

Task Menu

# **Oracle Banking Trade Finance Process Management**

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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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# 1. Preface

## 1.1 Introduction

This user manual is designed to help you quickly get acquainted with Task Menu process in Oracle Banking Trade Finance Process Management.

## 1.2 Audience

This manual is intended for the following User/User Roles:

- Oracle Implementers
- Customer Service Representatives (CSRs)
- Oracle user

## 1.3 Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

Access to Oracle Support

Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

## 1.4 Organization

This manual is organized into the following chapters:

- Preface gives information on the intended audience, structure, and related documents for this User Manual.
- The subsequent chapters provide an overview to the module.

## 1.5 Related Documents

- Getting Started User Guide
- Common Core User Guide

## 1.6 Diversity and Inclusion

Oracle is fully committed to diversity and inclusion. Oracle respects and values having a diverse workforce that increases thought leadership and innovation. As part of our initiative to build a more inclusive culture that positively impacts our employees, customers, and partners, we are working to remove insensitive terms from our products and documentation. We are also mindful of the necessity to maintain compatibility with our customers' existing technologies and the need to ensure continuity of service as Oracle's offerings and industry

standards evolve. Because of these technical constraints, our effort to remove insensitive terms is ongoing and will take time and external cooperation.

## 1.7 Conventions

The following text conventions are used in this document:





Convention	Meaning
<b>boldface</b>	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text.
<i>italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
monospace	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

## 1.8 Screenshot Disclaimer

Personal information used in the interface or documents is dummy and does not exist in the real world. It is only for reference purposes.

## 1.9 Glossary of Icons

This User Manual may refer to all or some of the following icons.

Icons	Function
	Exit
	Add row
	Delete row
	Option List

## 2. Task Menu

Task menu has multiple sub menus. Based on the user role, the sub menus can be accessed by the user. Task Menu has the following sub menus:

- Completed Tasks
- Free Tasks
- Hold Tasks
- My Tasks
- Search

In the following sections, let's look at the details of each sub menus.

This section contains the following topics:

[2.1 Completed Tasks](#)

[2.2 Free Tasks](#)

[2.3 Hold Tasks](#)

[2.4 My Tasks](#)

[2.5 Search](#)

### 2.1 Completed Tasks

Completed Tasks menu displays the tasks which has recently completed a stage in a process by the current user. This menu does not displays completed tasks of all the stages but displays only the latest stage. The task list will display the following details of the task:

- Priority
- Application Number
- Branch
- Customer Number
- Amount
- Process Name
- Stage

The screenshot shows the 'Completed Tasks' interface in the Futura Bank system. The left sidebar contains a navigation menu with 'Completed Tasks' selected. The main area displays a table of task details with the following columns: Priority, Application Number, Branch, Customer Number, Amount, Process Name, and Stage. The table contains six rows of data. Below the table, there is a pagination control showing 'Page 1 of 1 (1-10 of 10 items)' and a 'Previous' button.

Priority	Application Number	Branch	Customer Number	Amount	Process Name	Stage
M	GS1ELCLI0024250	GS1	000262	£0.00	Export LC Liquidation	Liquidation
	GS1ELCLI0024250	GS1	000262	£18,000.00	Export LC Liquidation	Registration
M	GS1ELCLI0024233	GS1	000262	£0.00	Export LC Liquidation	Liquidation
	GS1ELCLI0024233	GS1	000262	£15,000.00	Export LC Liquidation	Registration
M	GS1ELCDR0024204	GS1	000262	£15,000.00	Export LC Drawing	Data Enrichment
M	GS1ELCDR0024225	GS1	000262	£14,000.00	Export LC Drawing	Scrutiny

Following actions can be performed on the Completed Tasks menu:

- Flow Diagram - Completed Tasks menu enables user to view the process flow of the selected task and also user can find the stages completed by the selected task and the current stage highlighted in the process flow.
- Refresh - Click **Refresh** to refresh the task list.

Completed Tasks

Refresh Flow Diagram

	Priority	Application Number	Branch	Customer Number	Amount	Process Name	Stage
<input checked="" type="checkbox"/>	M	GS1ELCLI0024250	GS1	000262	£0.00	Export LC Liquidation	Liquidation
<input type="checkbox"/>		GS1ELCLI0024250	GS1	000262	£18,000.00	Export LC Liquidation	Registration
<input type="checkbox"/>	M	GS1ELCLI0024233	GS1	000262	£0.00	Export LC Liquidation	Liquidation
<input type="checkbox"/>		GS1ELCLI0024233	GS1	000262	£15,000.00	Export LC Liquidation	Registration
<input type="checkbox"/>	M	GS1ELCDR0024204	GS1	000262	£15,000.00	Export LC Drawing	Data Enrichment
<input type="checkbox"/>	M	GS1ELCDR0024225	GS1	000262	£14,000.00	Export LC Drawing	Scrutiny

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

Previous 1 - 10 of 68 records Next

## 2.2 Free Tasks

Free Tasks menu will display the tasks which were not acquired by any user and for which the current user is entitled to access. The task list will display the following details of the task:

- Action
- Priority
- Application Number
- Branch
- Customer Number
- Amount
- Process Name
- Stage

Following action can be performed on the Free Tasks menu:

- Acquire & Edit - Click **Acquire & Edit** to acquire the task and edit directly from free tasks menu.

- Acquire - Select the task and click **Acquire** to edit the task later from **My Task** menu.

The screenshot shows the 'Free Tasks' page in the FuTura Bank system. The left sidebar contains a navigation menu with options like 'Core Maintenance', 'Corporate Lending', 'Dashboard', 'Maintenance', 'Security Management', 'Tasks', 'Completed Tasks', 'Free Tasks', 'Hold Tasks', 'My Tasks', 'Search', 'Supervisor Tasks', 'Trade Finance', and 'Virtual Account Manage...'. The main content area displays a table of tasks with columns for Action, Priority, Application Number, Branch, Customer Number, Amount, Process Name, and Stage. The 'Acquire & Edit' button in the top toolbar is highlighted with a red box. Below the table, there is a pagination control showing 'Page 1 of 1 (1-10 of 10 items)' and '1 - 10 of 3586 records'.

Action	Priority	Application Number	Branch	Customer Number	Amount	Process Name	Stage
Acquire & Edit	M	GS1ELCDR0024401	GS1	000262	£1,000.00	Export LC Drawing	Approval1
Acquire & Edit	M	GS1ELCDR0024398	GS1	000262	£1,000.00	Export LC Drawing	Retry HandOff
Acquire & Edit	M	GS1ELCLI0024400	GS1	000262	£29,000.00	Export LC Liquidation	Retry HandOff
Acquire & Edit	M	GS1ELCDR0024395	GS1	000262	£1,000.00	Export LC Drawing	Scrutiny
Acquire & Edit	M	GS1IDCBK0024390	GS1	000263	£267.00	Import Documentary- Booki...	Reject Approval
Acquire & Edit		GS1ILCUD0024358	GS1	000343	\$10,000.00	Import LC Update Drawings	KYC Exception Approva

- Flow Diagram - Free Tasks menu enables user to view the process flow of the selected task and also user can find the stages completed by the selected task and the current stage highlighted in the process flow.

- Refresh - Click **Refresh** to refresh the task list.

The screenshot shows the 'Free Tasks' page in the FuTura Bank system. The left sidebar is the same as in the previous screenshot. The main content area displays a table of tasks. The 'Refresh' button in the top toolbar is highlighted with a red box. The table shows a different set of tasks, including 'Acquire & Edit' for application numbers GS1ELCLI0024400, GS1ELCDR0024396, GS1ELCDR0024395, GS1IDCBK0024390, GS1ILCUD0024358, and GS1ILCDR0024318. The pagination control shows 'Page 1 of 1 (1-10 of 10 items)' and '1 - 10 of 3583 records'.

Action	Priority	Application Number	Branch	Customer Number	Amount	Process Name	Stage
Acquire & Edit	M	GS1ELCLI0024400	GS1	000262	£29,000.00	Export LC Liquidation	Liquidation
Acquire & Edit	M	GS1ELCDR0024396	GS1	000262	£1,000.00	Export LC Drawing	Scrutiny
Acquire & Edit	M	GS1ELCDR0024395	GS1	000262	£1,000.00	Export LC Drawing	Scrutiny
Acquire & Edit	M	GS1IDCBK0024390	GS1	000263	£267.00	Import Documentary- Booki...	Reject Approval
Acquire & Edit		GS1ILCUD0024358	GS1	000343	\$10,000.00	Import LC Update Drawings	KYC Exception Approva
Acquire & Edit		GS1ILCDR0024318	GS1	000262	£11,000.00	Import LC Drawing	Approval1

- Reassign- Click **Reassign** to the task to sub-ordinates. This action can be performed only if user is provided with the assignment rights.

The screenshot shows the 'Free Tasks' page in the FuTura Bank system. The left sidebar is the same as in the previous screenshots. The main content area displays a table of tasks. The 'Reassign' button in the top toolbar is highlighted with a red box. The table shows tasks for application numbers GS1ELCDR0024410, GS1ELCDR0024401, GS1ELCDR0024398, GS1ELCLI0024400, GS1ELCDR0024395, and GS1IDCBK0024390. The pagination control shows 'Page 1 of 1 (1-10 of 10 items)' and '1 - 10 of 3587 records'.

Action	Priority	Application Number	Branch	Customer Number	Amount	Process Name	Stage
Acquire & Edit	M	GS1ELCDR0024410	GS1	000262	£2,000.00	Export LC Drawing	Scrutiny
Acquire & Edit	M	GS1ELCDR0024401	GS1	000262	£1,000.00	Export LC Drawing	Approval1
Acquire & Edit	M	GS1ELCDR0024398	GS1	000262	£1,000.00	Export LC Drawing	Retry HandOff
Acquire & Edit	M	GS1ELCLI0024400	GS1	000262	£29,000.00	Export LC Liquidation	Retry HandOff
Acquire & Edit	M	GS1ELCDR0024395	GS1	000262	£1,000.00	Export LC Drawing	Scrutiny
Acquire & Edit	M	GS1IDCBK0024390	GS1	000263	£267.00	Import Documentary- Booki...	Reject Approval



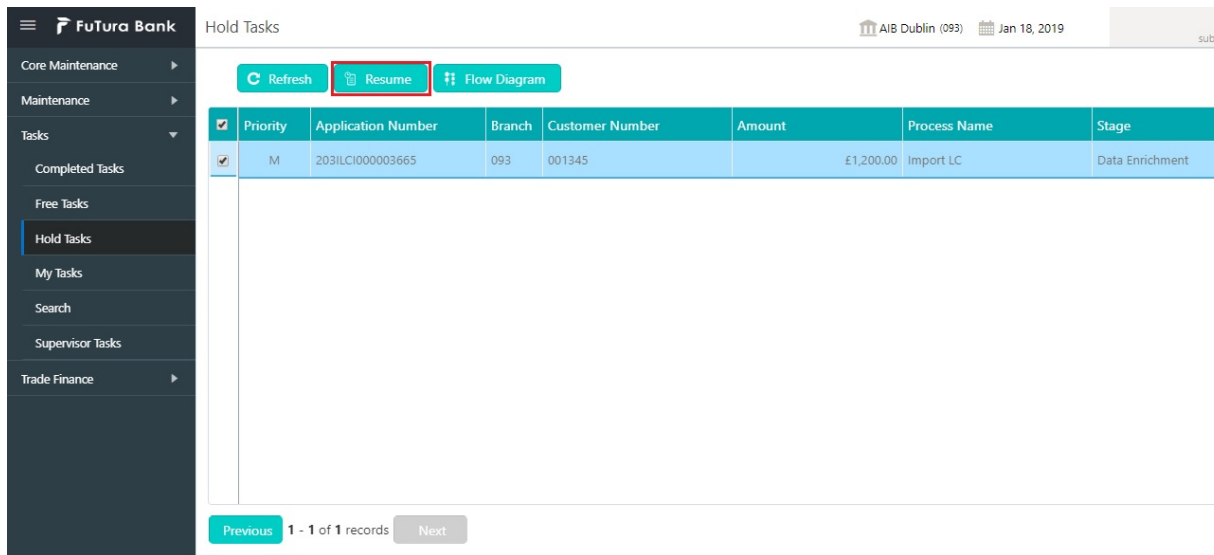
## 2.3 Hold Tasks

Hold Tasks menu displays the tasks which were moved on hold by the current user. The task list will display the following details of the task:

- Priority
- Application Number
- Branch
- Customer Number
- Amount
- Process Name
- Stage

Following action can be performed on the Hold Tasks menu:

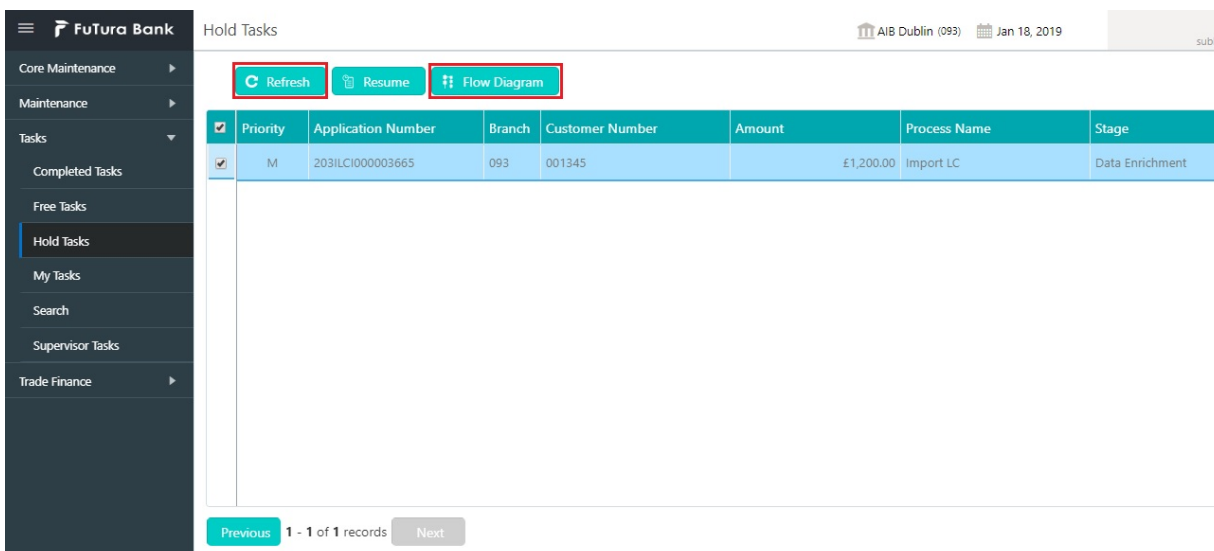
- Resume - Select the task and click **Resume** to move the task to **My Tasks** menu and edit.



The screenshot shows the FuTura Bank interface with the 'Hold Tasks' menu selected. The table displays the following data:

<input checked="" type="checkbox"/>	Priority	Application Number	Branch	Customer Number	Amount	Process Name	Stage
<input checked="" type="checkbox"/>	M	203ILCI000003665	093	001345	£1,200.00	Import LC	Data Enrichment

- Flow Diagram - Hold Tasks menu enables user to view the process flow of the selected task and also user can find the stages completed by the selected task and the current stage highlighted in the process flow.
- Refresh - Click **Refresh** to refresh the task list.



This screenshot is identical to the previous one, but with the 'Refresh' button highlighted by a red box. The table data remains the same.

## 2.4 My Tasks

My Tasks menu displays the tasks acquired from the free tasks menu by the current user. The task list will display the following details of the task:

- Priority
- Application Number
- Branch
- Customer Number
- Amount
- Process Name
- Stage

Following action can be performed on the My Tasks menu:

- Edit - Click **Edit** to edit the selected task.
- Release - Click **Release** to release the selected task from **My Tasks** to **Free Tasks** menu.

The screenshot shows the FuTura Bank interface with the 'My Tasks' menu selected. The table displays two tasks. The 'Edit' button in the first row is highlighted with a red box. The 'Release' button in the top toolbar is also highlighted with a red box.

Action	Priority	Application Number	Branch	Customer Number	Amount	Process Name	Stage
<input checked="" type="checkbox"/> Edit	M	GS1ELCDR0024396	GS1	000262	£1,000.00	Export LC Drawing	Scrutiny
<input type="checkbox"/> Edit	M	GS1ELCDR0024391	GS1	000262	£1,000.00	Export LC Drawing	Scrutiny

- Refresh - Click Refresh to refresh the task list.
- Flow Diagram - My Tasks menu enables user to view the process flow of the selected task and also user can find the stages completed by the selected task and the current stage highlighted in the process flow.

The screenshot shows the FuTura Bank interface with the 'My Tasks' menu selected. The 'Flow Diagram' button in the top toolbar is highlighted with a red box.

Action	Priority	Application Number	Branch	Customer Number	Amount	Process Name	Stage
<input checked="" type="checkbox"/> Edit	M	GS1ELCDR0024396	GS1	000262	£1,000.00	Export LC Drawing	Scrutiny
<input type="checkbox"/> Edit	M	GS1ELCDR0024391	GS1	000262	£1,000.00	Export LC Drawing	Scrutiny

- Delegate - Click Delegate to assign the acquired task to any valid user for processing within the group.

## 2.5 Search

Search menu enables the user to search for the task(s) with the following filters. Search will fetch the results either will one filter criteria or with multiple filter criteria.

- Application Number
- Customer Name
- Branch Name
- Tasks
- Priority
- Process
- Amount
- Contract Reference Number
- Other Bank Reference Number

## Note

Contract Reference Number and Other Bank Reference Number is applicable only for OBTFPM product.

The screenshot displays the Oracle OBTFPM interface. On the left is a navigation menu with items like Core Maintenance, Dashboard, Maintenance, Security Management, Tasks, and Trade Finance. The main area features a search bar and a filter panel. The filter panel includes sections for Application Number, Customer Name, Branch Name, Tasks, Priority, Process, Amount, and OBTFPM. The Tasks section is expanded, showing a list of tasks. Each task entry includes an application number, a description, an amount, and a status.

Application Number	Task Description	Amount	Status
000ELCA000031086	Import LC Issuance KYC Exceptional approval GS1	£10,000.00	The task is Held by null
001506	Import LC Issuance DataEnrichment GS1	£100,000.00	The task is Held by null
001506	Import LC Issuance Scrutiny GS1	£100,000.00	The task is Held by null
001506	Import LC Issuance Registration GS1	£100,000.00	The task is Held by null
000823	Import LC Issuance KYC Exceptional approval GS1	£10,000.00	The task is Held by null
001506	Import LC Issuance DataEnrichment GS1	£100,000.00	The task is Held by null
001506	Import LC Issuance Scrutiny GS1	£100,000.00	The task is Held by null
000823	Import LC Issuance KYC Exceptional approval GS1	£10,000.00	The task is Held by null
000823	Import LC Issuance Approval Task Level 1	£10,000.00	The task is Held by null

Following actions can be preformed 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.

The screenshot displays the FuTura Bank application interface. On the left is a dark sidebar with navigation options: Core Maintenance, Maintenance, Tasks, Completed Tasks, Free Tasks, Hold Tasks, My Tasks, Search, Supervisor Tasks, and Trade Finance. The main content area has a search bar at the top right showing 'AIB Dublin (093)' and 'Jan 18, 2019'. Below the search bar are filter controls: 'Filters' and 'Clear Filters'. The 'Application Number' filter is set to 'Select Application Number'. The 'Customer Name' filter is empty. The 'Branch Name' filter is set to 'Bank Futura -Branch FZ1'. Under the 'Tasks' section, 'Free Tasks' is selected. The 'Task List' table contains the following data:

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

## C

Completed Tasks ..... 1

## F

Free Tasks ..... 2

## H

Hold Tasks ..... 4

## M

My Tasks ..... 5

## S

Search ..... 5

## T

Task Menu ..... 1

    Completed Tasks ..... 1

    Free Tasks ..... 2

    Hold Tasks ..... 4

    My Tasks ..... 5

    Search ..... 5