

Tasks User Guide

**Oracle Banking Supply Chain Finance**

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Oracle Banking Supply Chain Finance 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 Supply Chain Finance.

It provides an overview of the module and guides you, through the various steps involved in viewing, the Supply Chain Finance 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 Acronyms and Abbreviations

The list of the acronyms and abbreviations that are used in this guide are as follows:

Abbreviation	Description
DSL	Domain Specific Language
JSON	JavaScript Object Notation

## 1.4 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 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

Required

Task Definition

```

enabled
appld::
<<appld>>;microServiceName::
<<microServiceName>>;contextRoot::
<<contextRoot>>;jobName::
<<jobName>>;

```

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 the below table. Some of these tasks come as part of the day 0 set up.</p>

2. Refer the following table for specifying values in the Task Description:

Task Name	Task Definition
pdUnholdJob	appld::OBCMTXN;microServiceName::obcm-collections-transaction-services;contextRoot::obcm-collections-transaction-services;jobName::pdUnholdJob;branchCode::004;
pdInstrumentCancelled Job	appld::OBCMTXN;microServiceName::obcm-collections-transaction-services;contextRoot::obcm-collections-transaction-services;jobName::pdInstrumentCancelledJob;branchCode::004;
changeDateJob	appld::CMNCORE;microServiceName::cmc-batch-services;contextRoot::cmc-batch-services;jobName::changeDateJob;
poStaleJob	appld::OBSCFCMINST;microServiceName::obscfcm-instruments-receivables-services;contextRoot::obscfcm-instruments-receivables-services;jobName::poProcessingJob;
arrangementCdtJob	appld::OBCMTXN;microServiceName::obcm-collections-transaction-services;contextRoot::obcm-collections-transaction-services;jobName::arrangementCdtJob;branchCode::004;eventCode:::ARRANGEMENT_CREDIT;
poolingJob	appld::OBCMTXN;microServiceName::obcm-collections-transaction-services;contextRoot::obcm-collections-transaction-services;jobName::poolingJob;branchCode::004;eventCode:::POOLING;
runAutoDebitFinanceJob	appld::OBSCFCMBATCH;microServiceName::obscfcm-batch-jobs;contextRoot::obscfcm-batch-jobs;jobName::autoDebitFinanceJob;
runAutoDebitInstrument Job	appld::OBSCFCMBATCH;microServiceName::obscfcm-batch-jobs;contextRoot::obscfcm-batch-jobs;jobName::autDebitInstrumentsJob;
poolingJobCash	appld::OBCMTXN;microServiceName::obcm-collections-transaction-services;contextRoot::obcm-collections-transaction-

Task Name	Task Definition
	services;jobName::poolingJobCash;branchCode::004;eventCode::POOLING;
cdtReversalJob	appld::OBCMTXN;microServiceName::obcm-collections-transaction-services;contextRoot::obcm-collections-transaction-services;jobName::cdtReversalJob;branchCode::004;eventCode::CREDIT_REVERSAL;
returnRecoveryJob	appld::OBCMTXN;microServiceName::obcm-collections-transaction-services;contextRoot::obcm-collections-transaction-services;jobName::returnRecoveryJob;branchCode::004;eventCode::RETURN;
vaultMasterRecordStatusJob	appld::OBCMCOL;microServiceName::obcm-collections-maintenance-services;contextRoot::obcm-collections-maintenance-services;jobName::vaultMasterRecordStatusJob;branchCode::004;
runInvAcceptance	appld::OBSCFCMBATCH;microServiceName::obscfcm-batch-jobs;contextRoot::obscfcm-batch-jobs;jobName::invAcceptanceJob;
runautoreconbatchjob	appld::SCFAUTORECON;microServiceName::obscfcm-auto-recon-batch;contextRoot::obscfcm-auto-recon-batch;jobName::autoReconBatchJob;applicationCode::OBSCFCM
runEodBatch	appld::EODBATCH;microServiceName::obscfcm-eod-batch;contextRoot::obscfcm-eod-batch;jobName::eodJob;
processFutureDatedDisbursement	appld::OBSCFCMBATCH;microServiceName::obscfcm-batch-jobs;contextRoot::obscfcm-batch-jobs;jobName::futureDatedDisbursementJob;
forgetCoreAccountsJob	appld::CMNCORE;microServiceName::cmc-batch-services;contextRoot::cmc-batch-services;jobName::forgetCoreAccountsJob;
forgetCoreCustomersJob	appld::CMNCORE;microServiceName::cmc-batch-services;contextRoot::cmc-batch-services;jobName::forgetCoreCustomersJob;
markEOFJob	appld::CMNCORE;microServiceName::cmc-batch-services;contextRoot::cmc-batch-services;jobName::markEOFJob;
markTIJob	appld::CMNCORE;microServiceName::cmc-batch-services;contextRoot::cmc-batch-services;jobName::markTIJob;
markCutOffJob	appld::CMNCORE;microServiceName::cmc-batch-services;contextRoot::cmc-batch-services;jobName::markCutOffJob;
releaseCutOffJob	appld::CMNCORE;microServiceName::cmc-batch-services;contextRoot::cmc-batch-services;jobName::releaseCutOffJob;
fciMessageTxnJob	appld::OBSCFFCIMSG;microServiceName::obscf--fci-messaging-service;contextRoot::obscf-fci-messaging-service;jobName::fciMessageTxnJob;branchCode::004;

3. 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
forgetCoreAccountsJob	appld::CMNCORE;microServiceName::cmc-batch-services;contextRoot::cmc-batch-services;jobName::forgetCoreAccountsJob;		Delete
forgetCoreCustomersJob	appld::CMNCORE;microServiceName::cmc-batch-services;contextRoot::cmc-batch-services;jobName::forgetCoreCustomersJob;		Delete
changeDateJob	appld::CMNCORE;microServiceName::cmc-batch-services;contextRoot::cmc-batch-services;jobName::changeDateJob;		Delete
markEOFJob	appld::CMNCORE;microServiceName::cmc-batch-services;contextRoot::cmc-batch-services;jobName::markEOFJob;		Delete
markTJJob	appld::CMNCORE;microServiceName::cmc-batch-services;contextRoot::cmc-batch-services;jobName::markTJJob;		Delete
markCutOffJob	appld::CMNCORE;microServiceName::cmc-batch-services;contextRoot::cmc-batch-services;jobName::markCutOffJob;		Delete
releaseCutOffJob	appld::CMNCORE;microServiceName::cmc-batch-services;contextRoot::cmc-batch-services;jobName::releaseCutOffJob;		Delete
poolingJob	appld::OBCMTXN;microServiceName::obcm-collections-transaction-services;contextRoot::obcm-collections-transaction-services;jobName::poolingJob;branchCode::004;eventCode::POOLING;		Delete
cdfReversalJob	appld::OBCMTXN;microServiceName::obcm-collections-transaction-services;contextRoot::obcm-collections-transaction-services;jobName::cdfReversalJob;branchCode::004;eventCode::CREDIT_REVERSAL;		Delete
withdrawalCancelEcaJob	appld::OBCMTXN;microServiceName::obcm-collections-transaction-services;contextRoot::obcm-collections-transaction-services;jobName::withdrawalCancelEcaJob;branchCode::004;		Delete

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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 delete the task record.

2. 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*

1. 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	
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 *	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. OR

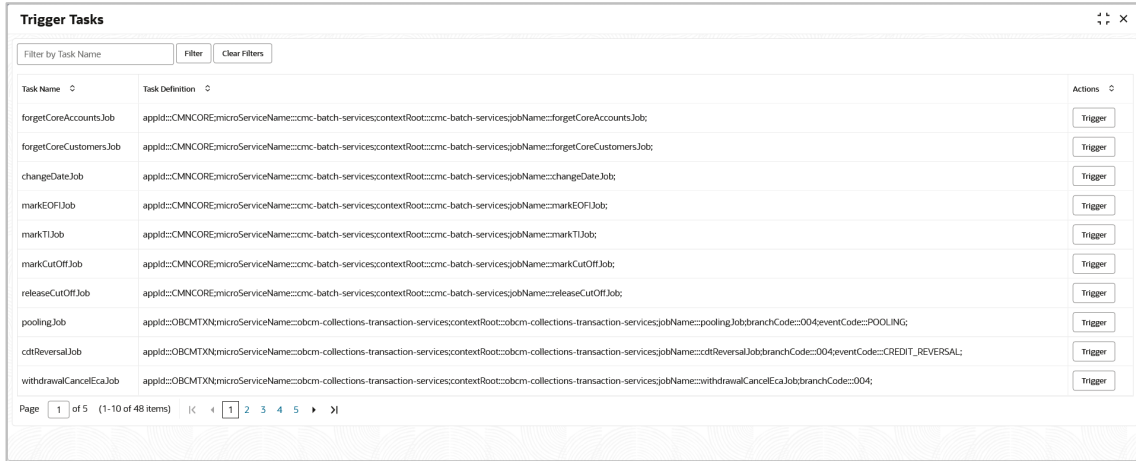
Field Name	Description
	<p>If you have selected the 'Event' option above, then enter the 'Topic Name' or the destination for which the task should be triggered on the arrival of a new message.</p> <p><b>Note:</b> Examples of CRON expression patterns:</p> <ul style="list-style-type: none"> <li>• "0 0 * * * *" = 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



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	Trigger Definition Name	Status
1527	arrangementCdtJob	COMPLETED
2359	cdtReversalJob	FAILED
2422	changeDateJob	COMPLETED
2331	forgetCoreAccountsJob	COMPLETED
2352	forgetCoreCustomersJob	COMPLETED
2356	markCutOffJob	COMPLETED
2354	markEOFIJob	COMPLETED
2355	markTIJob	COMPLETED
2341	nettingCalculationJob	COMPLETED
2327	nettingSettlementJob	COMPLETED

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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.
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, Finance, Instruments, Recon and Payment, Refund, 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

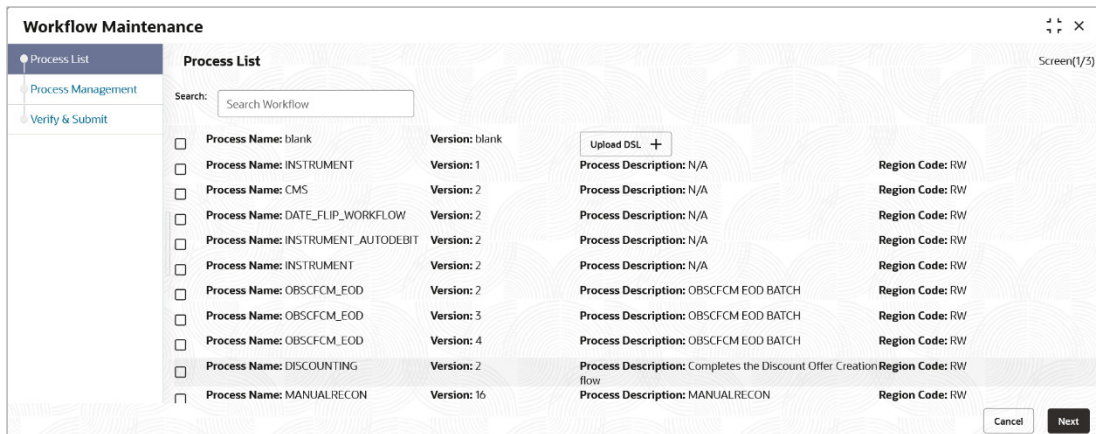
Business Process Maintenance menu allows the user to create Workflows. Basically, it comprises of three screens-

- 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.

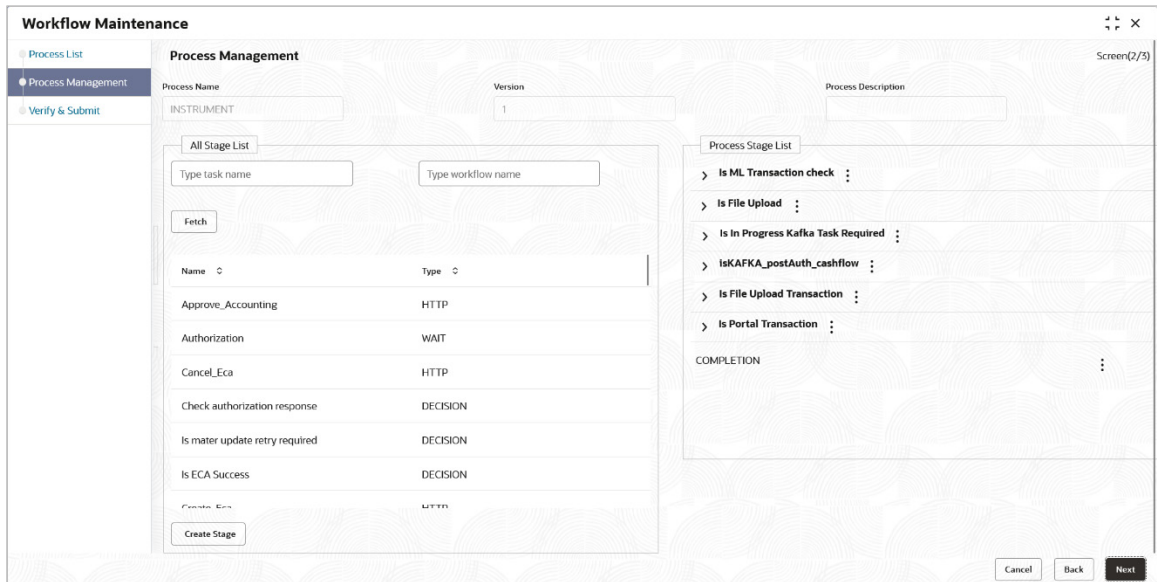


Following actions can be performed on the Process List screen:

- 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'.

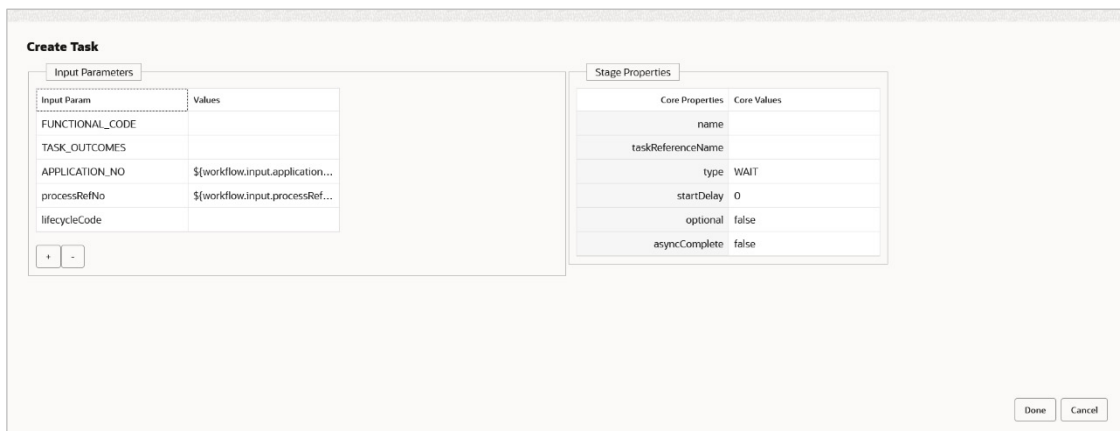


#### Drag and Drop Functionality:

- 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
isFileUploadTxn	\${workflow.input.isFileUpload}
stage	Is File Upload Transaction

+ -

**Stage Properties**

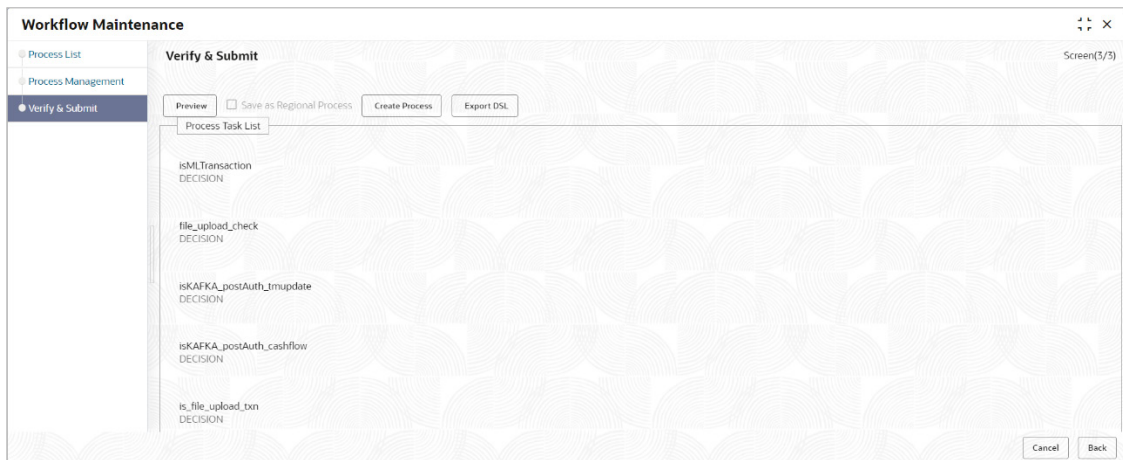
Core Properties	Core Values
name	is_file_upload_txn
taskReferenceName	is_file_upload_txn
type	DECISION
caseValueParam	isFileUploadTxn
decisionCases	Y
startDelay	0
optional	false
asyncComplete	false
children	[Object Object]

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 Finance

### 3.2.1 Completed Tasks

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

Completed Tasks							
<input type="checkbox"/>	Stage	Finance Reference Number	Event	Request Id	Amount	Borrower	
<input type="checkbox"/>	ReconAuthorizationException	004200120VE00025	SETTLEMENT	004200120REC0224	\$800.00		

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### 3.2.2 Free Tasks

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

Free Tasks							
<input type="checkbox"/>	Acquire and Edit	Stage	Finance Reference Number	Event	Request Id	Amount	Borrower
<input type="checkbox"/>	Acquire and Edit	Processing	004160922PR00469	DISBURSEMENT	R1609220357	\$8,016.00	Carrefour
<input type="checkbox"/>	Acquire and Edit	Loan Integration Exception	004160922PR00467	DISBURSEMENT	R1609220355	\$8,016.00	Carrefour
<input type="checkbox"/>	Acquire and Edit	Loan Integration Exception	004160922P000443	DISBURSEMENT	R1609220345	\$303,030.00	Customer 000555
<input type="checkbox"/>	Acquire and Edit	Processing	004160922IP00374	DISBURSEMENT	R1609220295	\$20,000.00	Customer 000555
<input type="checkbox"/>	Acquire and Edit	Processing	004160922P000372	DISBURSEMENT	R1609220292	\$20,200.00	XXXXXXXX XXXXXX
<input type="checkbox"/>	Acquire and Edit	LimitProcessingException	004200120IP00286	DISBURSEMENT	R2001200237	\$3,000.00	Customer 000555
<input type="checkbox"/>	Acquire and Edit	Loan Integration Exception	004160922P000369	DISBURSEMENT	R1609220290	\$18,000.00	XXXXXXXX XXXXXX
<input type="checkbox"/>	Acquire and Edit	Loan Integration Exception	004160922IP00353	DISBURSEMENT	R1609220276	\$15,000.00	Customer 000555
<input type="checkbox"/>	Acquire and Edit	PrePostConversionException	004090922IP00312	DISBURSEMENT	R0909220256	\$15,050.00	Customer 000555
<input type="checkbox"/>	Acquire and Edit	PrePostConversionException	004090922IP00311	DISBURSEMENT	R0909220255	\$14,040.00	Customer 000555
<input type="checkbox"/>	Acquire and Edit	PrePostConversionException	004090922IP00310	DISBURSEMENT	R0909220254	\$12,000.00	Customer 000555

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### 3.2.3 Hold Tasks

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

**Hold Tasks**

Refresh Resume Flow Diagram

<input type="checkbox"/>	Stage	Finance Reference Number	Event	Request Id	Amount	Borrower
<input type="checkbox"/>	ReconAuthorizationException	004200120VE00025	SETTLEMENT	004200120REC0224	\$800.00	

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

### 3.2.4 My Tasks

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

**My Tasks**

Refresh Release Escalate Delegate Flow Diagram

<input type="checkbox"/>	Edit	Stage	Finance Reference Number	Event	Transaction Date	Request Id	Amount	Borrower
<input type="checkbox"/>	Edit	AutoFinanceException	004200120AP00204	SETTLEMENT	20-01-20	R2001200175	\$3,600.00	RELIANCE
<input type="checkbox"/>	Edit	AutoFinanceException	004200120AP00198	SETTLEMENT	20-01-20	R2001200163	\$3,600.00	RELIANCE
<input type="checkbox"/>	Edit	Loan Integration Exception	004200120PRO0190	DISBURSEMENT		R2001200158	\$8,016.00	Carrefour
<input type="checkbox"/>	Edit	Processing	004200120PRO0188	DISBURSEMENT		R2001200157	\$8,016.00	Carrefour
<input type="checkbox"/>	Edit	AccountingEntriesPostExcep...	004200120AP00164	DISBURSEMENT		R2001200136	\$3,720.00	RELIANCE
<input type="checkbox"/>	Edit	LimitProcessingException	004200120PRO0157	DISBURSEMENT		R2001200130	\$8,016.00	Carrefour
<input type="checkbox"/>	Edit	LimitProcessingException	004200120PRO0127	DISBURSEMENT		R2001200102	\$8,016.00	Carrefour
<input type="checkbox"/>	Edit	LimitProcessingException	004200120PRO0126	DISBURSEMENT		R2001200100	\$8,016.00	Carrefour

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### 3.2.5 Supervisor Tasks

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

**Supervisor Tasks**

User Tasks  Free Tasks

<input type="checkbox"/>	Stage	Finance Reference Number	Event	RequestId	Amount	Borrower
No data to display.						

Page  of 0 (1 - 0 of 0 Items) |< < > >|

### 3.3 Instruments

#### 3.3.1 Completed Tasks

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

**Completed Tasks**

Refresh Audit Flow Diagram

<input type="checkbox"/>	Stage	Transaction Ref No	Event	Category	Workflow	Transaction Date	Channel
<input type="checkbox"/>	Master Update Retry	004200120REC0204	RECON	Invoice Payment Recon	Auto	20-01-20	

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

#### 3.3.2 Free Tasks

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

**Free Tasks**

Refresh Acquire Flow Diagram

<input type="checkbox"/>	Acquire and Edit	Stage	Transaction Ref No	Event	Category	Workflow	Transaction Date	Channel
<input type="checkbox"/>	Acquire and Edit	Master Update Retry	004200120REC0274	RECON	Invoice Payment Recon	Auto	20-01-20	
<input type="checkbox"/>	Acquire and Edit	Master Update Retry	004200120REC0211	RECON	Invoice Payment Recon	Manual	20-01-20	
<input type="checkbox"/>	Acquire and Edit	Master Update Retry	004200120REC0207	RECON	Invoice Payment Recon	Auto	20-01-20	

Page 1 of 1 (1 - 3 of 3 items) | < 1 >

### 3.3.3 Hold Tasks

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

**Hold Tasks**

Refresh Resume Flow Diagram

<input type="checkbox"/>	Stage	Transaction Ref No	Event	Category	Workflow	Transaction Date	Channel
<input type="checkbox"/>	Master Update Retry	004200120REC0204	RECON	Invoice Payment Recon	Auto	20-01-20	

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

### 3.3.4 My Tasks

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

**My Tasks**

Refresh Release Escalate Delegate Flow Diagram

<input type="checkbox"/>	Edit	Stage	Transaction Ref No	Event	Category	Workflow	Channel
<input type="checkbox"/>	Edit	Master Update Retry	004200120REC0211	RECON	Invoice Payment Recon	Manual	

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

### 3.3.5 Supervisor Tasks

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

The screenshot displays the 'Supervisor Tasks' interface. At the top, there is a title 'Supervisor Tasks' and two radio buttons: 'User Tasks' (selected) and 'Free Tasks'. Below this is a toolbar with four buttons: 'Refresh', 'Release', 'Reassign', and 'Flow Diagram'. A table header is visible with columns: 'Stage', 'Transaction Ref No', 'Event', 'Category', 'Workflow', 'Transaction Date', and 'Channel'. The table body is empty, showing the text 'No data to display.'. At the bottom, there is a pagination control showing 'Page 1 of 0 (1 - 0 of 0 items)' and navigation arrows.



## 3.4 Recon and Payment

### 3.4.1 Completed Tasks

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

Completed Tasks							
<input type="checkbox"/>	Stage	Transaction Ref No	Event	Category	Workflow	Transaction Date	Channel
<input type="checkbox"/>	Master Update Retry	004200120REC0211	RECON	Invoice Payment Recon	Manual	20-01-20	
<input type="checkbox"/>	Master Update Retry	004200120REC0204	RECON	Invoice Payment Recon	Auto	20-01-20	

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

### 3.4.2 Free Tasks

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

Free Tasks							
<input type="checkbox"/>	Acquire and Edit	Stage	Transaction Ref No	Event	Category	Workflow	Transaction Date
<input type="checkbox"/>	Acquire and Edit	Master Update Retry	004200120REC0207	RECON	Invoice Payment Recon	Auto	20-01-20

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

### 3.4.3 Hold Tasks

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

**Hold Tasks**

Refresh Resume Flow Diagram

<input type="checkbox"/>	Stage	Transaction Ref No	Event	Category	Workflow	Transaction Date	Channel
<input type="checkbox"/>	Master Update Retry	004200120REC0274	RECON	Invoice Payment Recon	Auto	20-01-20	

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

### 3.4.4 My Tasks

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

**My Tasks**

Refresh Release Escalate Delegate Flow Diagram

<input type="checkbox"/>	Edit	Stage	Transaction Ref No	Event	Category	Workflow	Channel
<input type="checkbox"/>	Edit	Master Update Retry	004200120REC0274	RECON	Invoice Payment Recon	Auto	
<input type="checkbox"/>	Edit	Master Update Retry	004200120REC0211	RECON	Invoice Payment Recon	Manual	

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

### 3.4.5 Supervisor Tasks

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

The screenshot displays the 'Supervisor Tasks' interface. At the top, there are two radio buttons: 'User Tasks' (selected) and 'Free Tasks'. Below these are four buttons: 'Refresh', 'Release', 'Reassign', and 'Flow Diagram'. A table header is visible with columns: 'Stage', 'Transaction Ref No', 'Event', 'Category', 'Workflow', 'Transaction Date', and 'Channel'. The table body is empty, with the text 'No data to display.' centered. At the bottom, there is a pagination control showing 'Page 1 of 0 (1 - 0 of 0 items)' and navigation arrows.

## 3.5 Refunds

### 3.5.1 Completed Tasks

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

Completed Tasks							
<input type="checkbox"/>	Stage	Transaction Ref No	Instrument Type	Event	Transaction Date	Refund Party	Channel
<input type="checkbox"/>	ExternalPaymentException	004240423PAY405	INVOICE	EXCESS_REFUND	20-01-20	FERRARI	

Page 1 of 0 (1 - 0 of 0 items) | < >

### 3.5.2 Free Tasks

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

Free Tasks								
<input type="checkbox"/>	Acquire and Edit	Stage	Transaction Ref No	Instrument Type	Event	Transaction Date	Refund Party	Channel
<input type="checkbox"/>	Acquire and Edit	AccountingEntriesRegener...	004210623PAY1853	INVOICE	EXCESS_REFUND	20-01-20	ABZ Solutions	
<input type="checkbox"/>	Acquire and Edit	AccountingEntriesRegener...	004210623PAY1849	INVOICE	EXCESS_REFUND	20-01-20	ABZ Solutions	
<input type="checkbox"/>	Acquire and Edit	ExternalPaymentException	004240423PAY405	INVOICE	EXCESS_REFUND	20-01-20	FERRARI	

Page 1 of 1 (1 - 3 of 3 items) | < 1 >

### 3.5.3 Hold Tasks

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

Hold Tasks							
<span>Refresh</span> <span>Resume</span> <span>Flow Diagram</span>							
<input type="checkbox"/>	Stage	Transaction Ref No	Instrument Type	Event	Transaction Date	Refund Party	Channel
<input type="checkbox"/>	ExternalPaymentException	004240423PAY405	INVOICE	EXCESS_REFUND	20-01-20	FERRARI	

Page 1 of 0 (1 - 0 of 0 items) | < > >>

### 3.5.4 My Tasks

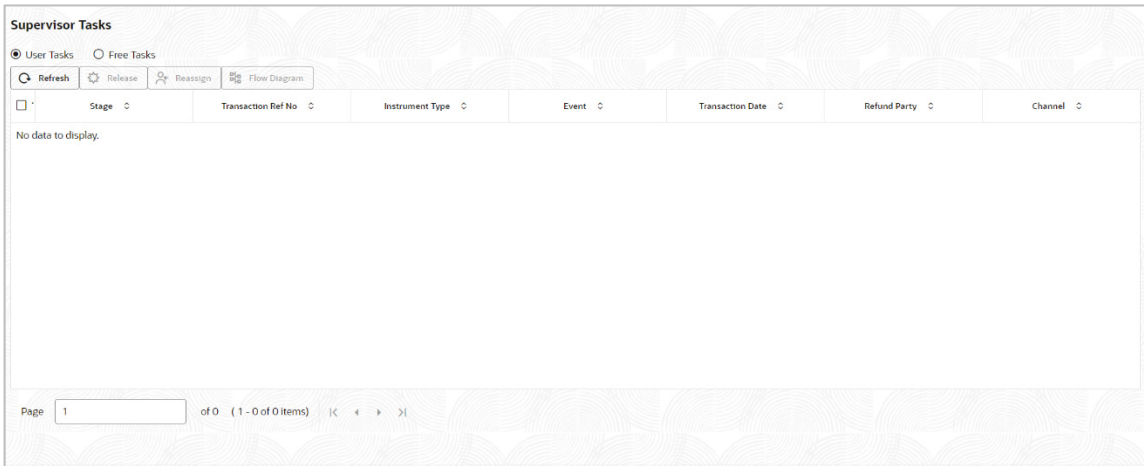
**Navigation Path:** Toggle Menu > Tasks > Refunds > My Tasks

My Tasks								
<span>Refresh</span> <span>Release</span> <span>Escalate</span> <span>Delegate</span> <span>Flow Diagram</span>								
<input type="checkbox"/>	Edit	Stage	Transaction Ref No	Instrument Type	Event	Transaction Date	Refund Party	Channel
<input type="checkbox"/>	Edit	ExternalPaymentException	004240423PAY405	INVOICE	EXCESS_REFUND	20-01-20	FERRARI	

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

### 3.5.5 Supervisor Tasks

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

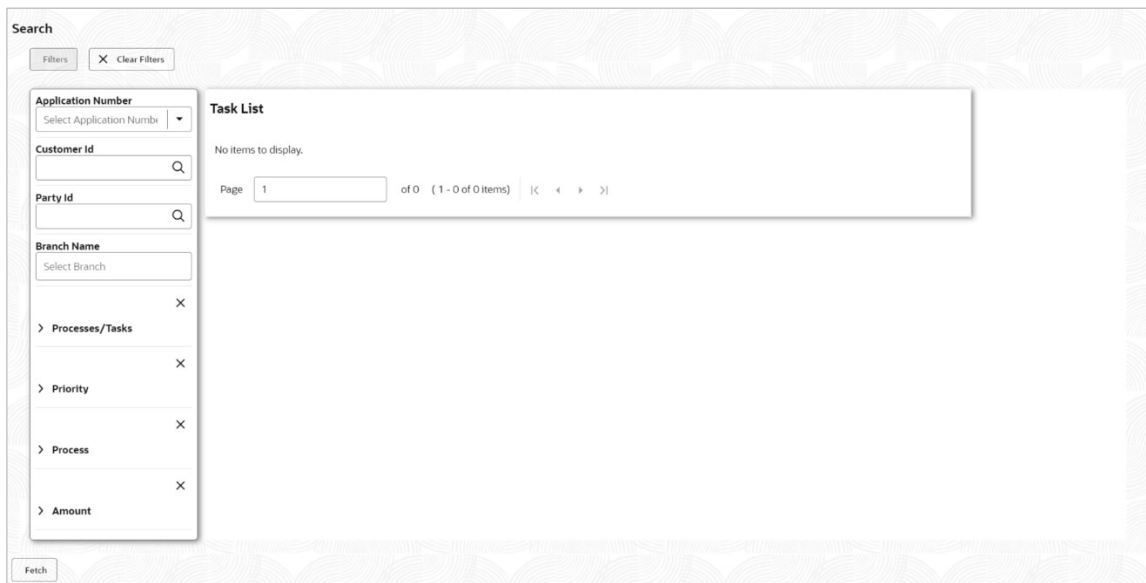


### 3.6 Search

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.

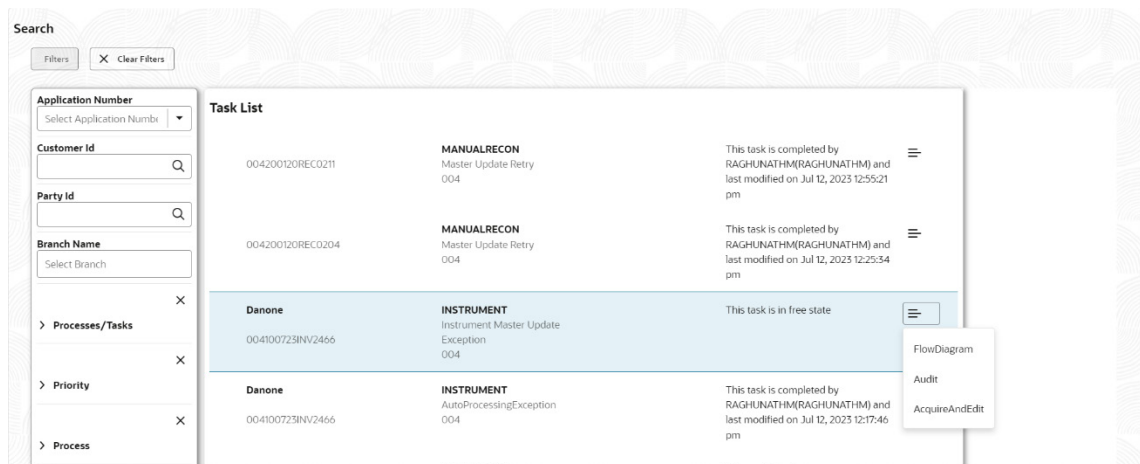
- Application Number
- Customer Name
- Branch Name
- Tasks
- Priority
- Process and Stage
- Entity Type
- Amount

**Navigation Path:** *Toggle Menu > Tasks > Search*



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.
- **Acquire and Edit** - Click Acquire and Edit to acquire and edit the task.
- **Audit** – Click Audit to view the task history.
- **Resume** - Select the task and click Resume to move the task to My Tasks menu and edit.
- **Edit** – Click Edit to edit the selected task.
- **Release** - Click Release to release the selected task from My Tasks to Free Tasks menu.
- **View** – Click View to view the task in read only mode.





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## Reference and Feedback

### References

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

- 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.