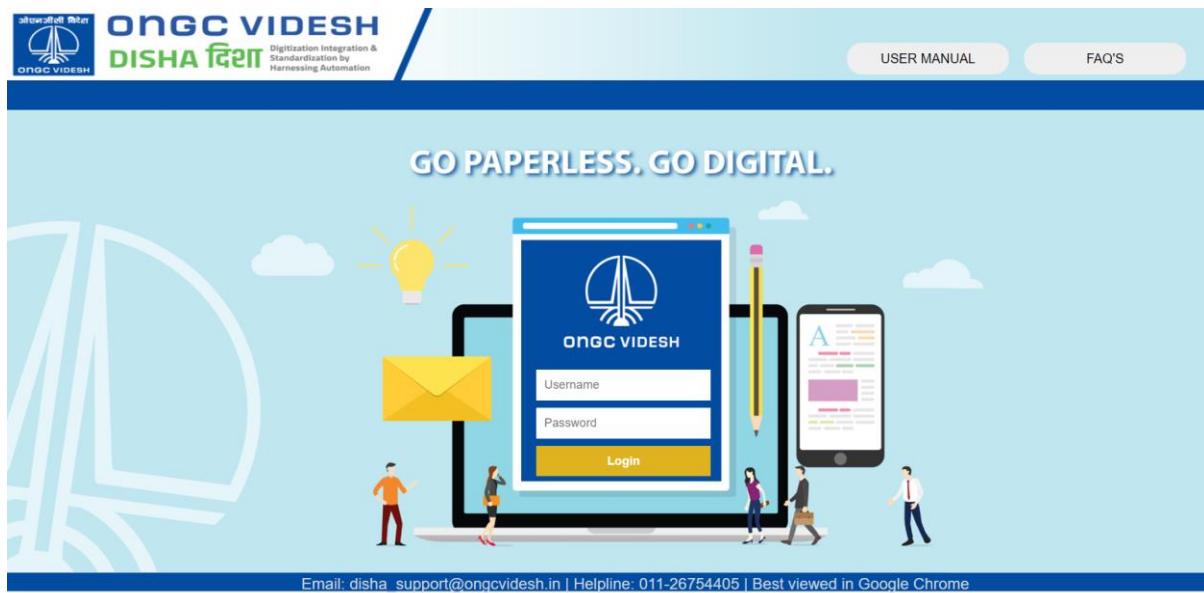
Action With eSign

Select Action

Financial Concur Return to Initiator Forward For Review



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



7.4 Approver Screen.

- Open the task from Inbox.

The screenshot shows the INBOX screen with a yellow box highlighting a specific task row. The task details are as follows:

File Name	File Subject	Stage	Task Name	Task From	Priority	Task receiv
DLH/ECC/OMD/1...	ICAPay 221	Imprest/Continge...	Imprest/Continge...	Test User3 (1000...		Dec 22, 2021
DLH/ECC/OMD/1...	Test Part Cas...	Approver Part File	Approver Part File	Test User1 (1000...		Dec 22, 2021
DLH/CFIN/OMD/...	Test	Generic Legal Fil...	Generic Legal Fil...			Dec 21, 2021
DLH/CFIN/OMD/...	Test 3	Investment Appro...	Investment Appro...	Test User4 (1000...		Dec 20, 2021
DLH/CFIN/OMD/...	Test	Investment Appro...	Investment Appro...			Dec 20, 2021

A callout box with the text "Task is visible in Inbox" points to the highlighted row.

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

The screenshot shows the "Imprest/Contingent Advance payment Approver" screen. A modal window titled "Office Note / Green Sheet" is open, displaying a green background with user signatures. The text in the modal is mostly placeholder Latin text.

Key details from the main screen:

- File No: DLH/ECC/OMD/10002/00016
- Creation Date: 23-12-2021
- Priority: Normal
- Age Of File (in Days): 0
- Year: 2021-22
- Location: Delhi
- Subject: ICAPay 221
- BDP Class: D1
- Amount: 30,000 - INR

- Click on E-sign button.

The screenshot shows the "File Action" screen. A blue arrow points to the "E-Sign" button, which is highlighted with a blue box. A callout box with the text "Click on E-sign button" points to the same button.

- Select Approve on Select Action.

The screenshot shows the "Action With eSign" screen. It has a red box around the "Urgent" checkbox. Below it, there are three radio buttons for "Select Action": "Approve" (selected), "Return to Initiator", and "Forward For Review". A blue arrow points to the "Forward" button, which is highlighted with a blue box. A callout box with the text "Click on Forward button" points to the "Forward" button.

- Click on Forward button.
- Task goes to the Initiator.
- Login with Initiator User.



7.5 Initiator Screen

- Open the Task from Inbox.

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received ...
DLH/ECC/OMD/10...	ICAPay 221	Imprest/Contingent...	Imprest/Contingent...	Test User5 (10000...	Dec 22, 2021, 5...	
DLH/ECC/OMD/10...	Test	Sep: Sanction Co...	Sanction Process I...	Test User2 (10000...	Dec 22, 2021, 5...	
DLH/ECC/OMD/10...	Test	Investment Approv...	Investment Approv...	Test User2 (10000...	Dec 22, 2021, 4...	
DLH/ECC/OMD/10...	Test By gautam	Investment Approv...	Investment Approv...	Test User2 (10000...	Dec 22, 2021, 4...	
AMS/PFIN/PFIN/5...	fdv			000...	Dec 22, 2021, 3...	

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

File No	DLH/ECC/OMD/10002/00016	Creation Date	22-12-2021	Priority	Normal	Age Of File (in Days)	0	Year	2021-22
Subject	ICAPay 221	Location Delhi							

Forwarded & Electronically Signed By :
Test User1 (100001)-Director (Finance)
On : 22.12.2021 05:08:13 PM

Review ok

Concurred & Electronically Signed By :
Test User2 (100002)-Senior Finance & Accounts Officer
On : 22.12.2021 05:15:04 PM

Financial Concur ok

Approved & Electronically Signed By :
Test User3 (100003)-General Manager (Production)
On : 22.12.2021 05:22:05 PM

Approve ok

Approved & Electronically Signed By :
Test User5 (100005)-Director (Apollo)
On : 22.12.2021 05:27:50 PM

- Click on E-sign.



- Select Action using radio buttons.
- Select Send to Finance.
- Select user.
- Click Forward button.

A screenshot of a software interface titled 'Imprest/Contingent Advance payment Initiator'. The main title is in a large, bold, white font at the top. Below it, there is a smaller, centered text '...'. The interface has a dark blue header bar. Underneath the header, there is a light gray horizontal bar with two columns: 'By' and 'Status'. Below this, there is a dark blue bar with the text 'Action With eSign' in white.

Urgent

Select Action

Send to Finance Forward For Review

Select User

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

Forward

Exit

7.6 Finance Screen

- Open the Task from Inbox.

INBOX

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received ...
DLH/ECC/OMD/10...	ICAPay 221	Imprest/Contingent...	Imprest/Contingent...	Test User1 (10000...		Dec 22, 2021, 5...
DLH/ECC/OMD/10...	Test By gautam	Part File Approver	Part File Approver	Test User1 (10000...	High	Dec 22, 2021, 4...
AMS/PFIN/PFIN/5...	dd	Cash and Bank Re...	Cash and Bank Re...	Test User2 (10000...		Dec 22, 2021, 1...
AMS/PFIN/PFIN/5...	testtttttt	Cash and Bank Re...	Cash and Bank Re...	Test User2 (10000...		Dec 22, 2021, 1...
AMS/PFIN/PFIN/5...	dd			10000...		Dec 22, 2021, 1...

Task is Visible in Inbox

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

Imprest/Contingent Advance payment Finance

File No: DLH/ECC/OMD/10002/00016 Creation Date: 22-12-2021 Priority: Normal Age Of File (in Days): 0 Year: 2021-22 Location: Delhi

Subject: ICAPay 221

Meta Data

BDP Clause

BDP : D1 View BDP

Amount : 30,000 INR

Fund Allotment Number

Enter Allotment Number

Office Note / Green Sheet

Forwarded & Electronically Signed By :
Test User2 (100002)-Senior Finance & Accounts Officer
On : 22.12.2021 05:15:04 PM

Financial Concur ok

Concurred & Electronically Signed By :
Test User3 (100003)-General Manager (Production)
On : 22.12.2021 05:22:05 PM

Approve ok

Approved & Electronically Signed By :
Test User5 (100005)-Director (Apollo)
On : 22.12.2021 05:27:50 PM

Forwarded & Electronically Signed By :
Test User1 (100001)-Director (Finance)
On : 22.12.2021 05:37:39 PM

- Finance user will enter Fund Allotment Number.

Fund Allotment Number

Enter Allotment Number

73635

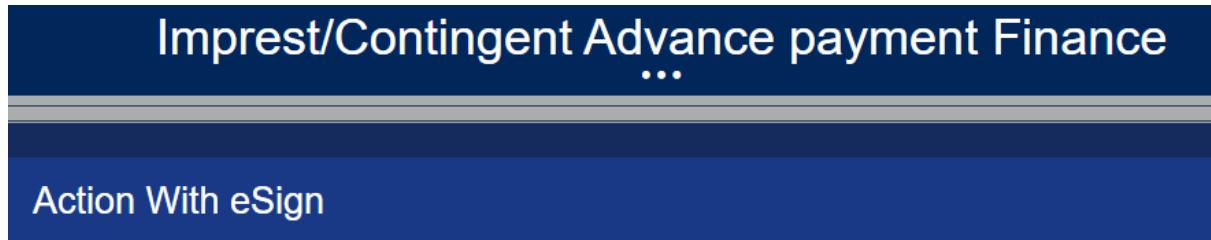
- Click on E-sign.

File Action

Save & Close E-Sign History

Click on E-sign button

- Select Action using radio buttons.
- Select Forward to Cash & Bank for Issuance of Imprest Card.
- Select user.
- Click Forward Button.



7.7 Cash and Bank Screen.

- Open the Task from Inbox.

The screenshot shows the ONGC Videsh Ltd. inbox interface. On the left, there's a sidebar with 'Test User3' profile, 'Edit Profile', 'Log Out', 'Dashboards', 'Create Saved Search', 'Dashboard', 'INBOX' (selected), and 'Cabinet'. The main area is titled 'INBOX' with a sub-section '...'. It contains a table with columns: File Name, File Subject, Stage, Task Name, Task From, Priority, and Task r. A specific row for 'ICAPay 221' is highlighted with a yellow box. A blue arrow points from the text 'Task is Visible in Inbox' at the bottom right towards this highlighted row. The table data is as follows:

File Name	File Subject	Stage	Task Name	Task From	Priority	Task r
DLH/ECC/OMD/1...	ICAPay 221	Imprest/Continge...	Imprest/Continge...	Test User2 (1000...	Dec	
DLH/ECC/OMD/1...	Test Adjustment b...	Imprest/Continge...	Imprest/Continge...	Test User1 (1000...	Dec	
DLH/ECC/OMD/1...	test	Hand Over Appro...	Hand Over Take ...	Test User1 (1000...	Dec	
DLH/ECC/OMD/1...	zz	Re-Appropriation ...	Re-Appropriation ...	Test User2 (1000...	Dec	
DLH/BD/BD/105/...	ddsa			Test User3 (1000...	Dec	

Task is Visible in Inbox

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

Imprest/Contingent Advance payment Cash & Bank Section

File No: DLH/ECC/OMD/10002/00016 Creation Date: 22-12-2021 Priority: Normal Age Of File (in Days): 0 Year: 2021-22 Location: Delhi

Subject: ICAPay 221

Office Note / Green Sheet

Concurred & Electronically Signed By :
Test User3 (100003)-General Manager (Production)
On : 22.12.2021 05:22:05 PM
Approve ok

Approved & Electronically Signed By :
Test User5 (100005)-Director (Apollo)
On : 22.12.2021 05:27:50 PM

Forwarded & Electronically Signed By :
Test User1 (100001)-Director (Finance)
On : 22.12.2021 05:37:39 PM

Fund Allotment Number: 73635
Finance ok

Forwarded & Electronically Signed By :
Test User2 (100002)-Senior Finance & Accounts Officer
On : 22.12.2021 05:44:05 PM

- Click on E-sign button.

File Action

Save & Close E-Sign History

Click on E-sign

- Select Forward to Pre Audit.
- Select User.
- Click Forward Button.

Imprest/Contingent Advance payment Cash & Bank Section

Action With eSign

Select Action

Forward to Pre Audit Forward For Review

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

Forward Exit

Click on Forward button

7.8 Pre Audit Screen

- Open the Task from Inbox.

The screenshot shows the INBOX screen with a yellow box highlighting the task list. A blue arrow points to the second row of the table, which contains the task 'ICAPay 221'. A green box at the bottom right of the table area contains the text 'Task is Visible in Inbox'.

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received
DLH/ECC/OMD/1...	ICAPay 221	Imprest/Contingent...	Imprest/Contingent...	Test User3 (1000...		Dec 22, 2021
AMS/PFIN/PFIN/...	dd	Cash and Bank R...	Cash and Bank R...	Test User2 (1000...		Dec 22, 2021
AMS/PFIN/PFIN/...	testttttttt	Cash and Bank R...	Cash and Bank R...	Test User2 (1000...		Dec 22, 2021
AMS/PFIN/PFIN/...	dd			ser3 (1000...		Dec 22, 2021

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

The screenshot shows the 'Imprest/Contingent Advance payment Pre Audit Section' screen. On the right, there is a panel titled 'Office Note / Green Sheet' containing a list of electronic signatures. A blue arrow points to the first signature entry in the list.

Office Note / Green Sheet

- Test User5 (100005)-Director (Apollo)
On : 22.12.2021 05:27:50 PM
- Forwarded & Electronically Signed By :
Test User1 (100001)-Director (Finance)
On : 22.12.2021 05:37:39 PM
- Fund Allotment Number: 73635
Finance ok
- Forwarded & Electronically Signed By :
Test User2 (100002)-Senior Finance & Accounts Officer
On : 22.12.2021 05:44:05 PM
- Cash and Bank ok
- Forwarded & Electronically Signed By :
Test User3 (100003)-General Manager (Production)
On : 22.12.2021 05:52:22 PM

- Pre Audit will enter LIV Document Number.

The screenshot shows a modal window titled 'LIV Document No'. Inside, there is a text input field with the placeholder 'Enter LIV Document No' and the value '23445' entered.

- Click on E-Sign Button.

The screenshot shows the 'File Action' panel with three buttons: 'Save & Close', 'E-Sign', and 'History'. A blue arrow points to the 'E-Sign' button, which is highlighted with a green box containing the text 'Click on E-sign'.

- Select Action using Radio Button.
- Select Forward to Cash & Bank.
- Select User.
- Click Forward.

Imprest/Contingent Advance payment Pre Audit Section

Action With eSign

Select Action

Forward to Cash & Bank Forward For Review

Select User 100003-Test User3 (PFIN-PFIN)-General Manager (Product)

Forward **Exit**

7.9 Cash and Bank Screen

- Open the Task from Inbox.

INBOX

Enter search text...

File Name	File Subject	Stage	Task Name	Task From	Priority	Task r
DLH/ECC/OMD/1...	ICAPay 221	Imprest/Continge...	Imprest/Continge...	Test User2 (1000...	Dec	
DLH/ECC/OMD/1...	Test Adjustment b...	Imprest/Continge...	Imprest/Continge...	Test User1 (1000...	Dec	
DLH/ECC/OMD/1...	test	Hand Over Appro...	Hand Over Take ...	Test User1 (1000...	Dec	
DLH/ECC/OMD/1...	zz			Test User2 (1000...	Dec	

Task is Visible in Inbox

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

Imprest/Contingent Advance payment Cash & Bank Section

File No	DLH/ECC/OMD/10002/00016	Creation Date	22-12-2021	Priority	Normal	Age Of File (in Days)	0	Year	2021-22
Subject	ICAP/lay 221							Location	Delhi
Meta Data									
BOP Clause									
BOP :	D1								
Amount :	30,000 INR								
View BOP									

Office Note / Green Sheet

Fund Allotment Number: 73635
Finance ok

Forwarded & Electronically Signed By :
Test User2 (100002)-Senior Finance & Accounts Officer
On : 22.12.2021 05:44:05 PM

Cash and Bank ok

Forwarded & Electronically Signed By :
Test User3 (100003)-General Manager (Production)
On : 22.12.2021 05:52:22 PM

UV Document Number: 23445
Pre Audit ok

Forwarded & Electronically Signed By :
Test User2 (100002)-Senior Finance & Accounts Officer
On : 22.12.2021 06:08:32 PM

- Click on E-sign button.



- Select Action using Radio Button.
- Select Payment Done.
- Select Forward Button.

Imprest/Contingent Advance payment Cash & Bank Section

Action	Description	By	Page No.
Action With eSign			

Select Action

Payment Done Forward For Review

[Forward](#) [Exit](#)

7.10 Initiator Screen

- Open the Task from Inbox.

The screenshot shows the 'INBOX' section of the Initiator screen. A yellow box highlights the task list area. A blue arrow points to the first task in the list, which has a yellow background. A green box at the bottom right contains the text 'Task is Visible in Inbox'.

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received ...
DLH/ECC/OMD/10...	ICAPay 221	Imprest/Contingent...	Imprest/Contingent...	Test User3 (10000...		Dec 22, 2021, 6:...
DLH/ECC/OMD/10...	test	Investment Approv...	Investment Approv...			Dec 22, 2021, 4:...
DLH/ECC/OMD/10...	Test	Investment Approv...	Investment Approv...			Dec 22, 2021, 4:...
DLH/ECC/OMD/10...	Test By gautam	Imprest/Contingent...	Imprest/Contingent...			Dec 22, 2021, 3:...
AMS/PFIN/PFIN/5...	fdv					Dec 22, 2021, 3:...
DLH/ECC/OMD/10...	Test By gautam					Dec 22, 2021, 3:...

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

The screenshot shows the 'Imprest/Contingent Advance payment Initiator' page. On the left, there is a table with file details. On the right, there is a large green box titled 'Office Note / Green Sheet' which lists several electronic signatures with dates and times.

File No	Creation Date	Priority	Age Of File (in Days)	Year	2021-22
DLH/ECC/OMD/10002/00016	22-12-2021	Normal	0	Year	2021-22
Subject	ICAPay 221			Location	Delhi

Office Note / Green Sheet

On : 22.12.2021 05:44:05 PM
Cash and Bank ok

Forwarded & Electronically Signed By :
Test User3 (100003)-General Manager (Production)
On : 22.12.2021 05:52:22 PM

LIV Document Number: 23445
Pre Audit ok

Forwarded & Electronically Signed By :
Test User2 (100002)-Senior Finance & Accounts Officer
On : 22.12.2021 06:06:32 PM

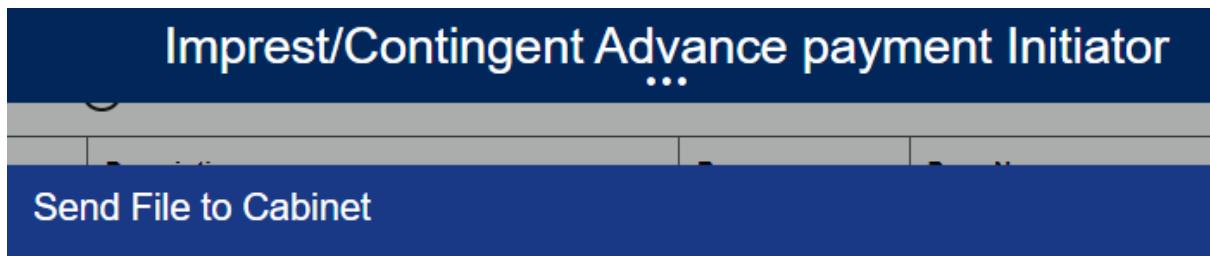
Cash and Bank ok

Forwarded & Electronically Signed By :
Test User3 (100003)-General Manager (Production)
On : 22.12.2021 06:14:59 PM

- Click on Send to Cabinet button.

The screenshot shows the 'File Action' section. It has three buttons: 'Save & Close', 'Send To Cabinet', and 'History'. A blue arrow points to the 'Send To Cabinet' button, which is highlighted with a yellow background. A green box at the bottom left contains the text 'Click on Send to Cabinet button'.

- Click Yes button to Send file to Cabinet.



Are you sure want to send this file to cabinet ?

Yes No

7.11 Cabinet Screen

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

File No	Subject	File Type	Year	Created By	Created On	Updated On
DLH/ECC/OMD/10002/00016	ICAPay 221	Imprest Advance	2021-22	Test User1 (100001)	22.12.2021	22.12.2021
DLH/ECC/OMD/100/00030	Validation	Bank Signatory	2021-22	Test User1 (100001)	22.12.2021	22.12.2021
DLH/ECC/OMD/10018/00012	Test Part Case	Part File	2021-22	Test User1 (100001)	22.12.2021	22.12.2021
DLH/ECC/OMD/10002/00017	Test By gautam	Imprest Advance	2021-22	Test User1 (100001)	22.12.2021	22.12.2021
DLH/ECC/OMD/10099/00013	LGA Example	GenericLegal	2021-22	Test User1 (100001)	22.12.2021	22.12.2021
DLH/ECC/OMD/10099/00012	LGP	GenericLegal	2021-22	Test User1 (100001)	21.12.2021	21.12.2021
DLH/ECC/OMD/10024/00025	Test	CAG Audit	2021-22	Test User1 (100001)	21.12.2021	21.12.2021
DLH/ECC/OMD/10002/00013	ICApay203	Imprest Advance	2021-22	Test User1 (100001)	21.12.2021	21.12.2021
DLH/ECC/OMD/10002/00011	ICAPay202	Imprest Advance	2021-22	Test User1 (100001)	21.12.2021	21.12.2021
DLH/ECC/OMD/10002/00010	ICAPay211	Imprest Advance	2021-22	Test User1 (100001)	21.12.2021	21.12.2021

- Now you can see all the data of user.

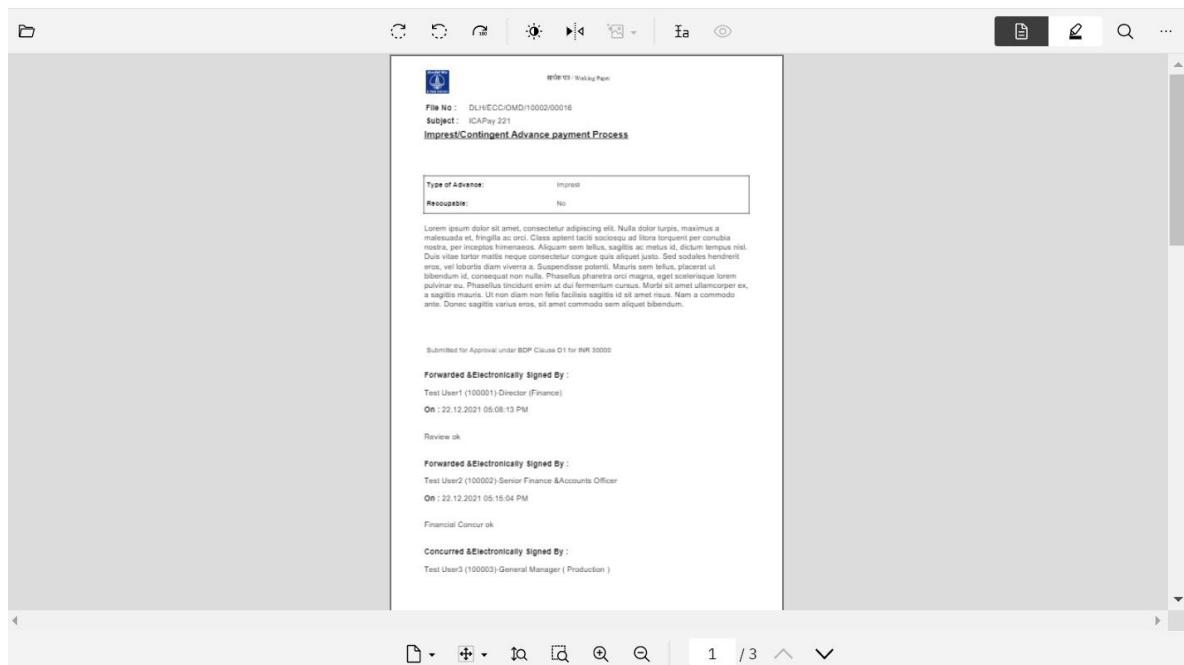
The screenshot shows the Cabinet application interface. On the left, there's a sidebar with a user profile for 'Test User1' and a navigation menu with items like 'Dashboard', 'Email', 'Inbox', 'Launch', 'Process Automation Library', 'Process Approval Process', and 'Request Process'. The main area has tabs for 'Cabinet' and 'Office Notes / Notes Sheet'. A large central window displays a document titled 'Inwest/Continent Advance payment Process' with a placeholder text about advance payments. Below this are sections for 'Note Sheet(s)', 'Attachments', 'Other Notes', and 'File Metadata'. At the bottom are buttons for 'Edit', 'Delete', and 'View For Details'.

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

The screenshot shows a list of 'Note Sheet(s)' in the Cabinet application. The table has columns: Subject, By, Status, Date, and Actions. One entry is shown: 'Note Sheet 1' by 'Test User1' with status 'Signed' on '22.12.2021'. The 'Actions' column contains a magnifying glass icon. At the bottom, it says 'Showing entry 1 of 1 entries'. To the right, there are 'Previous' and 'Next' buttons, with '1' in the center. A blue callout box labeled 'View Notes Sheet(s)' points to the magnifying glass icon in the 'Actions' column.

- Notes Sheet(s) will open.

Note Sheet 1



- Enclosures (if any) can be viewed and downloaded from Action field.

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

- Select File Workflow using radio selection button.

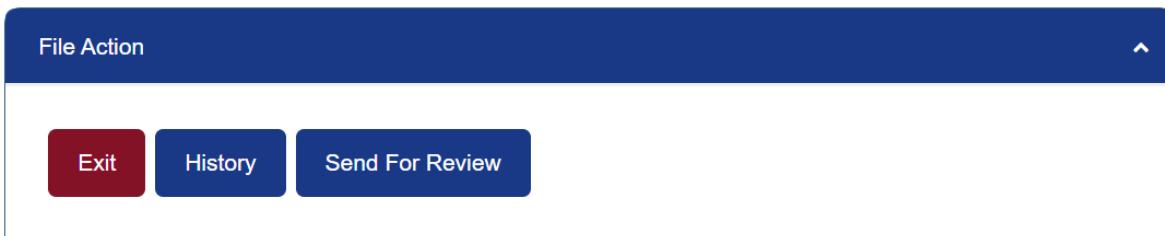
File Workflow				
	Workflow	Created By	Created On	Updated On
<input checked="" type="radio"/>	File Workflow 1	Test User1 (100001)-Director (Finance)	22.12.2021	22.12.2021
Showing entry 1 of 1 entries				

- Workflow Members will be shown.

Workflow Members	
Member Type	Member Name
Reviewer / Recommender	Test User2 (100002)-Senior Finance & Accounts Officer
Agree / Concurred	Test User3 (100003)-General Manager (Production)
Approver	Test User5 (100005)-Director (Appolo)

Exit

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



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

Cabinet ...			
Movement History			
Date	Stage	From	To
22.12.2021 05:14:10 PM	Advance Payment Process Initiator	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Senior Finance & Accounts Officer
22.12.2021 05:21:00 PM	Review / Recommend	Test User2 (100002)-Senior Finance & Accounts Officer	Test User3 (100003)-General Manager (Production)
22.12.2021 05:28:02 PM	Agree / Concur	Test User3 (100003)-General Manager (Production)	Test User5 (100005)-Director (Appolo)
22.12.2021 05:33:47 PM	Approve	Test User5 (100005)-Director (Appolo)	Test User1 (100001)-Director (Finance)
22.12.2021 05:43:36 PM	Initiator	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Senior Finance & Accounts Officer
22.12.2021 05:50:02 PM	Fund Allotment	Test User2 (100002)-Senior Finance & Accounts Officer	Test User3 (100003)-General Manager (Production)
22.12.2021 05:58:18 PM	Issuance	Test User3 (100003)-General Manager (Production)	Test User2 (100002)-Senior Finance & Accounts Officer
22.12.2021 06:12:29 PM	Pre Audit Section	Test User2 (100002)-Senior Finance & Accounts Officer	Test User3 (100003)-General Manager (Production)
22.12.2021 06:20:56 PM	Process Payment	Test User3 (100003)-General Manager (Production)	Test User1 (100001)-Director (Finance)
22.12.2021 06:31:57 PM	Advance Payment Process Initiator	Test User1 (100001)-Director (Finance)	To Cabinet

Showing 1 to 10 of 10 entries

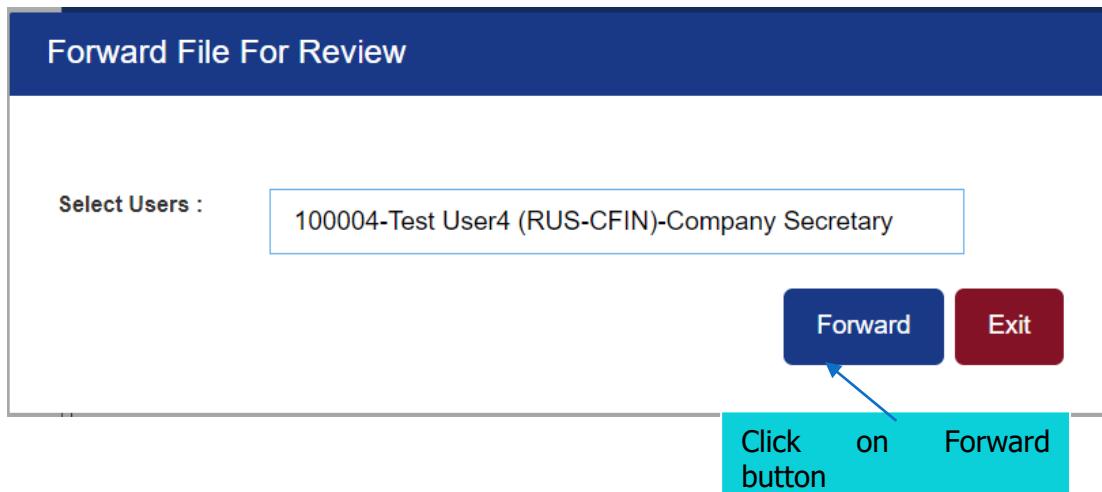
Per page: 10

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.



7.12 Outbox Screen

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

From Date : 15.12.2021 To Date : 22.12.2021 Search Filter File : Filter by any field

File No	Subject	File Type	Priority	Stage	Action	Date
DLH/ECC/OMD/10002/00016	ICAPay 221	Imprest Advance	Normal	Advance Payment Process Initiator	Cabinet	22-12-2021 06:31 PM
DLH/ECC/OMD/100/0028	Test	Generic	Medium	Send to MM		22-12-2021 06:10 PM
DLH/ECC/OMD/10027/00002	Test	Partner Audit	Low	Partner Audit Process Initiator	Committee	22-12-2021 06:05 PM
DLH/ECC/OMD/100/00030	Validation	Bank Signatory	Normal	Change in Bank Signatory Initiator	Cabinet	22-12-2021 05:58 PM
DLH/BD/BD/105/00066	test2	Bank Signatory	Normal	Approve	Approve & Send To Finance User	22-12-2021 05:28 PM
DLH/BD/BD/105/00065	test---0000001	Bank Signatory	Normal	Approve	Approve & Send To Finance User	22-12-2021 05:17 PM
DLH/BD/BD/105/00064	bbb	Bank Signatory	Normal	Finance	Finance	22-12-2021 05:04 PM
DLH/BD/BD/105/00063	lovely-sakshi	Bank Signatory	Normal	Finance	Finance	22-12-2021 04:53 PM
DLH/ECC/OMD/10018/00011	Test By gautam	Part File	High	Generic File Initiator	Committee	22-12-2021 04:26 PM
DLH/ECC/OMD/10006/00007	Test Adjustment by Diksha	Imprest Adjustment	Normal	Advance Adjustment Process Initiator	Committee	22-12-2021 04:22 PM

Showing 1 to 10 of 144 entries

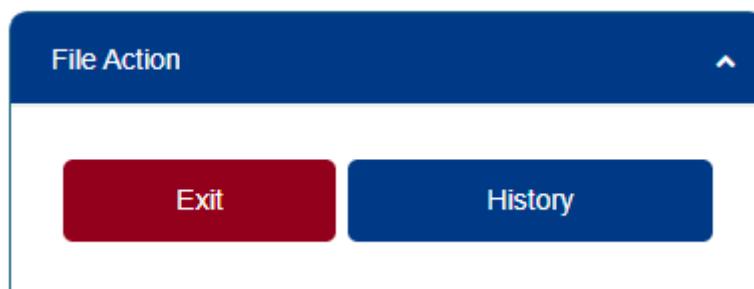
Previous 1 4 7 10 15 Next

Open

Click on Open button

- This is user Outbox screen.

- Click on History button.



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

Outbox						
Creation Date		Priority		Age Of File (in Days)		
Movement History						
File No :		Subject :				
DLH/ECC/OMD/10002/00016		ICAPay 221				
Per page:						10
Date	Stage	From	To			
22.12.2021 05:14:10 PM	Advance Payment Process Initiator	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Senior Finance & Accounts Officer			
22.12.2021 05:21:00 PM	Review / Recommend	Test User2 (100002)-Senior Finance & Accounts Officer	Test User3 (100003)-General Manager (Production)			
22.12.2021 05:28:02 PM	Agree / Concur	Test User3 (100003)-General Manager (Production)	Test User5 (100005)-Director (Appolo)			
22.12.2021 05:33:47 PM	Approve	Test User5 (100005)-Director (Appolo)	Test User1 (100001)-Director (Finance)			
22.12.2021 05:43:36 PM	Initiator	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Senior Finance & Accounts Officer			
22.12.2021 05:50:02 PM	Fund Allotment	Test User2 (100002)-Senior Finance & Accounts Officer	Test User3 (100003)-General Manager (Production)			
22.12.2021 05:58:18 PM	Issuance	Test User3 (100003)-General Manager (Production)	Test User2 (100002)-Senior Finance & Accounts Officer			
22.12.2021 06:12:29 PM	Pre Audit Section	Test User2 (100002)-Senior Finance & Accounts Officer	Test User3 (100003)-General Manager (Production)			
22.12.2021 06:20:56 PM	Process Payment	Test User3 (100003)-General Manager (Production)	Test User1 (100001)-Director (Finance)			
22.12.2021 06:31:57 PM	Advance Payment Process Initiator	Test User1 (100001)-Director (Finance)	To Cabinet			
Showing 1 to 10 of 10 entries						Previous 1 Next

Close

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