

Tasks User Guide  
**Oracle Banking Supply Chain Finance**

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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 – 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 form titled "Create Task". It has a title bar with a close button. The form contains two input fields:

- Task Name \***: The input field contains the text "EODBatchJobs".
- Task Definition \***: The input field contains the text "applId::OBSCFCMBATCH;microServiceName::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-TaskDescriptionForm                 </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::autDebitInstruments/job;	Delete
runAutoDebitFinanceJob	appld::OBSCFCMBATCH;microServiceName::obsfcfcm-batch-jobs;contextRoot::obsfcfcm-batch-jobs;jobName::autoDebitFinance/job;	Delete
runEOD	appld::OBSCFCMBATCH;microServiceName::obsfcfcm-batch-jobs;contextRoot::obsfcfcm-batch-jobs;jobName::eod/job;	Delete
runInvAcceptance	appld::OBSCFCMBATCH;microServiceName::obsfcfcm-batch-jobs;contextRoot::obsfcfcm-batch-jobs;jobName::invAcceptance/job;	Delete
runEodBatch	appld::EODBATCH;microServiceName::obsfcfcm-eod-batch;contextRoot::obsfcfcm-eod-batch;jobName::eod/job;	Delete
releaseCutOffJob	appld::CMNCORE;microServiceName::cmc-batch-services;contextRoot::cmc-batch-services;jobName::releaseCutOff/job;	Delete
vaultMasterRecordStatusJob	appld::OBCMCOL;microServiceName::obcm-collections-maintenance-services;contextRoot::obcm-collections-maintenance-services;jobName::vaultMasterRecordStatus/job;branchCode::004;	Delete
pdclnstrumentCancelledJob	appld::OBCMTXN;microServiceName::obcm-collections-transaction-services;contextRoot::obcm-collections-transaction-services;jobName::pdclnstrumentCancelled/job;branchCode::004;	Delete
forgetCoreAccountsJob	appld::CMNCORE;microServiceName::cmc-batch-services;contextRoot::cmc-batch-services;jobName::forgetCoreAccounts/job;	Delete
pdclnholdJob	appld::OBCMTXN;microServiceName::obcm-collections-transaction-services;contextRoot::obcm-collections-transaction-services;jobName::pdclnhold/job;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 form for configuring a task. It has two radio buttons: 'Event' (unselected) and 'Schedule' (selected). There are three input fields: 'Task Name \*' (with a dropdown arrow), '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. 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::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::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

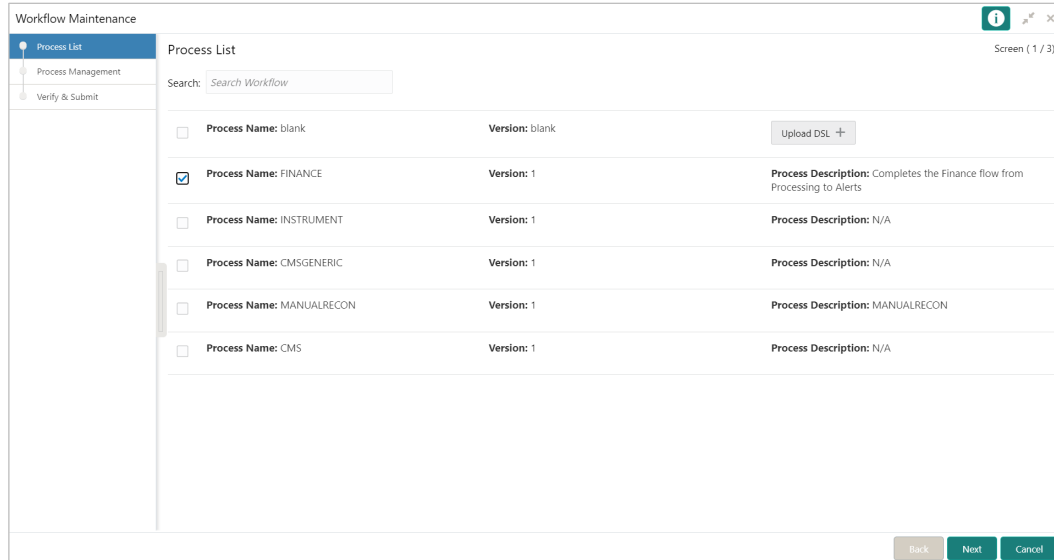
Business Process Maintenance menu allows the user to create Workflows. Basically, it comprises of three screens-

- 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.

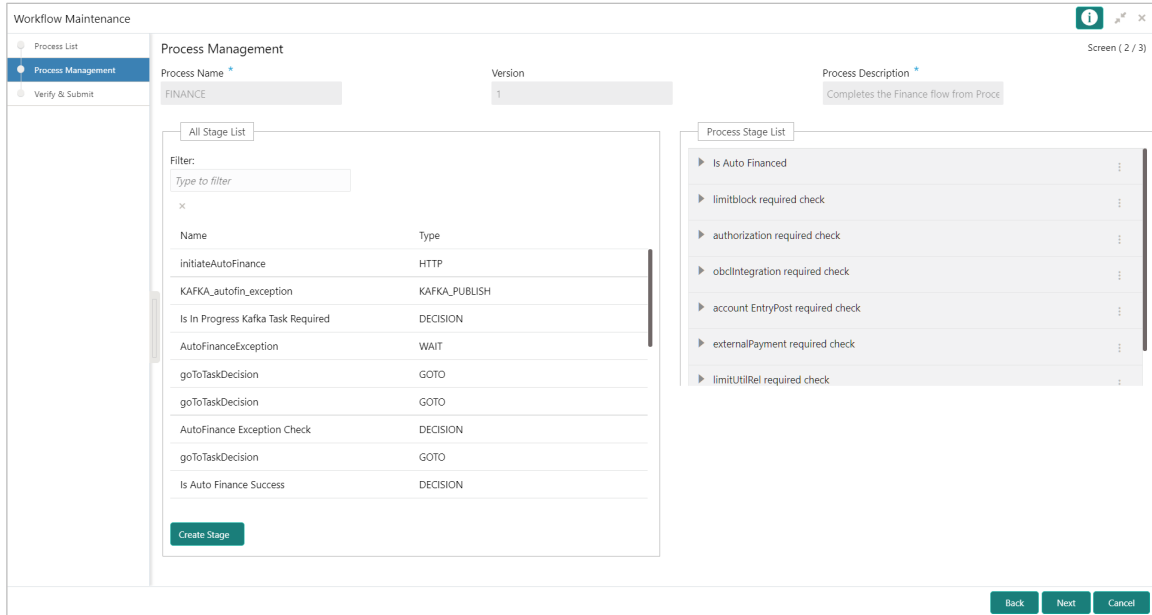


Following actions can be performed on the Process List screen:

- 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’.

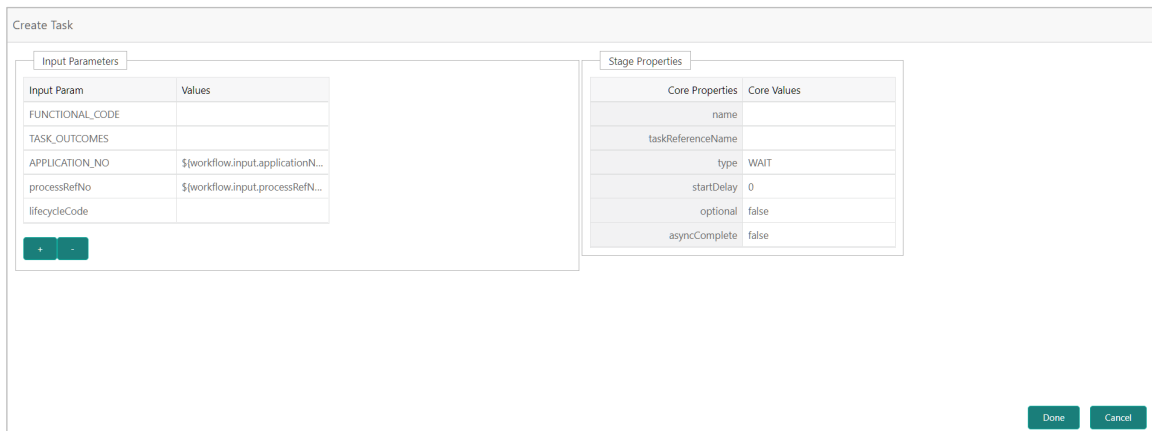


### Drag and Drop Functionality:

- 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]

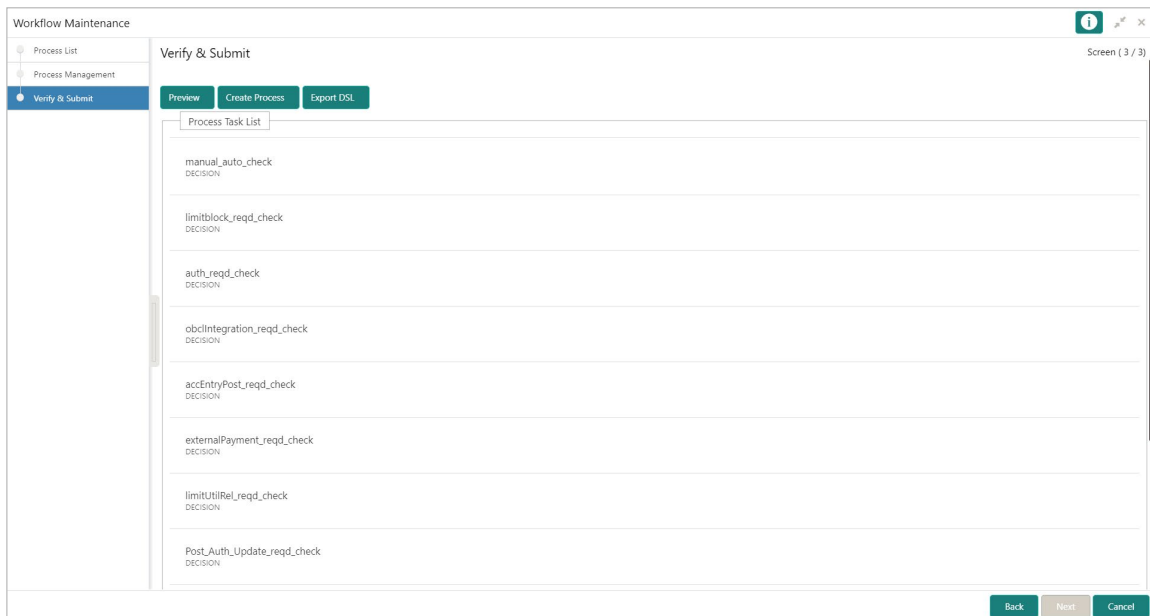
Done
Cancel

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 (DEFAULTENTITY)

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) | < 1 2 3 > |

### 3.2.2 Free Tasks

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

Free Tasks (DEFAULTENTITY)

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

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

(DEFAULTTENITY)

Refresh Release Escalate Delegate Flow Diagram

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

Page 1 of 1 (1 - 17 of 17 items) K < 1 > X

### 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
<input type="checkbox"/> View	Loan Integration Exception	004140120GPPD002	DISBURSEMENT	20-01-14	R1401204823	₹22,500.00	E MEI PLASTICS CO LTD
<input type="checkbox"/> View	CLException	004140120GPPD002	DISBURSEMENT	20-01-14	R1401204823	₹22,500.00	E MEI PLASTICS CO LTD
<input type="checkbox"/> View	Processing	004090120SUPPF903	SETTLEMENT	20-01-14	R1401202989	\$100.00	Wasan Motors
<input type="checkbox"/> View	Processing	004090120SUPPF903	SETTLEMENT	20-01-14	R1401202988	\$100.00	Wasan Motors
<input type="checkbox"/> View	Processing	004090120SUPPF903	SETTLEMENT	20-01-14	R1401202987	\$100.00	Wasan Motors
<input type="checkbox"/> View	Processing	004090120SUPPF243	DISBURSEMENT	20-01-09		\$1,000.00	
<input type="checkbox"/> View	OBCLException	004090120PD03166	DISBURSEMENT	20-01-09		\$8,000.00	
<input type="checkbox"/> View	Processing	004090120PD03166	DISBURSEMENT	20-01-09		\$8,000.00	
<input type="checkbox"/> View	CLException	004090120GPPD011	DISBURSEMENT	20-01-09		₹991.00	
<input type="checkbox"/> View	CLException	004090120GPPD011	DISBURSEMENT	20-01-09		₹991.00	
<input type="checkbox"/> View	Processing	004090120GPPD004	DISBURSEMENT	20-01-09		₹8,400.00	
<input type="checkbox"/> View	Processing	004061119SUPPF002	SETTLEMENT	19-11-06		\$0.00	

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### 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	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

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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	

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### 3.3.4 My Tasks

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

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

### 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

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

### 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 PLASTI...	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								
■	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

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### 3.5.2 Free Tasks

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

Free Tasks								
■	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				

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### 3.5.3 Hold Tasks

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

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

### 3.5.4 My Tasks

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

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

### 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: Select Application Number (dropdown)
  - Customer Name: Search input field
  - Branch Name: Select Branch (dropdown)
  - Tasks: Expandable section
  - Priority: Expandable section
  - Process: Expandable section
  - Entity Type: Search input field
  - Amount: Expandable section
- Task List:** A table with columns for Application Number, Customer Name, Branch Name, Amount, and Status.
 

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 as above, but with the first two rows of the Task List table highlighted in blue. A red box highlights the 'Acquire' and 'FlowDiagram' buttons located to the right of the first row.



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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

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.