Oracle® Banking Cash Management Cloud Service
Tasks User Guide

Release 14.7.2.0.0

F91918-01

January 2024

ORACLE®

Oracle Banking Cash Management Cloud Service Tasks User Guide, Release 14.7.2.0.0

F91918-01

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Preface

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

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

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
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
italic	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
Save	Click **Save** to save the details entered or selected in the screen.
Close	Click **Close** to close a record. This action is available only when a record is created.
Confirm	Click **Confirm** to confirm the action performed.
Cancel	Click **Cancel** to cancel the action performed.
Expand All	Click **Expand All** to expand and view all the details in the sections. • This button is displayed once you click **Compare**.
Collapse All	Click **Collapse All** to hide the details in the sections. • This button is displayed once you click **Compare**.
Menu Item Search	Specify the menu name to search and select the required screens from the list. • This option is used to search and navigate the required screens.
OK	Click **OK** 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
Task Name	Specify a unique name for the task being created.
Task Description	Specify the description for the task being created. The syntax is: **appId:::<<appId>>;microServiceName:::<<microServiceName>>;contextRoot:::<<contextRoot>>;type::: << type Of Schedule >>;jobName:::<< JOB to be triggered >>;destination:::<<Topic for which the trigger is defined>>;cronExpression:::<<cronExpression>>** (without spaces) The values that must be provided for the appId, the microServiceName, the contextRoot, and the jobName are detailed in the **Table 1-2** table. Some of these tasks come as part of the day 0 set up.

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	appId:::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
pdcInstrumentCancelledJob	appId:::OBCMTXN;microServiceName:::obcm-collections-transaction-services;contextRoot:::obcm-collections-transaction-services;jobName:::pdcInstrumentCancelledJob;branchCode:::004;
changeDateJob	appId:::CMNCORE;microServiceName:::cmc-batch-services;contextRoot:::cmc-batch-services;jobName:::changeDateJob;
poStaleJob	appId:::OBSCFCMINST;microServiceName:::obscfcm-instruments-receivables-services;contextRoot:::obscfcm-instruments-receivables-services;jobName:::poProcessingJob;
arrangementCdtJob	appId:::OBCMTXN;microServiceName:::obcm-collections-transaction-services;contextRoot:::obcm-collections-transaction-services;jobName:::arrangementCdtJob;branchCode:::004;eventCode:::ARRANGEMENT_CREDIT;
poolingJob	appId:::OBCMTXN;microServiceName:::obcm-collections-transaction-services;contextRoot:::obcm-collections-transaction-services;jobName:::poolingJob;branchCode:::004;eventCode:::POOLING;
runAutoDebitFinanceJob	appId:::OBSCFCMBATCH;microServiceName:::obscfcm-batch-jobs;contextRoot:::obscfcm-batch-jobs;jobName:::autoDebitFinanceJob;
runAutoDebitInstrumentJob	appId:::OBSCFCMBATCH;microServiceName:::obscfcm-batch-jobs;contextRoot:::obscfcm-batch-jobs;jobName:::autDebitInstrumentsJob;
poolingJobCash	appId:::OBCMTXN;microServiceName:::obcm-collections-transaction-services;contextRoot:::obcm-collections-transaction-services;jobName:::poolingJobCash;branchCode:::004;eventCode:::POOLING;
cdtReversalJob	appId:::OBCMTXN;microServiceName:::obcm-collections-transaction-services;contextRoot:::obcm-collections-transaction-services;jobName:::cdtReversalJob;branchCode:::004;eventCode:::CREDIT_REVERSAL;
returnRecoveryJob	appId:::OBCMTXN;microServiceName:::obcm-collections-transaction-services;contextRoot:::obcm-collections-transaction-services;jobName:::returnRecoveryJob;branchCode:::004;eventCode:::RETURN;
vaultMasterRecordStatusJob	appId:::OBCMCOL;microServiceName:::obcm-collections-maintenance-services;contextRoot:::obcm-collections-maintenance-services;jobName:::vaultMasterRecordStatusJob;branchCode:::004;
runInvAcceptance	appId:::OBSCFCMBATCH;microServiceName:::obscfcm-batch-jobs;contextRoot:::obscfcm-batch-jobs;jobName:::invAcceptanceJob;
runautoreconbatchjob	appId:::SCFAUTORECON;microServiceName:::obscfcm-auto-recon-batch;contextRoot:::obscfcm-auto-recon-batch;jobName:::autoReconBatchJob;applicationCode:::OBSCFCM
runEodBatch	appId:::EODBATCH;microServiceName:::obscfcm-eod-batch;contextRoot:::obscfcm-eod-batch;jobName:::eodJob;

Table 1-2   (Cont.) Task Description Formats

Task Name	Task Definition
processFutureDatedDisbursement	appId:::OBSCFCMBATCH;microServiceName:::obscfcm-batch-jobs;contextRoot:::obscfcm-batch-jobs;jobName:::futureDatedDisbursementJob;
forgetCoreAccountsJob	appId:::CMNCORE;microServiceName:::cmc-batch-services;contextRoot:::cmc-batch-services;jobName:::forgetCoreAccountsJob;
forgetCoreCustomersJob	appId:::CMNCORE;microServiceName:::cmc-batch-services;contextRoot:::cmc-batch-services;jobName:::forgetCoreCustomersJob;
markEOFIJob	appId:::CMNCORE;microServiceName:::cmc-batch-services;contextRoot:::cmc-batch-services;jobName:::markEOFIJob;
markTIJob	appId:::CMNCORE;microServiceName:::cmc-batch-services;contextRoot:::cmc-batch-services;jobName:::markTIJob;
markCutOffJob	appId:::CMNCORE;microServiceName:::cmc-batch-services;contextRoot:::cmc-batch-services;jobName:::markCutOffJob;
releaseCutOffJob	appId:::CMNCORE;microServiceName:::cmc-batch-services;contextRoot:::cmc-batch-services;jobName:::releaseCutOffJob;
fciMessageTxnJob	appId:::OBSCFFCIMSG;microServiceName:::obscf--fci-messaging-service;contextRoot:::obscf-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

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

Table 1-3   View Tasks - Field Description

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

2. 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.

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

   The **Configure Tasks** screen displays.

Figure 1-3   Configure Tasks

2. 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
Task Name	Displays the name of the task.
Task Description	Displays the description of the task.
Actions	Select the option to delete the task record.
Event / Schedule	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.
Task Name	Select the task for which a trigger should be configured.
Task Trigger Name	Specify a unique name for the task trigger.
CRON Expression / Topic Name	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. OR 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. **Note:** Examples of CRON expression patterns: • "0 0 * * * *" = the top of every hour of every day. • "*/10 * * * * *" = every ten seconds. • "0 0 8-10 * * *" = 8, 9 and 10 o'clock of every day. • "0 0 6,19 * * *" = 6:00 AM and 7:00 PM every day. • "0 0/30 8-10 * * *" = 8:00, 8:30, 9:00, 9:30, 10:00 and 10:30 every day. • "0 0 9-17 * * MON-FRI" = on the hour nine-to-five weekdays • "0 0 0 25 12 ?" = every Christmas Day at midnight

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

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

   Table 1-5   Trigger Tasks - Field Description

Field Name	Description
Task Name	Displays the name of the task.
Task Description	Displays the description of the task.
Actions	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

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

Table 1-6   View Tasks Status - Field Description

Field Name	Description
Instance Id	Displays the auto-generated sequence number or instance of execution of the task.
Task Name	Displays the name of the task.
Status	Displays the status of the task. The available options are: • **STARTED** • **FAILED** • **COMPLETED**

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
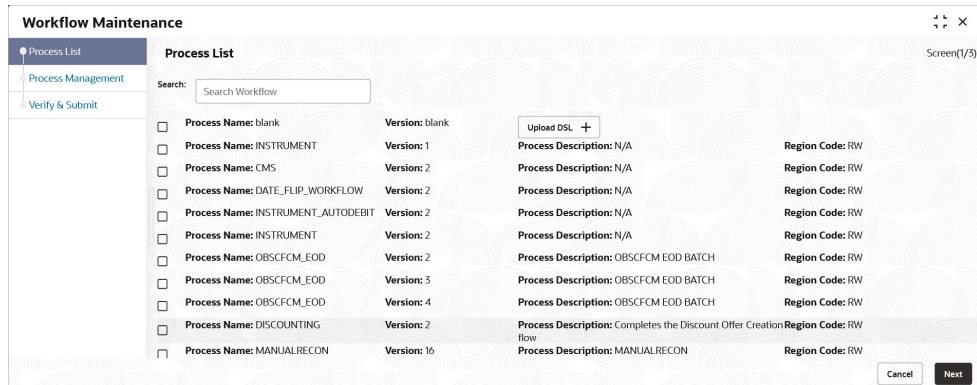
2. Select the required process and perform any one of the following actions:

   - 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.

   <u>Process Management</u>
   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
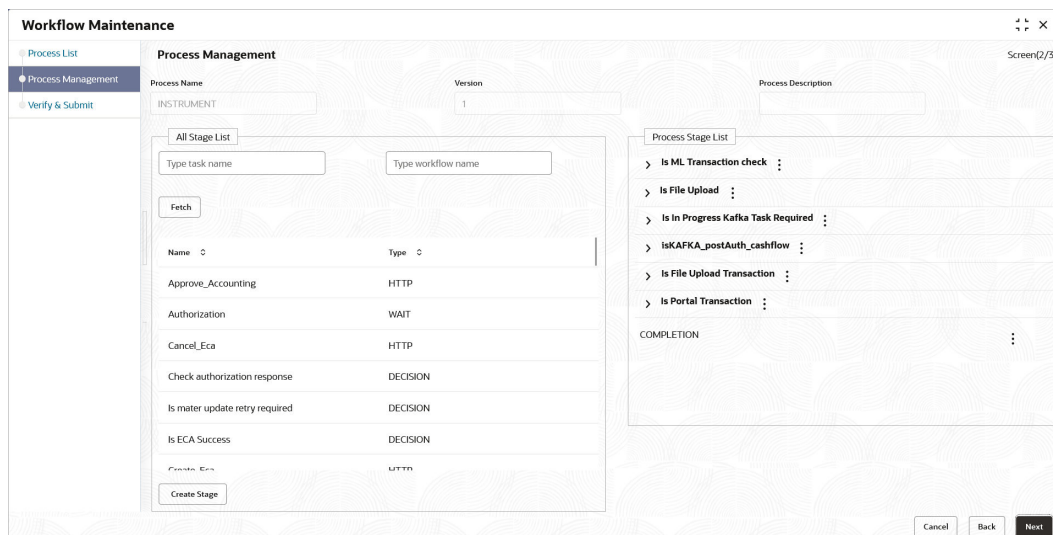
4. Drag and drop any stage from the **All Stage List** to the **Process Stage List** to add new stages in the process. The user can also perform the following actions in the **Process Management** screen:

   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
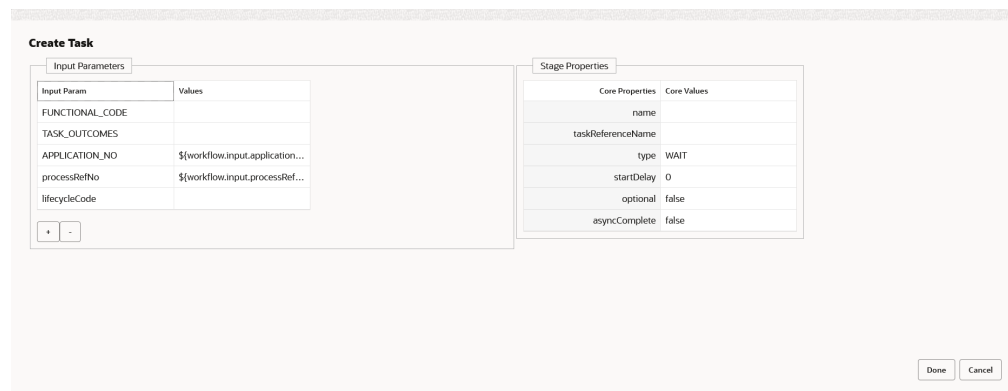
   b. Click ⋮ and select **Edit** to edit a stage in the **Process Stage List**.

   The **Modify Task** screen displays.

Figure 2-4   Modify Task
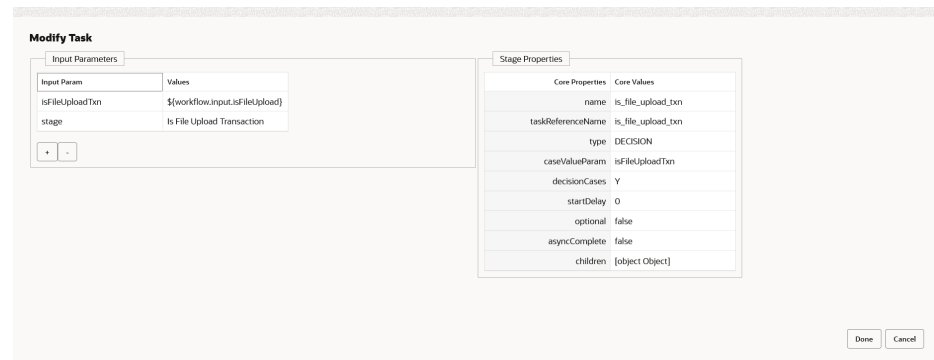
c.   Click ⋮ and select **Delete** to delete a stage from the **Process Stage List**.

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.

<u>Verify & Submit</u>
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
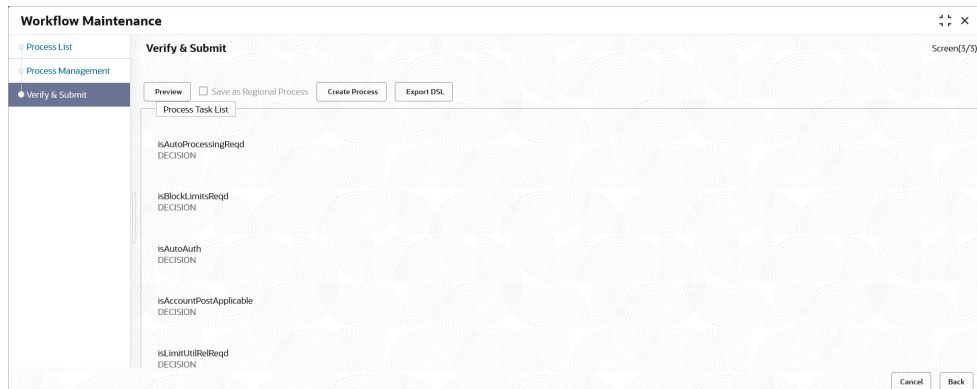
7.   Perform one of the following actions in the **Verify & Submit** screen.

   •   **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

	Stage	Event	Operation	Reference Number	Processing Date	Branch
☐	Authorization	CREATE	Cash Deposit	004220523COLL783	22-04-29	004
☐	Rework	CREATE	Cash Deposit	004220523COLL781	22-04-29	004
☐	Authorization	CREATE	Cash Deposit	004220523COLL781	22-04-29	004
☐	Rework	CREATE	Cash Deposit	004190523COLL738	22-04-29	004
☐	Authorization	CREATE	Cash Deposit	004190523COLL738	22-04-29	004
☐	Rework	CREATE	Cash Deposit	004160523COLL695	22-04-29	004
☐	Authorization	CREATE	Cash Deposit	004160523COLL695	22-04-29	004
☐	Rework	CREATE	Cash Deposit	004160523COLL694	22-04-29	004
☐	Authorization	CREATE	Cash Deposit	004160523COLL694	22-04-29	004
☐	Authorization	CREATE	Cash Deposit	004160523COLL692	22-04-29	004
☐	Rework	CREATE	Cash Deposit	004150523COLL688	22-04-29	004

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Free Tasks:

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

4. Under **Collections**, click **Free Tasks**.

Figure 2-7   Free Tasks - Collections

	Acquire & Edit	Stage	Event	Operation	Reference Number	Processing Date
☐	Acquire & …	Authorization	CREATE	Cash Deposit	004150523COLL689	22-04-29
☐	Acquire & …	Authorization	CREATE	Cash Withdrawal	004150523CW1062	22-04-29
☐	Acquire & …	Rework	CREATE	Cash Withdrawal	004260423CW1020	22-04-29
☐	Acquire & …	Authorization	CREATE	Cash Withdrawal	004150523CW1060	22-04-29
☐	Acquire & …	Authorization	MARK_EXTENSION	Mark Extension	004100523MGMT640	22-04-29
☐	Acquire & …	Authorization	CREATE	Cash Withdrawal	004171022CW558	22-04-29
☐	Acquire & …	Posting Accounting Entries…	CREATE	Cash Withdrawal	004090223CW864	22-04-28
☐	Acquire & …	Posting Accounting Entries…	MARKINSTSTAT	Mark Instrument Status	004030323MGMT603	22-04-28
☐	Acquire & …	Posting Accounting Entries…	MARKINSTSTAT	Mark Instrument Status	004030323MGMT602	22-04-28
☐	Acquire & …	Rework	CREATE	Instrument Collection	004170223COLL307	22-04-28
☐	Acquire & …	Authorization	CREATE	Cash Withdrawal	004090223CW863	22-04-28

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Hold Tasks:

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

6. Under **Collections**, click **Hold Tasks**.

Figure 2-8   Hold Tasks - Collections

My Tasks:

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

8. Under **Collections**, click **My Tasks**.

Figure 2-9   My Tasks - Collections

Supervisor Tasks:

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

10. Under **Collections**, click **Supervisor Tasks**.

Figure 2-10   Supervisor Tasks - Collections

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

Free Tasks:

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

4. Under **Instruments**, click **Free Tasks**.

Figure 2-12   Free Tasks - Instruments

Hold Tasks:

5. On **Home** screen, click **Tasks**. Under **Tasks**, click **Instruments**.

6. Under **Instruments**, click **Hold Tasks**.

Figure 2-13   Hold Tasks - Instruments

My Tasks:

7. On **Home** screen, click **Tasks**. Under **Tasks**, click **Instruments**.

8. Under **Instruments**, click **My Tasks**.

Figure 2-14   My Tasks - Instruments

Supervisor Tasks:

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

10. Under **Instruments**, click **Supervisor Tasks**.

Figure 2-15   Supervisor Tasks - Instruments

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

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

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

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

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
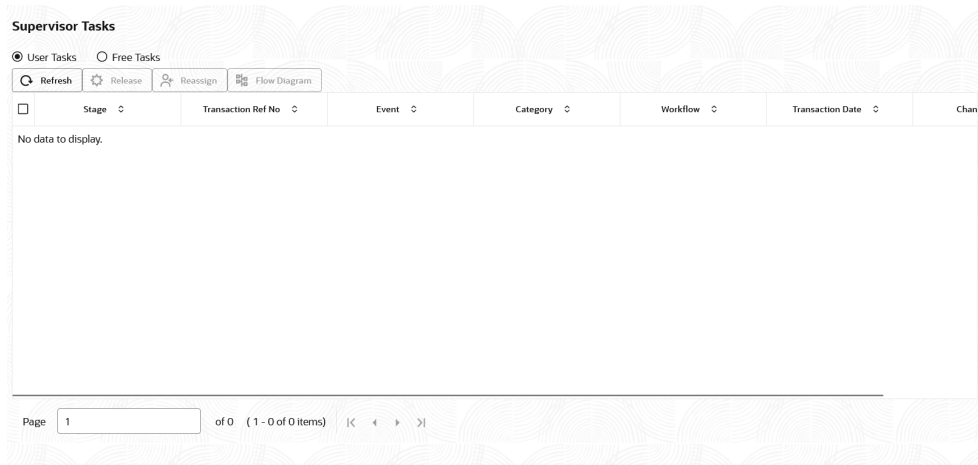
2.5 Search

This topic describes the systematic instruction to search for the task(s) with the various filters.
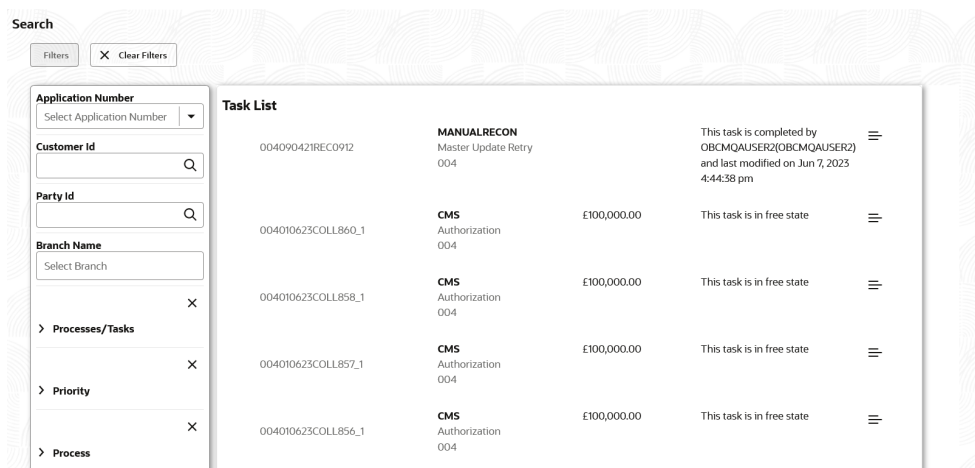
Specify **User ID** and **Password**, and login to **Home** screen.

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

A

Functional Activity Codes

Table A-1   List of Functional Activity Codes

Screen Name/API Name	Functional Activity Code	Action	Description
Task Menu	CMC_FA_MENU_Tasks	Menu	Task menu
Completed Task	CMC_FA_SUBMENU_1_Completed	Completed	Completed Task menu
Free Task	CMC_FA_SUBMENU_1_FreeTasks	FreeTasks	Free Task menu
Hold Task	CMC_FA_SUBMENU_1_HoldTasks	HoldTasks	Hold Task menu
My Task	CMC_FA_SUBMENU_1_MyTasks	MyTasks	My Task menu
Search Task	CMC_FA_SUBMENU_1_SEARCH	Search	Task Search
Supervisor Task	CMC_FA_SUBMENU_1_Supervisor	Supervisor	Supervisor Task menu
Workflow Maintenance	CMC_FA_SUBMENU_1_WORKFLOW_MAINT	Workflow Maintenance	Workflow Maintenance
Configure Task	CMC_FA_CONFIGPROP	Configprop	Configprop Task
Subprocess Task	CMC_FA_SUBMENU_1_Subprocess	Subprocess	Subprocess Task menu

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