Oracle Financial Services Common Reporting Standard Administration and Configuration Guide

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Oracle Financial Services Software, Inc. 1900 Oracle Way Reston, VA 20190 Phone: (703) 478-9000

Fax: (703) 318-6340

Internet: www.oracle.com/financialservices

Contents

List of Tables		v
List of Figures	s	vii
About This Gu	uide	ix
Who Should Use t	his Guide	1X
	Organized	
	re Information	
Conventions Used	in this Guide	X
Abbreviations Use	d in this Guide	X
CHAPTER 1	About CRS	1
CRS Overview		1
CRS Workflow		2
CHAPTER 2	Managing User Administration and Security Configuration .	3
About User Admir	nistration	3
User Provisioning	Process Flow	4
Managing User Ad	lministration	4
0 0	ntity and Authorization	
	Identity and Authorization Process Flow	
	d Authorizing a User User with a User Group	
11 0	ttributes	
,	y Attributes	
•	-specific Security Attributes	
_	data into OFS CRS	
Loading Secur	ity Attributes through Excel	7
11 0	Attributes to Users	
Removing Sec	urity Attributes	9
CHAPTER 3	Configuring Parameters	11
Report Lock Perio	d	11
Due Date		12
CRS Year		12
Account Number	Туре	13
Message Specificat	ions for E-file	13

Contents

CHAPTER 4	CRS Batch Execution	15
Scheduling a Batch	1	15
Scheduling a B	Batch Once	16
	Daily Batch	
	Weekly Batch	
_	Monthly Batch	
Executing a Batch	through Fire Run	20
Monitoring a Batch	n after Execution	21
Cancelling a Batch	after Execution	22
Ů.	1	
~	ch	

List of Tables

Table 1.	Conventions Used in this Guide	X
Table 2.	Abbreviations Used in this Guide	X
Table 3.	CRS Process Flow	2
Table 4.	User Provisioning Process Flow	4
Table 5.	Administration Process Flow	5
Table 6.	CRS Roles and User Groups	6
Table 7.	Report Lock Period	11
Table 8.	Due Date	12
Table 9.	CRS Year	12

List of Tables			

List of Figures

Figure 1. CRS Workflow	2
Figure 2. User Provisioning Process Flow	4
Figure 3. Managing Identity and Authorization Process Flow	5
Figure 4. Accessing the Excel Upload Page	8
Figure 5. Excel Upload Page	
Figure 6. Security Attribute Administration	9
Figure 7. Security Attribute Administration	9
Figure 8. Batch Scheduler Page	16
Figure 9. Scheduling a Daily Batch	
Figure 10. Scheduling a Weekly Batch	18
Figure 11. Configuring a Monthly Batch	19
Figure 12. Run Rules Framework Page	20
Figure 13. Run Rule Framework Window	20
Figure 14. Batch Monitor Page	21
Figure 15. Batch Cancellation Page	22
Figure 16. Re-starting a Batch	
Figure 17. Re-running a Batch	24

List of Figures		

About This Guide

This guide provides comprehensive instructions to perform the administration activities needed to configure the Oracle Financial Services (OFS) Common Reporting Standard application.

This chapter focuses on the following topics:

- Who Should Use this Guide
- How this Guide is Organized
- Where to Find More Information
- Conventions Used in this Guide

Who Should Use this Guide

The OFS Common Reporting Standard Administration and Configuration Guide is designed for Oracle Financial Services Installers and System Administrators. Their roles and responsibilities, as they operate within OFS CRS, include the following:

• **CRS Administrator:** Configures, maintains, and adjusts the system and is usually an employee of a specific Oracle Financial Services customer. The administrator maintains user accounts and roles, monitors data ingestion, archives data, loads data feeds, and performs post-processing tasks.

How this Guide is Organized

The OFS Common Reporting Standard Administration and Configuration Guide includes the following topics:

- Chapter 1, About CRS, provides an over view of the CRS application and the different stages involved.
- Chapter 2, *Managing User Administration and Security Configuration*, discusses the user administration, mapping the users to user groups, adding security attributes, and loading security attributes in the CRS application.
- Chapter 3, Configuring Parameters, explains the different configuration parameters in the CRS application.
- Chapter 4, CRS Batch Execution, explains the steps involved in executing a batch in the CRS application.

Where to Find More Information

For additional information about OFS CRS, see the following documents:

- OFS Common Reporting Standard User Guide
- OFS Common Reporting Standard Data Model Guide
- OFS Behavior Detection Installation Guide

To find additional information about how Oracle Financial Services solves real business problems, see our website at www.oracle.com/financialservices.

Conventions Used in this Guide

Table 1 lists the conventions used in this guide.

Table 1. Conventions Used in this Guide

Convention	Meaning
Italics	Names of books, chapters, and sections as references
	Emphasis
Bold	 Object of an action (menu names, field names, options, button names) in a step-by-step procedure
	 Commands typed at a prompt
	User input
Monospace	Directories and subdirectories
	File names and extensions
	 Process names
	 Code sample, including keywords and variables within text and as separate paragraphs, and user-defined pro- gram elements within text
<variable></variable>	Substitute input value

Abbreviations Used in this Guide

This table lists the abbreviations used in this guide and their associated descriptions.

Table 2. Abbreviations Used in this Guide

Abbreviation	Description
CRS	Common Reporting Standard
OFS	Oracle Financial Services

CHAPTER 1 About CRS

This chapter provides an overview of the CRS application. It covers the following topics:

- CRS Overview
- CRS Workflow

CRS Overview

The Common Reporting Standard (CRS) is a global model developed by the Organization for Economic Cooperation and Development (OECD) Council, working with G20 countries, for automatic exchange of information, including the technical modalities, to better fight tax evasion and ensure tax compliance. CRS combines global anti-money laundering standards with intergovernmental implementation such as found in the Foreign Account Tax Compliance Act (FATCA), and provides an automatic exchange of information in a global context. Jurisdictions must obtain information from their financial institutions and share that information with other jurisdictions annually, in accordance with CRS. The Standard specifies the financial account information to be exchanged, which financial institutions are required to report, the different types of accounts and taxpayers covered, and the due diligence procedures to be followed.

Oracle Financial Services Common Reporting Standard application enables financial institutions to create reports containing tax data on reportable accounts to their respective jurisdiction, which in turn exchanges it with other participating jurisdictions on an annual basis.

CRS Workflow

The following figure explains the CRS workflow:

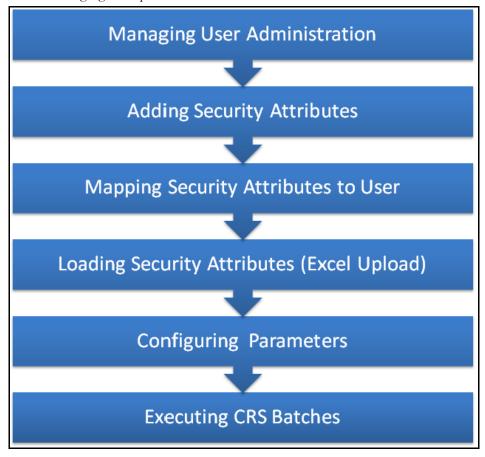


Figure 1. CRS Workflow

The following table lists the various actions and associated descriptions of the CRS process flow:

Table 3. CRS Process Flow

Action	Description
Managing User Administration	Create users and map users to user groups. This allows Administrators to provide access, monitor, and administer users.
Adding Security Attributes	Add security attributes for a CRS user. For example, adding the Jurisdiction security attribute for the CRS Report Analyst.
Mapping Security Attributes to Users	Map security attributes to users. This is done to determine which security attributes control the user's access rights.
Loading Security Attributes through Excel	Load security attributes. Security attributes are loaded using Excel.
Configuring Parameters	Configure parameters in the CRS application, such as report lock period, due date, and reporting year.
CRS Batch Execution	Execute CRS batches. This can be done daily, weekly, monthly, quarterly, or half-yearly based on the requirement.

CHAPTER 2 Managing User Administration and Security Configuration

This chapter provides instructions for setting up and configuring the Security Management System (SMS) to support the user authentication and authorization of the Common Reporting Standard (CRS) application.

This chapter focuses on the following topics:

- About User Administration
- User Provisioning Process Flow
- Managing User Administration
- Adding Security Attributes
- Mapping Security Attributes to Users

About User Administration

User administration involves creating and mapping users and providing access rights based on their roles. This section discusses the following:

- Administrator permissions
- Creating and mapping users and user groups
- Loading and mapping security attributes

User Provisioning Process Flow

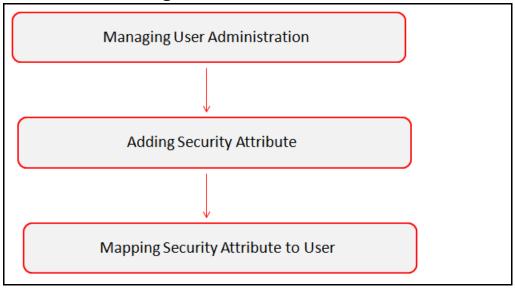


Figure 2. User Provisioning Process Flow

The following table lists the various actions and associated descriptions of the user administration process flow:

Table 4. User Provisioning Process Flow

Action	Description
Managing User Administration	Create users and map users to user groups. This facilitates Administrators to provide access, monitor, and administer users.
Adding Security Attributes	Load security attributes. Security attributes are loaded using either Excel or SQL scripts.
Mapping Security Attributes to Users	Map security attributes to users. This is done to determine the security attributes that control the user's access rights.

Managing User Administration

This section allows you to create, map, and authorize users defining a security framework, which has the ability to restrict access to the CRS application.

Managing Identity and Authorization

This section explains the process of creating a user and providing access to the CRS application.

This section covers the following topics:

- Managing Identity and Authorization Process Flow
- Creating and Authorizing a User
- Mapping a User with a User Group

Managing Identity and Authorization Process Flow

The following figure shows the process flow of identity management and authorization:

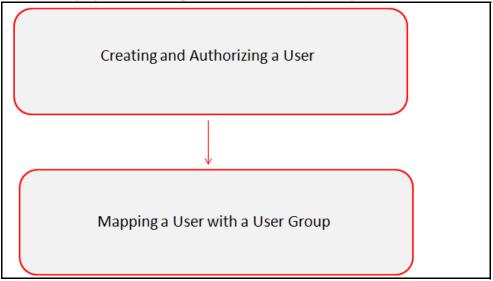


Figure 3. Managing Identity and Authorization Process Flow

The following table lists the various actions and associated descriptions of the User Administration Process flow:

Table 5. Administration Process Flow

Action	Description
Creating and Authorizing a User	Create a user. This involves providing a user name, user designation, and the dates between which the user is active in the system.
Mapping a User with a User Group	Map a user to a user group. This enables the user to have certain privileges that the mapped user group has.

Creating and Authorizing a User

The sysadmn user creates a user and the sysauth user authorizes a user in the CRS application. For more information on creating and authorizing a user, see *Oracle Financial Services Analytical Applications Infrastructure User Guide* in the Identity Management section.

Once the user is created and authorized, map the user to a predefined user group. See the following section for more details.

Mapping a User with a User Group

This section explains the process of mapping users and user groups to provide the user access to privileges as per their role. The sysadm user maps a user to a user group in the CRS application.

The following table describes the predefined User Roles and corresponding User Groups present in the CRS application.

Table 6. CRS Roles and User Groups

Role	Group Name	User Group Code
CRS Report Analyst	CRS Analyst	RRANACRS
CRS Report Supervisor	CRS Supervisor	RRSUPCRS
CRS Report Auditor	CRS Auditor	RRAUDCRS
CRS Report Administrator	CRS Sys-Admin	RRADMINCRS

Adding Security Attributes

This section explains about security attributes, the process of uploading security attributes, and mapping security attributes to users in the CRS application.

This section covers the following topics:

- About Security Attributes
- Adding Client-specific Security Attributes
- Loading Metadata into OFS CRS
- Loading Security Attributes through Excel

About Security Attributes

Security Attributes are the attributes which help an organization to classify their users based on their geographical location, jurisdiction, and business domain in order to restrict access to the data that they can view.

For the user to perform activities throughout the functional areas in the CRS application, provide the user with access privileges.

Adding Client-specific Security Attributes

To add client-specific security attributes to OFS CRS, follow these steps:

- 1. Download the following Excel sheets from <ftpshare>/STAGE/ExcelUpload/CRSLookup Files to Windows machine. The <ftpshare path> is the same path given in variable APP_DRIVE_TM while installing OFSAAI. For more information, see Oracle Financial Services Analytical Applications Infrastructure User Guide.
 - **DIM_CRS_DOMAIN1.xlsx**: DIM_CRS_DOMAIN1.xlsx should be filled with Jurisdictions which are available in OFSFCCM.
 - **DIM_CRS_DOMAIN2.xlsx**: DIM_CRS_DOMAIN2.xlsx should be filled with Business Domains which are available in OFSFCCM.
 - **DIM_CRS_DOMAIN3.xlsx**: DIM_CRS_DOMAIN3.xlsx should be filled with Legal Entities which are available in OFSFCCM.

2. Upload the Excel data.

For more information on steps to perform Excel Upload, see Loading Security Attributes through Excel.

3. Hover over the Administration menu, select the User Administration sub menu, and click **CRS User Attribute Administration.** This displays a drop-down list with all the CRS users created. You can assign attributes to each user using the drop-down.

The security attributes are now added in the CRS application.

Loading Metadata into OFS CRS

OFS CRS Regulatory Reporting uses the following client-provided data as per their business requirements:

- Filing Institution Details
- Filing Institution to Report Type Mapping
- Currency
- Country

Follow these steps to load the data into OFS CRS:

 Download the following Excel sheets from <ftpshare path>/STAGE/Excelupload/CRSLookupFiles. to Windows machine.

Note: The <ftpshare path> is the same path given in variable APP_DRIVE_TM while installing OFSAAI.

- DIM_FILING_INSTITUTION.xls
- MAP_FILINST_REPTYPE.xls
- DIM CURRENCY.xls
- DIM_COUNTRY.xls
- 2. Add data in each Excel sheet as per your installation requirement.
- 3. Upload the Excel data. For more information on the steps, see the following section.

Loading Security Attributes through Excel

To upload the Excel, follow these steps:

1. Login to OFS CRS as an Admin user.

2. Navigate to **Unified Metadata Manager**, select **Data Entry Forms and Queries**, then select **Bulk Upload**, and finally select **Excel Upload (Atomic)**. The Excel Upload page appears.



Figure 4. Accessing the Excel Upload Page

- 3. Click **Excel Upload**. The Excel Upload screen appears.
- 4. Click **Browse** in the Excel File to Upload section. The Choose File to Upload dialog is displayed.
- 5. Select the required Excel file and click button.
- 6. Select the required sheet in the Excel file from the Sheet drop-down list. The Preview grid displays the data of the selected sheet of the Excel file.



Figure 5. Excel Upload Page

- 7. Click in the Excel-Entity Mappings grid. The Mapping Selector dialog is displayed with the pre-defined mapping details.
- 8. Select the check box adjacent to the required mapping definition for the DIM_FILING_INSTITUTION.xls file or select the table name that is the same as the name of the Excel sheet for the DIM_CURRENCY.xls and DIM_COUNTRY.xls files.
- 9. Click Ok.
- 10. Click **Upload**. A confirmation dialog is displayed on successful upload and the Excel data is uploaded to the database table. Click **View Log** to view the log file for errors and upload status.
- 11. Close the Excel Upload page.

Mapping Security Attributes to Users

You can determine the security attribute that controls the user's access permissions. Using this UI, an Administrator can map both Organizations and it users to different Security attributes.

To map a Security Attribute, follow these steps:

- 1. Login as the CRS Administrator. The Home page is displayed.
- 2. Hover over the Administration menu, select the User Administration sub-menu, and click **CRS User Attributes**. The CRS User Attributes page is displayed.
- 3. Select the user name from the User Name drop-down list.

Note: Before proceeding with providing a user access through this UI, ensure that all the necessary data should be available in the appropriate database tables and the user is created.

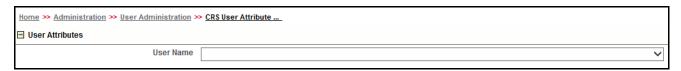


Figure 6. Security Attribute Administration

Based upon your User Name selection, the Jurisdiction, Business Domain, and Legal Entity drop-down lists appear. Select the user from the Choose User drop-down list.

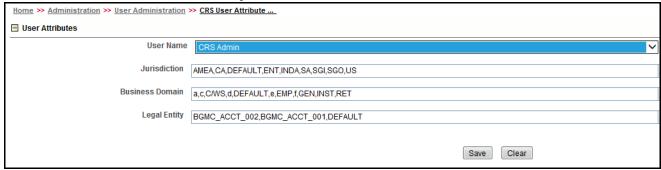


Figure 7. Security Attribute Administration

- 4. Click Save. The following confirmation message displays: Would you like to save this action?
- 5. Click **OK**. The following confirmation message displays: The update operation is successful.
- 6. Click **OK**. The updated Security Attribute page is displayed.

Removing Security Attributes

This section allows you to delete the mapped security with Users.

To remove security attributes, follow these steps:

1. Navigate to the Security Attributes page.

Mapping Security Attributes to Users Chapter 2—Security Configuration

- 2. Select one or more check boxes in the respective security attributes such as Business Domain, Jurisdictions, and so on.
- 3. Click Remove. The following confirmation message displays: Are you sure you want to delete this records?
- 4. Click **OK**. The selected record is deleted from the list.
- 5. Click **Save**. The changes are updated.

10

Chapter 3 Configuring Parameters

This chapter includes the following sections:

- Report Lock Period
- Due Date
- CRS Year
- Account Number Type
- Message Specifications for E-file

Report Lock Period

If a user forgets to log off from the OFS CRS application or if the screen is closed while accessing a report, the report gets locked for a pre-configured duration. By default, the duration is 60 minutes. This duration can be altered as per your requirement.

Table 7. Report Lock Period

Attribute Name	Value	Default Pre-packaged Value	Behavior	SQL
CRS_Reporting _Lock_Period	Number	60 Minutes	Time Limit in minutes till which the report is locked, until a user logs off from the report or application.	UPDATE CRS_SETUP_PARAMS SET N_SUB_PARAM_NB_1_VAL= ' <duration in="" minutes="">' WHERE N_PARAM_KEY= 16; COMMIT;</duration>

Due Date

This parameter provides the details of the due date for CRS.

Table 8. Due Date

Attribute Name	Value	Default Pre-packaged Value	Behavior	SQL
CRS_Due_Date _Params	Date		When a CRS report is created manually or through an action from an alert or case, the application automatically sets the due date to the date mentioned in the column.	UPDATE CRS_SETUP_PARAMS SET D_SUB_PARAM_DT_1_VAL = ' <date as="" be="" date="" default="" due="" for="" report="" set="" should="" the="" which="">' WHERE N_PARAM_KEY = 12;COMMIT;</date>

Note: Default due date is Rep_Yr_End_Dt, if not specified in Due_Date_Params.

CRS Year

This parameter provides the details of the financial year for CRS.

Table 9. CRS Year

Attribute Name	Value	Default Pre-packaged Value	Behavior	SQL
CRS_Rep_Yr	Date		Start date of CRS reporting period	<pre>UPDATE CRS_SETUP_PARAMS SET D_SUB_PARAM_DT_1_VAL = '<reporting date="" start="" yr="">' WHERE N_PARAM_KEY = 13; COMMIT;</reporting></pre>
Rep_Yr_End_ Dt	Date		End date of CRS reporting period	UPDATE CRS_SETUP_PARAMS SET D_SUB_PARAM_DT_2_VAL = ' <reporting date="" end="" yr="">' WHERE N_PARAM_KEY = 13; COMMIT;</reporting>

Account Number Type

This parameter provides the details of the account number for CRS reporting.

Attribute Name	Value	Default Pre-packaged Value	Behavior	SQL
Def_Acct_Num_ Type	varchar		Default Account Number Type for CRS Reporting	UPDATE CRS_SETUP_PARAMS SET V_SUB_PARAM_TX_1_VAL = <'default Account Number Type for CRS Reporting' WHERE N_PARAM_KEY = 14; COMMIT;

Message Specifications for E-file

This parameter provides the message specifications for CRS.

Attribute Name	Value	Default Pre-packaged Value	Behavior	SQL
Message spec for Efile	varchar		 The value for the Reporting year parameter is taken from the CRS Year parameter The Sending Company in parameter is an identifier for sending the financial institute. The transmitter or receiving country code parameter is populated from the Sending Company in parameter and is the domestic country code for the financial institute. 	UPDATE CRS_SETUP_PARAMS SET D_SUB_PARAM_DT_1_VAL=' <repo rting="" year'="">, V_SUB_PARAM_TX_1_VAL='<send company="" in="" ing="">', V_SUB_PARAM_TX_2_VAL = <'transmitter or receiving country code' WHERE N_PARAM_KEY = 15; COMMIT;</send></repo>

Message Specifications for E-file Chapter 3-Configuring Parameter

CHAPTER 4 CRS Batch Execution

CRS Reports can be generated through a batch process that can be executed periodically such as Daily, Weekly, Monthly, Quarterly, and Half-yearly depending on an organization's requirement.

You can configure the CRS Reports batches as per the business process requirements of the organization. The OFS Common Reporting Standard has the CRS batch that assesses accounts and creates CRS reports.

This chapter details the configuration of Batches and includes steps to do the following:

- Scheduling a Batch
- Executing a Batch through Fire Run
- Monitoring a Batch after Execution
- Cancelling a Batch after Execution
- Re-starting a Batch
- Re-executing a Batch

Scheduling a Batch

Ensure that all the required servers, that is, ICC, Router, am, and Messageserver are working before executing a batch. For more information on starting servers, see *Oracle Financial Services Analytical Applications Infrastructure Installation and Configuration Guide*.

When an organization wants to execute the batches periodically, a CRS Administrator user can schedule the batches to run either once, daily, weekly, or months.

This section includes the following topics:

- Scheduling a Batch Once
- Scheduling a Daily Batch
- Scheduling a Weekly Batch
- Configuring a Monthly Batch

Note: Before starting a batch, update the TSNNames.ora file and the dbname column of the dsnmater and DB_master tables. Information about these actions can be found in the *Oracle Financial Services Analytical Applications Infrastructure Installation and Configuration Guide*.

Scheduling a Batch Once

To schedule a batch that you want to run only once, follow these steps:

- 1. Login to the Oracle Financial Services Analytical Applications Infrastructure as a CRS Administrator user.
- 2. Expand **Operations** from the LHS menu.
- 3. Click **Batch Scheduler**. The Batch Scheduler page is displayed.

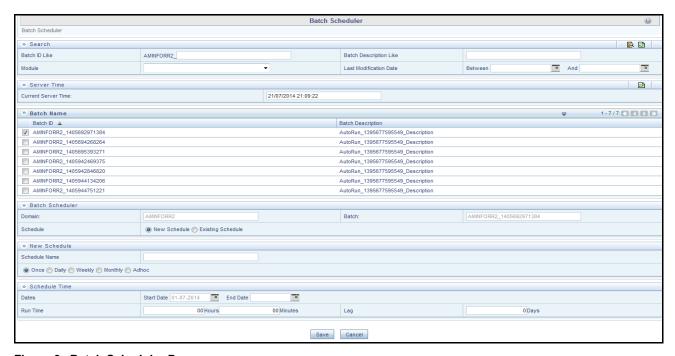


Figure 8. Batch Scheduler Page

- 4. Select a batch that you want to schedule from the list of available batches. The Batch Scheduler section expands and displays additional options.
- 5. Select **New Schedule**.
- 6. Set the frequency of the new schedule as **Once** by selecting the radio button.
- 7. Enter the schedule time of the batch by specifying the **Start Date** and the **Run Time**.
- 8. Click Save.

Scheduling a Daily Batch

To schedule a batch that you want to run daily, follow these steps:

- 1. Navigate to the Batch Scheduler page.
- 2. Select a batch that you want to schedule from the list of available batches. The Batch Scheduler section expands and displays additional options.
- 3. Click **New Schedule**.
- 4. Set the frequency of the new schedule as **Daily**.
- 5. Enter the schedule time of the batch by specifying the **Dates**, **Run Time**, and **Every field** information.

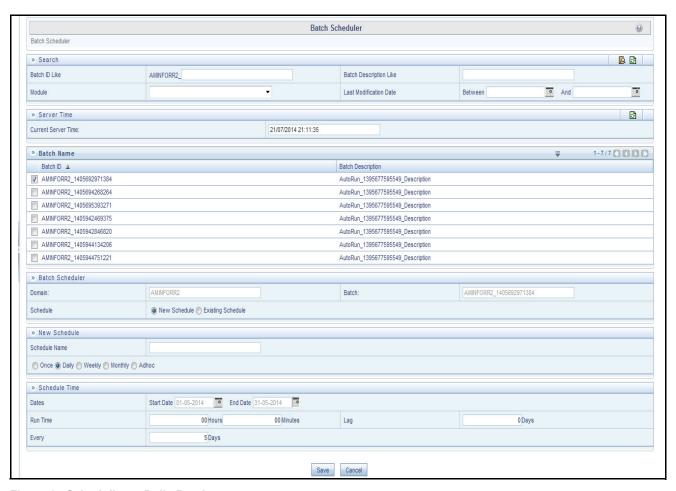


Figure 9. Scheduling a Daily Batch

6. Click Save.

Scheduling a Weekly Batch

To schedule a batch that you want to run weekly, follow these steps:

- 1. Navigate to the Batch Scheduler page.
- 2. Select a batch that you want to schedule from the list of available batches. The Batch Scheduler section expands and displays additional options.
- 3. Click **New Schedule**.
- 4. Set the frequency of the new schedule as **Weekly**.
- 5. Enter the schedule time of the batch by specifying the **Dates**, and other information such as **Run Time**, **Every**, and **Working days of the Week**.

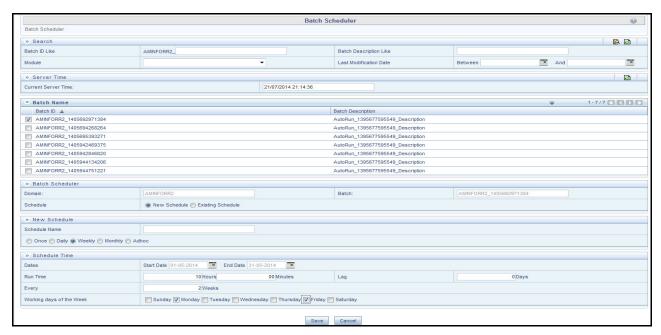


Figure 10. Scheduling a Weekly Batch

6. Click Save.

Configuring a Monthly Batch

To schedule a batch that you want to run monthly, follow these steps:

- 1. Navigate to the Batch Scheduler page.
- 2. Select a batch that you want to schedule from the list of available batches. The Batch Scheduler section expands and displays additional options.
- 3. Click **New Schedule**.
- 4. Set the frequency of the new schedule as **Monthly**.
- 5. Enter the schedule time of the batch by specifying the **Dates**, and **Run Time** information.

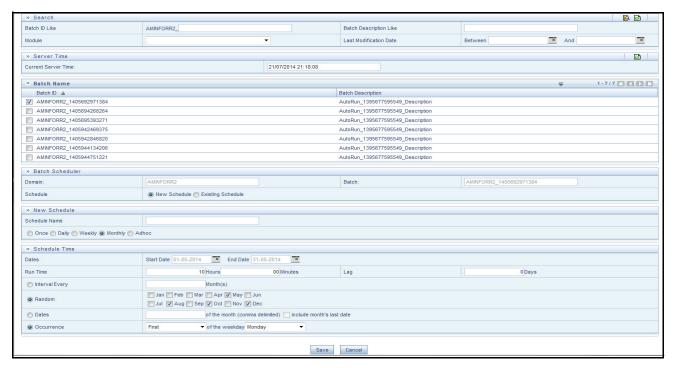


Figure 11. Configuring a Monthly Batch

6. Click Save.

Executing a Batch through Fire Run

When you want execute a batch once without using the Batch Scheduler option, you can execute a batch using Fire Run.

To execute a batch through Fire Run, follow these steps:

- 1. Login to Oracle Financial Services Analytical Applications Infrastructure as a CRS Administrator user.
- 2. Expand **Rule Run Framework** from the LHS menu.
- 3. Click **Run**. The Run page is displayed on the RHS.



Figure 12. Run Page

- 4. Select CRS_RR from the Run List using the check box. The action buttons in the list header are enabled.
- 5. Click **Fire Run**. The Run Rule Framework window is displayed.

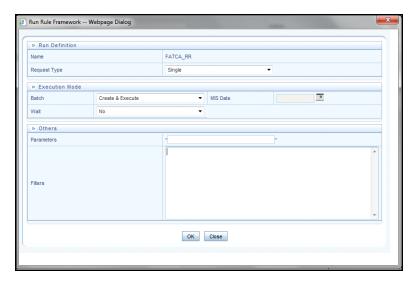


Figure 13. Run Rule Framework Window

- 6. Select Request Type as **Single**.
- 7. From the Execution Mode section, select **Create and Execute** from the Batch drop-down list. An MIS Date field is displayed adjacently.
- 8. Select an MIS Date using the calendar icon.
- 9. Select **No** from the Wait drop-down list.

10. Click **OK**.

Monitoring a Batch after Execution

Monitoring a batch helps you track the status of execution of an individual task that was included in the batch. Through monitoring, you can also track the batch status, which in turn helps in debugging.

To monitor a batch after it is executed, follow these steps:

- 1. Login to Oracle Financial Services Analytical Applications Infrastructure as a CRS Administrator user.
- 2. Expand **Operations** from the LHS menu.
- 3. Click **Batch Monitor**. The Batch Monitor page is displayed.

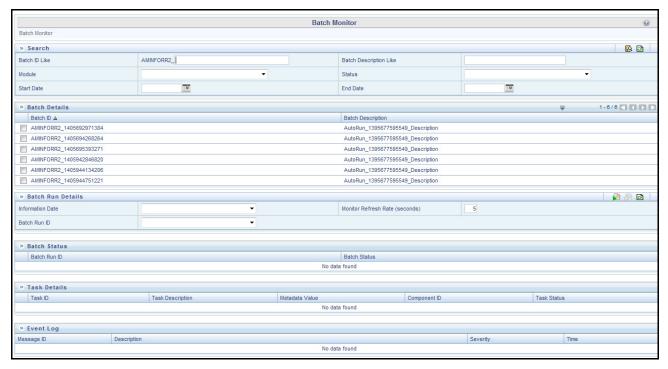


Figure 14. Batch Monitor Page

- 4. Select a batch from the Batch Details lists that you want to monitor.
- 5. From the Batch Run Details section, select an Information Date and the Batch Run ID from the drop-down list
- 6. Click to start the monitoring.

The execution details namely, Batch Status, Task Details, and Event Log details are displayed.

Cancelling a Batch after Execution

Cancellation of a batch cancels a current batch execution.

Note: This is not recommended and should be done only when the batch was fired accidentally or when a particular batch is taking a very long time to execute.

To cancel a batch after it is executed, follow these steps:

- 1. Login to Oracle Financial Services Analytical Applications Infrastructure as a CRS Administrator user.
- 2. Expand **Operations** from the LHS menu.
- 3. Click **Batch Cancellation**. The Batch Cancellation page is displayed.

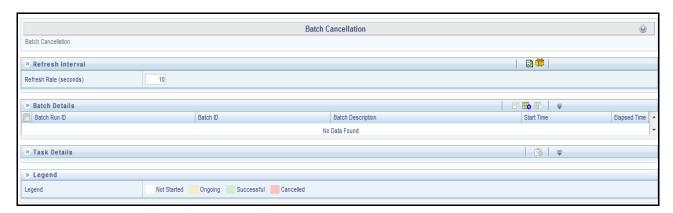


Figure 15. Batch Cancellation Page

- 4. Under the Batch Details section, select the batch whose execution you want to cancel.
- 5. Click Cancel Batch.

Re-starting a Batch

You can restart a batch execution when a batch has failed in execution. When you restart a batch, it starts from the task at which it had failed. This happens when the failed task issue is debugged and resolved.

Note: It is recommended that you debug and resolve a failed task before restarting the batch execution.

To restart a batch execution, follow these steps:

- 1. Login to Oracle Financial Services Analytical Applications Infrastructure as a CRS Administrator user.
- 2. Expand **Operations** from the LHS menu.
- 3. Click **Batch Execution**. The Batch Execution page is displayed.
- 4. Select the **Restart** radio button option from the Batch Mode section.

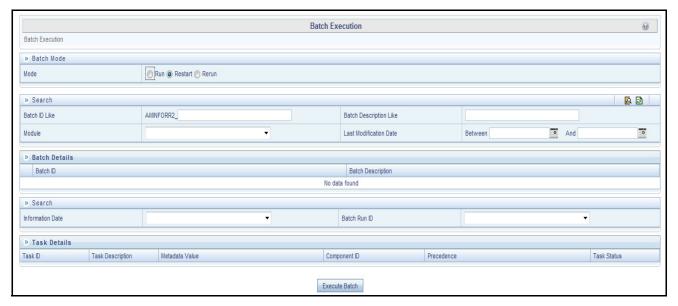


Figure 16. Re-starting a Batch

- 5. Select the batch you want to restart from the Batch Details section.
- 6. Select the Information Date and Batch Run ID for the selected batch from the drop-down list.
- 7. Click Execute Batch.

Re-executing a Batch

You can re-execute a batch execution when you want all the tasks from a successful batch execution to be executed again from the beginning. When a successfully executed batch is rerun, a different Batch Run ID is created for each instance for the same Information Date.

Note: Creating different Batch Run ID for each rerun of a batch is optional depending on your firm's requirement.

To re-execute a batch, follow these steps:

- 1. Login to Oracle Financial Services Analytical Applications Infrastructure as a CRS Administrator user.
- 2. Expand **Operations** from the LHS menu.
- 3. Click **Batch Execution**. The Batch Execution page is displayed.
- 4. Select the **Rerun** radio button from the Batch Mode section.

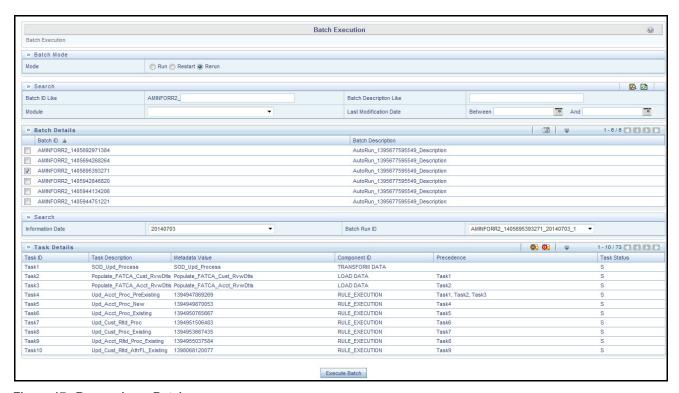


Figure 17. Re-running a Batch

- 5. Select the batch you want to rerun from the Batch Details section.
- 6. Select the Information Date and Batch Run ID for the selected batch from the drop-down list.
- 7. Click Execute Batch.

