

# Oracle® Banking Cash Management Cloud Service Tasks User Guide



Release 14.7.1.0.0

F85369-01

September 2023

The Oracle logo, consisting of a solid red square with the word "ORACLE" in white, uppercase, sans-serif font centered within it.

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# Preface

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- Symbols and Icons

## Purpose

This guide is designed to help acquaint you with the Tasks module of the Oracle® Banking Cash Management Cloud Service. It provides an overview of the module and guides you, through the various steps involved in viewing, the Cash Management services for the customers of your bank.

## Audience

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

**Table 1 Audience**

Role	Function
Back office executive	Input functions for transactions
Back office managers/officers	Authorization of functions
Product Managers	Product definition and authorization

## 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

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## 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.

## Related Resources

The related documents are as follows:

- *Oracle Banking Security Management System User Guide*
- *Oracle Banking Common Core User Guide*
- *Oracle Banking Getting Started User Guide*
- *Cashflow Forecasting User Guide*
- *Collections User Guide*
- *Netting User Guide*
- *Receivables and Payables User Guide*

## 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 or the glossary.
<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.

## Screenshot Disclaimer

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

## Acronyms and Abbreviations

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

**Table 2 Acronyms and Abbreviations**

Abbreviation	Description
DSL	Domain Specific Language
JSON	JavaScript Object Notation

## Basic Actions

The basic actions performed in the screens are as follows:

**Table 3 Basic Actions**

Actions	Description
<b>Save</b>	Click <b>Save</b> to save the details entered or selected in the screen.
<b>Close</b>	Click <b>Close</b> to close a record. This action is available only when a record is created.
<b>Confirm</b>	Click <b>Confirm</b> to confirm the action performed.
<b>Cancel</b>	Click <b>Cancel</b> to cancel the action performed.
<b>Expand All</b>	Click <b>Expand All</b> to expand and view all the details in the sections. <ul style="list-style-type: none"> <li>This button is displayed once you click <b>Compare</b>.</li> </ul>
<b>Collapse All</b>	Click <b>Collapse All</b> to hide the details in the sections. <ul style="list-style-type: none"> <li>This button is displayed once you click <b>Compare</b>.</li> </ul>
<b>Menu Item Search</b>	Specify the menu name to search and select the required screens from the list. <ul style="list-style-type: none"> <li>This option is used to search and navigate the required screens.</li> </ul>
<b>OK</b>	Click <b>OK</b> to confirm the details in the screen.

## Symbols and Icons

The list of symbols and icons available on the screens are as follows:

**Table 4 Symbols and Icons - Common**












Symbol/Icon	Function
	Minimize
	Maximize
	Close

Table 4 (Cont.) Symbols and Icons - Common

Symbol/Icon	Function
	Perform Search
	Navigate to the first record
	Navigate to the last record
	Navigate to the previous record
	Navigate to the next record
	Refresh
	Click this icon to add a new row.
	Click this icon to delete a row, which is already added.

# 1

## Task Management

This topic describes the information about the Task Management feature.

Tasks are created to execute certain processes, especially those that need to be processed in bulk. These bulk executions are referred 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. 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 following functions:

- [Create Tasks](#)  
This topic describes the systematic instruction to create a task for a specific purpose.
- [View Tasks](#)  
This topic describes the systematic instruction to view a list of existing tasks.
- [Configure Tasks](#)  
This topic describes the systematic instruction to configure the triggering of a particular task.
- [Trigger Tasks](#)  
This topic describes the systematic instruction to trigger tasks manually when required.
- [View Tasks Status](#)  
This topic describes the systematic instruction to view the statuses of the triggered tasks.

### 1.1 Create Tasks

This topic describes the systematic instruction to create a task for a specific purpose.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Task Management**. Under **Task Management**, click **Create Task**.

The **Create Task** screen displays.



**Figure 1-1 Create Task**

2. On **Create Task** screen, specify the fields.

 **Note:**

The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

**Table 1-1 Create Task - Field Description**

Field	Description
<b>Task Name</b>	Specify a unique name for the task being created.
<b>Task Description</b>	<p>Specify the description for the task being created. The syntax is:</p> <p><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 <a href="#">Table 1-2</a> table. Some of these tasks come as part of the day 0 set up.</p>

3. Click **Create** to create the task.

A message appears stating that the record is successfully created.

**Table 1-2 Task Description Formats**

Task Name	Task Definition
pdcUnholdJob	appld::OBCMTXN;microServiceName::obcm-collections-transaction-services;contextRoot::obcm-collections-transaction-services;jobName::pdcUnholdJob;branchCode::004;

Table 1-2 (Cont.) Task Description Formats

Task Name	Task Definition
pdInstrumentCancelledJob	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::obsfcfm-instruments-receivables-services;contextRoot::obsfcfm-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::obsfcfm-batch-jobs;contextRoot::obsfcfm-batch-jobs;jobName::autoDebitFinanceJob;
runAutoDebitInstrumentJob	appld::OBSCFCMBATCH;microServiceName::obsfcfm-batch-jobs;contextRoot::obsfcfm-batch-jobs;jobName::autDebitInstrumentsJob;
poolingJobCash	appld::OBCMTXN;microServiceName::obcm-collections-transaction-services;contextRoot::obcm-collections-transaction-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::obsfcfm-batch-jobs;contextRoot::obsfcfm-batch-jobs;jobName::invAcceptanceJob;
runautoreconbatchjob	appld::SCFAUTORECON;microServiceName::obsfcfm-auto-recon-batch;contextRoot::obsfcfm-auto-recon-batch;jobName::autoReconBatchJob;applicationCode::OBSCFCM
runEodBatch	appld::EODBATCH;microServiceName::obsfcfm-eod-batch;contextRoot::obsfcfm-eod-batch;jobName::eodJob;

**Table 1-2 (Cont.) Task Description Formats**

Task Name	Task Definition
processFutureDatedDisbursement	appld::OBSCFCMBATCH;microServiceName::obsfcmb-batch-jobs;contextRoot::obsfcmb-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::obsfc-fci-messaging-service;contextRoot::obsfc-fci-messaging-service;jobName::fciMessageTxnJob;branchCode::004;

## 1.2 View Tasks

This topic describes the systematic instruction to view a list of existing tasks.

The user are also provided with the option to delete a particular task, if required.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Task Management**. Under **Task Management**, click **View Tasks**.

The **View Tasks** screen displays.

**Figure 1-2 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
markTIJob	appld::CMNCORE;microServiceName::cmc-batch-services;contextRoot::cmc-batch-services;jobName::markTIJob;	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::OBSCMTXN;microServiceName::obcm-collections-transaction-services;contextRoot::obcm-collections-transaction-services;jobName::poolingJob;branchCode::004;eventCode::POOLING;	Delete
cdtReversalJob	appld::OBSCMTXN;microServiceName::obcm-collections-transaction-services;contextRoot::obcm-collections-transaction-services;jobName::cdtReversalJob;branchCode::004;eventCode::CREDIT_REVERSAL;	Delete
withdrawalCancelEcaJob	appld::OBSCMTXN;microServiceName::obcm-collections-transaction-services;contextRoot::obcm-collections-transaction-services;jobName::withdrawalCancelEcaJob;branchCode::004;	Delete

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For more information on fields, refer to the field description table.

**Table 1-3 View Tasks - Field Description**

Field	Description
<b>Task Name</b>	Displays the name of the task.
<b>Task Description</b>	Displays the description of the task.
<b>Actions</b>	Provides the option to delete the task record.

- Click **Delete** button in the **Actions** column to delete the particular task.  
A message appears stating that the record is deleted.

## 1.3 Configure Tasks

This topic describes the systematic instruction to configure the triggering of a particular task.

This can be done 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.

Specify **User ID** and **Password**, and login to **Home** screen.

- On **Home** screen, click **Task Management**. Under **Task Management**, click **Configure Tasks**.

The **Configure Tasks** screen displays.

**Figure 1-3 Configure Tasks**


- On **Configure Tasks** screen, specify the fields.

### Note:

The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

Table 1-4 Configure Tasks - Field Description

Field	Description
<b>Task Name</b>	Displays the name of the task.
<b>Task Description</b>	Displays the description of the task.
<b>Actions</b>	Select the option to delete the task record.
<b>Event / Schedule</b>	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.
<b>Task Name</b>	Select the task for which a trigger should be configured.
<b>Task Trigger Name</b>	Specify a unique name for the task trigger.
<b>CRON Expression / Topic Name</b>	<p>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.</p> <p>OR</p> <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> <div style="border: 1px solid #0070C0; padding: 10px; background-color: #E6F2FF;"> <p> <b>Note:</b></p> <p>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> </div>

3. Click **Save** to save the configuration and send for authorization (if applicable).

## 1.4 Trigger Tasks

This topic describes the systematic instruction to trigger tasks manually when required.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Task Management**. Under **Task Management**, click **Trigger Tasks**.

The **Trigger Tasks** screen displays.

**Figure 1-4 Trigger Tasks**

Task Name	Task Definition	Actions
forgetCoreAccounts.Job	appId::CMNCOREmicroServiceName::cmc-batch-services:contextRoot::cmc-batch-services:jobName::forgetCoreAccounts.Job;	Trigger
forgetCoreCustomers.Job	appId::CMNCOREmicroServiceName::cmc-batch-services:contextRoot::cmc-batch-services:jobName::forgetCoreCustomers.Job;	Trigger
changeDate.Job	appId::CMNCOREmicroServiceName::cmc-batch-services:contextRoot::cmc-batch-services:jobName::changeDate.Job;	Trigger
markEOFJob	appId::CMNCOREmicroServiceName::cmc-batch-services:contextRoot::cmc-batch-services:jobName::markEOFJob;	Trigger
markTJob	appId::CMNCOREmicroServiceName::cmc-batch-services:contextRoot::cmc-batch-services:jobName::markTJob;	Trigger
markCutOffJob	appId::CMNCOREmicroServiceName::cmc-batch-services:contextRoot::cmc-batch-services:jobName::markCutOffJob;	Trigger
releaseCutOffJob	appId::CMNCOREmicroServiceName::cmc-batch-services:contextRoot::cmc-batch-services:jobName::releaseCutOffJob;	Trigger
pooling.Job	appId::OBCMTXNmicroServiceName::zobcm-collections-transaction-services:contextRoot::zobcm-collections-transaction-services:jobName::pooling.Job:branchCode::004:eventCode::POOLING;	Trigger
ctrlReversalJob	appId::OBCMTXNmicroServiceName::zobcm-collections-transaction-services:contextRoot::zobcm-collections-transaction-services:jobName::ctrlReversalJob:branchCode::004:eventCode::CREDIT_REVERSAL;	Trigger
withdrawalCancelEcaJob	appId::OBCMTXNmicroServiceName::zobcm-collections-transaction-services:contextRoot::zobcm-collections-transaction-services:jobName::withdrawalCancelEcaJob:branchCode::004;	Trigger

For more information on fields, refer to the field description table.

**Table 1-5 Trigger Tasks - Field Description**

Field Name	Description
<b>Task Name</b>	Displays the name of the task.
<b>Task Description</b>	Displays the description of the task.
<b>Actions</b>	Select the option to trigger the task manually.

2. Click **Trigger** button to trigger the particular task manually.

## 1.5 View Tasks Status

This topic describes the systematic instruction to view the statuses of the triggered tasks.

Specify **User ID** and **Password**, and login to **Home** screen.

- On **Home** screen, click **Task Management**. Under **Task Management**, click **View Tasks Status**.

The **View Tasks Status** screen displays.

**Figure 1-5 View Tasks Status**

Instance Id	Trigger Definition Name	Status
1527	arrangementCdtJob	COMPLETED
2339	cdtReversalJob	FAILED
2422	changeDateJob	COMPLETED
2331	forgetCoreAccountsJob	COMPLETED
2332	forgetCoreCustomersJob	COMPLETED
2336	markCutOffJob	COMPLETED
2334	markEOFJob	COMPLETED
2335	markTIJob	COMPLETED
2341	nettingCalculationJob	COMPLETED
2327	nettingSettlementJob	COMPLETED

Page 1 of 2 (1-10 of 19 items) < 1 2 >

For more information on fields, refer to the field description table.

**Table 1-6 View Tasks Status - Field Description**

Field Name	Description
<b>Instance Id</b>	Displays the auto-generated sequence number or instance of execution of the task.
<b>Task Name</b>	Displays the name of the task.
<b>Status</b>	Displays the status of the task. The available options are: <ul style="list-style-type: none"> <li>• <b>STARTED</b></li> <li>• <b>FAILED</b></li> <li>• <b>COMPLETED</b></li> </ul>

# 2

## Tasks

This topic describes the various features available in Tasks menu.

Tasks menu has multiple sub-menus such as Business Process Maintenance, Collections, Finance, Instruments, Recon, and Search. The user can access sub-menus based on their access rights. Each sub-menu segregates tasks into the following categories:

- **Completed Tasks:** This menu displays the tasks which have recently completed a stage in a process by the current user. This menu does not display completed tasks of all stages but displays only those of the latest stage.
- **Free Tasks:** This menu displays the tasks which have not yet been acquired by any user and are accessible to the current user.
- **Hold Tasks:** This menu displays the tasks which have been placed on hold by the current user.
- **My Tasks:** This menu displays the tasks acquired by the current user from the Free Tasks menu.

This topic contains the following subtopics:

- [Business Process Maintenance](#)  
This topic describes the systematic instruction to create the workflows.
- [Collections](#)  
This topic describes the systematic instruction to view the list of the various tasks under Collections.
- [Instruments](#)  
This topic describes the systematic instruction to view the list of the various tasks under Instruments.
- [Recon and Payment](#)  
This topic describes the systematic instruction to view the list of the various tasks under Recon and Payment.
- [Search](#)  
This topic describes the systematic instruction to search for the task(s) with the various filters.

### 2.1 Business Process Maintenance

This topic describes the systematic instruction to create the workflows.

It comprises of the following three screens:

- Process List Screen
- Process Management Screen
- Verify & Submit Screen

Specify **User ID** and **Password**, and login to **Home** screen.

#### **Process List**

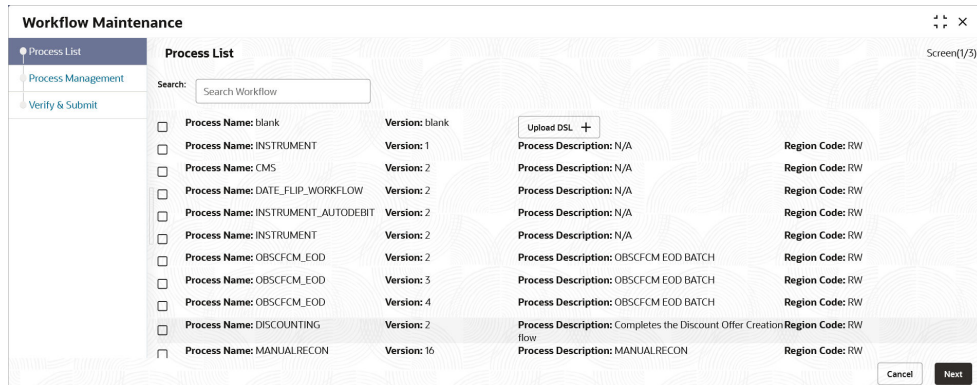


The **Process List** screen shows a list of processes. The user can select any of the existing processes. A blank process can also be selected in case the user wants to create a new workflow.

1. On **Home** screen, click **Task Management**. Under **Tasks**, click **Business Process Maintenance**.

The **Process List** screen displays.

**Figure 2-1 Process List**



2. Select the required process and perform any one of the following actions:
  - Click **Next** to navigate to the next screen.
  - Click **Search** to search for any of the existing workflows/processes.
  - Click **Upload DSL** button to upload a workflow in JSON format.
  - Click **Cancel** button to exit the **Business Process Maintenance** screen.

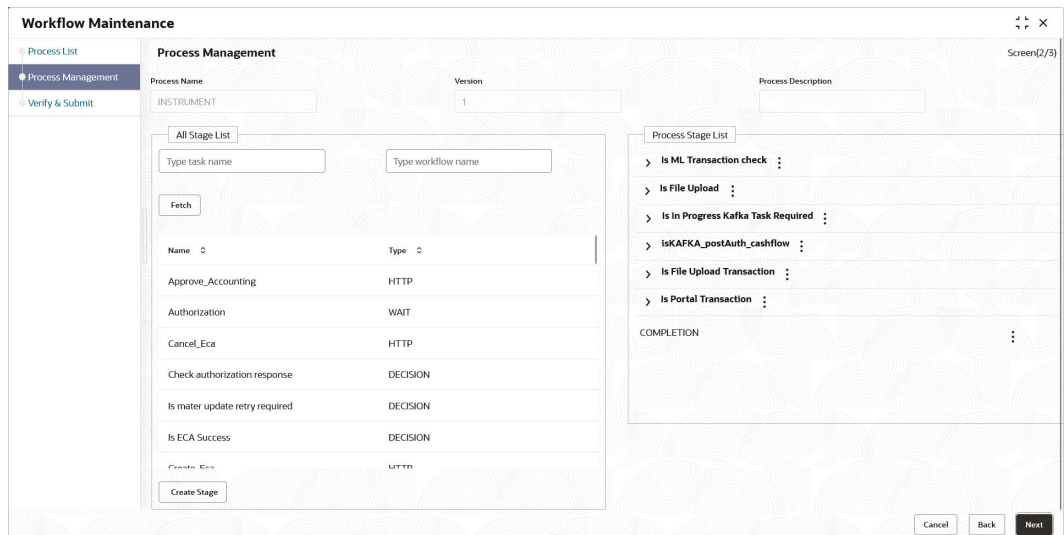
### **Process Management**

The **Process Management** screen displays 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**.

3. Click **Next**.

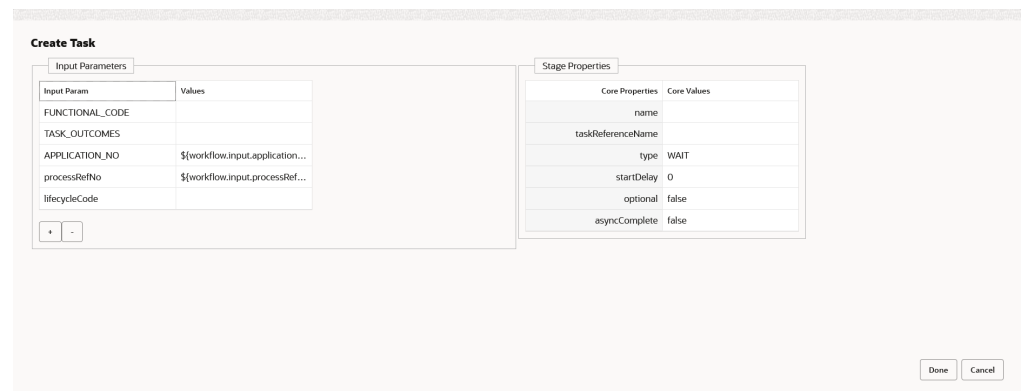
The **Process Management** screen displays.


Figure 2-2 Process Management



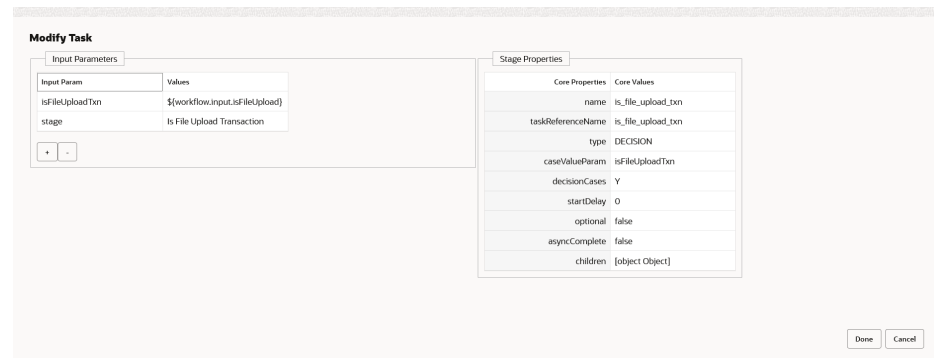
4. Drag and drop any stage from the **All Stage List** to the **Process Stage List** to add new stages in the process. The user can also perform the following actions in the **Process Management** screen:
  - a. Click **Create Stage** to create a new stage. The type of the stage can be changed in the core properties.  
The **Create Task** pop-up screen displays.


Figure 2-3 Create Task



- b. Click  and select **Edit** to edit a stage in the **Process Stage List**.  
The **Modify Task** screen displays.

**Figure 2-4 Modify Task**



- c. Click  and select **Delete** to delete a stage from the **Process Stage List**.
5. Perform one of the following action on the **Process Management** screen.
  - Click **Next** to navigate to the next screen after modifying the stages.
  - Click **Back** to navigate to the previous screen.
  - Click **Cancel** to exit the **Business Process Maintenance** screen.

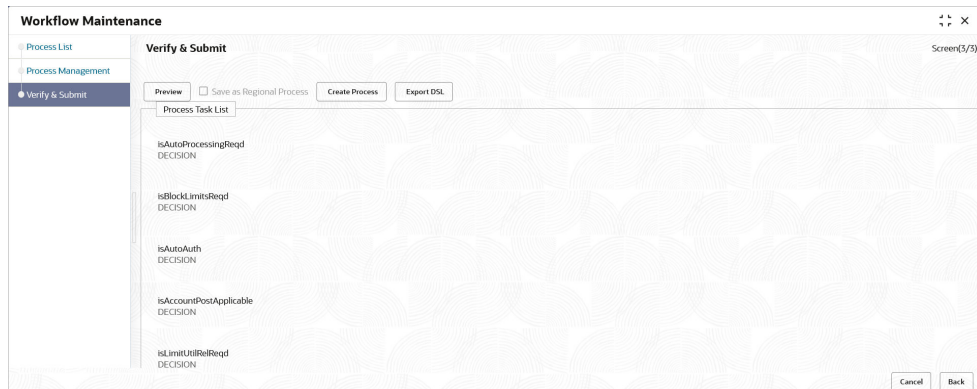
**Verify & Submit**

The **Verify & Submit** screen displays the process task list with all the new/modified tasks.

6. Click **Next**.

The **Verify & Submit** screen displays.

**Figure 2-5 Verify & Submit**



7. Perform one of the following actions in the **Verify & Submit** screen.
  - **Preview** - Click this button to view the flow diagram of the selected process.
  - **Create Process** – Click this button to create a new process. If an existing process is modified, a new process with updated version appears in the process list.
  - **Export DSL** – Click this button to export DSL into a file in JSON format.
  - **Back** – Click this button to navigate to the previous screen.
  - **Cancel** – Click this button to exit the **Business Process Maintenance** screen.

## 2.2 Collections

This topic describes the systematic instruction to view the list of the various tasks under Collections.

Specify **User ID** and **Password**, and login to **Home** screen.

### **Completed Tasks:**

1. On **Home** screen, click **Tasks**. Under **Tasks**, click **Collections**.
2. Under **Collections**, click **Completed Tasks**.

**Figure 2-6 Completed Tasks - Collections**

Completed Tasks						
<input type="button" value="Refresh"/> <input type="button" value="Audit"/> <input type="button" value="Flow Diagram"/>						
<input type="checkbox"/>	Stage	Event	Operation	Reference Number	Processing Date	Brand
<input type="checkbox"/>	Authorization	CREATE	Cash Deposit	004220523COLL783	22-04-29	004
<input type="checkbox"/>	Rework	CREATE	Cash Deposit	004220523COLL781	22-04-29	004
<input type="checkbox"/>	Authorization	CREATE	Cash Deposit	004220523COLL781	22-04-29	004
<input type="checkbox"/>	Rework	CREATE	Cash Deposit	004190523COLL738	22-04-29	004
<input type="checkbox"/>	Authorization	CREATE	Cash Deposit	004190523COLL738	22-04-29	004
<input type="checkbox"/>	Rework	CREATE	Cash Deposit	004160523COLL695	22-04-29	004
<input type="checkbox"/>	Authorization	CREATE	Cash Deposit	004160523COLL695	22-04-29	004
<input type="checkbox"/>	Rework	CREATE	Cash Deposit	004160523COLL694	22-04-29	004
<input type="checkbox"/>	Authorization	CREATE	Cash Deposit	004160523COLL694	22-04-29	004
<input type="checkbox"/>	Authorization	CREATE	Cash Deposit	004160523COLL692	22-04-29	004
<input type="checkbox"/>	Rework	CREATE	Cash Deposit	004150523COLL688	22-04-29	004

Page 1 of 1 (1 - 20 of 20 items) |< < 1 > >|

### **Free Tasks:**

3. On **Home** screen, click **Tasks**. Under **Tasks**, click **Collections**.
4. Under **Collections**, click **Free Tasks**.

**Figure 2-7 Free Tasks - Collections**

Free Tasks						
<input type="button" value="Refresh"/> <input type="button" value="Acquire"/> <input type="button" value="Flow Diagram"/>						
<input type="checkbox"/>	Acquire & Edit	Stage	Event	Operation	Reference Number	Processing Date
<input type="checkbox"/>	Acquire & ...	Authorization	CREATE	Cash Deposit	004150523COLL689	22-04-29
<input type="checkbox"/>	Acquire & ...	Authorization	CREATE	Cash Withdrawal	004150523CW1062	22-04-29
<input type="checkbox"/>	Acquire & ...	Rework	CREATE	Cash Withdrawal	004260423CW1020	22-04-29
<input type="checkbox"/>	Acquire & ...	Authorization	CREATE	Cash Withdrawal	004150523CW1060	22-04-29
<input type="checkbox"/>	Acquire & ...	Authorization	MARK_EXTENSION	Mark Extension	004100523MGMT640	22-04-29
<input type="checkbox"/>	Acquire & ...	Authorization	CREATE	Cash Withdrawal	004171022CW558	22-04-29
<input type="checkbox"/>	Acquire & ...	Posting Accounting Entries...	CREATE	Cash Withdrawal	004090223CW864	22-04-28
<input type="checkbox"/>	Acquire & ...	Posting Accounting Entries...	MARKINSTSTAT	Mark Instrument Status	004030323MGMT603	22-04-28
<input type="checkbox"/>	Acquire & ...	Posting Accounting Entries...	MARKINSTSTAT	Mark Instrument Status	004030323MGMT602	22-04-28
<input type="checkbox"/>	Acquire & ...	Rework	CREATE	Instrument Collection	004170223COLL307	22-04-28
<input type="checkbox"/>	Acquire & ...	Authorization	CREATE	Cash Withdrawal	004090223CW863	22-04-28

Page 1 of 2 (1 - 20 of 37 items) |< < 1 2 > >|

**Hold Tasks:**

5. On **Home** screen, click **Tasks**. Under **Tasks**, click **Collections**.
6. Under **Collections**, click **Hold Tasks**.

**Figure 2-8 Hold Tasks - Collections**

**Hold Tasks**

Refresh Resume Flow Diagram

<input type="checkbox"/>	Stage	Event	Operation	Reference Number	Processing Date
<input type="checkbox"/>	Authorization	CREATE	Instrument Collection	004310523COLL828	22-04-29
<input type="checkbox"/>	Authorization	CREATE	Instrument Collection	004190523COLL742	22-04-29
<input type="checkbox"/>	Authorization	CREATE	Cash Deposit	004160523COLL690	22-04-29
<input type="checkbox"/>	Rework	CREATE	Instrument Collection	004170223COLL307	22-04-28

**My Tasks:**

7. On **Home** screen, click **Tasks**. Under **Tasks**, click **Collections**.
8. Under **Collections**, click **My Tasks**.

**Figure 2-9 My Tasks - Collections**

**My Tasks**

Refresh Release Escalate Delegate Flow Diagram

<input type="checkbox"/>	Edit	Stage	Event	Operation	Reference Number	Processing Date	
<input type="checkbox"/>	Edit	Posting Accounting Entries...	CREATE	Cash Deposit	004150523COLL682	22-04-29	004
<input type="checkbox"/>	Edit	Posting Accounting Entries...	CREATE	Cash Deposit	004100423COLL501	22-04-28	004
<input type="checkbox"/>	Edit	Accounting Generation Exc...	CREATE	Instrument Collection	004170223COLL292	22-04-28	004
<input type="checkbox"/>	Edit	Accounting Generation Exc...	CREATE	Cash Withdrawal	004130422CW381	22-04-28	004
<input type="checkbox"/>	Edit	Posting Accounting Entries...	MARKINSTSTAT	Mark Instrument Status	004281222MGMT560	22-04-28	004
<input type="checkbox"/>	Edit	Posting Accounting Entries...	MARKINSTSTAT	Mark Instrument Status	004221122MGMT501	22-04-28	004
<input type="checkbox"/>	Edit	Accounting Generation Exc...	CREATE	Cash Withdrawal	004041122CW608	22-04-03	004
<input type="checkbox"/>	Edit	Authorization	CREATE	Instrument Collection	004280922COLL570	21-04-09	004

Page 1 of 1 (1 - 8 of 8 items) | < > | 1 | >

**Supervisor Tasks:**

9. On **Home** screen, click **Tasks**. Under **Tasks**, click **Collections**.
10. Under **Collections**, click **Supervisor Tasks**.

Figure 2-10 Supervisor Tasks - Collections

**Supervisor Tasks**

User Tasks  Free Tasks

<input type="checkbox"/>	Stage	Event	Operation	Reference Number	Processing Date	Branch	Total Ar
No data to display.							

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

## 2.3 Instruments

This topic describes the systematic instruction to view the list of the various tasks under Instruments.

Specify **User ID** and **Password**, and login to **Home** screen.

### **Completed Tasks:**

1. On **Home** screen, click **Tasks**. Under **Tasks**, click **Instruments**.
2. Under **Instruments**, click **Completed Tasks**.

Figure 2-11 Completed Tasks - Instruments

**Completed Tasks**

<input type="checkbox"/>	Stage	Transaction Ref No	Instrument Type	Event	Transaction Date	Supplier
<input type="checkbox"/>	Instrument Master Update ...	004230123PO583	PURCHASE_ORDER	CREATE	22-04-28	Danone
<input type="checkbox"/>	Authorization	004240223INV5236	INVOICE	CREATE	22-04-28	Danone
<input type="checkbox"/>	Authorization	004210223INV5226	INVOICE	CREATE	22-04-28	Danone
<input type="checkbox"/>	Authorization	004160223INV5209	INVOICE	CREATE	22-04-28	Danone
<input type="checkbox"/>	Instrument Master Update ...	004160223INV5207	INVOICE	CREATE	22-04-28	Danone
<input type="checkbox"/>	Authorization	004160223INV5207	INVOICE	CREATE	22-04-28	Danone
<input type="checkbox"/>	Instrument Master Update ...	004160223INV5205	INVOICE	CREATE	22-04-28	Danone
<input type="checkbox"/>	Authorization	004160223INV5205	INVOICE	CREATE	22-04-28	Danone

Page 1 of 1 (1 - 8 of 8 items) |< < 1 > >|

### **Free Tasks:**

3. On **Home** screen, click **Tasks**. Under **Tasks**, click **Instruments**.
4. Under **Instruments**, click **Free Tasks**.

**Figure 2-12 Free Tasks - Instruments**

**Free Tasks**

Refresh Acquire Flow Diagram

<input type="checkbox"/> Acquire & Edit	Stage	Transaction Ref No	Instrument Type	Event	Transaction Date
<input type="checkbox"/> Acquire & ...	Instrument Master Update ...	004190123PO569	PURCHASE_ORDER	CREATE	22-04-28
<input type="checkbox"/> Acquire & ...	Instrument Master Update ...	004190123PO568	PURCHASE_ORDER	CREATE	22-04-28
<input type="checkbox"/> Acquire & ...	Instrument Master Update ...	004190123PO567	PURCHASE_ORDER	CREATE	22-04-28
<input type="checkbox"/> Acquire & ...	Instrument Master Update ...	004190123PO564	PURCHASE_ORDER	CREATE	22-04-28
<input type="checkbox"/> Acquire & ...	Instrument Master Update ...	004190123PO563	PURCHASE_ORDER	CREATE	22-04-28
<input type="checkbox"/> Acquire & ...	Instrument Master Update ...	004240322CN422	CREDIT_NOTE	CREATE	21-04-09
<input type="checkbox"/> Acquire & ...	Instrument Master Update ...	004220322INV1779	INVOICE	EDIT	21-04-09
<input type="checkbox"/> Acquire & ...	Instrument Master Update ...	004220322INV1778	INVOICE	EDIT	21-04-09
<input type="checkbox"/> Acquire & ...	Instrument Master Update ...	004090322CN321	CREDIT_NOTE	CREATE	21-04-09
<input type="checkbox"/> Acquire & ...	Transaction Rejection Appr...	004221221INV1002	INVOICE	RAISE_DISPUTE	21-04-05
<input type="checkbox"/> Acquire & ...	Limits Update Exception	004211221INV849	INVOICE	RAISE_DISPUTE	21-04-05

Page 1 of 4 (1 - 20 of 68 items) |< < 1 2 3 4 > >|

**Hold Tasks:**

- On **Home** screen, click **Tasks**. Under **Tasks**, click **Instruments**.
- Under **Instruments**, click **Hold Tasks**.

**Figure 2-13 Hold Tasks - Instruments**

**Hold Tasks**

Refresh Resume Flow Diagram

<input type="checkbox"/>	Stage	Transaction Ref No	Instrument Type	Event	Transaction Date	Suppli
<input type="checkbox"/>	Instrument Master Update ...	004290322INV2037	INVOICE	ACCEPT	21-04-09	
<input type="checkbox"/>	Instrument Master Update ...	004240322CN422	CREDIT_NOTE	CREATE	21-04-09	APIAutoNonC

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

**My Tasks:**

- On **Home** screen, click **Tasks**. Under **Tasks**, click **Instruments**.
- Under **Instruments**, click **My Tasks**.

**Figure 2-14 My Tasks - Instruments**

**My Tasks**

Refresh Release Escalate Delegate Flow Diagram

<input type="checkbox"/>	Edit	Stage	Transaction Ref No	Instrument Type	Event	Transaction Date	
<input type="checkbox"/>	Edit	Instrument Master Update ...	004210223INV5224	INVOICE	CREATE	22-04-28	Danor
<input type="checkbox"/>	Edit	Instrument Master Update ...	004230123PO582	PURCHASE_ORDER	CREATE	22-04-28	Danor
<input type="checkbox"/>	Edit	Instrument Master Update ...	004190123PO565	PURCHASE_ORDER	CREATE	22-04-28	Danor
<input type="checkbox"/>	Edit	Instrument Master Update ...	004290322INV2037	INVOICE	ACCEPT	21-04-09	

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**Supervisor Tasks:**

9. On **Home** screen, click **Tasks**. Under **Tasks**, click **Instruments**.
10. Under **Instruments**, click **Supervisor Tasks**.

**Figure 2-15 Supervisor Tasks - Instruments**

**Supervisor Tasks**

User Tasks Free Tasks

Refresh Release Reassign Flow Diagram

<input type="checkbox"/>	Stage	Transaction Ref No	Instrument Type	Event	Transaction Date	Supplier	Buy
No data to display.							

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## 2.4 Recon and Payment

This topic describes the systematic instruction to view the list of the various tasks under Recon and Payment.

Specify **User ID** and **Password**, and login to **Home** screen.

**Completed Tasks:**

1. On **Home** screen, click **Tasks**. Under **Tasks**, click **Recon and Payment**.
2. Under **Recon and Payment**, click **Completed Tasks**.



**Figure 2-16 Completed Tasks - Recon and Payment**

**Completed Tasks**

Refresh Audit Flow Diagram

<input type="checkbox"/>	Stage	Transaction Ref No	Event	Category	Workflow	Transaction
<input type="checkbox"/>	Master Update Retry	004090421REC0912	RECON	Invoice Payment Recon	Manual	21-04-09

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

**Free Tasks:**

3. On **Home** screen, click **Tasks**. Under **Tasks**, click **Recon and Payment**.
4. Under **Recon and Payment**, click **Free Tasks**.

**Figure 2-17 Free Tasks - Recon and Payment**

**Free Tasks**

Refresh Acquire Flow Diagram

<input type="checkbox"/>	Acquire & Edit	Stage	Transaction Ref No	Event	Category	Workflow
<input type="checkbox"/>	Acquire & ...	Processing	004090421REC2269	RECON	Invoice Payment Recon	Manual
<input type="checkbox"/>	Acquire & ...	Processing	004090421REC2264	RECON	Invoice Payment Recon	Manual
<input type="checkbox"/>	Acquire & ...	Authorization	004090421REC2250	RECON	Invoice Payment Recon	Manual
<input type="checkbox"/>	Acquire & ...	Processing	004090421REC1825	RECON	Invoice Payment Recon	Manual
<input type="checkbox"/>	Acquire & ...	Processing	004090421REC1486	RECON	Invoice Payment Recon	Manual
<input type="checkbox"/>	Acquire & ...	Processing	004090421REC1393	RECON	Invoice Payment Recon	Manual
<input type="checkbox"/>	Acquire & ...	Processing	004090421REC1390	RECON	Invoice Payment Recon	Manual
<input type="checkbox"/>	Acquire & ...	Processing	004090421REC1297	RECON	Invoice Payment Recon	Manual
<input type="checkbox"/>	Acquire & ...	Master Update Retry	004090421REC1110	ALLOCATE	Allocation of Payment to Vi...	Manual
<input type="checkbox"/>	Acquire & ...	Master Update Retry	004090421REC1105	RECON	Invoice Payment Recon	Manual
<input type="checkbox"/>	Acquire & ...	Processing	004090421REC1077	RECON	Invoice Payment Recon	Manual

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**Hold Tasks:**

5. On **Home** screen, click **Tasks**. Under **Tasks**, click **Recon and Payment**.
6. Under **Recon and Payment**, click **Hold Tasks**.

**Figure 2-18 Hold Tasks - Recon and Payment**

**Hold Tasks**

Refresh Resume Flow Diagram

<input type="checkbox"/>	Stage	Transaction Ref No	Event	Category	Workflow	Transaction
<input type="checkbox"/>	Processing	004090421REC1297	RECON	Invoice Payment Recon	Manual	21-04-09

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

**My Tasks:**

7. On **Home** screen, click **Tasks**. Under **Tasks**, click **Recon and Payment**.
8. Under **Recon and Payment**, click **My Tasks**.

**Figure 2-19 My Tasks - Recon and Payment**

**My Tasks**

Refresh Release Escalate Delegate Flow Diagram

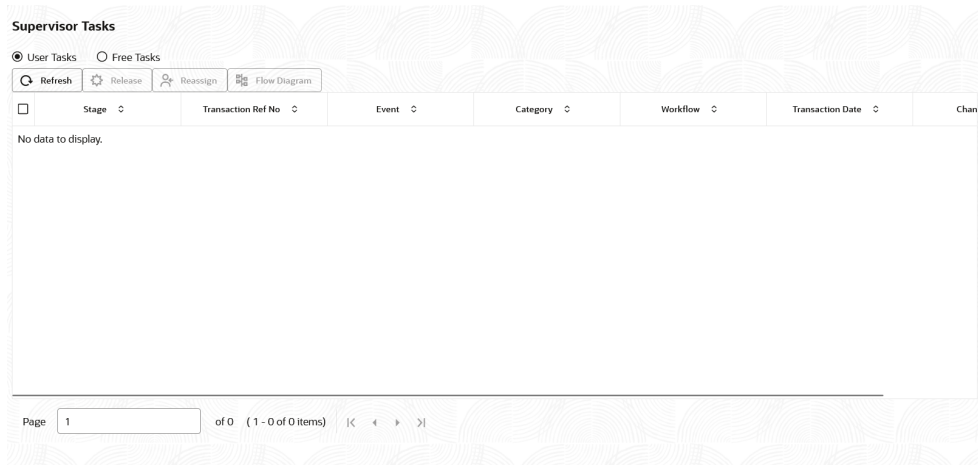
<input type="checkbox"/>	Edit	Stage	Transaction Ref No	Event	Category	Workflow	
<input type="checkbox"/>	Edit	Processing	004090421REC2269	RECON	Invoice Payment Recon	Manual	
<input type="checkbox"/>	Edit	Processing	004090421REC1825	RECON	Invoice Payment Recon	Manual	
<input type="checkbox"/>	Edit	Master Update Retry	004090421REC1110	ALLOCATE	Allocation of Payment to Vi...	Manual	
<input type="checkbox"/>	Edit	Master Update Retry	004090421REC1105	RECON	Invoice Payment Recon	Manual	
<input type="checkbox"/>	Edit	Processing	004090421REC1029	RECON	Invoice Payment Recon	Manual	
<input type="checkbox"/>	Edit	Processing	004090421REC0974	RECON	Invoice Credit Note Recon	Manual	
<input type="checkbox"/>	Edit	Authorization	004090421REC0816	RECON	Expected Cashflow to Pay...	Manual	FILEU
<input type="checkbox"/>	Edit	Authorization	004090421REC0814	RECON	Expected Cashflow to Pay...	Manual	FILEU

Page 1 of 1 (1 - 8 of 8 items) |< < 1 > >|

**Supervisor Tasks:**

9. On **Home** screen, click **Tasks**. Under **Tasks**, click **Recon and Payment**.
10. Under **Recon and Payment**, click **Supervisor Tasks**.

**Figure 2-20 Supervisor Tasks - Recon and Payment**



## 2.5 Search

This topic describes the systematic instruction to search for the task(s) with the various filters.

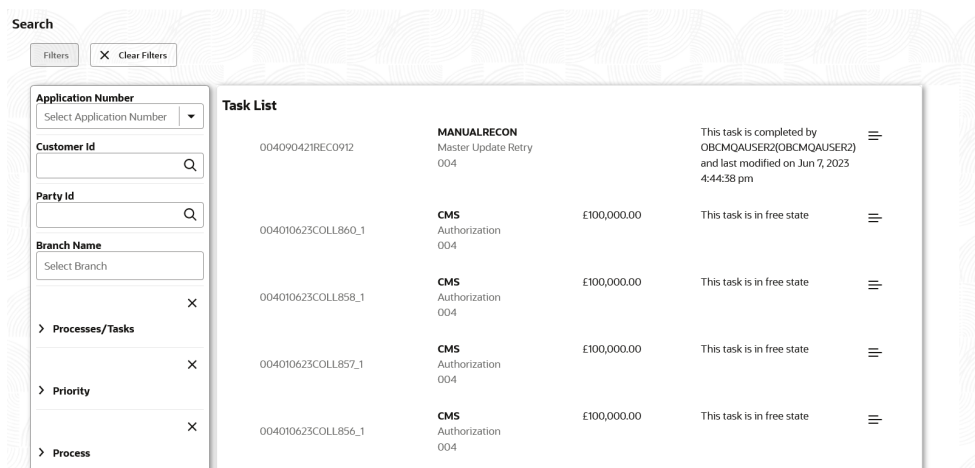
Specify **User ID** and **Password**, and login to **Home** screen.

**Search** feature fetches the results based on one or more filter criteria.

1. On **Home** screen, click **Tasks**. Under **Tasks**, click **Search**.

The **Search** screen displays.

**Figure 2-21 Search**



2. Perform the following actions on the tasks listed:
  - **AcquireAndEdit** - Click this button to acquire and edit a task.
  - **FlowDiagram** – This enables the user to view the process flow of the selected task and also find the stages that have been completed. The current stage appears highlighted in the process flow.

Figure 2-22 Search - Acquire and Flow

Search

Filters

**Application Number**  
Select Application Number ▾

**Customer Id**  
 🔍

**Party Id**  
 🔍

**Branch Name**  
Select Branch

Processes/Tasks

Priority

Process

**Task List**

004090421REC0912	<b>MANUALRECON</b> Master Update Retry 004		This task is completed by OBCMQAUSER2(OBCMQAUSER2) and last modified on Jun 7, 2023 4:44:38 pm	☰
004010623COLL860_1	<b>CMS</b> Authorization 004	£100,000.00	This task is in free state	☰
004010623COLL858_1	<b>CMS</b> Authorization 004	£100,000.00	This task is in free state	☰
004010623COLL857_1	<b>CMS</b> Authorization 004	£100,000.00	This task is in free state	☰
004010623COLL856_1	<b>CMS</b> Authorization 004	£100,000.00	This task is in free state	☰

FlowDiagram

Audit

AcquireAndEdit

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