

Tasks User Guide

Oracle Banking Cash Management

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Oracle Banking Cash Management User Guide
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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 Cash Management (OBCM).

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*

Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date	Branch	Customer Number	Amount
H	FINANCE	004090120SUPF243_1	004090120SUPF243	Processing	20-01-09	004	201930	\$1,000.00
H	INSTRUMENT	004200221INV89934	004200221INV89934	Authorization	20-01-09	004		
H	FINANCE	004090120PD03166_1	004090120PD03166	OBCLException	20-01-09	004	201913	\$8,000.00
H	FINANCE	004090120PD03166_1	004090120PD03166	Processing	20-01-09	004	201913	\$8,000.00
H	FINANCE	004090120GPPD011_1	004090120GPPD011	CLException	20-01-09	004	201931	₹991.00
H	FINANCE	004090120GPPD011_1	004090120GPPD011	CLException	20-01-09	004	201931	₹991.00
H	FINANCE	004090120GPPD004_1	004090120GPPD004	Processing	20-01-09	004	201931	₹8,400.00
H	FINANCE	004061119SUPF002_6	004061119SUPF002	Processing	19-11-06	004	201933	\$0.00

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.
- **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

Free Tasks LM BRANCH (004)
Jan 9, 2020

Refresh Acquire Flow Diagram

Action	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date	Branch	Customer Number	Amount
<input checked="" type="checkbox"/> Acquire & E...	H	FINANCE	004090120GPPD344_1	004090120GPPD344	Processing	20-01-09	004	001716	\$3,300.00
<input type="checkbox"/> Acquire & Edit	H	FINANCE	004090120GPPD343_1	004090120GPPD343	Processing	20-01-09	004	001716	\$3,300.00
<input type="checkbox"/> Acquire & Edit	H	FINANCE	004090120GPPD342_1	004090120GPPD342	Processing	20-01-09	004	001716	\$3,300.00
<input type="checkbox"/> Acquire & Edit	H	FINANCE	004090120PRD1330_3	004090120PRD1330	Loan Integration Exception	20-01-09	004	000380	\$500.00
<input type="checkbox"/> Acquire & Edit	H	FINANCE	004090120GPPD284_1	004090120GPPD284	Processing	20-01-09	004	001716	\$3,300.00
<input type="checkbox"/> Acquire & Edit	H	FINANCE	004090120GPPD283_1	004090120GPPD283	Processing	20-01-09	004	001716	\$3,300.00
<input type="checkbox"/> Acquire & Edit	H	FINANCE	004090120SUFF246_1	004090120SUFF246	InstrumentUpdateException	20-01-09	004	201930	\$1,200.00
<input type="checkbox"/> Acquire & Edit	H	FINANCE	004090120SUFF245_1	004090120SUFF245	InstrumentUpdateException	20-01-09	004	201930	\$1,200.00
<input type="checkbox"/> Acquire & Edit	H	FINANCE	004090120POPD227_1	004090120POPD227	InstrumentUpdateException	20-01-09	004	001715	\$0.00
<input type="checkbox"/> Acquire & Edit	H	FINANCE	004090120POPD202_1	004090120POPD202	Processing	20-01-09	004	001715	\$0.00
<input type="checkbox"/> Acquire & Edit	H	FINANCE	004090120POPD200_1	004090120POPD200	InstrumentUpdateException	20-01-09	004	009002	\$1,000.00
<input type="checkbox"/> Acquire & Edit	H	FINANCE	004090120POPD198_1	004090120POPD198	InstrumentUpdateException	20-01-09	004	001715	\$0.00
<input type="checkbox"/> Acquire & Edit	H	FINANCE	004090120FACT191_1	004090120FACT191	InstrumentUpdateException	20-01-09	004	91432	\$1,000.00

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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

Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date	Branch	Customer Number	Amount
<input checked="" type="checkbox"/>	H FINANCE	004090120GPPD344_1	004090120GPPD344	Processing	20-01-09	004	001716	\$3,300.00
<input type="checkbox"/>	H MANUALRECON	004090120RECS276	004090120RECS276	Master Update Retry	20-01-09	004		

Page 1 of 1 (1 - 2 of 2 items) | K < 1 > X

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

Action	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date	Branch	Customer Number	Amount
<input checked="" type="checkbox"/> Edit	H	FINANCE	004090120GPPD343_1	004090120GPPD343	Processing	20-01-09	004	001716	\$3,300.00
<input type="checkbox"/> Edit	H	FINANCE	004090120GPPD285_1	004090120GPPD285	Processing	20-01-09	004	001716	\$3,300.00
<input type="checkbox"/> Edit	H	FINANCE	004090120GPPD005_1	004090120GPPD005	OBCLException	20-01-09	004	201931	₹6,400.00
<input type="checkbox"/> Edit	H	FINANCE	004061119SUPF002_7	004061119SUPF002	Processing	19-11-06	004	201933	\$100.00
<input type="checkbox"/> Edit	H	FINANCE	004061119DELF063_1	004061119DELF063	Processing	19-11-06	004	201930	\$1,524.60

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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

Search 🏠

Filters ✕ Clear Filters

Application Number
Select Application Number ▼

Customer Name

Branch Name
Select Branch

✕

▶ **Tasks**

✕

▶ **Priority**

✕

▶ **Process**

Entity Type

✕

▶ **Amount**

Task List

001346 203ILCI000003721	NA Scrutiny Bank Futura -Branch FZ1	£1,200.00	The Task is in Free State	☰
093001401 093ILCA000003720	NA Approval2 AIB Dublin	\$150,000.00	The Task is in Free State	☰
001346 203ILCI000003689	NA Scrutiny Bank Futura -Branch FZ1	£1,200.00	The Task is in Free State	☰
093001401 093ILCA000003688	NA Retry HandOff AIB Dublin	\$100,000.00	The Task is in Free State	☰
093001401 093ILCA000003687	NA Retry HandOff AIB Dublin	\$100,000.00	The Task is in Free State	☰
093001401 093ILCA000003686	NA Retry HandOff AIB Dublin	\$150,000.00	The Task is in Free State	☰
093001401 093ILCA000003684	NA Retry HandOff AIB Dublin	\$150,000.00	The Task is in Free State	☰
093001401 093ILCA000003683	NA Retry HandOff AIB Dublin	\$150,000.00	The Task is in Free State	☰

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.

Search 🏠

Filters ✕ Clear Filters

Application Number
Select Application Number ▼

Customer Name

Branch Name
Bank Futura -Branch FZ1 ✕

✕

▶ **Tasks**

My Tasks

Free Tasks

Hold Tasks

All Tasks

✕

▶ **Priority**

Task List

001346 203ILCI000003721	NA Scrutiny Bank Futura -Branch FZ1	£1,200.00	The Task is in Free State	☰
001346 203ILCI000003689	NA Scrutiny Bank Futura -Branch FZ1	£1,200.00	The Task is in Free State	☰
001345 203ILCI000003678	NA Registration Bank Futura -Branch FZ1	£1,000.00	The Task is in Free State	☰
001346 203ILCI000003670	NA Registration Bank Futura -Branch FZ1	£10,000.00	The Task is in Free State	☰
001344 203GTEI000003667	NA Registration Bank Futura -Branch FZ1	£2,000.00	The Task is in Free State	☰
001344 203GTEI000003666	NA Registration Bank Futura -Branch FZ1	£2,000.00	The Task is in Free State	☰

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Reference and Feedback

References

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

- Collection User Guide
- Cashflow Forecasting User Guide
- Receivables User Guide
- Security Management System User Guide
- Common Core User Guide
- Oracle Banking Getting Started User Guide

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