

Task List

Task List allows users to search for and perform necessary actions on tasks saved as drafts or submitted for verification or authorisation.

Overview

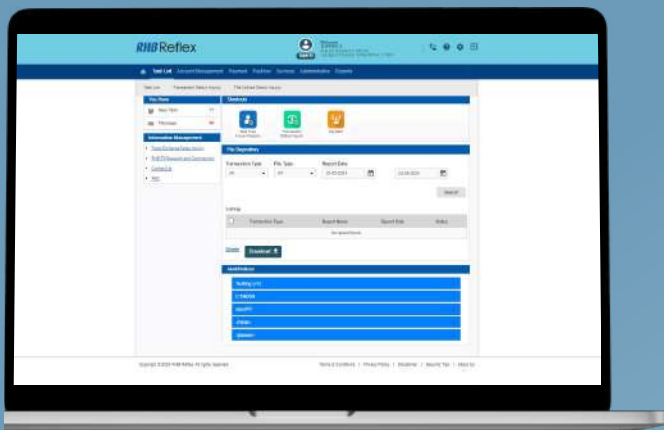
Users will be able to perform the following actions:

- Submission
- Verification
- Approval
- Rejection
- Recall
- Return
- Cancellation
- Deletion

Users with Maker or Single Control Access roles will be able to submit tasks with Draft, Recalled and Returned status.

Step 1

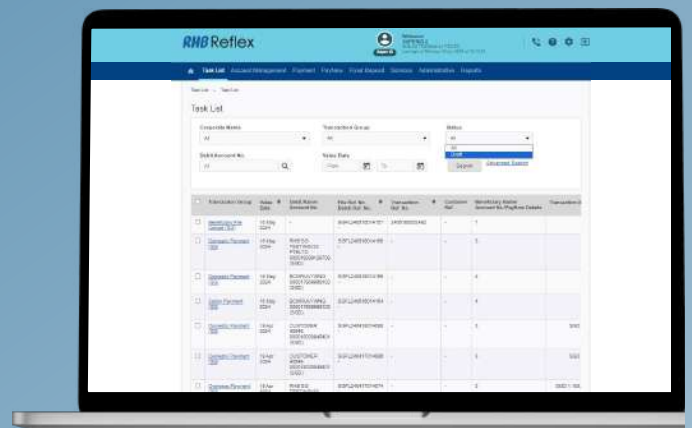
Click on Task List > Task List.



Step 2

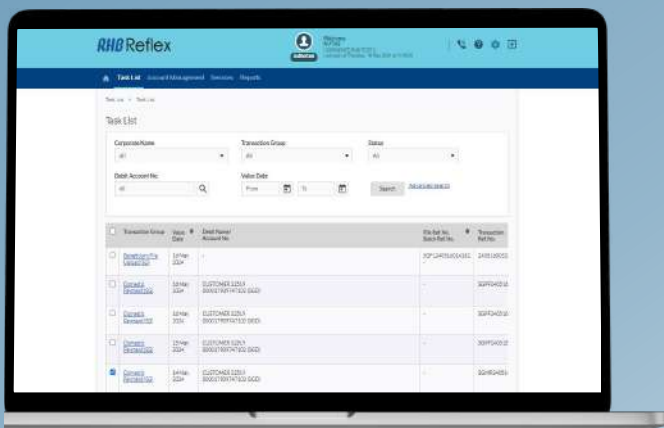
Select either Draft, Recalled or Returned option from the Status dropdown menu.

Click on the Search button to proceed.



Step 3

To view details of a specific task or transaction, click on the hyperlink under Transaction Group column.

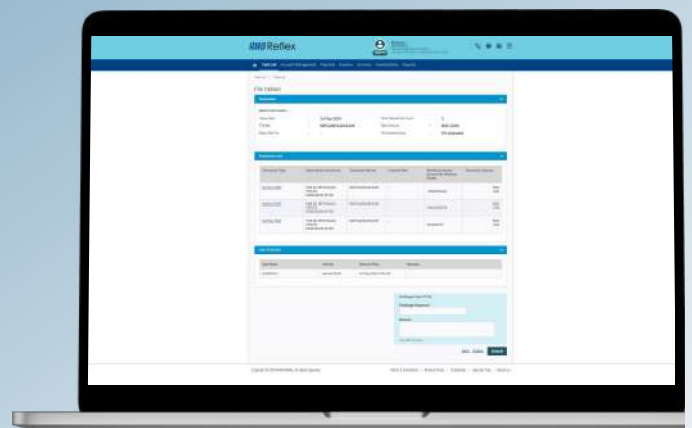


Step 4

Users can modify and update the task details as necessary.

To submit for approval, click on the Preview button and Submit.

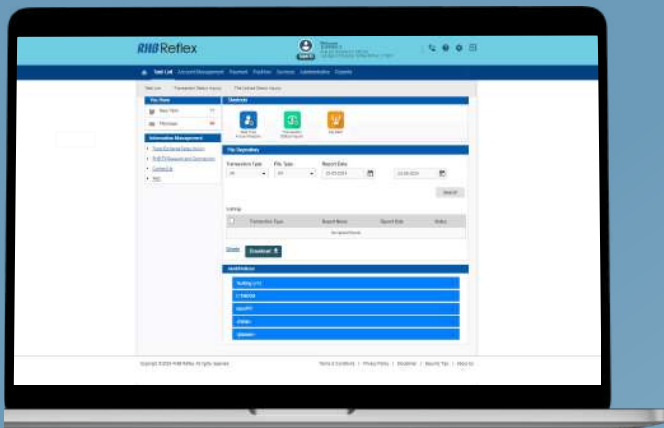
Upon successful submission, reviewer(s) or authoriser(s) may proceed to verify for approval or rejection.



Users with Reviewer roles will be able to verify tasks with Pending Verification status.

Step 1

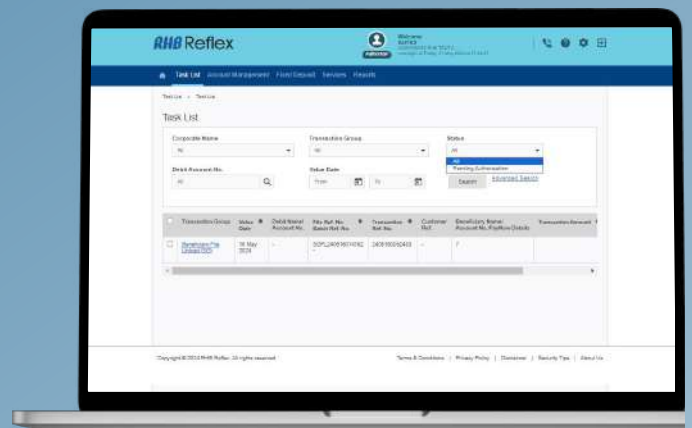
Click on Task List > Task List.



Step 2

Select Pending Verification option from the Status dropdown menu.

Click on the Search button to proceed.

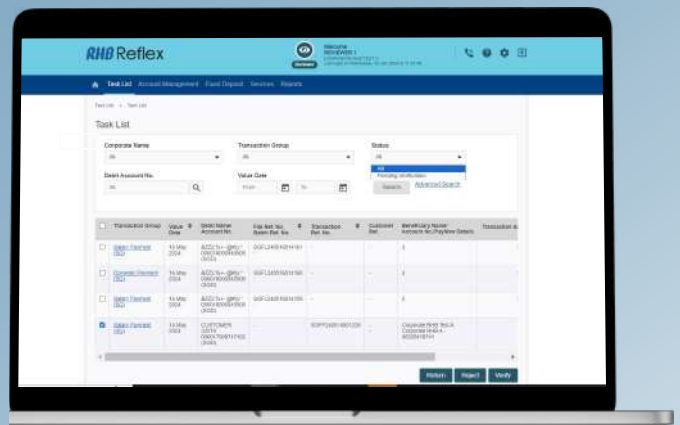


Step 3

Select the check box next to the task for verification.

Click on the Verify button and select OK.

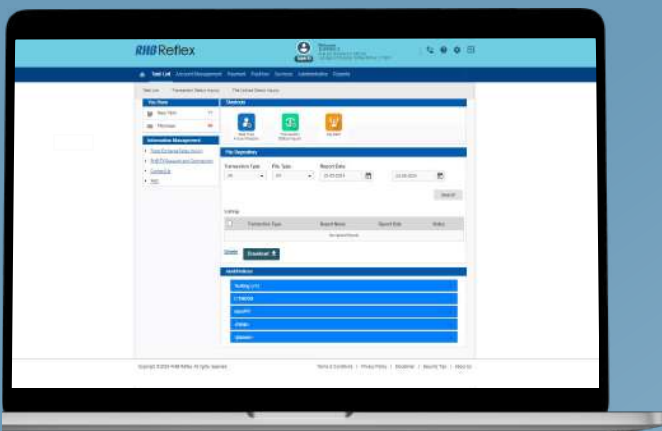
The task or transaction will be submitted for approval or rejection by the authoriser(s).



Users with Authoriser or Single Control Access roles will be able to approve and submit tasks with Pending Authorisation status to the bank for processing.

Step 1

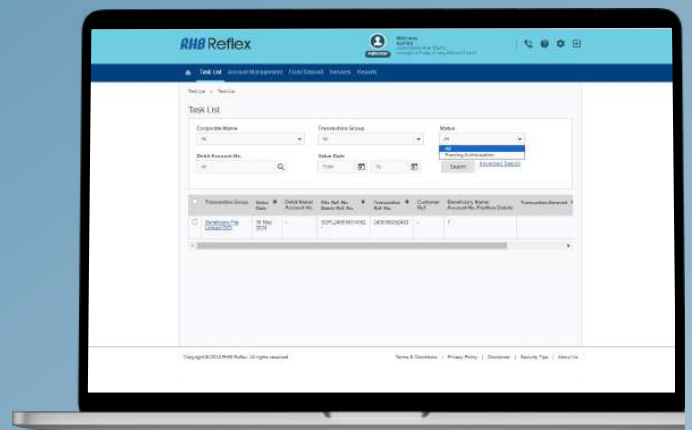
Click on Task List > Task List.



Step 2

Select Pending Verification option from the Status dropdown menu.

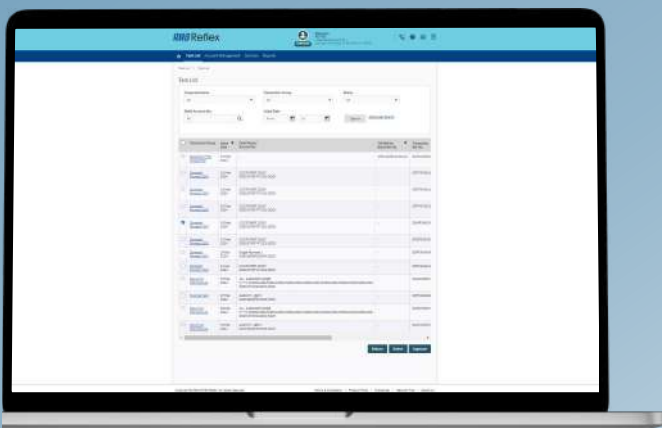
Click on the Search button to proceed.



Step 3

Select the check box next to the task to be approved.

Click on the Approval button to approve the record.

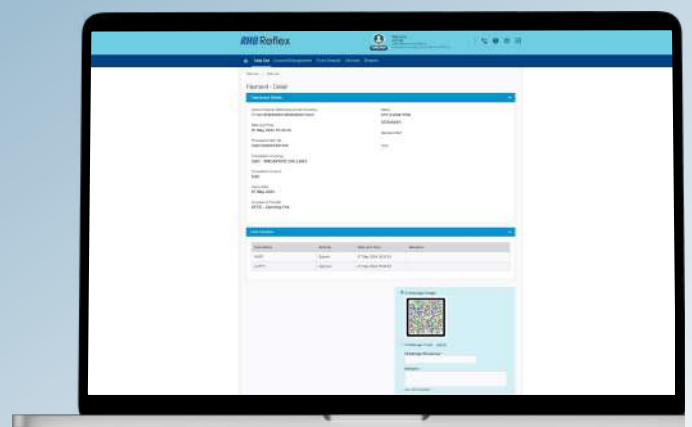


Step 4

In the pop up, proceed with approval using your hardware or digital token.

To generate a challenge response, follow the token instructions.

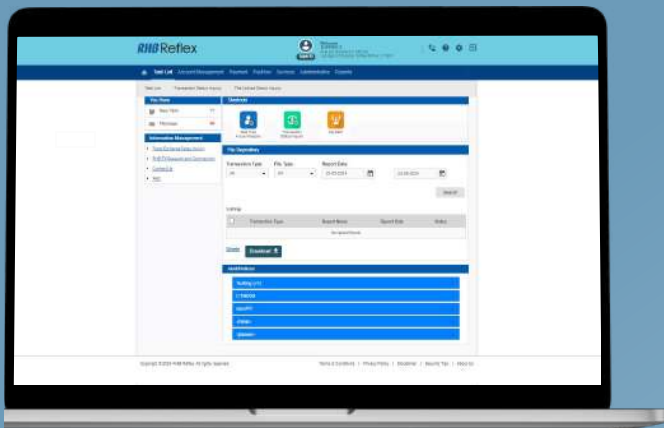
Key in the response code and click Approve and OK to submit the task to the bank for processing.



Users with Reviewer or Authoriser roles will be able to reject tasks with Pending Verification or Pending Authorisation status.

Step 1

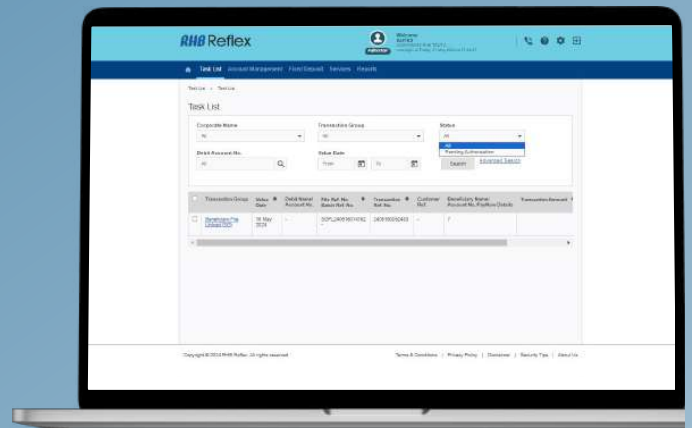
Click on Task List > Task List.



Step 2

Select Pending Verification option from the Status dropdown menu.

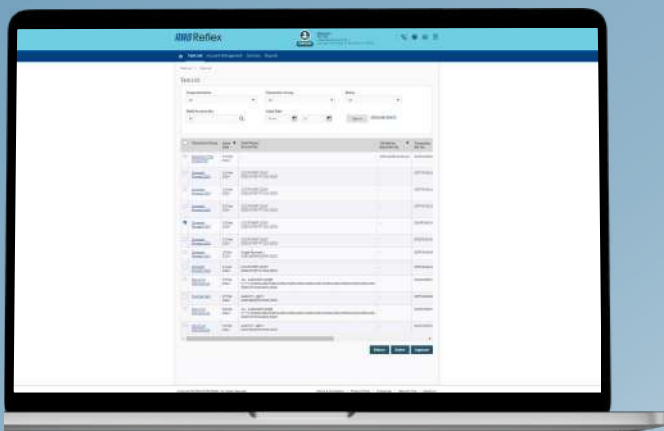
Click on the Search button to proceed.



Step 3

Select the check box next to the task to be rejected.

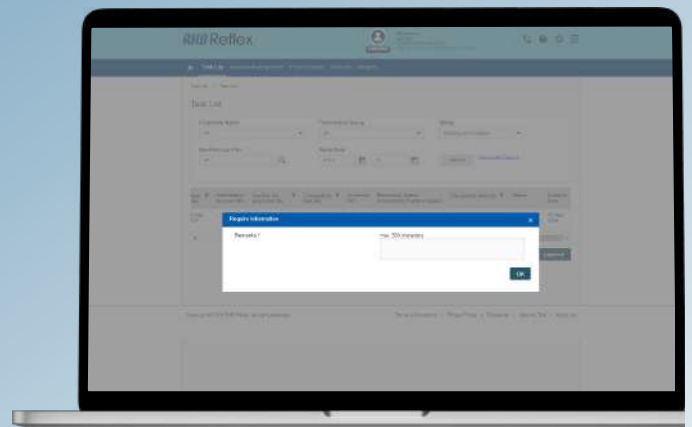
Click on the Reject button to reject the record.



Step 4

Users will be required to fill in the rejection information in the Remarks field of the pop up.

Once completed, click OK to proceed with the rejection.

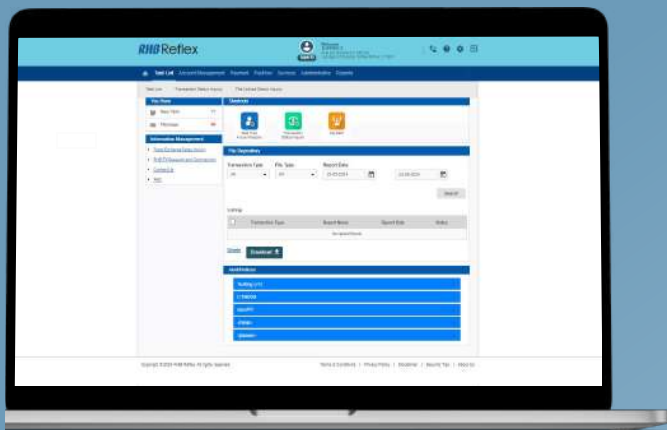


Users with Maker role will be able to recall tasks with Pending Verification or Pending Authorisation status.

Bulk Payments Transactions are not applicable for recall.

Step 1

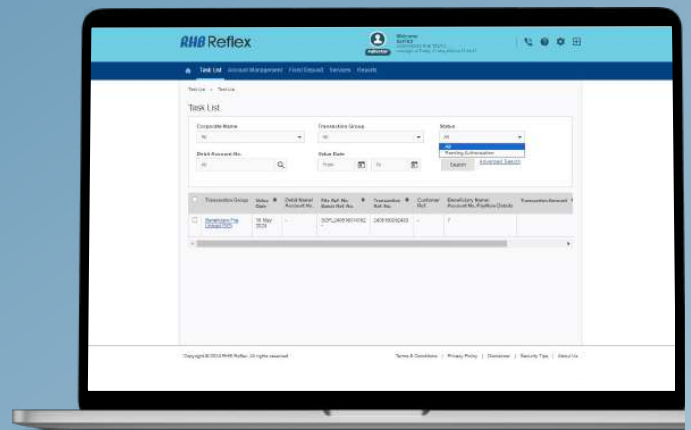
Click on Task List > Task List.



Step 2

Select Pending Verification option from the Status dropdown menu.

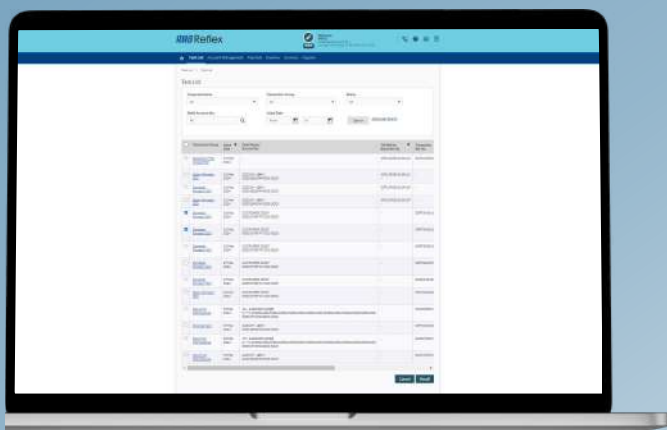
Click on the Search button to proceed.



Step 3

Select the check box next to the task to be recalled.

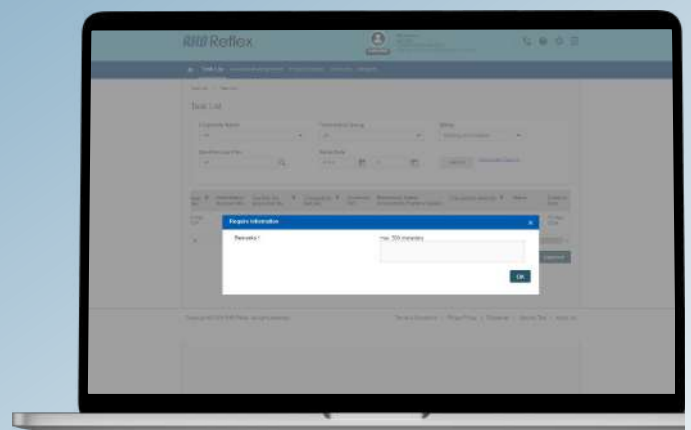
Click on the Recall button to recall the record.



Step 4

Users will be required to fill in the recall information in the Remarks field of the pop up.

Once completed, click OK to proceed with the recall.

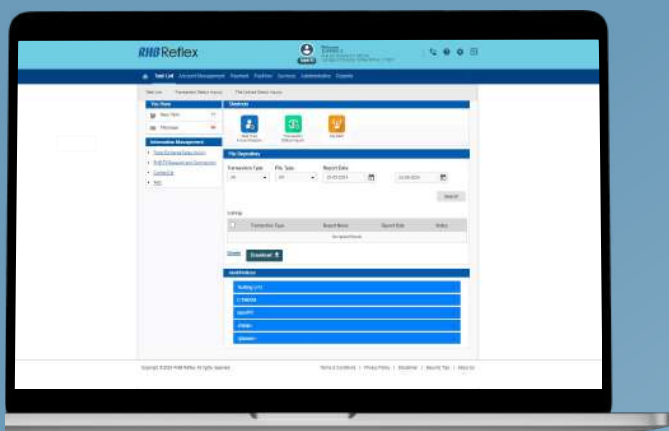


Users with Reviewer or Authoriser roles will be able to return tasks with Pending Verification or Pending Authorisation status.

Bulk Payments Transactions are not applicable for return.

Step 1

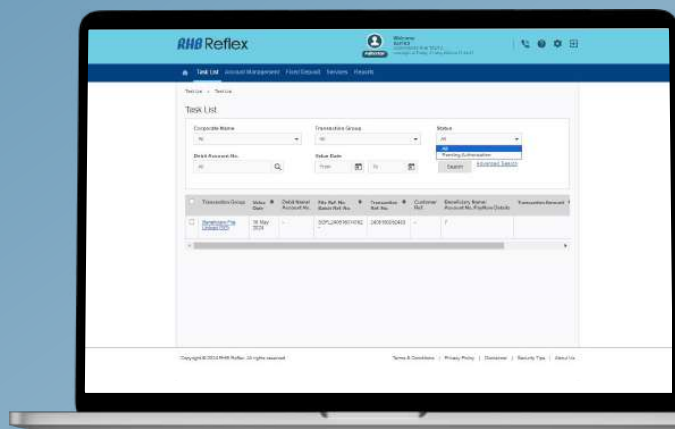
Click on Task List > Task List.



Step 2

Select Pending Verification option from the Status dropdown menu.

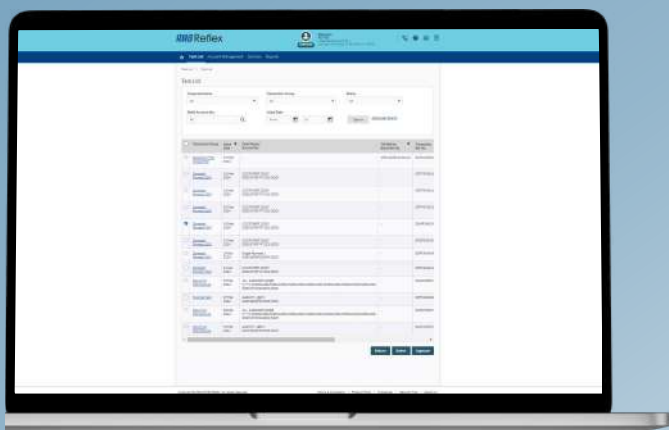
Click on the Search button to proceed.



Step 3

Select the check box next to the task.

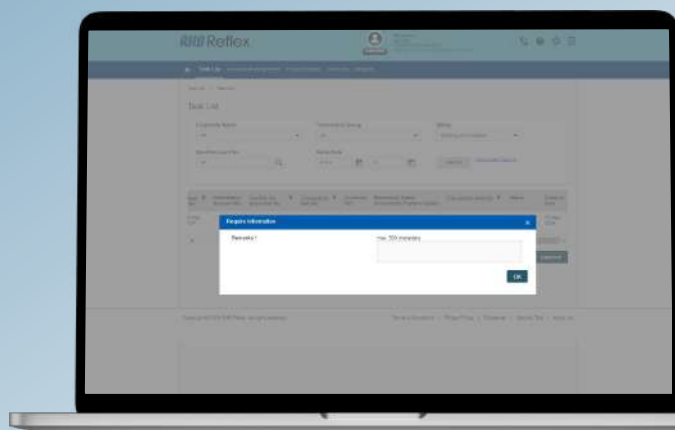
Click on the Return button to return the record.



Step 4

Users will be required to fill in the return information in the Remarks field of the pop up.

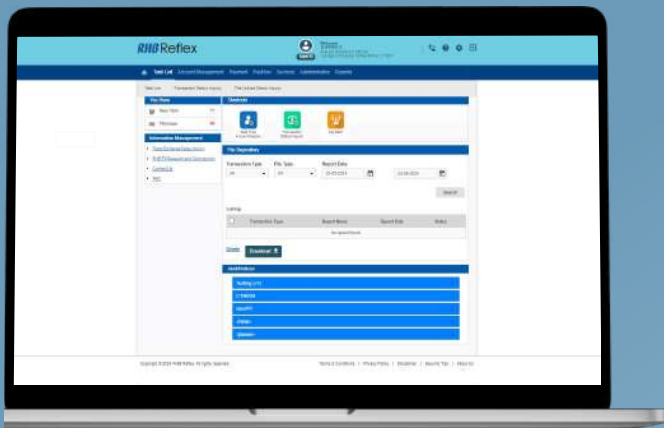
Once completed, click OK to proceed with the return.



Users with Maker Role will be able to cancel tasks with Pending Verification or Pending Authorisation status.

Step 1

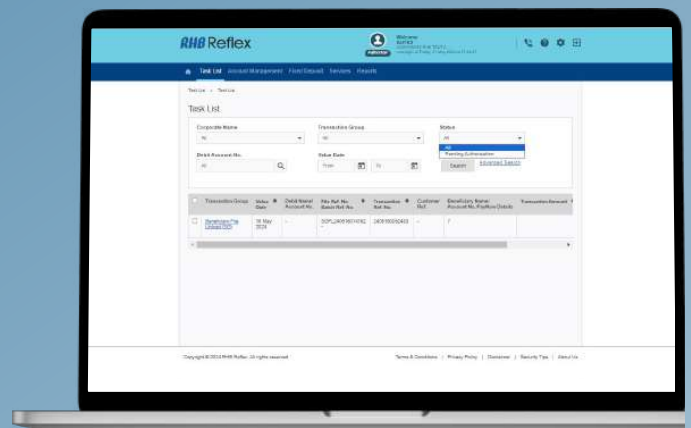
Click on Task List > Task List.



Step 2

Select Pending Verification option from the Status dropdown menu.

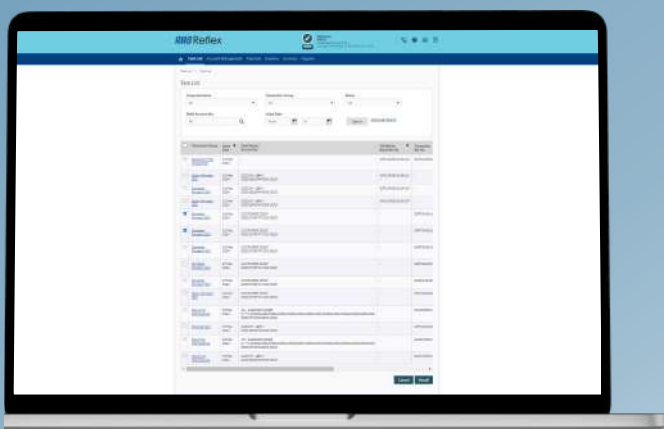
Click on the Search button to proceed.



Step 3

Select the check box next to the task.

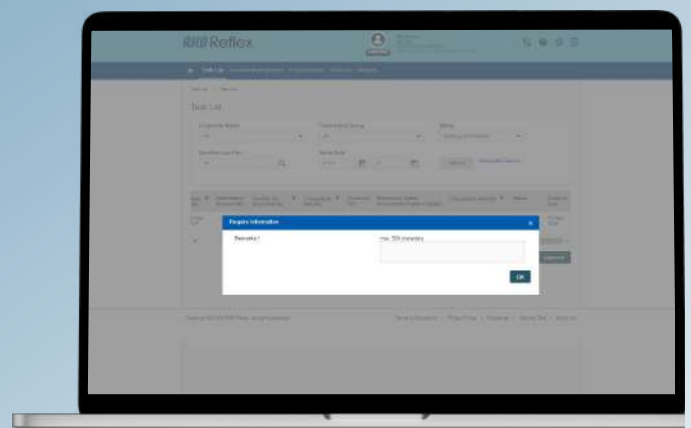
Click on the Cancel button to cancel the record.



Step 4

Users will be required to fill in the cancelled information in the Remarks field of the pop up.

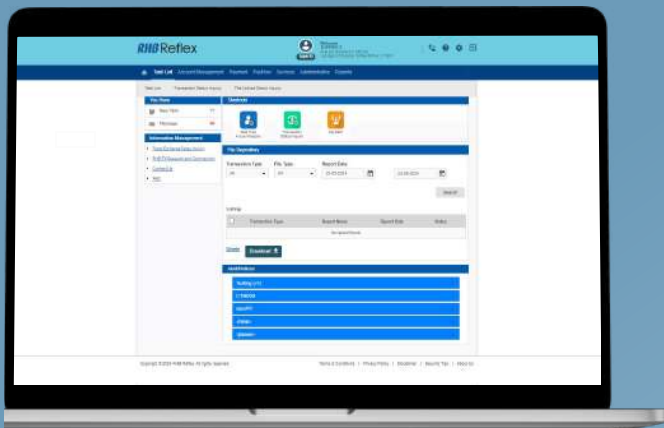
Once completed, click OK to proceed with the cancellation.



Transaction Status Inquiry allows users to view the status of all transactions made via RHB REFLEX based on their user entitlements.

Step 1

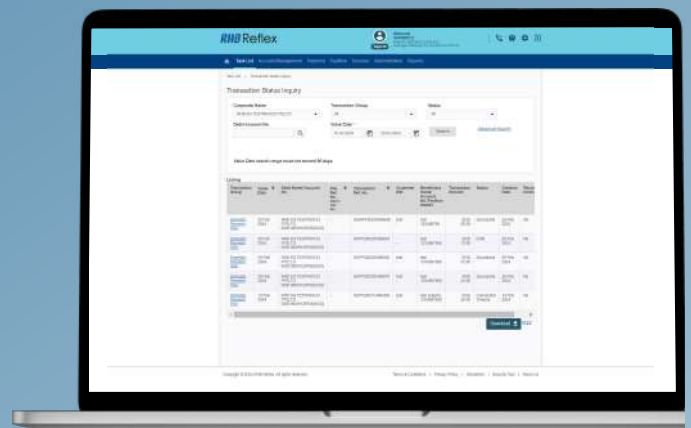
Click on Task List > Transaction Status Inquiry.



Step 2

Click on the search icon.

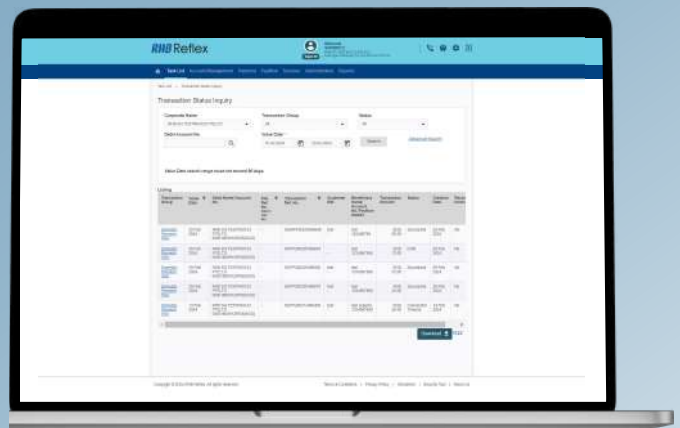
Select the preferred account and required dates to view the Transaction Status



Step 3

Click on the Download button and choose the file to be downloaded.

A success message will appear upon successful download.



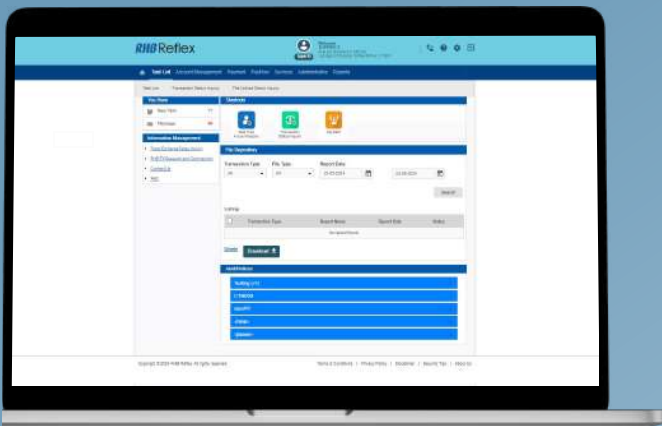
File Upload Status Inquiry allows users to view the status of an uploaded file.

File Upload Statuses:

- Pending Validation
- File Uploaded
- File Rejected

Step 1

Click on Task List > File Upload Status Inquiry.

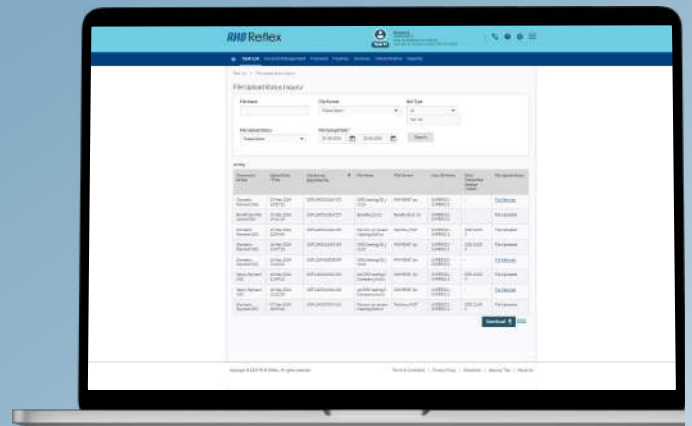


Step 2

Click on the search icon.

Select the preferred account and required dates to view the File Upload Status.

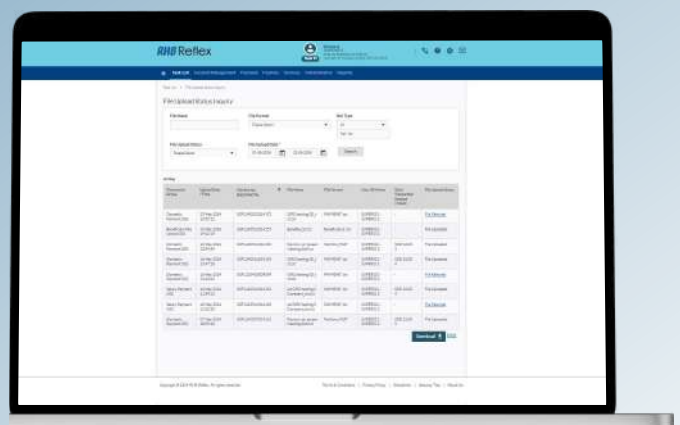
User may click on the File Rejected button to view the reasons for rejection.



Step 3

Click on the Download button and choose the file to be downloaded.

A success message will appear upon successful download.



Users are able to download the following reports:

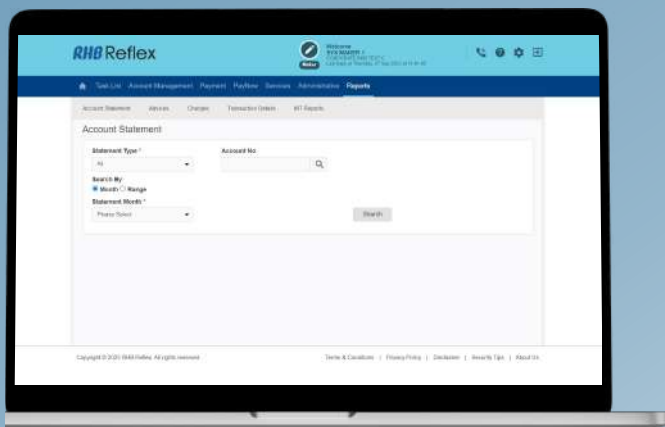
- Account Statements
- Advices
- Charges
- Transaction Details
- MT Reports

Account Statement

Account Statement menu allows users to view and generate current account statement for past three months.

Step 1

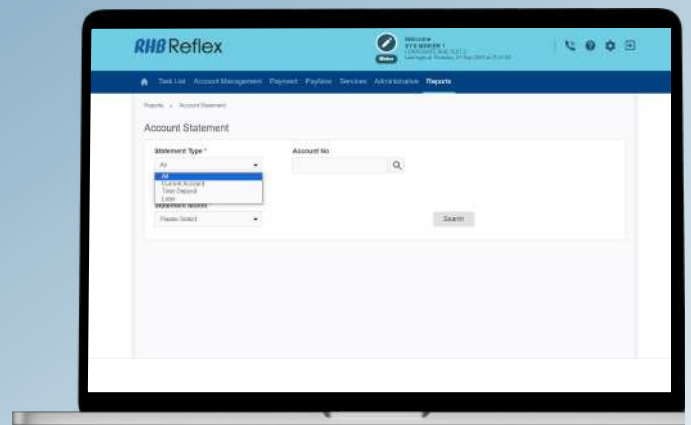
Click on Reports > Account Statement.



Step 2

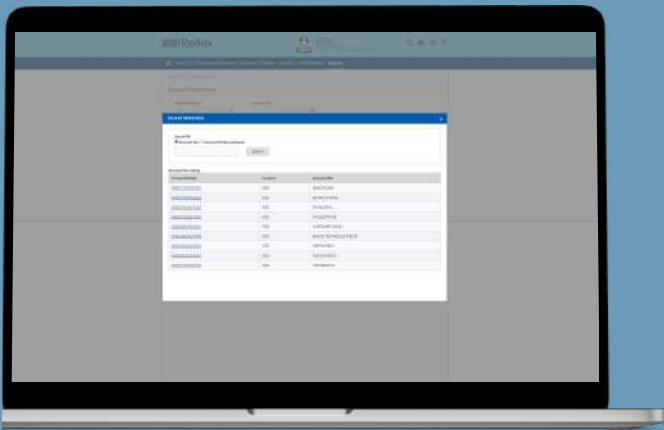
Select the desired Statement Type and Month.

To select the Account number, click on the magnifying glass icon.



Step 3

Select the desired account using either the Account Number or Preferred Account Name in the pop up.

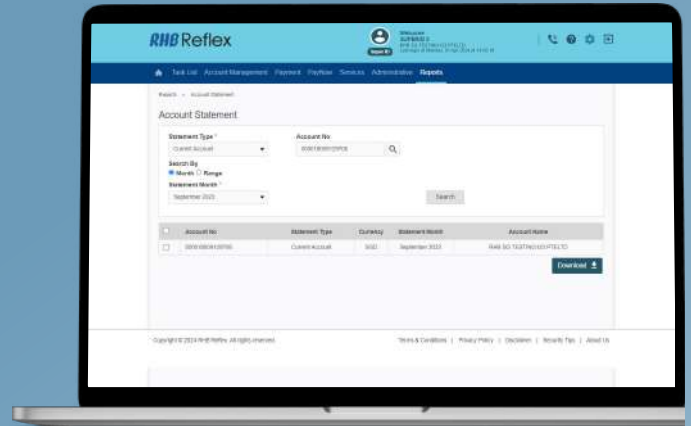


Step 4

Click on the Search button to display the desired information.

To download, select the record via the check box and click on the Download button.

A success message will appear upon successful download.



Users are able to download:

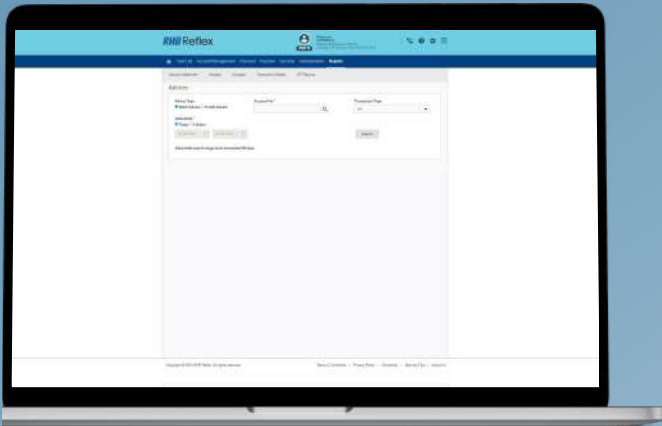
- Debit Advice
- Credit Advice

Debit Advice

Step 1

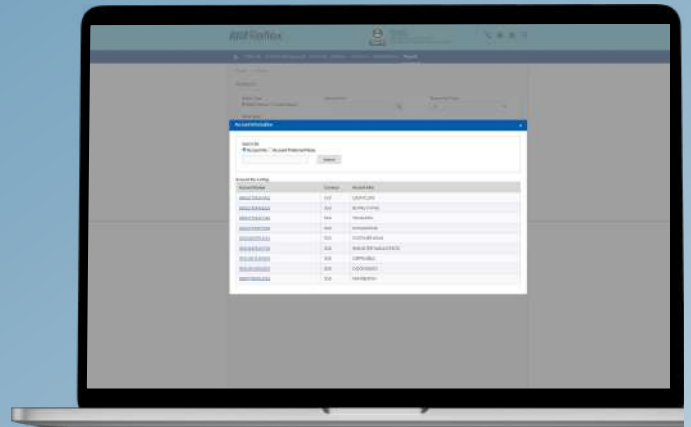
Click on Reports > Advices.

Click on Debit Advice and the magnifying glass icon to select the Account number.



Step 2

Select the desired account using either the Account number or Preferred Account name in the pop up.

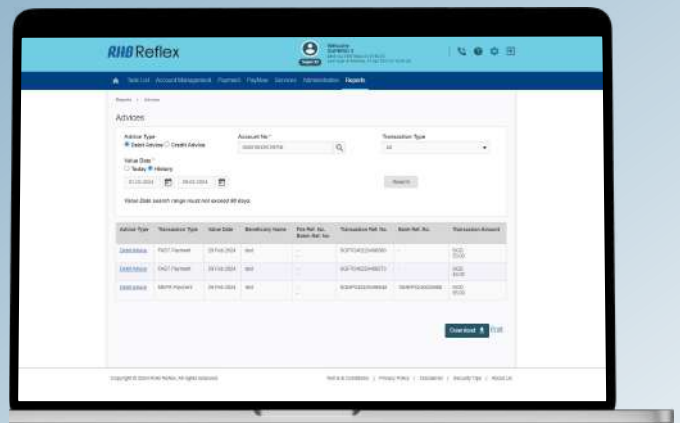


Step 3

Select a Date range and click on the Search button to display the advice(s).

Click on the Download button to download the list of advices.

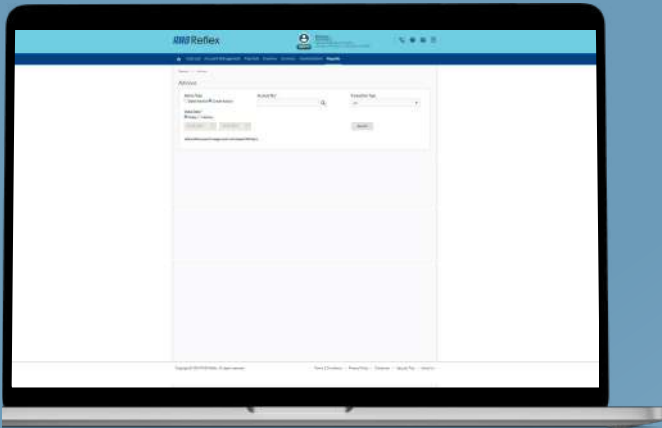
A success message will appear upon successful download.



Step 1

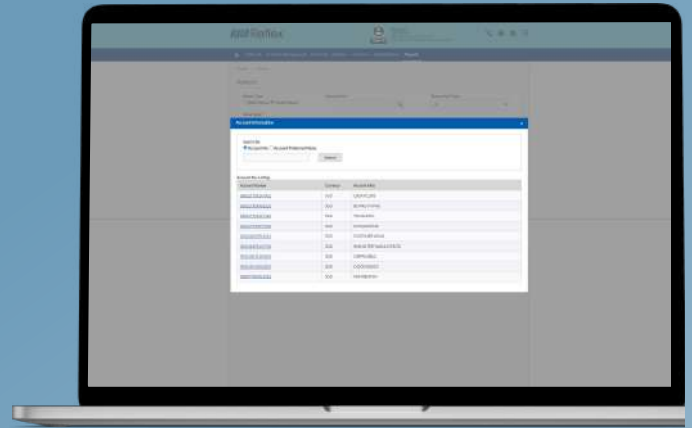
Click on Reports > Advices.

Click on Credit Advice and the magnifying glass icon to select the Account number.



Step 2

Select the desired account using either the Account number or Preferred Account name in the pop up.

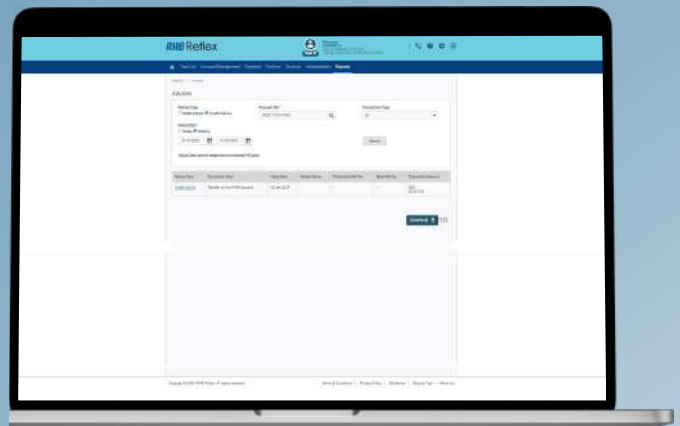


Step 3

Select a Date range and click on the Search button to display the advice(s).

Click on the Download button to download the list of advices.

A success message will appear upon successful download.

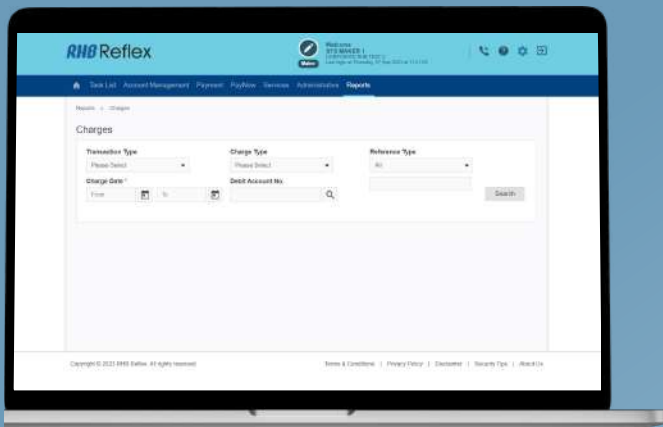


Users can make enquiry on the list of charges and their status details.

Step 1

Click on Reports > Charges.

Select the criteria from the dropdown menus and click on the Search button.

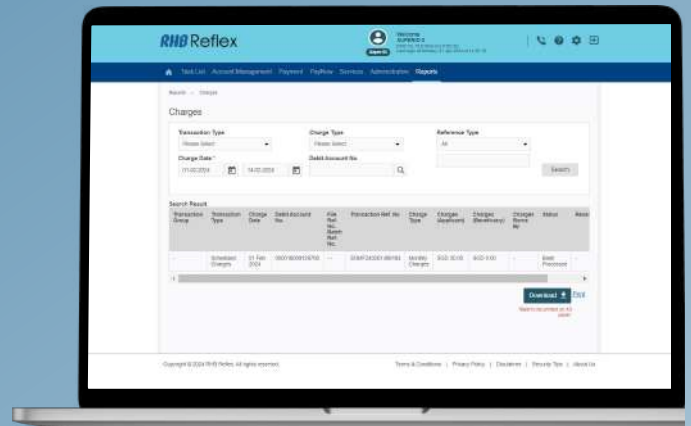


Step 2

A list of charges will be displayed based on the search criteria.

Click on the Download button to download the list of charges.

A success message will appear upon successful download.

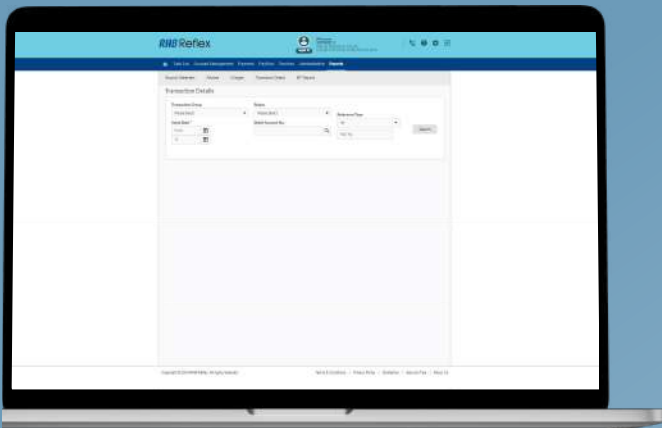


Users may perform general enquiries on the transactions.

Step 1

Click on Reports > Transaction Details.

Select the criteria using the dropdown menus and click on the Search button.

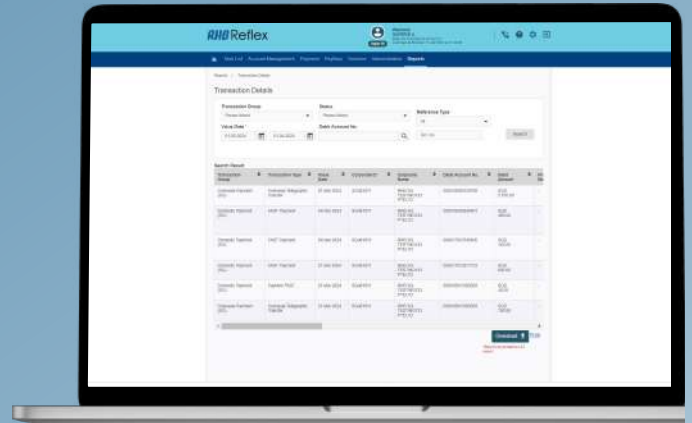


Step 2

A list of transaction details will be displayed based on the search criteria.

Click on the Download button to download the transaction details.

A success message will appear upon successful download.



***Users are required to have a subscription to access the MT Report feature.**

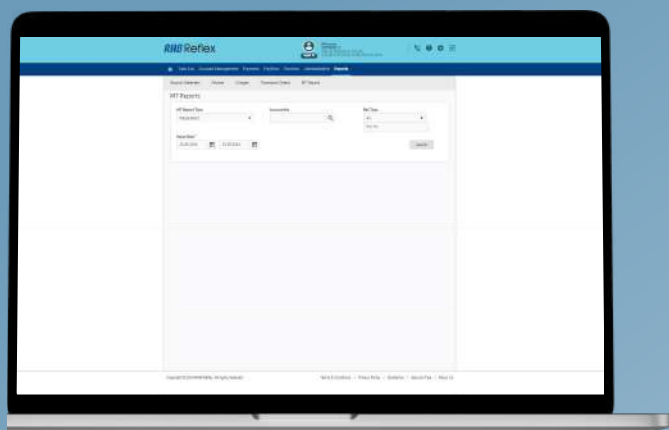
MT reports are applicable for MEPS Payment and Overseas Telegraphic Transfer.

**Reports are retrievable on T+1 day.
System can display MT reports for a search range of up to 90 days.**

Step 1

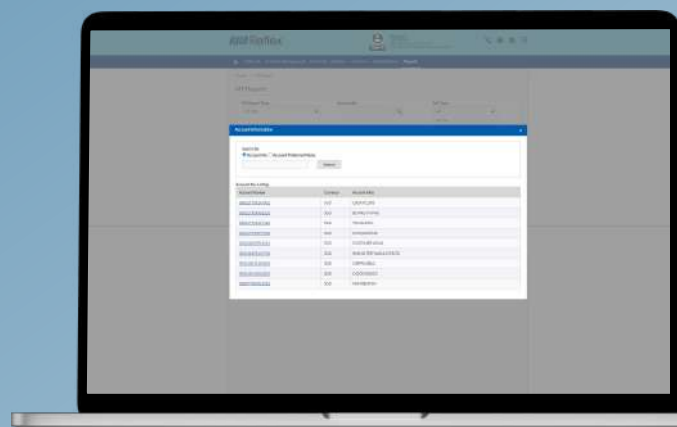
Click on Reports > MT Report.

Click on the magnifying glass icon to select the Account number.



Step 2

Select the desired account using the Account number or Preferred Account name in the pop up.



Step 3

Click on the Search button.

A list of MT Reports will be displayed based on the search criteria, user can click on the hyperlink to view the report.

Click on the Download button to download the report.

A success message will appear upon successful download.

