

Tasks User Guide

**Oracle Banking Cash Management**

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Oracle Banking Cash Management User Guide  
Oracle Financial Services Software Limited

Oracle Park  
Off Western Express Highway  
Goregaon (East)  
Mumbai, Maharashtra 400 063  
India

Worldwide Inquiries:  
Phone: +91 22 6718 3000  
Fax: +91 22 6718 3001  
[www.oracle.com/financialservices/](http://www.oracle.com/financialservices/)

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# Contents

<b>1.</b>	<b>About this Manual .....</b>	<b>5</b>
1.1	Introduction.....	5
1.2	Audience .....	5
1.3	Documentation Accessibility .....	5
<b>2.</b>	<b>Task Management .....</b>	<b>6</b>
2.1	Create Task.....	6
2.2	View Tasks .....	7
2.3	Configure Tasks .....	8
2.4	Trigger Tasks .....	9
2.5	View Tasks Status.....	10
<b>3.</b>	<b>Tasks .....</b>	<b>12</b>
3.1	Business Process Maintenance .....	12
3.1.1	Process List Screen .....	12
3.1.2	Process Management Screen.....	13
3.1.3	Verify & Submit Screen .....	16
3.2	Collections.....	17
3.2.1	Completed Tasks .....	17
3.2.2	Free Tasks .....	17
3.2.3	Hold Tasks .....	17
3.2.4	My Tasks .....	18
3.2.5	Supervisor Tasks.....	18
3.3	Finance.....	18
3.3.1	Completed Tasks .....	18
3.3.2	Free Tasks .....	19
3.3.3	Hold Tasks .....	19
3.3.4	My Tasks .....	20
3.3.5	Supervisor Tasks.....	20
3.4	Instruments.....	20
3.4.1	Completed Tasks .....	20
3.4.2	Free Tasks .....	21
3.4.3	Hold Tasks .....	21
3.4.4	My Tasks .....	21
3.4.5	Supervisor Tasks.....	22
3.5	Recon .....	22

- 3.5.1 Completed Tasks ..... 22
  - 3.5.2 Free Tasks ..... 22
  - 3.5.3 Hold Tasks ..... 23
  - 3.5.4 My Tasks ..... 23
  - 3.5.5 Supervisor Tasks..... 23
- 3.6 Search ..... 24
- Index..... 25**
- Reference and Feedback ..... 26**
  - References ..... 26
  - Feedback and Support ..... 26

# 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 – All invoices that are flagged for auto acceptance on a specific day can be marked as accepted.
- 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*

The screenshot shows a web-based form titled "Create Task". It has a light gray header bar with the title and a close button (X). Below the header, there are two input fields. The first is labeled "Task Name" with a blue asterisk, containing the text "EODBatchJobs". The second is labeled "Task Definition" with a blue asterisk, containing a long string: "appld::OBSCFCMBATCH;microService Name::obscfcm-batch-jobs;contextRoot::obscfcm-batch-jobs;jobName::eodJob;". At the bottom right of the form, there is a green button labeled "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:  <b>appld:::&lt;&lt;appld&gt;&gt;;microServiceName:::&lt;&lt;microServiceName&gt;&gt;;  contextRoot:::&lt;&lt;contextRoot&gt;&gt;;type:::&lt;&lt; type Of Schedule  &gt;&gt;;jobName:::&lt;&lt; JOB to be triggered &gt;&gt;;destination:::&lt;&lt; Topic for  which the trigger is  defined&gt;&gt;;cronExpression:::&lt;&lt;cronExpression&gt;&gt;</b>  (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;">   TaskManagement-T askDescriptionForm </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

View Tasks		
Task Name	Task Definition	Actions
autoDebitInstrumentJob	appld::OBSCFCMBATCH;microServiceName::obscfcm-batch-jobs;contextRoot::obscfcm-batch-jobs;jobName::autDebitInstrumentsJob;	Delete
runAutoDebitFinanceJob	appld::OBSCFCMBATCH;microServiceName::obscfcm-batch-jobs;contextRoot::obscfcm-batch-jobs;jobName::autoDebitFinanceJob;	Delete
runEOD	appld::OBSCFCMBATCH;microServiceName::obscfcm-batch-jobs;contextRoot::obscfcm-batch-jobs;jobName::eodJob;	Delete
runInvAcceptance	appld::OBSCFCMBATCH;microServiceName::obscfcm-batch-jobs;contextRoot::obscfcm-batch-jobs;jobName::invAcceptanceJob;	Delete
runEodBatch	appld::EODBATCH;microServiceName::obscfcm-eod-batch;contextRoot::obscfcm-eod-batch;jobName::eodJob;	Delete
releaseCutoffJob	appld::CMNCORE;microServiceName::cmc-batch-services;contextRoot::cmc-batch-services;jobName::releaseCutoffJob;	Delete
vaultMasterRecordStatusJob	appld::OBCCOL;microServiceName::obcm-collections-maintenance-services;contextRoot::obcm-collections-maintenance-services;jobName::vaultMasterRecordStatusJob;branchCode::004;	Delete
pdcInstrumentCancelledJob	appld::OBCCMTXN;microServiceName::obcm-collections-transaction-services;contextRoot::obcm-collections-transaction-services;jobName::pdcInstrumentCancelledJob;branchCode::004;	Delete
forgetCoreAccountsJob	appld::CMNCORE;microServiceName::cmc-batch-services;contextRoot::cmc-batch-services;jobName::forgetCoreAccountsJob;	Delete
pdcUnholdJob	appld::OBCCMTXN;microServiceName::obcm-collections-transaction-services;contextRoot::obcm-collections-transaction-services;jobName::pdcUnholdJob;branchCode::004;	Delete

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 bar with 'View Tasks' and a close button. Below it is a table with three columns: 'Task Name', 'Task Definition', and 'Actions'. The table lists several tasks, each with a 'Delete' button in the 'Actions' column. Below the table is a pagination bar showing 'Page 1 of 2 (1-10 of 19 items)'. Underneath the pagination bar are three radio buttons: 'Event' and 'Schedule' (which is selected). Below these are three input fields: 'Task Name', 'Task Trigger Name', and 'CRON Expression / Topic Name'. At the bottom right of the form is a 'Save' button.

- 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. 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

View Tasks		
Task Name	Task Definition	Actions
autoDebitInstrumentJob	appld::OBSCFCMBATCH;microServiceName::obscfcm-batch-jobs;contextRoot::obscfcm-batch-jobs;jobName::autDebitInstrumentsJob;	Trigger
runAutoDebitFinanceJob	appld::OBSCFCMBATCH;microServiceName::obscfcm-batch-jobs;contextRoot::obscfcm-batch-jobs;jobName::autoDebitFinanceJob;	Trigger
runEOD	appld::OBSCFCMBATCH;microServiceName::obscfcm-batch-jobs;contextRoot::obscfcm-batch-jobs;jobName::eodJob;	Trigger
runInvAcceptance	appld::OBSCFCMBATCH;microServiceName::obscfcm-batch-jobs;contextRoot::obscfcm-batch-jobs;jobName::invAcceptanceJob;	Trigger
runEodBatch	appld::EODBATCH;microServiceName::obscfcm-eod-batch;contextRoot::obscfcm-eod-batch;jobName::eodJob;	Trigger
releaseCutOffJob	appld::CMNCORE;microServiceName::cmc-batch-services;contextRoot::cmc-batch-services;jobName::releaseCutOffJob;	Trigger
vaultMasterRecordStatusJob	appld::OBSCMTXN;microServiceName::obcm-collections-maintenance-services;contextRoot::obcm-collections-maintenance-services;jobName::vaultMasterRecordStatusJob;branchCode::004;	Trigger
pdcInstrumentCancelledJob	appld::OBSCMTXN;microServiceName::obcm-collections-transaction-services;contextRoot::obcm-collections-transaction-services;jobName::pdcInstrumentCancelledJob;branchCode::004;	Trigger
forgetCoreAccountsJob	appld::CMNCORE;microServiceName::cmc-batch-services;contextRoot::cmc-batch-services;jobName::forgetCoreAccountsJob;	Trigger
pdcUnholdJob	appld::OBSCMTXN;microServiceName::obcm-collections-transaction-services;contextRoot::obcm-collections-transaction-services;jobName::pdcUnholdJob;branchCode::004;	Trigger

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.

View Tasks Status		
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

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.

Workflow Maintenance

Process List

Search:

Process Name	Version	Process Description
<input type="checkbox"/> Process Name: blank	Version: blank	
<input checked="" type="checkbox"/> Process Name: FINANCE	Version: 1	Process Description: Completes the Finance flow from Processing to Alerts
<input type="checkbox"/> Process Name: INSTRUMENT	Version: 1	Process Description: N/A
<input type="checkbox"/> Process Name: CMSGENERIC	Version: 1	Process Description: N/A
<input type="checkbox"/> Process Name: MANUALRECON	Version: 1	Process Description: MANUALRECON
<input type="checkbox"/> Process Name: CMS	Version: 1	Process Description: N/A

Upload DSL +

Back Next Cancel

Screen ( 1 / 3 )

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**’.

Workflow Maintenance

Process Management

Process Name: FINANCE Version: 1 Process Description: Completes the Finance flow from Proce

Screen ( 2 / 3)

All Stage List

Filter: Type to filter

Name	Type
initiateAutoFinance	HTTP
KAFKA_autofin_exception	KAFKA_PUBLISH
Is In Progress Kafka Task Required	DECISION
AutoFinanceException	WAIT
goToTaskDecision	GOTO
goToTaskDecision	GOTO
AutoFinance Exception Check	DECISION
goToTaskDecision	GOTO
Is Auto Finance Success	DECISION

Create Stage

Process Stage List

- Is Auto Financed
- limitblock required check
- authorization required check
- obclIntegration required check
- account EntryPost required check
- externalPayment required check
- limitUtilRel required check

Back Next Cancel

### 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.

Create Task

Input Parameters

Input Param	Values
FUNCTIONAL_CODE	
TASK_OUTCOMES	
APPLICATION_NO	\${workflow.input.applicationN...
processRefNo	\${workflow.input.processRefN...
lifecycleCode	

Stage Properties

Core Properties	Core Values
name	
taskReferenceName	
type	WAIT
startDelay	0
optional	false
asyncComplete	false

Done Cancel

### 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]

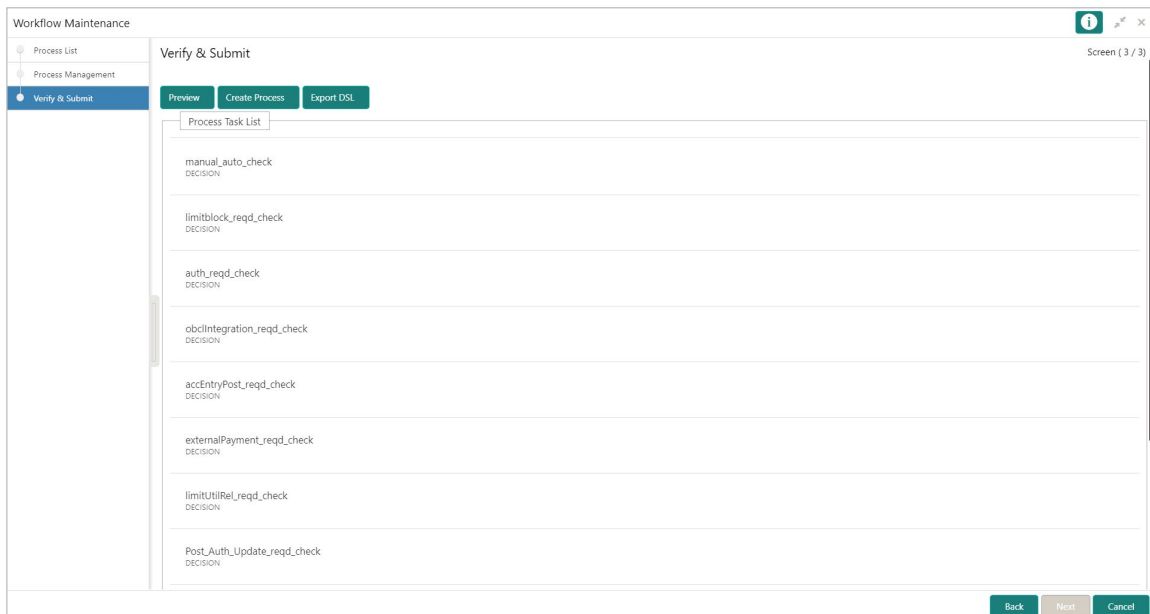
Done Cancel

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

Page 1 of 3 (1 - 20 of 50 items) ⏪ < 1 2 3 > ⏩

### 3.2.2 Free Tasks

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

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

Page 1 of 1 (1 - 18 of 18 items) ⏪ < 1 > ⏩

### 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							
<div> <span>Refresh</span> <span>Release</span> <span>Escalate</span> <span>Delegate</span> <span>Flow Diagram</span> </div>							
	Action	Stage	Event	Reference Number	Processing Date	Branch	Total Amount
<input type="checkbox"/>	<a href="#">Edit</a>	Authorization	CREATE	004170621COLL910	20-01-14	004	£100.00
<input type="checkbox"/>	<a href="#">Edit</a>	Authorization	CREATE	004210521CW241		004	£100,000.00
<input type="checkbox"/>	<a href="#">Edit</a>	Authorization	CREATE	004110521CW200		004	£10.00
<input type="checkbox"/>	<a href="#">Edit</a>	Authorization	CREATE	004070521CW184		004	\$1,000,000.00
<input type="checkbox"/>	<a href="#">Edit</a>	Authorization	CREATE	004070521CW183		004	\$1,000,000.00
<input type="checkbox"/>	<a href="#">Edit</a>	Authorization	CREATE	004070521CW182		004	\$1,000,000.00
<input type="checkbox"/>	<a href="#">Edit</a>	Authorization	CREATE	004040521COLL948	20-01-13	004	£1,000.00
<input type="checkbox"/>	<a href="#">Edit</a>	Authorization	MARKINSTSTAT	004280421MGMT141	20-01-13	004	£1.00
<input type="checkbox"/>	<a href="#">Edit</a>	Authorization	CREATE	004260421CW080		004	₹10.00
<input type="checkbox"/>	<a href="#">Edit</a>	Authorization	CREATE	004230421COLL602	20-01-10	004	£1,500.00
<input type="checkbox"/>	<a href="#">Edit</a>	Processing	CREATE	004190421COLL413	20-01-09	004	
<input type="checkbox"/>	<a href="#">Edit</a>	Authorization	CREATE	004120421COLL229	20-01-09	004	£2,000.00
<input type="checkbox"/>	<a href="#">Edit</a>	Authorization	MARKINSTSTAT	004180221MGMT781	20-01-09	004	£110,000.00
<input type="checkbox"/>	<a href="#">Edit</a>	Authorization	GENERATESCHEDULE	004291020MGMT360	19-12-19	004	

Page 1 of 1 (1 - 17 of 17 items) ⏪ 1 ⏩

## 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								
<div> <span>Refresh</span> <span>Audit</span> <span>Flow Diagram</span> </div>								
	Action	Stage	Finance Reference Number	Event	Transaction Date	Request Id	Amount	Debtor
<input type="checkbox"/>	<a href="#">View</a>	Loan Integration Exception	004140120GPPD002	DISBURSEMENT	20-01-14	R1401204823	₹22,500.00	E MEI PLASTICS CO LTD
<input type="checkbox"/>	<a href="#">View</a>	CLException	004140120GPPD002	DISBURSEMENT	20-01-14	R1401204823	₹22,500.00	E MEI PLASTICS CO LTD
<input type="checkbox"/>	<a href="#">View</a>	Processing	004090120SUPPF903	SETTLEMENT	20-01-14	R1401202989	\$100.00	Wasan Motors
<input type="checkbox"/>	<a href="#">View</a>	Processing	004090120SUPPF903	SETTLEMENT	20-01-14	R1401202988	\$100.00	Wasan Motors
<input type="checkbox"/>	<a href="#">View</a>	Processing	004090120SUPPF903	SETTLEMENT	20-01-14	R1401202987	\$100.00	Wasan Motors
<input type="checkbox"/>	<a href="#">View</a>	Processing	004090120SUPPF243	DISBURSEMENT	20-01-09		\$1,000.00	
<input type="checkbox"/>	<a href="#">View</a>	OBCLEException	004090120PD03166	DISBURSEMENT	20-01-09		\$8,000.00	
<input type="checkbox"/>	<a href="#">View</a>	Processing	004090120PD03166	DISBURSEMENT	20-01-09		\$8,000.00	
<input type="checkbox"/>	<a href="#">View</a>	CLException	004090120GPPD011	DISBURSEMENT	20-01-09		₹991.00	
<input type="checkbox"/>	<a href="#">View</a>	CLException	004090120GPPD011	DISBURSEMENT	20-01-09		₹991.00	
<input type="checkbox"/>	<a href="#">View</a>	Processing	004090120GPPD004	DISBURSEMENT	20-01-09		₹8,400.00	
<input type="checkbox"/>	<a href="#">View</a>	Processing	004061119SUPPF002	SETTLEMENT	19-11-06		\$0.00	

Page 1 of 1 (1 - 12 of 12 items) ⏪ 1 ⏩

### 3.3.2 Free Tasks

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

Free Tasks								
<div>  Refresh            Acquire            Flow Diagram         </div>								
<input type="checkbox"/>	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	004090120SUPPF131	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

Page 1 of 32 (1 - 20 of 634 items) | < 1 2 3 4 5 ... 32 > »

### 3.3.3 Hold Tasks

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

Hold Tasks							
<div>  Refresh            Resume            Flow Diagram         </div>							
<input type="checkbox"/>	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								
<div>  Refresh            Release            Escalate            Delegate            Flow Diagram         </div>								
	Action	Stage	Finance Reference Number	Event	Transaction Date	Request Id	Amount	Debtor
<input type="checkbox"/>	<a href="#">Edit</a>	InstrumentUpdateException	004140120GPPD002	DISBURSEMENT	20-01-14	R1401204823	₹22,500.00	E MEI PLASTICS CO LTD
<input type="checkbox"/>	<a href="#">Edit</a>	Processing	004090120SUPF642	DISBURSEMENT	20-01-09	R0901203147	\$200.00	Future Group
<input type="checkbox"/>	<a href="#">Edit</a>	Processing	004090120PRD1623	DISBURSEMENT	20-01-09	R0901203129	\$9,500.00	Carrefour
<input type="checkbox"/>	<a href="#">Edit</a>	Processing	004090120DELF522	DISBURSEMENT	20-01-09	R0901202996	\$19,152.00	AFG Bank2
<input type="checkbox"/>	<a href="#">Edit</a>	Processing	004090120PRD1514	DISBURSEMENT	20-01-09	R0901202982	\$9,000.00	Carrefour
<input type="checkbox"/>	<a href="#">Edit</a>	Processing	004090120GPPD343	DISBURSEMENT	20-01-09		\$3,300.00	
<input type="checkbox"/>	<a href="#">Edit</a>	Processing	004090120GPPD285	DISBURSEMENT	20-01-09		\$3,300.00	
<input type="checkbox"/>	<a href="#">Edit</a>	OBCLEException	004090120GPPD005	DISBURSEMENT	20-01-09		₹8,400.00	
<input type="checkbox"/>	<a href="#">Edit</a>	Processing	004061119SUPF002	SETTLEMENT	19-11-06		\$100.00	
<input type="checkbox"/>	<a href="#">Edit</a>	Processing	004061119DELF063	DISBURSEMENT	19-11-06		\$1,524.60	

Page 1 of 1 (1 - 10 of 10 items)

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

Page 1 of 11 (1 - 20 of 216 items)

### 3.4.2 Free Tasks

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

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

Page 1 of 45 (1 - 20 of 898 items) | < 1 2 3 4 5 ... 45 > »

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

Page 1 of 10 (1 - 20 of 193 items) | < 1 2 3 4 5 ... 10 > »

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

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

### 3.5.2 Free Tasks

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

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

Page 1 of 11 (1 - 20 of 208 items)

### 3.5.3 Hold Tasks

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

Hold Tasks							
<div> <span>Refresh</span> <span>Resume</span> <span>Flow Diagram</span> </div>							
<input type="checkbox"/>	Stage	Transaction Ref No	Event	Recon Category	Recon Type	Transaction Date	Channel
<input type="checkbox"/>	Authorization	004090120REC10141	RECON	Invoice Payment Recon	Manual	20-01-09	
<div> Page 1 of 1 (1 - 1 of 1 items) </div>							

### 3.5.4 My Tasks

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

My Tasks								
<div> <span>Refresh</span> <span>Release</span> <span>Escalate</span> <span>Delegate</span> <span>Flow Diagram</span> </div>								
<input type="checkbox"/>	Action	Stage	Transaction Ref No	Event	Recon Category	Recon Type	Transaction Date	Channel
<input type="checkbox"/>	<a href="#">Edit</a>	Master Update Retry		DERECON				
<input type="checkbox"/>	<a href="#">Edit</a>	Authorization	004140120REC13173	ALLOCATE	Allocation of Payment to Virtual Accounts	Manual	20-01-14	
<input type="checkbox"/>	<a href="#">Edit</a>	Master Update Retry		DERECON				
<input type="checkbox"/>	<a href="#">Edit</a>	Master Update Retry		DERECON				
<input type="checkbox"/>	<a href="#">Edit</a>	Master Update Retry		DERECON				
<input type="checkbox"/>	<a href="#">Edit</a>	Master Update Retry		DERECON				
<input type="checkbox"/>	<a href="#">Edit</a>	Authorization	004090120REC10087	ALLOCATE	Allocation of Payment to Virtual Accounts	Manual	20-01-09	
<input type="checkbox"/>	<a href="#">Edit</a>	Master Update Retry	004090120REC10066	ALLOCATE	Allocation of Payment to Virtual Accounts	Auto	20-01-09	
<input type="checkbox"/>	<a href="#">Edit</a>	Master Update Retry	004090120REC10062	ALLOCATE	Allocation of Payment to Virtual Accounts	Auto	20-01-09	
<input type="checkbox"/>	<a href="#">Edit</a>	Master Update Retry	004090120REC10041	ALLOCATE	Allocation of Payment to Virtual Accounts	Auto	20-01-09	
<input type="checkbox"/>	<a href="#">Edit</a>	Master Update Retry	004090120REC10039	ALLOCATE	Allocation of Payment to Virtual Accounts	Auto	20-01-09	
<input type="checkbox"/>	<a href="#">Edit</a>	Master Update Retry	004090120REC10037	ALLOCATE	Allocation of Payment to Virtual Accounts	Auto	20-01-09	
<input type="checkbox"/>	<a href="#">Edit</a>	Master Update Retry	004090120REC10035	ALLOCATE	Allocation of Payment to Virtual Accounts	Auto	20-01-09	
<input type="checkbox"/>	<a href="#">Edit</a>	Master Update Retry	004090120REC10027	RECON	Expected Debit/Credit to Payment Recon	Manual	20-01-09	OBDX
<div> Page 1 of 3 (1 - 20 of 42 items) </div>								

### 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. On the left, there are filter sections: 'Application Number' (dropdown), 'Customer Name' (text input), 'Branch Name' (dropdown), 'Tasks' (checkbox), 'Priority' (checkbox), 'Process' (checkbox), 'Entity Type' (text input), and 'Amount' (checkbox). A 'Clear Filters' button is at the top. The main area is titled 'Task List' and contains a table of tasks.

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

This screenshot shows the same 'Search' interface, but with the 'Branch Name' filter set to 'Bank Futura -Branch FZ1'. The 'Task List' table is updated with tasks from this branch. A red box highlights the 'Acquire' and 'FlowDiagram' buttons in the action column of the first task row.

Application Number	Customer Name	Branch Name	Amount	Status	Actions
001346	203ILCI000003721	Scrutiny Bank Futura -Branch FZ1	£1,200.00	The Task is in Free State	Acquire, FlowDiagram
001346	203ILCI000003689	Scrutiny Bank Futura -Branch FZ1	£1,200.00	The Task is in Free State	
001345	203ILCI000003678	Registration Bank Futura -Branch FZ1	£1,000.00	The Task is in Free State	
001346	203ILCI000003670	Registration Bank Futura -Branch FZ1	£10,000.00	The Task is in Free State	
001344	203GTEI000003667	Registration Bank Futura -Branch FZ1	£2,000.00	The Task is in Free State	
001344	203GTEI000003666	Registration Bank Futura -Branch FZ1	£2,000.00	The Task is in Free State	

# Index

A

About Document .....5

Oracle Accessibility Program.....5

C

Configure Tasks .....8

Create Task.....6

T

Task Management

Configure Tasks .....6

Create Tasks .....6

Trigger Tasks.....6

View Task Status.....6

View Tasks .....6

Tasks

Business Process Maintenance ..... 12

Collection Tasks ..... 17

Completed Tasks ..... 12

Finance Tasks ..... 18

Free Tasks ..... 12

Hold Tasks ..... 12

Instruments Tasks ..... 20

My Tasks ..... 12

Recon Tasks ..... 22

Search Tasks ..... 24

Trigger Tasks ..... 9

V

View Task Status ..... 10

View Tasks..... 7

## 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

Oracle welcomes customers' comments and suggestions on the quality and usefulness of the document. Your feedback is important to us. If you have a query that is not covered in this user guide or if you still need assistance, please contact documentation team.