

MY TASK LIST



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MY TASK

This menu allows you to approve pending transactions or tasks. It provides as the maker and approver features whereby the maker initiates payments such as interbank fund transfers, transfers within BIBD, bill payment, telegraphic transfers, bulk payroll, top-up etc. The approver(s) or signatories will then need to approve pending transactions or tasks performed and submitted by the maker.

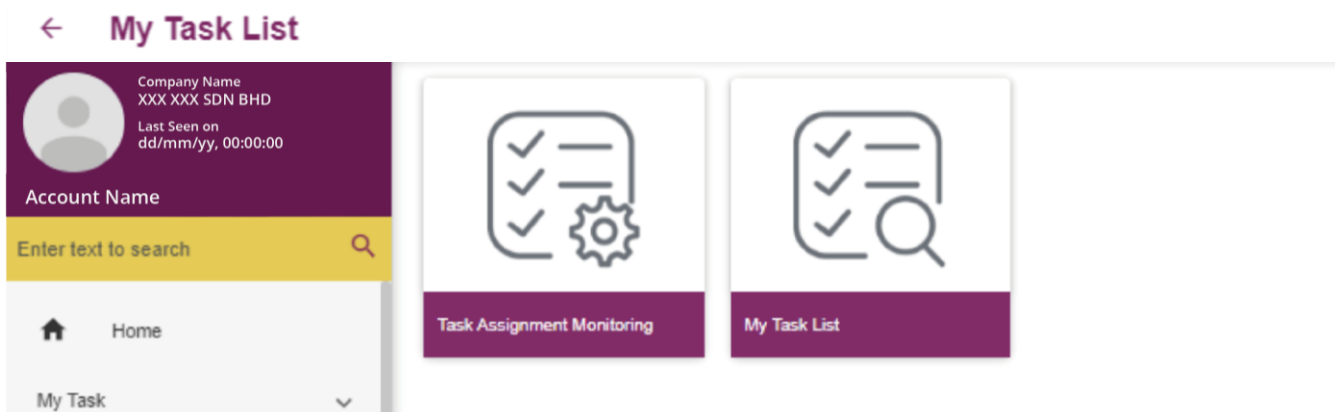
There are three (3) types of company roles:

- **Administrators**
Appointed persons by the organisation entrusted with administrative functions such as ‘Reset Password’, ‘Assigning Payment Beneficiaries Template’ and “Maintain Account Nickname’. Administrators can also view more privilege information such but not limited to all user access rights and roles, accounts and services entitlement, Authorisation Group and Matrix
- **Company Signatories (or Approvers)**
Appointed persons by the company as payment authorisers as stipulated in the Bank’s account signing mandate.
- **Company Users (or Maker)**
Appointed persons by the organisation as users for account viewing and/ or payment preparers.

It is possible for the organisation to appoint the same person to hold multiple roles and be the maker and approver at the same time. This is typically the case for Micro Small and Medium Enterprise (MSME) whereby the same person creates and approve own transactions.

There are 2 sub functions under “My Task” menu, namely

- 1) My Task List
- 2) Task Assignment Monitoring (available for Corporate Administrator only)



1) My Task List

- a) This function will show all the pending transactions or tasks assigned to you for approval. The approver has the option to approve, reject or repair (return to the same maker) pending requests:
- i. One at a time, OR
 - ii. Multiple at once (up to maximum of 10)

You can view the detail of each pending request, then click back arrow to the task listing or click proceed arrow to approve/reject. Please take note that if the pending request has expired, the approve button will not be available especially for future dated transaction and special rate. All pending request will be auto voided and dropped if not duly approved within 35 calendar days.

- i. One at a time - From the detail view, you will be able to see related history such as date of first submission, the approver and approved date, if any.

MY TASK LIST
🔍 ▶ ✕

Category: ALL | Sub Category: | Reference Number:

Reference Number	Amount	Maker	Date Assigned	Task / Value Date	Additional Information
<input type="checkbox"/> 0000000000000000 Fund Transfer Services	BND 6.00	Anne	29-06-2020 09:26:10 AM	Pending Approval	Debit Info : 00-000-00-000000-0 Credit Info : 0000000000

PROCESS TASK (6006290145874030)
🔍 ▶ ✕

Fund Transfer

TO: BND 00-000-00-000000-0

FROM: BND 00-000-00-000000-0

Transfer Options: Immediate | First Value Date: 30-06-2020

Transfer Amount: BND 6.00

Total Debit Amount: BND 6.00 | Total Credit Amount: BND 6.00

Task History

Action	Processed By	Forwarded To	Updated Date Time	Remark
Submit			29-06-2020 09:26:08 AM	

Showing 1 to 1 of 1 entries

Decision

Action *

Remark

Token Pin *

ii. Multiple at once (up to maximum of 10)

- Multiple requests can be approved with one single OTP (one-time password)
- You can review details of individual requests beforehand, then return to the listing page to approve up to the maximum limit.

MY TASK LIST 🔍 ▶ ✕

Reference Number	Amount	Maker	Date Assigned	Task / Value Date	Additional Information
00-000-00-000000-0 Bill Payment Services Bill Payment - Immediate Bill Payment Transfer	BND 6.00		29-06-2020 09:26:10 AM	Pending Approval (30-06-2020)	Debit Info Credit Info
00-000-00-000000-0 Remittance Services Immediate Telegraphic Transfer	BND 17.00		29-06-2020 00:43:57 AM	Pending Approval (30-06-2020)	Debit Info Credit Info
00-000-00-000000-0 Top Up Services Topup PCSB	BND 11.00		24-06-2020 03:46:03 PM	Pending Approval (24-06-2020)	Debit Info Credit Info
00-000-00-000000-0 Fund Transfer Services Fund Transfer - Immediate Favourite Third Party Fund Transfer	BND 22.00		24-06-2020 03:20:36 PM	Pending Approval (25-06-2020)	Debit Info Credit Info

BULK APPROVAL ← → ✕

Reference Number	Category	Task	Approve	Reject	Repair
	Fund Transfer Services Fund Transfer - Future Dated Own Fund Transfer	Pending Approval	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Payroll Services Future Date Payroll Upload	Pending Approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fund Transfer Services Fund Transfer - Immediate Favourite Third Party Fund Transfer	Pending Approval	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Payroll Services Future Date Payroll Upload	Pending Approval	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Interbank Fund Transfer Services Interbank Transfer ACH - Immediate	Pending Approval	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

BULK APPROVAL ← ▶ ✕

Reference Number	Category	Amount	Maker	Task	Date Assigned	Approve	Reject	Repair
	Fund Transfer Services Fund Transfer - Future Dated Own Fund Transfer	BND 6.00		Pending Approval	29-06-2020 09:26:10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Payroll Services Future Date Payroll Upload	BND 17.00		Pending Approval	29-06-2020 00:43:57	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Fund Transfer Services Fund Transfer - Immediate Favourite Third Party Fund Transfer	BND 11.00		Pending Approval	24-06-2020 15:46:03	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Payroll Services Future Date Payroll Upload	BND 22.00		Pending Approval	24-06-2020 15:20:36	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Interbank Fund Transfer Services Interbank Transfer ACH - Immediate	BND 122.00		Pending Approval	24-06-2020 15:16:56	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Remark*

Take File*

BULK APPROVAL RESULT

Reference Number	Category	Amount	Maker	Task	Date Assigned	Approve	Reject	Repair	Task Status
	Payroll Services Future Date Payroll Upload	BND 17.00		Pending Approval	29-06-2020 00:43:57	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Processed Successfully
	Fund Transfer Services Fund Transfer - Immediate Favourite Third Party Fund Transfer	BND 11.00		Pending Approval	24-06-2020 15:46:03	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Processed Successfully
	Payroll Services Future Date Payroll Upload	BND 22.00		Pending Approval	24-06-2020 15:20:36	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Processed Successfully
	Interbank Fund Transfer Services Interbank Transfer ACH - Immediate	BND 122.00		Pending Approval	24-06-2020 15:16:56	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Processed Successfully
	Top Up Services Rasaq CBT	BND 10.00		Pending Approval	24-06-2020 15:09:12	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Processed Successfully

2) Task Assignment monitoring

- a) This function is only accessible by “Administrator” role. It allows the Administrator to view all pending tasks performed by any maker and either choose to reject or reassign to another maker to edit and then resubmit.

TASK ASSIGNMENT MONITORING							
Reference Number	Amount	Maker	Date Assigned	Task / Value Date	Assignee / Group	Additional Information	
00-000-00-000000-0	USD 2.00		24-06-2020 02:57:18 PM	Pending Maker Edit (25-06-2020)		Debit Info Credit Info	00-000-00-000000-0 :
00-000-00-000000-0	BND 3.33		11-06-2020 10:07:36 AM	Pending Maker Edit (19-06-2020)		Debit Info Credit Info	00-000-00-000000-0 :

The approver can reject or reroute to a different approver or maker.

PROCESS TASK (5802280002466022)
← REJECT

Fund Transfer REROUTE

TO
BND 00-000-00-000000-0

FROM
BND 00-000-00-000000-0

Transfer Options
Immediate

Transfer Amount
BND 15.00

Total Debit Amount BND 17.00	Total Credit Amount BND 15.00
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Remark
123

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