

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. Task Management

Tasks are created to execute certain processes, especially those that need to be processed in bulk. These bulk executions are referred to as batch jobs. Examples of tasks are:

- Reconciliation of invoices – A task can be created to reconcile all invoices whose due dates have elapsed.
- Auto-debit of maturing finances – All finances that are maturing on a specific day can be settled using the debit accounts set for each of them.
- Acceptance of raised invoices -
- End-of-day processes – This job can include a variety of processes, which need to be executed before the closing of each bank day.

A set of standard tasks is offered with the deployment of the application (Oracle Banking Cash Management or Oracle Banking Supply Chain Finance). They are set up as part of the Day 0 installation.

Apart from these standard tasks, an authorized bank user can create additional tasks if required. The Task Management feature enables banks to set up and manage tasks, configure them to be triggered at specific times, or even trigger them manually. The application consists of the below functions:

[Create Tasks](#)

[View Tasks](#)

[Configure Tasks](#)

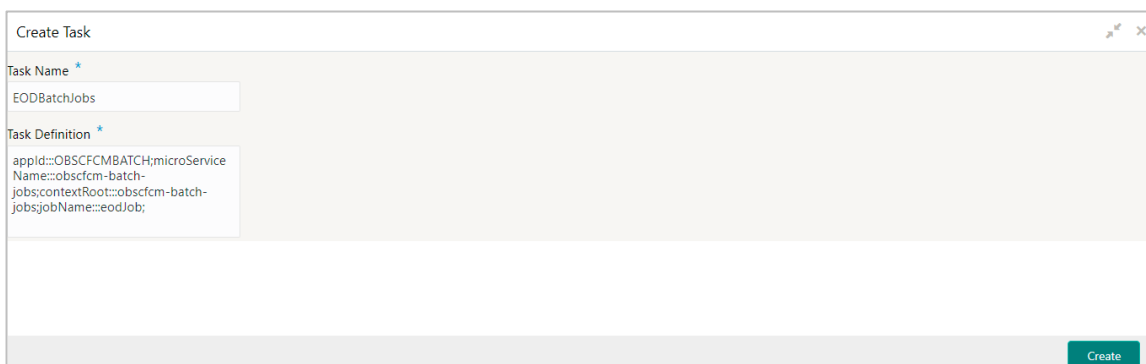
[Trigger Tasks](#)

[View Task Status](#)

### 2.1 Create Task

This screen is used to create a task for a specific purpose.

**Navigation Path:** *Toggle Menu > Task Management > Create Task*



Create Task

Task Name \*

EODBatchJobs


Task Definition \*

appld::OBSCFCMBATCH;microServiceName::obscfcm-batch-jobs;contextRoot::obscfcm-batch-jobs;jobName::eodJob;

Create

1. Refer the following table for specifying details in the above screen:

*Note: Fields marked with '\*\*' are mandatory.*

| Field Name         | Description  |
|--------------------|--|
| Task Name *        | Enter a name for the task being created.   |
| Task Description * | <p>Enter the description for the task being created. The syntax is:<br/> <b>appld:::&lt;&lt;appld&gt;&gt;;microServiceName:::&lt;&lt;microServiceName&gt;&gt;;<br/> contextRoot:::&lt;&lt;contextRoot&gt;&gt;;type:::&lt;&lt; type Of Schedule<br/> &gt;&gt;;jobName:::&lt;&lt; JOB to be triggered &gt;&gt;;destination:::&lt;&lt; Topic for<br/> which the trigger is<br/> defined&gt;&gt;;cronExpression:::&lt;&lt;cronExpression&gt;&gt;</b><br/>                     (without spaces)</p> <p>The values that must be provided for the appld, the microServiceName, the contextRoot, and the jobName are detailed in this file. Some of these</p> <div style="text-align: right;">  <p>TaskManagement-TaskDescriptionForm</p> </div> <p>tasks come as part of the day 0 set up:</p> |

2. Click **Create** to create the task. A message appears stating that the record is successfully created.

## 2.2 View Tasks

Using this screen, you can view a list of existing tasks. You are also provided with the option to delete a particular task, if required.

**Navigation Path:** Toggle Menu > Task Management > View Tasks

| Task Name                  | Task Definition  | Actions |
|----------------------------|--|---------|
| autoDebitInstrumentJob     | appld::OBSCFCMBATCH;microServiceName::obsfcfcm-batch-jobs;contextRoot::obsfcfcm-batch-jobs;jobName::autDebitInstrumentsJob;  | Delete  |
| runAutoDebitFinanceJob     | appld::OBSCFCMBATCH;microServiceName::obsfcfcm-batch-jobs;contextRoot::obsfcfcm-batch-jobs;jobName::autoDebitFinanceJob;   | Delete  |
| runEOD                     | appld::OBSCFCMBATCH;microServiceName::obsfcfcm-batch-jobs;contextRoot::obsfcfcm-batch-jobs;jobName::eodJob;  | Delete  |
| runInvAcceptance           | appld::OBSCFCMBATCH;microServiceName::obsfcfcm-batch-jobs;contextRoot::obsfcfcm-batch-jobs;jobName::invAcceptanceJob;  | Delete  |
| runEodBatch                | appld::EODBATCH;microServiceName::obsfcfcm-eod-batch;contextRoot::obsfcfcm-eod-batch;jobName::eodJob;  | Delete  |
| releaseCutOffJob           | appld::CMNCORE;microServiceName::cmc-batch-services;contextRoot::cmc-batch-services;jobName::releaseCutOffJob;   | Delete  |
| vaultMasterRecordStatusJob | appld::OBCMCOL;microServiceName::obcm-collections-maintenance-services;contextRoot::obcm-collections-maintenance-services;jobName::vaultMasterRecordStatusJob;branchCode::004; | Delete  |
| pdclnstrumentCancelledJob  | appld::OBCMTXN;microServiceName::obcm-collections-transaction-services;contextRoot::obcm-collections-transaction-services;jobName::pdclnstrumentCancelledJob;branchCode::004;  | Delete  |
| forgetCoreAccountsJob      | appld::CMNCORE;microServiceName::cmc-batch-services;contextRoot::cmc-batch-services;jobName::forgetCoreAccountsJob;  | Delete  |
| pdclnholdJob               | appld::OBCMTXN;microServiceName::obcm-collections-transaction-services;contextRoot::obcm-collections-transaction-services;jobName::pdclnholdJob;branchCode::004;               | Delete  |

Page 1 of 2 (1-10 of 19 items) < 1 2 > »

1. Refer the following table for the field descriptions in the above screen:

*Note: Fields marked with '\*\*' are mandatory.*

| Field Name | Description                    |
|------------|--------------------------------|
| Task Name  | Displays the name of the task. |

| Field Name       | Description                                    |
|------------------|--|
| Task Description | Displays the description of the task.          |
| Actions          | Provides the option to delete the task record. |

- If a particular task should be deleted, click the **Delete** button in the **Actions** column beside it. A message appears stating that the record is deleted.

## 2.3 Configure Tasks

Using this screen, you can configure the triggering of a particular task, as follows:

- Schedule the task to be triggered on a specific day of the month/week, at a specific time.
- Configure the task to be triggered when a particular event occurs.

**Navigation Path:** *Toggle Menu > Task Management > Configure Tasks*

The screenshot shows the 'View Tasks' interface. At the top, there's a title 'View Tasks' and a close button. Below is a table with three columns: 'Task Name', 'Task Definition', and 'Actions'. The table lists several tasks like 'autoDebitInstrumentJob', 'runAutoDebitFinanceJob', etc. Each row has a 'Delete' button in the 'Actions' column. Below the table is a pagination control showing 'Page 1 of 2 (1-10 of 19 items)'. Underneath is a configuration form with radio buttons for 'Event' and 'Schedule' (selected). There are three input fields: 'Task Name', 'Task Trigger Name', and 'CRON Expression / Topic Name'. A 'Save' button is located at the bottom right of the form.

- Refer the following table for specifying details in the above screen:

**Note:** Fields marked with **\*\*** are mandatory.

| Field Name            | Description                                    |
|-----------------------|--|
| Grid                  |  |
| Task Name             | Displays the name of the task.                 |
| Task Description      | Displays the description of the task.          |
| Actions               | Provides the option to delete the task record. |
| Fields below the grid |  |



| Field Name                     | Description  |
|--------------------------------|--|
| Event / Schedule               | Select 'Event' if the task must be triggered when a particular event occurs.<br>Select 'Schedule' if the tasks must be triggered on a specific day at a specific time, using the CRON expression.  |
| Task Name *                    | Select the task for which a trigger should be configured.  |
| Task Trigger Name *            | Enter a unique name for the task trigger.  |
| CRON Expression / Topic Name * | <p>If you have selected the 'Schedule' option above, then enter the 'CRON Expression' pattern to schedule the triggering of the task for a specific day and time. The pattern is a list of six single space-separated fields, representing second, minute, hour, day, month, and weekday. For the month and weekday, provide the first three letters of their English names.</p> <p>OR</p> <p>If you have selected the 'Event' option above, then enter the 'Topic Name' or the destination for which the task should be triggered on the arrival of a new message.</p> <p><b>Note:</b> Examples of CRON expression patterns:</p> <ul style="list-style-type: none"> <li>"0 0 * * * *" = the top of every hour of every day.</li> <li>"*/10 * * * * *" = every ten seconds.</li> <li>"0 0 8-10 * * * *" = 8, 9 and 10 o'clock of every day.</li> <li>"0 0 6,19 * * * *" = 6:00 AM and 7:00 PM every day.</li> <li>"0 0/30 8-10 * * * *" = 8:00, 8:30, 9:00, 9:30, 10:00 and 10:30 every day.</li> <li>"0 0 9-17 * * MON-FRI" = on the hour nine-to-five weekdays</li> <li>"0 0 0 25 12 ?" = every Christmas Day at midnight</li> </ul> |

2. Click **Save** to save the configuration and send for authorization (if applicable).

## 2.4 Trigger Tasks

Using this screen, you can manually trigger tasks when required.

**Navigation Path:** *Toggle Menu > Task Management > Configure Tasks*

| Task Name                  | Task Definition  | Actions |
|----------------------------|--|---------|
| autoDebitInstrumentJob     | appld::OBSCFCMBATCH:microServiceName::obsfcfm-batch-jobs:contextRoot::obsfcfm-batch-jobs:jobName::autDebitInstrumentsJob;  | Trigger |
| runAutoDebitFinanceJob     | appld::OBSCFCMBATCH:microServiceName::obsfcfm-batch-jobs:contextRoot::obsfcfm-batch-jobs:jobName::autoDebitFinanceJob;   | Trigger |
| runEOD                     | appld::OBSCFCMBATCH:microServiceName::obsfcfm-batch-jobs:contextRoot::obsfcfm-batch-jobs:jobName::eodJob;  | Trigger |
| runInvAcceptance           | appld::OBSCFCMBATCH:microServiceName::obsfcfm-batch-jobs:contextRoot::obsfcfm-batch-jobs:jobName::invAcceptanceJob;  | Trigger |
| runEodBatch                | appld::EODBATCH:microServiceName::obsfcfm-eod-batch:contextRoot::obsfcfm-eod-batch:jobName::eodJob;  | Trigger |
| releaseCutOffJob           | appld::CMNCORE:microServiceName::cmc-batch-services:contextRoot::cmc-batch-services:jobName::releaseCutOffJob;   | Trigger |
| vaultMasterRecordStatusJob | appld::OBCMCOL:microServiceName::obcm-collections-maintenance-services:contextRoot::obcm-collections-maintenance-services:jobName::vaultMasterRecordStatusJob:branchCode::004; | Trigger |
| pdInstrumentCancelledJob   | appld::OBCMTXN:microServiceName::obcm-collections-transaction-services:contextRoot::obcm-collections-transaction-services:jobName::pdInstrumentCancelledJob:branchCode::004;   | Trigger |
| forgetCoreAccountsJob      | appld::CMNCORE:microServiceName::cmc-batch-services:contextRoot::cmc-batch-services:jobName::forgetCoreAccountsJob;  | Trigger |
| pdUnholdJob                | appld::OBCMTXN:microServiceName::obcm-collections-transaction-services:contextRoot::obcm-collections-transaction-services:jobName::pdUnholdJob:branchCode::004;                | Trigger |

Page 1 of 2 (1-10 of 19 items) < 1 2 > »

1. Refer the following table for the field descriptions in the above screen:

*Note: Fields marked with ‘\*’ are mandatory.*

| Field Name       | Description                                       |
|------------------|---|
| Task Name        | Displays the name of the task.                    |
| Task Description | Displays the description of the task.             |
| Actions          | Provides the option to trigger the task manually. |

2. Click **Trigger** beside a particular task to manually trigger it.

## 2.5 View Tasks Status

Using this screen, you can view the statuses of the triggered tasks.

| Instance Id | Task Name                      | Status    |
|-------------|--------------------------------|-----------|
| 3870        | arrangementCdtJob              | COMPLETED |
| 3954        | autDebitInstrumentsJob         | COMPLETED |
| 3874        | autoDebitFinanceJob            | COMPLETED |
| 3809        | runAutoreconbatchjob           | COMPLETED |
| 3659        | runAutoReconJob                | COMPLETED |
| 3235        | cdtReversalJob                 | COMPLETED |
| 3868        | changeDateJob                  | COMPLETED |
| 3953        | runEodBatch                    | COMPLETED |
| 3888        | processFutureDatedDisbursement | COMPLETED |
| 2860        | runInvAcceptance               | COMPLETED |
| 2860        | runInvAcceptance               | COMPLETED |

Page 1 (1-10 of at least 17 items) < 1 2 ... > »

1. Refer the following table for the field descriptions in the above screen:

*Note: Fields marked with ‘\*’ are mandatory.*

| Field Name  | Description   |
|-------------|---|
| Instance Id | Displays the auto-generated sequence number or instance of execution of the task. |

| Field Name | Description   |
|------------|---|
| Task Name  | Displays the name of the task.  |
| Status     | Displays the status of the task. This could one of the following: STARTED, FAILED, COMPLETED. |

---

## 3. Tasks

The Tasks menu has multiple sub-menus such as Business Process Maintenance, Collections, Finance, Instruments, Recon, and Search.

Based on the user role, these sub-menus can be accessed by the user. Each sub-menu segregates tasks into following categories:

- **Completed Tasks:** This menu displays the tasks which has recently completed a stage in a process by the current user. This menu does not display completed tasks of all the stages but displays only the latest stage.
- **Free Tasks:** This menu displays the tasks which were not acquired by any user and for which the current user is entitled to access.
- **Hold Tasks:** This menu displays the tasks which were moved on hold by the current user.
- **My Tasks:** This menu displays the tasks acquired from the free tasks menu by the current user.

### 3.1 Business Process Maintenance

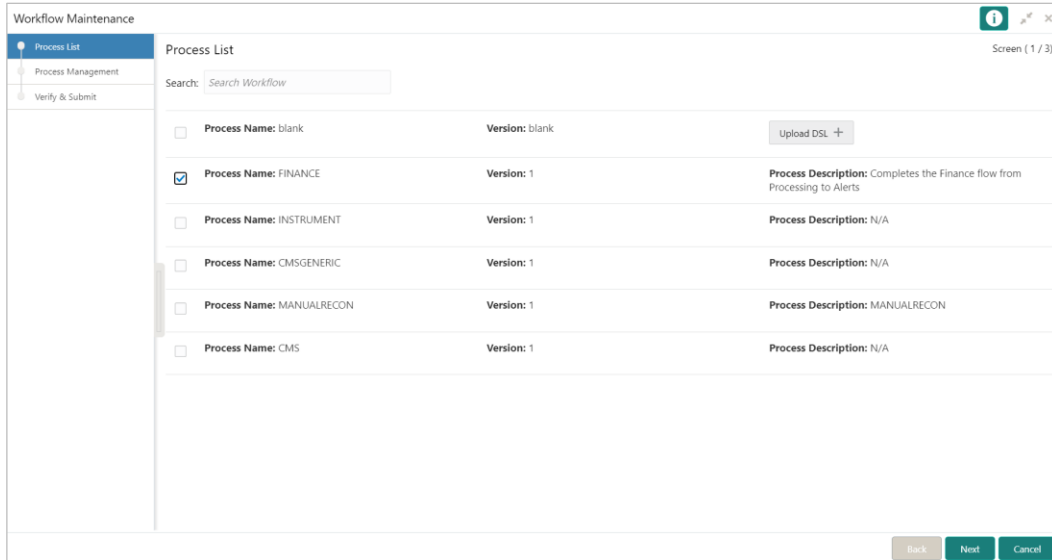
Business Process Maintenance menu allows the user to create Workflows. Basically, it comprises of three screens-

- Process List Screen
- Process Management Screen
- Verify & Submit Screen

**Navigation Path:** *Toggle Menu > Tasks > Business Process Maintenance*

#### 3.1.1 Process List Screen

It shows the list of processes. User can select any one of the existing processes or a blank process can be selected in case the user wants to create a new workflow from scratch.

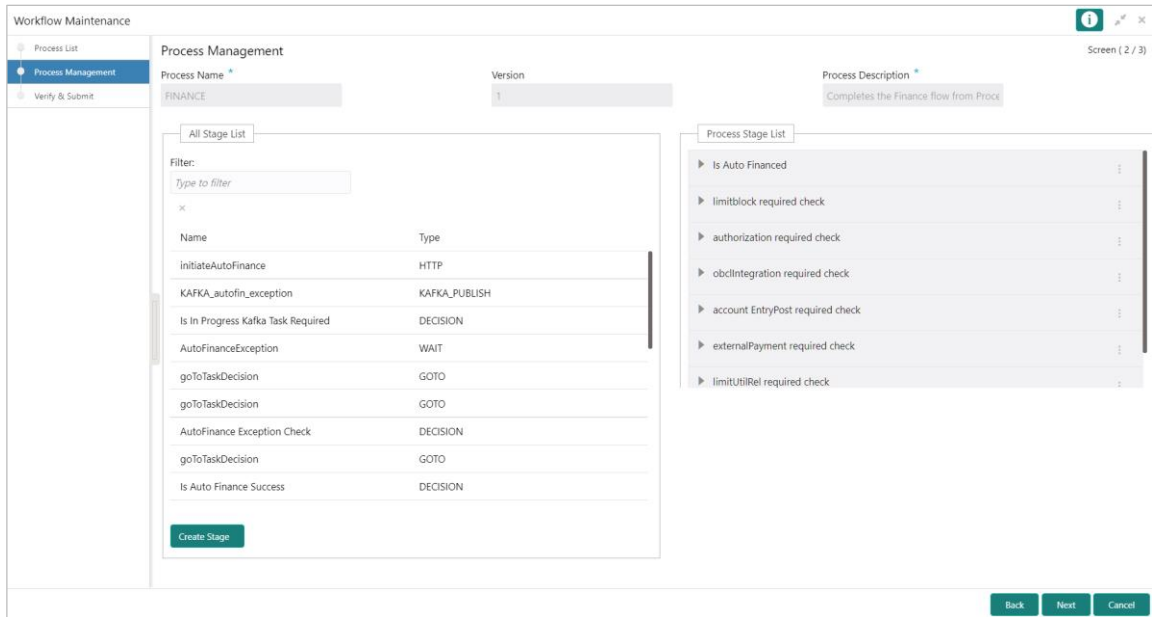


Following actions can be performed on the Process List screen:

- Search – For searching any of the existing workflows/Process.
- Upload DSL – Can be used to upload workflow in JSON format.
- Next – After selecting one process, click Next button to navigate to the next screen “Process Management”.
- Cancel – To exit from the Business Process Maintenance Menu.

### 3.1.2 Process Management Screen

It shows the list of the stages under the process, which was selected from the ‘Process List’ screen, on the right under the heading ‘**Process Stage List**’. Also, all stages are listed in table on the left under the heading ‘**All Stage List**’.

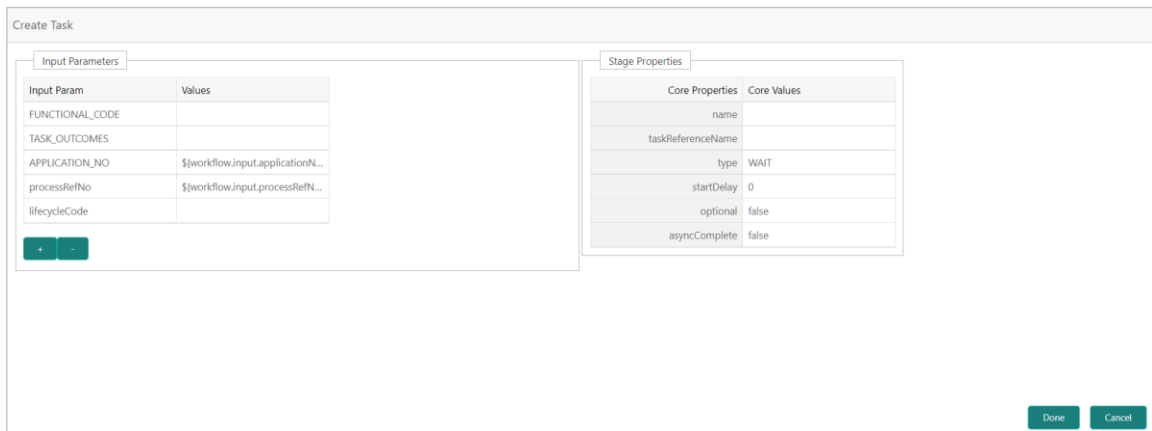


**Drag and Drop Functionality:**

- To add new stages in the process, Drag and drop any stage from All Stage List to Process Stage List.

**Creating a New Stage:**

- Click **Create Stage** button on the Process Management Screen to create new stage. The Create Task screen is displayed. The type of the stage can be changed in the core properties.



**Edit/Delete Functionality**

- Click **Edit** to Edit the stage in Process Stage List. The Modify Task screen is displayed.
- Click **Delete** to delete the stage from Process Stage List.

Modify Task

**Input Parameters**

| Input Param      | Values                             |
|------------------|------------------------------------|
| isAutoProcessing | `\${workflow.input.isAutoProce...` |
| stage            | Is Auto Financed                   |

+ -

**Stage Properties**

| Core Properties   | Core Values                     |
|-------------------|---------------------------------|
| name              | manual_auto_check               |
| taskReferenceName | autoFinanceCheck                |
| type              | DECISION                        |
| caseValueParam    | isAutoProcessing                |
| decisionCases     | Y,N                             |
| startDelay        | 0                               |
| optional          | false                           |
| asyncComplete     | false                           |
| children          | [object Object],[object Object] |

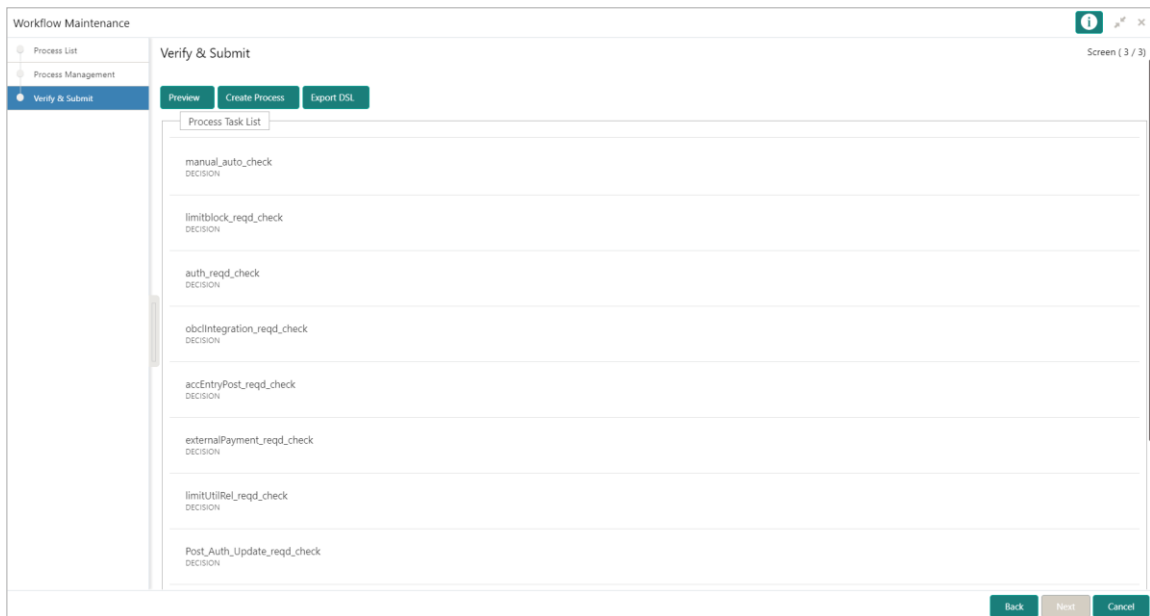
Done
Cancel

Following actions can be performed on the Process Management screen:

- **Back** – Click Back button to navigate to the previous screen.
- **Next** – After Modifying the stages, click Next button to navigate to the next screen “Verify & Submit”.
- **Cancel** – To exit from the Business Process Maintenance Menu.

### 3.1.3 Verify & Submit Screen

Verify & Submit screen displays the process task list with all the new/modified tasks.



Following actions can be performed on the Process Management screen:

- Preview button- Click **Preview** to view the flow diagram of the selected process.
- Create Process button - Used to create new process. If an existing process is modified, a new process with updated version would appear on the process list screen or else a new process would appear.
- Export DSL button - To Export DSL into a file in JSON format.
- Back – Click **Back** button to navigate to the previous screen.
- Cancel – To exit from the Business Process Maintenance Menu.



## 3.2 Collections

### 3.2.1 Completed Tasks

**Navigation Path:** Toggle Menu > Tasks > Collections > Completed Tasks

Completed Tasks

( DEFAULTTENITY )

Refresh Audit Flow Diagram

| Action                        | Stage         | Event  | Reference Number | Processing Date | Branch | Total Amount |
|-------------------------------|---------------|--------|------------------|-----------------|--------|--------------|
| <input type="checkbox"/> View | Authorization | CREATE | 004120821COLL184 | 20-01-16        | 004    |              |
| <input type="checkbox"/> View | Authorization | CREATE | 004110821COLL163 | 20-01-16        | 004    |              |
| <input type="checkbox"/> View | Authorization | CREATE | 004110821COLL147 | 20-01-15        | 004    |              |
| <input type="checkbox"/> View | Authorization | CREATE | 004100821COLL069 | 20-01-15        | 004    |              |
| <input type="checkbox"/> View | Authorization | CREATE | 004090821COLL042 | 20-01-15        | 004    |              |
| <input type="checkbox"/> View | Authorization | CREATE | 004090821COLL041 | 20-01-15        | 004    |              |
| <input type="checkbox"/> View | Authorization | CREATE | 004090821COLL040 | 20-01-15        | 004    |              |
| <input type="checkbox"/> View | Authorization | CREATE | 004090821COLL999 | 20-01-15        | 004    |              |
| <input type="checkbox"/> View | Authorization | CREATE | 004060821COLL984 | 20-01-14        | 004    |              |
| <input type="checkbox"/> View | Authorization | CREATE | 004040821COLL961 | 20-01-14        | 004    |              |
| <input type="checkbox"/> View | Authorization | CREATE | 004220721COLL599 | 20-01-14        | 004    |              |
| <input type="checkbox"/> View | Authorization | CREATE | 004130721CW462   |                 | 004    | £10.00       |
| <input type="checkbox"/> View | Authorization | CREATE | 004130721CW462   |                 | 004    | £10.00       |
| <input type="checkbox"/> View | Rework        | CREATE | 004130721CW462   |                 | 004    | £10.00       |

Page 1 of 3 ( 1 - 20 of 50 items )

### 3.2.2 Free Tasks

**Navigation Path:** Toggle Menu > Tasks > Collections > Free Tasks

Free Tasks

( DEFAULTTENITY )

Refresh Acquire Flow Diagram

| Action                                  | Stage         | Event  | Reference Number | Processing Date | Branch | Total Amount |
|---|---------------|--------|------------------|-----------------|--------|--------------|
| <input type="checkbox"/> Acquire & E... | Authorization | CREATE | 004130821CW514   |                 | 004    | £1,000.00    |
| <input type="checkbox"/> Acquire & E... | Authorization | CREATE | 004130821COLL200 | 20-01-16        | 004    |              |
| <input type="checkbox"/> Acquire & E... | Authorization | CREATE | 004130821COLL199 | 20-01-16        | 004    |              |
| <input type="checkbox"/> Acquire & E... | Authorization | CREATE | 004120821CW512   |                 | 004    | £100.00      |
| <input type="checkbox"/> Acquire & E... | Authorization | CREATE | 004120821COLL195 | 20-01-16        | 004    |              |
| <input type="checkbox"/> Acquire & E... | Authorization | CREATE | 004120821COLL194 | 20-01-16        | 004    | £1,000.00    |
| <input type="checkbox"/> Acquire & E... | Authorization | CREATE | 004260721COLL691 | 20-01-16        | 004    |              |
| <input type="checkbox"/> Acquire & E... | Authorization | CREATE | 004120821COLL193 | 20-01-16        | 004    | \$5,000.00   |
| <input type="checkbox"/> Acquire & E... | Authorization | CREATE | 004120821COLL190 | 20-01-16        | 004    |              |
| <input type="checkbox"/> Acquire & E... | Authorization | CREATE | 004260721COLL688 | 20-01-16        | 004    |              |
| <input type="checkbox"/> Acquire & E... | Authorization | CREATE | 004140521COLL140 | 20-01-16        | 004    | £100.00      |
| <input type="checkbox"/> Acquire & E... | Authorization | CREATE | 004120821COLL187 | 20-01-16        | 004    |              |
| <input type="checkbox"/> Acquire & E... | Authorization | CREATE | 004120821COLL186 | 20-01-16        | 004    | \$1,000.00   |
| <input type="checkbox"/> Acquire & E... | Authorization | CREATE | 004120821COLL185 | 20-01-16        | 004    | \$3,000.00   |

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### 3.2.3 Hold Tasks

**Navigation Path:** Toggle Menu > Tasks > Collections > Hold Tasks



### 3.2.4 My Tasks

**Navigation Path:** Toggle Menu > Tasks > Collections > My Tasks

My Tasks (DEFAULTTENITY)

Refresh Release Escalate Delegate Flow Diagram

| Action | Stage         | Event            | Reference Number | Processing Date | Branch | Total Amount   |
|--------|---------------|------------------|------------------|-----------------|--------|----------------|
| Edit   | Authorization | CREATE           | 004170621COLL910 | 20-01-14        | 004    | £100.00        |
| Edit   | Authorization | CREATE           | 004210521CW241   |                 | 004    | £100,000.00    |
| Edit   | Authorization | CREATE           | 004110521CW200   |                 | 004    | £10.00         |
| Edit   | Authorization | CREATE           | 004070521CW184   |                 | 004    | \$1,000,000.00 |
| Edit   | Authorization | CREATE           | 004070521CW183   |                 | 004    | \$1,000,000.00 |
| Edit   | Authorization | CREATE           | 004070521CW182   |                 | 004    | \$1,000,000.00 |
| Edit   | Authorization | CREATE           | 004040521COLL948 | 20-01-13        | 004    | £1,000.00      |
| Edit   | Authorization | MARKINSTSTAT     | 004280421MGMT141 | 20-01-13        | 004    | £1.00          |
| Edit   | Authorization | CREATE           | 004260421CW080   |                 | 004    | ₹10.00         |
| Edit   | Authorization | CREATE           | 004230421COLL602 | 20-01-10        | 004    | £1,500.00      |
| Edit   | Processing    | CREATE           | 004190421COLL413 | 20-01-09        | 004    |                |
| Edit   | Authorization | CREATE           | 004120421COLL229 | 20-01-09        | 004    | £2,000.00      |
| Edit   | Authorization | MARKINSTSTAT     | 004180221MGMT781 | 20-01-09        | 004    | £110,000.00    |
| Edit   | Authorization | GENERATESCHEDULE | 004291020MGMT360 | 19-12-19        | 004    |                |

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### 3.2.5 Supervisor Tasks

**Navigation Path:** Toggle Menu > Tasks > Collections > Supervisor Tasks



## 3.3 Finance

### 3.3.1 Completed Tasks

**Navigation Path:** Toggle Menu > Tasks > Finance > Completed Tasks

Completed Tasks (DEFAULTTENITY)

Refresh Audit Flow Diagram

| Action | Stage                      | Finance Reference Number | Event        | Transaction Date | Request Id  | Amount     | Debtor                |
|--------|----------------------------|--------------------------|--------------|------------------|-------------|------------|-----------------------|
| View   | Loan Integration Exception | 004140120GPPD002         | DISBURSEMENT | 20-01-14         | R1401204823 | ₹22,500.00 | E MEI PLASTICS CO LTD |
| View   | CLException                | 004140120GPPD002         | DISBURSEMENT | 20-01-14         | R1401204823 | ₹22,500.00 | E MEI PLASTICS CO LTD |
| View   | Processing                 | 004090120SUPPF903        | SETTLEMENT   | 20-01-14         | R1401202989 | \$100.00   | Wasan Motors          |
| View   | Processing                 | 004090120SUPPF903        | SETTLEMENT   | 20-01-14         | R1401202988 | \$100.00   | Wasan Motors          |
| View   | Processing                 | 004090120SUPPF903        | SETTLEMENT   | 20-01-14         | R1401202987 | \$100.00   | Wasan Motors          |
| View   | Processing                 | 004090120SUPPF243        | DISBURSEMENT | 20-01-09         |             | \$1,000.00 |                       |
| View   | OBCLException              | 004090120PD03166         | DISBURSEMENT | 20-01-09         |             | \$8,000.00 |                       |
| View   | Processing                 | 004090120PD03166         | DISBURSEMENT | 20-01-09         |             | \$8,000.00 |                       |
| View   | CLException                | 004090120GPPD011         | DISBURSEMENT | 20-01-09         |             | ₹991.00    |                       |
| View   | CLException                | 004090120GPPD011         | DISBURSEMENT | 20-01-09         |             | ₹991.00    |                       |
| View   | Processing                 | 004090120GPPD004         | DISBURSEMENT | 20-01-09         |             | ₹8,400.00  |                       |
| View   | Processing                 | 004061119SUPPF002        | SETTLEMENT   | 19-11-06         |             | \$0.00     |                       |

Page 1 of 1 (1 - 12 of 12 items) K < 1 > X

### 3.3.2 Free Tasks

**Navigation Path:** Toggle Menu > Tasks > Finance > Free Tasks

Free Tasks (DEFAULTENTITY)

Refresh Acquire Flow Diagram

| Action                                  | Stage         | Finance Reference Number | Event        | Transaction Date | Request Id  | Amount      | Debtor                |
|---|---------------|--------------------------|--------------|------------------|-------------|-------------|-----------------------|
| <input type="checkbox"/> Acquire & Edit | Processing    | 004090120FACR054         | SETTLEMENT   | 20-01-14         | R1401202844 | €0.00       | AugSupp               |
| <input type="checkbox"/> Acquire & Edit | Processing    | 004090120FACR054         | SETTLEMENT   | 20-01-14         | R1401202843 | €0.00       | AugSupp               |
| <input type="checkbox"/> Acquire & Edit | Processing    | 004090120POPD964         | SETTLEMENT   | 20-01-14         | R1401202826 | €0.00       | AugSupp               |
| <input type="checkbox"/> Acquire & Edit | Processing    | 004090120POPD964         | SETTLEMENT   | 20-01-14         | R1401202825 | €236.72     | AugSupp               |
| <input type="checkbox"/> Acquire & Edit | Processing    | 004090120POPD964         | SETTLEMENT   | 20-01-14         | R1401202824 | \$2,688.34  | AugSupp               |
| <input type="checkbox"/> Acquire & Edit | OBCLException | 004090120SUPP131         | DISBURSEMENT | 20-01-09         |             | \$2,700.00  |                       |
| <input type="checkbox"/> Acquire & Edit | Processing    | 004130120AFGB342         | SETTLEMENT   | 20-01-14         | R1401202866 | \$5,000.00  | Wasan Motors          |
| <input type="checkbox"/> Acquire & Edit | CLException   | 004130120GPPD144         | DISBURSEMENT | 20-01-13         | R1301203633 | ₹130,500.00 | E MEI PLASTICS CO LTD |
| <input type="checkbox"/> Acquire & Edit | Processing    | 004140120FA00222         | DISBURSEMENT | 20-01-14         | R1401205059 | \$100.00    | AugSupp               |
| <input type="checkbox"/> Acquire & Edit | Processing    | 004140120FA00223         | DISBURSEMENT | 20-01-14         | R1401205077 | \$3,300.00  | AugSupp               |
| <input type="checkbox"/> Acquire & Edit | Processing    | 004140120FA00224         | DISBURSEMENT | 20-01-14         | R1401205078 | \$3,300.00  | AugSupp               |
| <input type="checkbox"/> Acquire & Edit | Processing    | 004170120POPD402         | SETTLEMENT   | 20-01-14         | R1401202872 | €0.00       | AugSupp               |
| <input type="checkbox"/> Acquire & Edit | Processing    | 004170120POPD402         | SETTLEMENT   | 20-01-14         | R1401202871 | €0.00       | AugSupp               |
| <input type="checkbox"/> Acquire & Edit | Processing    | 004170120POPD402         | SETTLEMENT   | 20-01-14         | R1401202870 | €0.00       | AugSupp               |

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### 3.3.3 Hold Tasks

**Navigation Path:** Toggle Menu > Tasks > Finance > Hold Tasks

Hold Tasks (DEFAULTENTITY)

Refresh Resume Flow Diagram

| Stage                               | Finance Reference Number | Event        | Transaction Date | Request Id | Amount     | Debtor |
|-------------------------------------|--------------------------|--------------|------------------|------------|------------|--------|
| <input type="checkbox"/> Processing | 004090120GPPD344         | DISBURSEMENT | 20-01-09         |            | \$3,300.00 |        |

Page 1 of 1 (1 - 1 of 1 items) | 1 >

### 3.3.4 My Tasks

**Navigation Path:** Toggle Menu > Tasks > Finance > My Tasks

My Tasks (DEFAULTTENTITY)

Refresh Release Escalate Delegate Flow Diagram

| Action                        | Stage                     | Finance Reference Number | Event        | Transaction Date | Request Id  | Amount      | Debtor                |
|-------------------------------|---------------------------|--------------------------|--------------|------------------|-------------|-------------|-----------------------|
| <input type="checkbox"/> Edit | InstrumentUpdateException | 004140120GPPD002         | DISBURSEMENT | 20-01-14         | R1401204823 | ₹22,500.00  | E MEI PLASTICS CO LTD |
| <input type="checkbox"/> Edit | Processing                | 004090120SUPP642         | DISBURSEMENT | 20-01-09         | R0901203147 | \$200.00    | Future Group          |
| <input type="checkbox"/> Edit | Processing                | 004090120PRD1623         | DISBURSEMENT | 20-01-09         | R0901203129 | \$9,500.00  | Carrefour             |
| <input type="checkbox"/> Edit | Processing                | 004090120DELF522         | DISBURSEMENT | 20-01-09         | R0901202996 | \$19,152.00 | AFG Bank2             |
| <input type="checkbox"/> Edit | Processing                | 004090120PRD1514         | DISBURSEMENT | 20-01-09         | R0901202982 | \$9,000.00  | Carrefour             |
| <input type="checkbox"/> Edit | Processing                | 004090120GPPD343         | DISBURSEMENT | 20-01-09         |             | \$3,300.00  |                       |
| <input type="checkbox"/> Edit | Processing                | 004090120GPPD285         | DISBURSEMENT | 20-01-09         |             | \$3,300.00  |                       |
| <input type="checkbox"/> Edit | OBCLException             | 004090120GPPD005         | DISBURSEMENT | 20-01-09         |             | ₹8,400.00   |                       |
| <input type="checkbox"/> Edit | Processing                | 004061119SUPP002         | SETTLEMENT   | 19-11-06         |             | \$100.00    |                       |
| <input type="checkbox"/> Edit | Processing                | 004061119DELF063         | DISBURSEMENT | 19-11-06         |             | \$1,524.60  |                       |

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### 3.3.5 Supervisor Tasks

**Navigation Path:** Toggle Menu > Tasks > Finance > Supervisor Tasks



## 3.4 Instruments

### 3.4.1 Completed Tasks

**Navigation Path:** Toggle Menu > Tasks > Instruments > Completed Tasks

Completed Tasks (DEFAULTTENTITY)

Refresh Audit Flow Diagram

| Action                        | Stage         | Transaction Ref No | Instrument Type | Event  | Transaction Date | Supplier            | Buyer           | Channel |
|-------------------------------|---------------|--------------------|-----------------|--------|------------------|---------------------|-----------------|---------|
| <input type="checkbox"/> View | Authorization | 004170721INV97730  | INVOICE         | RECON  | 20-01-14         |                     |                 |         |
| <input type="checkbox"/> View | Authorization | 004170721INV97726  | INVOICE         | RECON  | 20-01-14         |                     |                 |         |
| <input type="checkbox"/> View | Authorization | 004170721INV97724  | INVOICE         | RECON  | 20-01-14         |                     |                 |         |
| <input type="checkbox"/> View | Authorization | 004070721INV97535  | INVOICE         | RECON  | 20-01-14         |                     |                 |         |
| <input type="checkbox"/> View | Authorization | 004070721INV97523  | INVOICE         | RECON  | 20-01-14         |                     |                 |         |
| <input type="checkbox"/> View | Authorization | 004070721INV97522  | INVOICE         | RECON  | 20-01-14         |                     |                 |         |
| <input type="checkbox"/> View | Authorization | 004070721INV97516  | INVOICE         | RECON  | 20-01-14         |                     |                 |         |
| <input type="checkbox"/> View | Authorization | 004050721INV97472  | INVOICE         | CREATE | 20-01-14         | Wasan Motors        | cust007         | HOST    |
| <input type="checkbox"/> View | Authorization | 004050721INV97463  | INVOICE         | CREATE | 20-01-14         | MERCIER CORPORATION | ABB Ltd         | HOST    |
| <input type="checkbox"/> View | Authorization | 004050721INV97456  | INVOICE         | RECON  | 20-01-14         |                     |                 |         |
| <input type="checkbox"/> View | Authorization | 004050721INV97442  | INVOICE         | RECON  | 20-01-14         |                     |                 |         |
| <input type="checkbox"/> View | Authorization | 004050721INV97439  | INVOICE         | EDIT   | 20-01-14         | JIOMART             | ABC corporation | HOST    |
| <input type="checkbox"/> View | Authorization | 004050721INV97437  | INVOICE         | CREATE | 20-01-14         | JIOMART             | ABC corporation | HOST    |
| <input type="checkbox"/> View | Authorization | 004260621INV97181  | INVOICE         | RECON  | 20-01-14         |                     |                 |         |

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### 3.4.2 Free Tasks

**Navigation Path:** Toggle Menu > Tasks > Instruments > Free Tasks

| Free Tasks                              |                                    |                    |                 |                 |                  |               |             |         |  |
|---|------------------------------------|--------------------|-----------------|-----------------|------------------|---------------|-------------|---------|--|
| Action                                  | Stage                              | Transaction Ref No | Instrument Type | Event           | Transaction Date | Supplier      | Buyer       | Channel |  |
| <input type="checkbox"/> Acquire & Edit | Processing                         | 004130821INV98737  | INVOICE         | ASSIGNMENT      | 20-01-16         |               |             | OBDX    |  |
| <input type="checkbox"/> Acquire & Edit | Processing                         | 004130821INV98736  | INVOICE         | RESOLVE_DISP... | 20-01-16         |               |             | OBDX    |  |
| <input type="checkbox"/> Acquire & Edit | Instrument Master Update Exception | 004100821CN1458    | CREDIT_NOTE     | CREATE          | 20-01-15         | ABZ Solutions | NehNovCust1 |         |  |
| <input type="checkbox"/> Acquire & Edit | Instrument Master Update Exception | 004090821CN1451    | CREDIT_NOTE     | CREATE          | 20-01-15         | ABZ Solutions | NehNovCust1 |         |  |
| <input type="checkbox"/> Acquire & Edit | Instrument Master Update Exception | 004090821CN1450    | CREDIT_NOTE     | CREATE          | 20-01-15         | ABZ Solutions | NehNovCust1 |         |  |
| <input type="checkbox"/> Acquire & Edit | Instrument Master Update Exception | 004090821CN1449    | CREDIT_NOTE     | CREATE          | 20-01-15         | ABZ Solutions | NehNovCust1 |         |  |
| <input type="checkbox"/> Acquire & Edit | Instrument Master Update Exception | 004090821CN1448    | CREDIT_NOTE     | CREATE          | 20-01-15         | ABZ Solutions | NehNovCust1 |         |  |
| <input type="checkbox"/> Acquire & Edit | Instrument Master Update Exception | 004090821CN1448    | CREDIT_NOTE     | CREATE          | 20-01-15         | ABZ Solutions | NehNovCust1 |         |  |
| <input type="checkbox"/> Acquire & Edit | Instrument Master Update Exception | 004090821CN1447    | CREDIT_NOTE     | CREATE          | 20-01-15         | ABZ Solutions | NehNovCust1 |         |  |
| <input type="checkbox"/> Acquire & Edit | Instrument Master Update Exception | 004090821CN1446    | CREDIT_NOTE     | CREATE          | 20-01-15         | ABZ Solutions | NehNovCust1 |         |  |
| <input type="checkbox"/> Acquire & Edit | Instrument Master Update Exception | 004090821CN1446    | CREDIT_NOTE     | CREATE          | 20-01-15         | ABZ Solutions | NehNovCust1 |         |  |
| <input type="checkbox"/> Acquire & Edit | Instrument Master Update Exception | 004090821CN1441    | CREDIT_NOTE     | CREATE          | 20-01-15         | ABZ Solutions | NehNovCust1 |         |  |
| <input type="checkbox"/> Acquire & Edit | Instrument Master Update Exception | 004020721CN1219    | CREDIT_NOTE     | CREATE          | 20-01-14         | AugSupp       | AugBuyer    |         |  |
| <input type="checkbox"/> Acquire & Edit | Accounting Post Exception          | 004010721INV97371  | INVOICE         | CREATE          | 20-01-14         | cust314       | RELIANCE    | EXT     |  |

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### 3.4.3 Hold Tasks

**Navigation Path:** Toggle Menu > Tasks > Instruments > Hold Tasks



### 3.4.4 My Tasks

**Navigation Path:** Toggle Menu > Tasks > Instruments > My Tasks

| My Tasks                      |                                    |                    |                 |                  |                  |               |                 |         |  |
|-------------------------------|------------------------------------|--------------------|-----------------|------------------|------------------|---------------|-----------------|---------|--|
| Action                        | Stage                              | Transaction Ref No | Instrument Type | Event            | Transaction Date | Supplier      | Buyer           | Channel |  |
| <input type="checkbox"/> Edit | Instrument Master Update Exception | 004100821PO7065    | PURCHASE_ORDER  | UPDATE           | 20-01-15         | Danone        | Carrefour       |         |  |
| <input type="checkbox"/> Edit | Instrument Master Update Exception | 004100821PO7063    | PURCHASE_ORDER  | UPDATE           | 20-01-15         | Danone        | Carrefour       |         |  |
| <input type="checkbox"/> Edit | Instrument Master Update Exception | 004100821CN1459    | CREDIT_NOTE     | CREATE           | 20-01-15         | ABZ Solutions | NehNovCust1     |         |  |
| <input type="checkbox"/> Edit | Authorization                      | 004050821PO6951    | PURCHASE_ORDER  | ACCEPTED         | 20-01-14         | AugSupp       | ABZ Solutions   |         |  |
| <input type="checkbox"/> Edit | Authorization                      | 004170721INV97742  | INVOICE         | INITIATE_FINANCE | 20-01-14         |               |                 |         |  |
| <input type="checkbox"/> Edit | Authorization                      | 004170721INV97739  | INVOICE         | INITIATE_FINANCE | 20-01-14         |               |                 |         |  |
| <input type="checkbox"/> Edit | Authorization                      | 004090721INV97568  | INVOICE         | RECON            | 20-01-14         |               |                 |         |  |
| <input type="checkbox"/> Edit | Authorization                      | 004070721INV97517  | INVOICE         | RECON            | 20-01-14         |               |                 |         |  |
| <input type="checkbox"/> Edit | Authorization                      | 004050721INV97447  | INVOICE         | CREATE           | 20-01-14         | PEGATRON      | E MEI PLASTL... | HOST    |  |
| <input type="checkbox"/> Edit | Authorization                      | 004050721INV97443  | INVOICE         | RECON            | 20-01-14         |               |                 |         |  |
| <input type="checkbox"/> Edit | Instrument Master Update Exception | 004010721INV97376  | INVOICE         | RAISE_DISPUTE    | 20-01-14         |               |                 | OBDX    |  |
| <input type="checkbox"/> Edit | Authorization                      | 004280621PO6780    | PURCHASE_ORDER  | ACCEPTED         | 20-01-14         | AugSupp       | AugBuyer        |         |  |
| <input type="checkbox"/> Edit | Authorization                      | 004280621INV97236  | INVOICE         | INITIATE_FINANCE | 20-01-14         |               |                 |         |  |
| <input type="checkbox"/> Edit | Authorization                      | 004240621INV97107  | INVOICE         | ASSIGNMENT       | 20-01-14         | NUVOTON       | Birla Group     | HOST    |  |

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### 3.4.5 Supervisor Tasks

**Navigation Path:** Toggle Menu > Tasks > Instruments > Supervisor Tasks



## 3.5 Recon

### 3.5.1 Completed Tasks

**Navigation Path:** Toggle Menu > Tasks > Recon > Completed Tasks

Completed Tasks (DEFAULTENTITY)

Refresh Audit Flow Diagram

| Action                        | Stage         | Transaction Ref No | Event      | Recon Category                            | Recon Type | Transaction Date | Channel    |
|-------------------------------|---------------|--------------------|------------|---|------------|------------------|------------|
| <input type="checkbox"/> View | Authorization | 004140120REC13533  | RECON      | Invoice Payment Recon                     | Manual     | 20-01-14         |            |
| <input type="checkbox"/> View | Authorization | 004140120REC13489  | RECON      | Invoice Payment Recon                     | Manual     | 20-01-14         |            |
| <input type="checkbox"/> View | Processing    | 004140120REC13213  | RECON      | Invoice Payment Recon                     | Manual     | 20-01-14         |            |
| <input type="checkbox"/> View | Authorization | 004140120REC13213  | RECON      | Invoice Payment Recon                     | Manual     | 20-01-14         |            |
| <input type="checkbox"/> View | Processing    | 004140120REC13217  | RECON      | Invoice Payment Recon                     | Manual     | 20-01-14         |            |
| <input type="checkbox"/> View | Authorization | 004140120REC13246  | RECON      | Invoice Payment Recon                     | Manual     | 20-01-14         |            |
| <input type="checkbox"/> View | Authorization | 004140120REC12846  | DEALLOCATE | Allocation of Payment to Virtual Accounts | Manual     | 20-01-14         |            |
| <input type="checkbox"/> View | Authorization | 004140120REC11788  | ALLOCATE   | Allocation of Payment to Virtual Accounts | Manual     | 20-01-14         |            |
| <input type="checkbox"/> View | Authorization | 004140120REC11771  | ALLOCATE   | Allocation of Payment to Virtual Accounts | Manual     | 20-01-14         |            |
| <input type="checkbox"/> View | Authorization | 004090120REC9872   | RECON      | Expected Debit/Credit to Payment Recon    | Manual     | 20-01-09         | FILEUPLOAD |
| <input type="checkbox"/> View | Authorization | 004090120REC9509   | RECON      | Invoice Payment Recon                     | Manual     | 20-01-09         |            |
| <input type="checkbox"/> View | Authorization | 004090120REC7781   | RECON      | Expected Debit/Credit to Payment Recon    | Manual     | 20-01-09         | FILEUPLOAD |
| <input type="checkbox"/> View | Authorization | 004090120REC7779   | RECON      | Expected Debit/Credit to Payment Recon    | Manual     | 20-01-09         | FILEUPLOAD |
| <input type="checkbox"/> View | Processing    | 004090120REC6897   | RECON      | Expected Debit/Credit to Payment Recon    | Manual     | 20-01-09         | FILEUPLOAD |

Page 1 of 2 (1 - 20 of 35 items) | 1 2 >

### 3.5.2 Free Tasks

**Navigation Path:** Toggle Menu > Tasks > Recon > Free Tasks

Free Tasks (DEFAULTENTITY)

Refresh Acquire Flow Diagram

| Action                                  | Stage               | Transaction Ref No | Event      | Recon Category                            | Recon Type | Transaction Date | Channel |
|---|---------------------|--------------------|------------|---|------------|------------------|---------|
| <input type="checkbox"/> Acquire & Edit | Processing          | 004150120REC13837  | DERECON    | Invoice Payment Recon                     | Manual     | 20-01-15         |         |
| <input type="checkbox"/> Acquire & Edit | Processing          | 004150120REC13822  | DERECON    | Invoice Payment Recon                     | Manual     | 20-01-15         |         |
| <input type="checkbox"/> Acquire & Edit | Processing          | 004150120REC13667  | DERECON    | Invoice Payment Recon                     | Manual     | 20-01-15         |         |
| <input type="checkbox"/> Acquire & Edit | Processing          | 004150120REC13613  | DERECON    | Invoice Payment Recon                     | Manual     | 20-01-15         |         |
| <input type="checkbox"/> Acquire & Edit | Processing          | 004150120REC13593  | DERECON    | Invoice Payment Recon                     | Manual     | 20-01-15         |         |
| <input type="checkbox"/> Acquire & Edit | Processing          | 004150120REC13585  | DERECON    | Invoice Payment Recon                     | Manual     | 20-01-15         |         |
| <input type="checkbox"/> Acquire & Edit | Authorization       | 004140120REC13536  | RECON      | Invoice Credit Note Recon                 | Manual     | 20-01-14         |         |
| <input type="checkbox"/> Acquire & Edit | Processing          | 004140120REC13213  | RECON      | Invoice Payment Recon                     | Manual     | 20-01-14         |         |
| <input type="checkbox"/> Acquire & Edit | Authorization       | 004140120REC13169  | ALLOCATE   | Allocation of Payment to Virtual Accounts | Manual     | 20-01-14         |         |
| <input type="checkbox"/> Acquire & Edit | Authorization       | 004140120REC13167  | ALLOCATE   | Allocation of Payment to Virtual Accounts | Manual     | 20-01-14         |         |
| <input type="checkbox"/> Acquire & Edit | Authorization       | 004140120REC12941  | DEALLOCATE | Allocation of Payment to Virtual Accounts | Manual     | 20-01-14         |         |
| <input type="checkbox"/> Acquire & Edit | Authorization       | 004140120REC12935  | ALLOCATE   | Allocation of Payment to Virtual Accounts | Manual     | 20-01-14         |         |
| <input type="checkbox"/> Acquire & Edit | Master Update Retry |                    | DERECON    |   |            |                  |         |
| <input type="checkbox"/> Acquire & Edit | Master Update Retry |                    | DERECON    |   |            |                  |         |

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### 3.5.3 Hold Tasks

**Navigation Path:** Toggle Menu > Tasks > Recon > Hold Tasks

The screenshot shows the 'Hold Tasks' interface. At the top, there are navigation icons and a user profile '( DEFAULTTENTITY )'. Below the header, there are buttons for 'Refresh', 'Resume', and 'Flow Diagram'. The main area contains a table with the following data:

| Stage         | Transaction Ref No | Event | Recon Category        | Recon Type | Transaction Date | Channel |
|---------------|--------------------|-------|-----------------------|------------|------------------|---------|
| Authorization | 004090120REC10141  | RECON | Invoice Payment Recon | Manual     | 20-01-09         |         |

At the bottom, there is a pagination control: 'Page 1 of 1 (1 - 1 of 1 items)' with navigation arrows.

### 3.5.4 My Tasks

**Navigation Path:** Toggle Menu > Tasks > Recon > My Tasks

The screenshot shows the 'My Tasks' interface. At the top, there are navigation icons and a user profile '( DEFAULTTENTITY )'. Below the header, there are buttons for 'Refresh', 'Release', 'Escalate', 'Delegate', and 'Flow Diagram'. The main area contains a table with the following data:

| Action | Stage               | Transaction Ref No | Event    | Recon Category                            | Recon Type | Transaction Date | Channel |
|--------|---------------------|--------------------|----------|---|------------|------------------|---------|
| Edit   | Master Update Retry |                    | DERECON  |   |            |                  |         |
| Edit   | Authorization       | 004140120REC13173  | ALLOCATE | Allocation of Payment to Virtual Accounts | Manual     | 20-01-14         |         |
| Edit   | Master Update Retry |                    | DERECON  |   |            |                  |         |
| Edit   | Master Update Retry |                    | DERECON  |   |            |                  |         |
| Edit   | Master Update Retry |                    | DERECON  |   |            |                  |         |
| Edit   | Master Update Retry |                    | DERECON  |   |            |                  |         |
| Edit   | Authorization       | 004090120REC10087  | ALLOCATE | Allocation of Payment to Virtual Accounts | Manual     | 20-01-09         |         |
| Edit   | Master Update Retry | 004090120REC10066  | ALLOCATE | Allocation of Payment to Virtual Accounts | Auto       | 20-01-09         |         |
| Edit   | Master Update Retry | 004090120REC10062  | ALLOCATE | Allocation of Payment to Virtual Accounts | Auto       | 20-01-09         |         |
| Edit   | Master Update Retry | 004090120REC10041  | ALLOCATE | Allocation of Payment to Virtual Accounts | Auto       | 20-01-09         |         |
| Edit   | Master Update Retry | 004090120REC10039  | ALLOCATE | Allocation of Payment to Virtual Accounts | Auto       | 20-01-09         |         |
| Edit   | Master Update Retry | 004090120REC10037  | ALLOCATE | Allocation of Payment to Virtual Accounts | Auto       | 20-01-09         |         |
| Edit   | Master Update Retry | 004090120REC10035  | ALLOCATE | Allocation of Payment to Virtual Accounts | Auto       | 20-01-09         |         |
| Edit   | Master Update Retry | 004090120REC10027  | RECON    | Expected Debit/Credit to Payment Recon    | Manual     | 20-01-09         | OBDX    |

At the bottom, there is a pagination control: 'Page 1 of 3 (1 - 20 of 42 items)' with navigation arrows.

### 3.5.5 Supervisor Tasks

**Navigation Path:** Toggle Menu > Tasks > Recon > Supervisor Tasks



### 3.6 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:** Toggle Menu > Tasks > Search

The screenshot shows the Search interface with the following components:

- Filters:** A sidebar on the left containing:
  - Application Number:** A dropdown menu with the text "Select Application Number".
  - Customer Name:** A search input field with a magnifying glass icon.
  - Branch Name:** A dropdown menu with the text "Select Branch".
  - Tasks:** A section with a plus icon and a minus icon.
  - Priority:** A section with a plus icon and a minus icon.
  - Process:** A section with a plus icon and a minus icon.
  - Entity Type:** A search input field with a plus icon.
  - Amount:** A section with a plus icon and a minus icon.
- Task List:** A table on the right displaying search results. The table has columns for Application Number, Customer Name, Amount, and Status. The status for all tasks is "The Task is in Free State".

| Application Number            | Customer Name                             | Amount       | Status                    |
|-------------------------------|---|--------------|---------------------------|
| 001346<br>203ILCI000003721    | NA<br>Scrutiny<br>Bank Futura -Branch FZ1 | £1,200.00    | The Task is in Free State |
| 093001401<br>093ILCA000003720 | NA<br>Approval2<br>AIB Dublin             | \$150,000.00 | The Task is in Free State |
| 001346<br>203ILCI000003689    | NA<br>Scrutiny<br>Bank Futura -Branch FZ1 | £1,200.00    | The Task is in Free State |
| 093001401<br>093ILCA000003688 | NA<br>Retry HandOff<br>AIB Dublin         | \$100,000.00 | The Task is in Free State |
| 093001401<br>093ILCA000003687 | NA<br>Retry HandOff<br>AIB Dublin         | \$100,000.00 | The Task is in Free State |
| 093001401<br>093ILCA000003686 | NA<br>Retry HandOff<br>AIB Dublin         | \$150,000.00 | The Task is in Free State |
| 093001401<br>093ILCA000003684 | NA<br>Retry HandOff<br>AIB Dublin         | \$150,000.00 | The Task is in Free State |
| 093001401<br>093ILCA000003683 | NA<br>Retry HandOff<br>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.

This screenshot is similar to the previous one, but with the following changes:

- Filters:** The "Branch Name" filter is now set to "Bank Futura -Branch FZ1". The "Tasks" filter is set to "Free Tasks".
- Task List:** The first two rows of the table are highlighted in light blue. For the first row (Application Number 001346), two buttons are visible: "Acquire" and "FlowDiagram", both enclosed in a red rectangular box.



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## Reference and Feedback

### References

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

- Cashflow Forecasting User Guide
- Collections User Guide
- Receivables and Payables User Guide
- Security Management System User Guide
- Common Core User Guide
- Oracle Banking Getting Started User Guide

### Feedback and Support

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