

Tasks User Guide

Oracle Banking Supply Chain Finance

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Oracle Banking Supply Chain Finance User Guide Oracle Financial Services Software Limited

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1. About this Manual

1.1 Introduction

This manual is designed to help acquaint you with the Tasks module of the Oracle Banking Supply Chain Finance (OBSCF).

It provides an overview of the module and guides you, through the various steps involved in viewing, the cash management services for the customers of your bank.

1.2 Audience

This manual is intended for the following User/User Roles:

Role	Function
Back office executive	Input functions for transactions
Back office managers/officers	Authorization functions
Product Managers	Product definition and authorization

1.3 Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/us/corporate/accessibility/index.html.



2. Tasks

Task menu has multiple sub menus. Based on the user role, the sub menus can be accessed by the user. Task Menu has the following sections:

- Completed Tasks
- Free Tasks
- Hold Tasks
- My Tasks
- Search

2.1 Completed Tasks

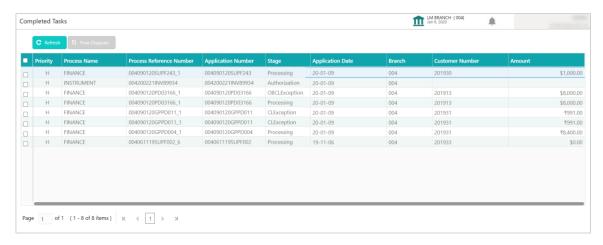
Completed Tasks menu displays the tasks which has recently completed a stage in a process by the current user. This menu does not displays completed tasks of all the stages but displays only the latest stage.

The task list displays the following details of the task:

- Priority
- Process Name
- Process Reference Number
- Application Number
- Stage
- Application Date
- Branch
- Customer Number
- Amount

Navigation Path: Tasks > Completed Tasks





Following actions can be performed on the Completed Tasks menu:

- Flow Diagram Completed Tasks menu enables user to view the process flow of the selected task and also user can find the stages completed by the selected task and the current stage highlighted in the process flow.
- o Refresh To refresh the task list.

2.2 Free Tasks

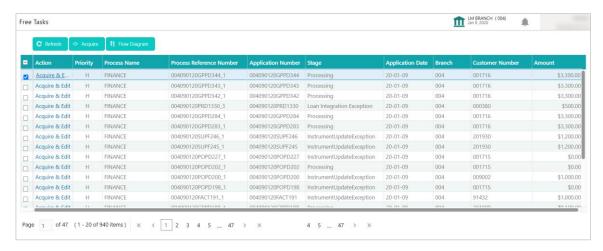
Free Tasks menu displays the tasks that are not acquired by any user and for which the current user is entitled to access.

The task list displays the following details of the task:

- Action
- Priority
- Process Name
- Process Reference Number
- Application Number
- Stage
- Application Date
- Branch
- Customer Number
- Amount

Navigation Path: Tasks > Free Tasks





Following action can be performed on the Free Tasks menu:

• Click Acquire & Edit link to acquire the task and edit directly from free tasks menu.

OR

Select the task and click **Acquire** to edit the task later from 'My Task' menu.

- Flow Diagram Free Tasks menu enables user to view the process flow of the selected task
 and also user can find the stages completed by the selected task and the current stage
 highlighted in the process flow.
- Click Refresh to refresh the task list.

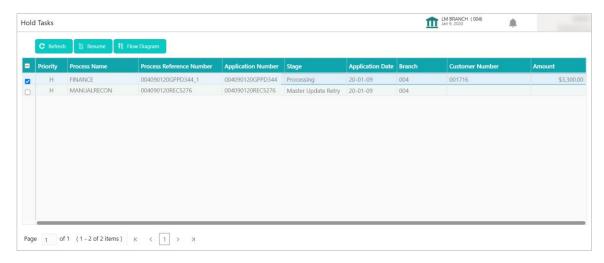
2.3 Hold Tasks

Hold Tasks menu displays the tasks which were moved on hold by the current user. The task list will display the following details of the task:

- Priority
- Process Name
- Process Reference Number
- Application Number
- Stage
- Application Date
- Branch
- Customer Number
- Amount

Navigation Path: Tasks > Hold Tasks





Following action can be performed on the Hold Tasks menu:

- Resume Select the task and click Resume to move the task to My Tasks menu and edit.
- Flow Diagram Hold Tasks menu enables user to view the process flow of the selected task and also user can find the stages completed by the selected task and the current stage highlighted in the process flow.
- Refresh Click to refresh the task list.

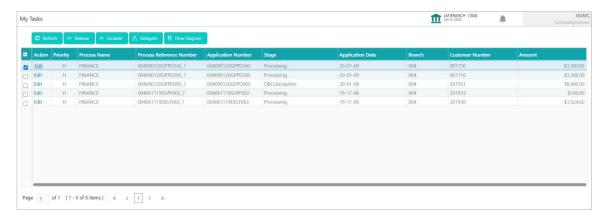
2.4 My Tasks

My Tasks menu displays the tasks acquired from the free tasks menu by the current user. The task list will display the following details of the task:

- Action
- Priority
- Process Name
- Process Reference Number
- Application Number
- Stage
- Application Date
- Branch
- Customer Number
- Amount

Navigation Path: Tasks > My Tasks





Following action can be performed on the My Tasks menu:

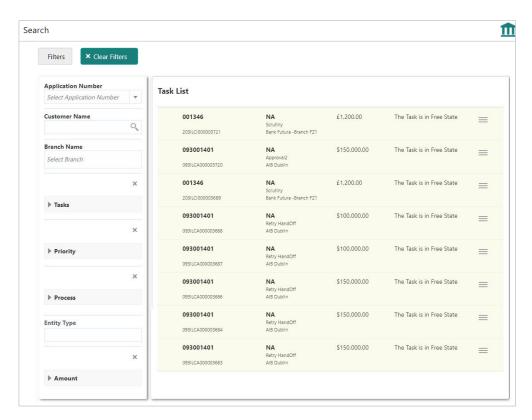
- Edit Click Edit link to edit the selected task.
- · Refresh Click Refresh to refresh the task list.
- Release Click Release to release the selected task from My Tasks to Free Tasks menu.
- **Escalate** Click Escalate to escalate the task for an appropriate reason.
- **Delegate** Click Delegate to assign the acquired task to any valid user for processing within the group.
- Flow Diagram My Tasks menu enables user to view the process flow of the selected task and
 also user can find the stages completed by the selected task and the current stage highlighted
 in the process flow.

2.5 Search

Search menu enables the user to search for the task(s) with the following filters. Search will fetch the results either will one filter criteria or with multiple filter criteria.

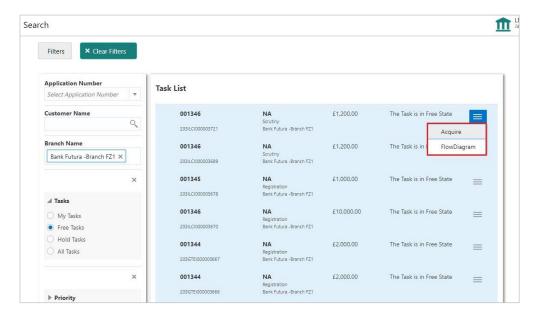
Navigation Path: Tasks > My Tasks





Following actions can be performed on the tasks listed in the task list:

- Acquire Click Acquire to acquire the task.
- **Flow Diagram** enables user to view the process flow of the selected task and also user can find the stages completed by the selected task and the current stage highlighted in the process flow.





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Reference and Feedback

References

For more information on any related features, you can refer to the following documents:

- o Supply Chain Finance User Guide
- o Receivables User Guide
- o Security Management System User Guide
- o Common Core User Guide
- o Oracle Banking Getting Started User Guide

Feedback and Support

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