

Oracle® Banking Supply Chain Finance

Tasks User Guide



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ORACLE®

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Purpose

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

Before You Begin

Refer to the Getting Started User Guide for information on common functionalities like login, navigation, and general settings. Reviewing that guide is advisable before proceeding with this document.

Module Pre-requisite

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

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 functions
Product Managers	Product definition and authorization

Acronyms and Abbreviations

The list of the acronyms and abbreviations 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
Cancel	Click Cancel to cancel the action performed.
Close	Click Close to close a record. This action is available only when a record is created.
Collapse All	Click Collapse All to hide the details in the sections. <ul style="list-style-type: none">This button is displayed once you click Compare.
Confirm	Click Confirm to confirm the action performed.
Expand All	Click Expand All to expand and view all the details in the sections. <ul style="list-style-type: none">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. <ul style="list-style-type: none">This option is used to search and navigate the required screens.
OK	Click OK to confirm the details in the screen.
Save	Click Save to save the details entered or selected in the screen.

Critical Patches

Oracle advises customers to get all their security vulnerability information from the Oracle Critical Patch Update Advisory, which is available at [Critical Patches, Security Alerts and Bulletins](#). All critical patches should be applied in a timely manner to ensure effective security, as strongly recommended by [Oracle Software Security Assurance](#).

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.
<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.

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.

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 customer access to and use of Oracle support services will be pursuant to the terms and conditions specified in their Oracle order for the applicable services.

Icons

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

Table 4 Icons - Common












Icon	Function
	Minimize
	Maximize
	Close

Table 4 (Cont.) Icons - Common

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.

Related Resources

For more information, refer to the following resources:

- *Oracle® Banking Common Core User Guide*
- *Oracle® Banking Security Management System User Guide*
- *Oracle® Banking Getting Started User Guide*
- *Supply Chain Finance User Guide*
- *Receivables and Payables User Guide*

Screenshot Disclaimer

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

Module Post-requisite

After finishing all the requirements, please log out from the **Home** screen.

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. These bulk executions are referred to 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 Oracle® Banking Supply Chain Finance 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 topic consists the following sub-topics:

- [Create Task](#)
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 Task

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

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

Figure 1-1 Create Task

Create Task

Task Name

Required

Task Definition

enabled

appld:::
<<appld>>;microServiceName:::
<<microServiceName>>;contextRoot:::
<<contextRoot>>;jobName:::
<<jobName>>;

Create

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 Name	Description
Task Name	Specify a unique name for the task being created.
Task Description	<p>Specify the description for the task being created. The syntax is:</p> <p>appld:::<<appld>>;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)</p> <p>The values that must be provided for the appld, the microServiceName, the contextRoot, and the jobName are detailed in the Task Description Formats table. Some of these tasks come as part of the day 0 set up.</p>

Table 1-2 Task Description Formats

Task Name	Task Definition
processFutureDatedDisbursementPO	appld:::OBSCFCMBATCH;microServiceName:::obscfcm-batch-jobs;contextRoot:::obscfcm-batch-jobs;jobName:::futureDatedDisbursementPOJob;
runRetryReconTxn	appld:::OBSCFCMBATCH;microServiceName:::obscfcm-batch-jobs;contextRoot:::obscfcm-batch-jobs;jobName:::retryReconJob;
processFutureDatedDisbursement	appld:::OBSCFCMBATCH;microServiceName:::obscfcm-batch-jobs;contextRoot:::obscfcm-batch-jobs;jobName:::futureDatedDisbursementJob;

Table 1-2 (Cont.) Task Description Formats

Task Name	Task Definition
runAutoDebitFinanceJob	appld::OBSCFCMBATCH;microServiceName::obscfcm-batch-jobs;contextRoot::obscfcm-batch-jobs;jobName::autoDebitFinanceJob;
runEod	appld::OBSCFCMBATCH;microServiceName::obscfcm-batch-jobs;contextRoot::obscfcm-batch-jobs;jobName::eodJob;
runAutoRecon	appld::OBSCFCMBATCH;microServiceName::obscfcm-batch-jobs;contextRoot::obscfcm-batch-jobs;jobName::autoReconJob;
runCharges	appld::OBSCFCMBATCH;microServiceName::obscfcm-batch-jobs;contextRoot::obscfcm-batch-jobs;jobName::chargesJob;
runInvAcceptance	appld::OBSCFCMBATCH;microServiceName::obscfcm-batch-jobs;contextRoot::obscfcm-batch-jobs;jobName::invAcceptanceJob;
runAutoDebitInstrumentJob	appld::OBSCFCMBATCH;microServiceName::obscfcm-batch-jobs;contextRoot::obscfcm-batch-jobs;jobName::autDebitInstrumentsJob;
runPOAcceptance	appld::OBSCFCMBATCH;microServiceName::obscfcm-batch-jobs;contextRoot::obscfcm-batch-jobs;jobName::poAcceptanceJob;
runRetryFinTxn	appld::OBSCFCMBATCH;microServiceName::obscfcm-batch-jobs;contextRoot::obscfcm-batch-jobs;jobName::retryFinanceJob;
runInvokeEod	appld::OBSCFCMBATCH;microServiceName::obscfcm-batch-jobs;contextRoot::obscfcm-batch-jobs;jobName::invokeEodJob;
runRefundJob	appld::OBSCFCMBATCH;microServiceName::obscfcm-batch-jobs;contextRoot::obscfcm-batch-jobs;jobName::runRefundJob;
processPendingSettles	appld::OBSCFCMBATCH;microServiceName::obscfcm-batch-jobs;contextRoot::obscfcm-batch-jobs;jobName::processPendingSettles;
fciMessageTxnJob	appld::OBSCFFCIMSG;microServiceName::obscf-fci-messaging-service;contextRoot::obscf-fci-messaging-service;jobName::fciMessageTxnJob;branchCode::004;
fciProcessPolledMsgJob	appld::OBSCFFCIMSG;microServiceName::obscf-fci-messaging-service;contextRoot::obscf-fci-messaging-service;jobName::fciProcessPolledMsgJob;branchCode::004;
fciInwardArchivalMsgJob	appld::OBSCFCMBATCH;microServiceName::obscfcm-batch-jobs;contextRoot::obscfcm-batch-jobs;jobName::fciInwardArchivalMsgJob;
runAutoReconBatch	appld::SCFAUTORECON;microServiceName::obscfcm-auto-recon-batch;contextRoot::obscfcm-auto-recon-batch;jobName::autoReconBatchJob;
fciMsgPollingJob	appld::OBSCFCMBATCH;microServiceName::obscfcm-batch-jobs;contextRoot::obscfcm-batch-jobs;jobName::fciMsgPollingJob;
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;
changeDateJob	appld::CMNCORE;microServiceName::cmc-batch-services;contextRoot::cmc-batch-services;jobName::changeDateJob;
markEOFJob	appld::CMNCORE;microServiceName::cmc-batch-services;contextRoot::cmc-batch-services;jobName::markEOFJob;

Table 1-2 (Cont.) Task Description Formats

Task Name	Task Definition
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;
userMaintenanceJob	appld::sms;microServiceName::sms-core-services;contextRoot::sms-core-service;jobName::userMaintenanceJob;
routingHubAuditRetentionJob	appld::CMNCORE;microServiceName::cmc-obrh-services;contextRoot::cmc-obrh-services;jobName::routingHubAuditRetentionJob;
routingHubAuditSummaryJob	appld::CMNCORE;microServiceName::cmc-obrh-services;contextRoot::cmc-obrh-services;jobName::routingHubAuditSummaryJob;

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

A message appears stating that the record is successfully created.

1.2 View Tasks

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

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

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

Figure 1-2 View Tasks

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::OBCMTXN;microServiceName::obcm-collections-transaction-services;contextRoot::obcm-collections-transaction-services;jobName::poolingJob;branchCode::004;eventCode::POOLING;	Delete	
cdtReversalJob	appld::OBCMTXN;microServiceName::obcm-collections-transaction-services;contextRoot::obcm-collections-transaction-services;jobName::cdtReversalJob;branchCode::004;eventCode::CREDIT_REVERSAL;	Delete	
withdrawalCancelEcaJob	appld::OBCMTXN;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 Name	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.

- Click **Delete** button in the Actions column to delete a 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.
- 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 Name	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	<p>Select Event if the tasks must be triggered when a particular event occurs.</p> <p>Select Schedule if the tasks must be triggered on a specific day at a specific time, using the CRON expression.</p>
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	<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, then enter the Topic Name or the destination for which the task should be triggered on the arrival of a new message.</p> <p>Note: Examples of CRON expression patterns:</p> <ul style="list-style-type: none"> "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

- 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.

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

The **Trigger Tasks** screen displays.

Figure 1-4 Trigger Tasks

Trigger Tasks		
Filter by Task Name <input type="text"/> Filter Clear Filters		
Task Name	Task Definition	Actions
forgetCoreAccountsJob	appld::CMNCOREmicroServiceName::cmc-batch-servicescontextRoot::cmc-batch-servicesjobName::forgetCoreAccountsJob;	Trigger
forgetCoreCustomersJob	appld::CMNCOREmicroServiceName::cmc-batch-servicescontextRoot::cmc-batch-servicesjobName::forgetCoreCustomersJob;	Trigger
changeDateJob	appld::CMNCOREmicroServiceName::cmc-batch-servicescontextRoot::cmc-batch-servicesjobName::changeDateJob;	Trigger
markEOFJob	appld::CMNCOREmicroServiceName::cmc-batch-servicescontextRoot::cmc-batch-servicesjobName::markEOFJob;	Trigger
markTJob	appld::CMNCOREmicroServiceName::cmc-batch-servicescontextRoot::cmc-batch-servicesjobName::markTJob;	Trigger
markCutOffJob	appld::CMNCOREmicroServiceName::cmc-batch-servicescontextRoot::cmc-batch-servicesjobName::markCutOffJob;	Trigger
releaseCutOffJob	appld::CMNCOREmicroServiceName::cmc-batch-servicescontextRoot::cmc-batch-servicesjobName::releaseCutOffJob;	Trigger
poolingJob	appld::OBCMTXNmicroServiceName::obcm-collections-transaction-servicescontextRoot::obcm-collections-transaction-servicesjobName::poolingJobbranchCode::004eventCode::POOLING;	Trigger
cdtReversalJob	appld::OBCMTXNmicroServiceName::obcm-collections-transaction-servicescontextRoot::obcm-collections-transaction-servicesjobName::cdtReversalJobbranchCode::004eventCode::CREDIT_REVERSAL;	Trigger
withdrawalCancelEcaJob	appld::OBCMTXNmicroServiceName::obcm-collections-transaction-servicescontextRoot::obcm-collections-transaction-servicesjobName::withdrawalCancelEcaJobbranchCode::004;	Trigger
Page 1 of 5 (1-10 of 48 items) < 1 2 3 4 5 >		

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 a particular task manually.

1.5 View Tasks Status

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

1. 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

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	markTJob	COMPLETED
2341	nettingCalculationJob	COMPLETED
2327	nettingSettlementJob	COMPLETED
Page 1 of 2 (1-10 of 19 items) < 1 2 >		

2. Specify fields on **View Tasks Status** screen.

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

Table 1-6 Trigger Tasks - 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: <ul style="list-style-type: none">• 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, Finance, Instruments, Recon and Payment, Refund, 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.
- [View Finance Tasks](#)
This topic describes the systematic instruction to view the list of the various tasks under Finance.
- [View Instruments Tasks](#)
This topic describes the systematic instruction to view the list of the various tasks under Instruments.
- [View Recon and Payment Tasks](#)
This topic describes the systematic instruction to view the list of the various tasks under Recon and Payment.
- [View Refunds Tasks](#)
This topic describes the systematic instruction to view the list of the various tasks under Refund.
- [Search the Tasks](#)
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

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

The **Process List** screen displays.

Figure 2-1 Process List

Process Name	Version	Process Description	Region Code
Process Name: blank	Version: blank		
Process Name: INSTRUMENT	Version: 1	Process Description: N/A	Region Code: RW
Process Name: CMS	Version: 2	Process Description: N/A	Region Code: RW
Process Name: DATE_FLIP_WORKFLOW	Version: 2	Process Description: N/A	Region Code: RW
Process Name: INSTRUMENT_AUTODEBIT	Version: 2	Process Description: N/A	Region Code: RW
Process Name: INSTRUMENT	Version: 2	Process Description: N/A	Region Code: RW
Process Name: OBSCFCM_EOD	Version: 2	Process Description: OBSCFCM EOD BATCH	Region Code: RW
Process Name: OBSCFCM_EOD	Version: 3	Process Description: OBSCFCM EOD BATCH	Region Code: RW
Process Name: OBSCFCM_EOD	Version: 4	Process Description: OBSCFCM EOD BATCH	Region Code: RW
Process Name: DISCOUNTING	Version: 2	Process Description: Completes the Discount Offer Creation flow	Region Code: RW
Process Name: MANUALRECON	Version: 16	Process Description: MANUALRECON	Region Code: RW

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

Name	Type
Approve_Accounting	HTTP
Authorization	WAIT
Cancel_Eca	HTTP
Check authorization response	DECISION
Is mater update retry required	DECISION
Is ECA Success	DECISION
Create Eca	HTTP

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 Stage** pop-up screen displays.

Figure 2-3 Create Task

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

Figure 2-4 Modify Task

- c. Click **Options** 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

Workflow Maintenance

- Process List
- Process Management
- Verify & Submit**

Verify & Submit

Preview

☐ Save as Regional Process

Create Process

Export DSL

Process Task List

isAutoProcessingReqd
DECISION

isBlockLimitsReqd
DECISION

isAutoAuth
DECISION

isAccountPostApplicable
DECISION

isLimitUtilRelReqd
DECISION

Cancel

Back

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 View Finance Tasks

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

Completed Tasks:

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

Figure 2-6 Completed Tasks - Finance

Completed Tasks

Refresh

Audit

Flow Diagram

<input type="checkbox"/>	Stage ▾	Finance Reference Number ▾	Event ▾	Request Id ▾	Amount ▾	Borrower ▾
<input type="checkbox"/>	ReconAuthorizationException	004200120VE00025	SETTLEMENT	004200120REC0224	\$800.00	

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Free Tasks:

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

Figure 2-7 Free Tasks - Finance

Free Tasks

Refresh Acquire Flow Diagram

<input type="checkbox"/>	Acquire and Edit	Stage	Finance Reference Number	Event	Request Id	Amount	Borrower
<input type="checkbox"/>	Acquire and Edit	Processing	004160922P000469	DISBURSEMENT	R1609220357	\$8,016.00	Carrefour
<input type="checkbox"/>	Acquire and Edit	Loan Integration Exception	004160922P000467	DISBURSEMENT	R1609220355	\$8,016.00	Carrefour
<input type="checkbox"/>	Acquire and Edit	Loan Integration Exception	004160922P000443	DISBURSEMENT	R1609220343	\$303,030.00	Customer 000555
<input type="checkbox"/>	Acquire and Edit	Processing	004160922P000374	DISBURSEMENT	R1609220293	\$20,000.00	Customer 000555
<input type="checkbox"/>	Acquire and Edit	Processing	004160922P000372	DISBURSEMENT	R1609220292	\$20,200.00	XXXXXXXXXXXX
<input type="checkbox"/>	Acquire and Edit	LimitProcessingException	004200120P00286	DISBURSEMENT	R2001200237	\$3,000.00	Customer 000555
<input type="checkbox"/>	Acquire and Edit	Loan Integration Exception	004160922P000369	DISBURSEMENT	R1609220290	\$18,000.00	XXXXXXXXXXXX
<input type="checkbox"/>	Acquire and Edit	Loan Integration Exception	004160922P000353	DISBURSEMENT	R1609220276	\$15,000.00	Customer 000555
<input type="checkbox"/>	Acquire and Edit	PrePostConversionException	004090922P000312	DISBURSEMENT	R0909220256	\$15,050.00	Customer 000555
<input type="checkbox"/>	Acquire and Edit	PrePostConversionException	004090922P000311	DISBURSEMENT	R0909220255	\$14,040.00	Customer 000555
<input type="checkbox"/>	Acquire and Edit	PrePostConversionException	004090922P000310	DISBURSEMENT	R0909220254	\$12,000.00	Customer 000555

Page 1 of 2 (1 - 20 of 34 items) |< 1 2 >|

Hold Tasks:

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

Figure 2-8 Hold Tasks - Finance

Hold Tasks

Refresh Resume Flow Diagram

<input type="checkbox"/>	Stage	Finance Reference Number	Event	Request Id	Amount	Borrower
<input type="checkbox"/>	ReconAuthorizationException	004200120VE00025	SETTLEMENT	004200120REC0224	\$800.00	

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

My Tasks:

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

Figure 2-9 My Tasks - Finance

My Tasks

Refresh

Release

Escalate

Delegate

Flow Diagram

	Stage	Finance Reference Number	Event	Transaction Date	Request Id	Amount	Borrower
<input type="checkbox"/> Edit	AutoFinanceException	004200120AP00204	SETTLEMENT	20-01-20	R2001200175	\$3,600.00	RELIANCE
<input type="checkbox"/> Edit	AutoFinanceException	004200120AP00198	SETTLEMENT	20-01-20	R2001200163	\$3,600.00	RELIANCE
<input type="checkbox"/> Edit	Loan Integration Exception	004200120PR00190	DISBURSEMENT		R2001200158	\$8,016.00	Carrefour
<input type="checkbox"/> Edit	Processing	004200120PR00188	DISBURSEMENT		R2001200157	\$8,016.00	Carrefour
<input type="checkbox"/> Edit	AccountingEntriesPostExcep...	004200120AP00164	DISBURSEMENT		R2001200156	\$3,720.00	RELIANCE
<input type="checkbox"/> Edit	LimitProcessingException	004200120PR00157	DISBURSEMENT		R2001200150	\$8,016.00	Carrefour
<input type="checkbox"/> Edit	LimitProcessingException	004200120PR00127	DISBURSEMENT		R2001200102	\$8,016.00	Carrefour
<input type="checkbox"/> Edit	LimitProcessingException	004200120PR00126	DISBURSEMENT		R2001200100	\$8,016.00	Carrefour

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Supervisor Tasks:

- On **Home** screen, click **Tasks**. Under **Tasks**, click **Finance**.
- Under **Finance**, click **Supervisor Tasks**.

Figure 2-10 Supervisor Tasks - Finance

Supervisor Tasks

User Tasks

Free Tasks

Refresh

Release

Reassign

Flow Diagram

	Stage	Finance Reference Number	Event	Request Id	Amount	Borrower
No data to display.						

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2.3 View Instruments Tasks

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

Completed Tasks:

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

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

Figure 2-12 Free Tasks - Instruments

Free Tasks						
<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	APIAutoNonCi

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

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

Figure 2-14 My Tasks - Instruments

My Tasks

Refresh

Release

Escalate

Delegate

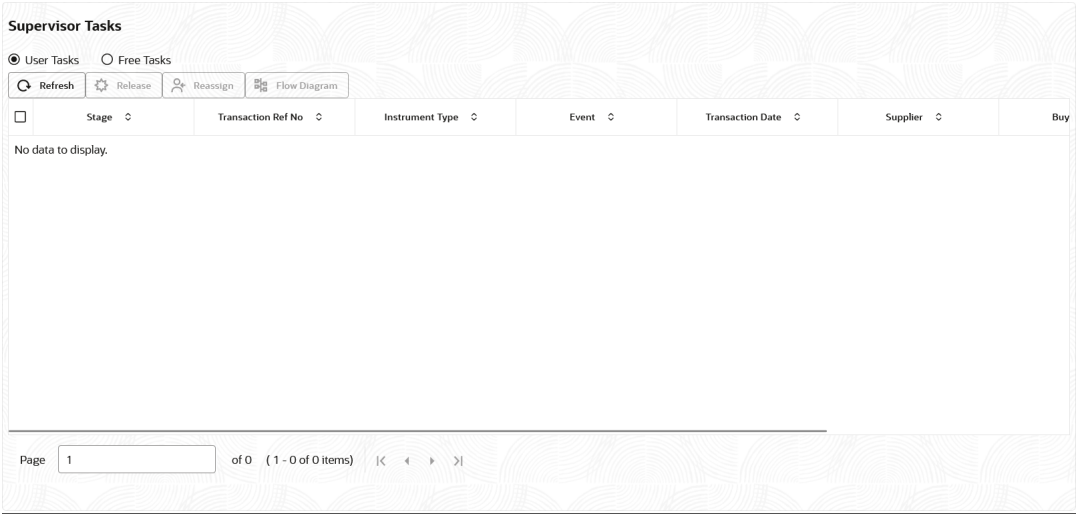
Flow Diagram

<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	

Page 1 of 1 (1 - 4 of 4 items) |< < 1 > >|

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

Figure 2-15 Supervisor Tasks - Instruments



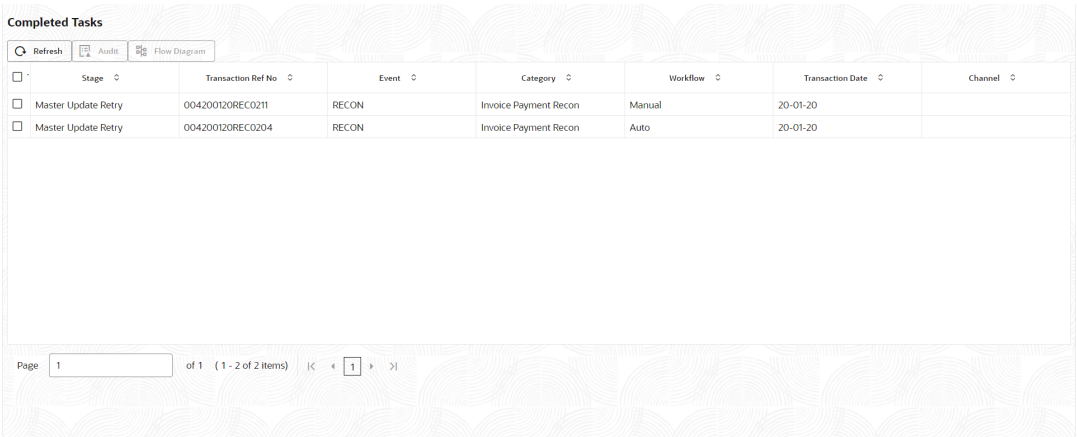
2.4 View Recon and Payment Tasks

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

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

Free Tasks

Refresh

Acquire

Flow Diagram

<input type="checkbox"/>	Acquire and Edit	Stage	Transaction Ref No	Event	Category	Workflow	Transaction Date	Channel
<input type="checkbox"/>	Acquire and Edit	Master Update Retry	004200120REC0207	RECON	Invoice Payment Recon	Auto	20-01-20	

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

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 Date	Channel
<input type="checkbox"/>	Master Update Retry	004200120REC0274	RECON	Invoice Payment Recon	Auto	20-01-20	

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

RefreshReleaseEscalateDelegateFlow Diagram

<input type="checkbox"/>	Edit	Stage	Transaction Ref No	Event	Category	Workflow	Channel
<input type="checkbox"/>	Edit	Master Update Retry	004200120REC0274	RECON	Invoice Payment Recon	Auto	
<input type="checkbox"/>	Edit	Master Update Retry	004200120REC0211	RECON	Invoice Payment Recon	Manual	

Page 1 of 1 (1 - 2 of 2 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

Supervisor Tasks

User TasksFree Tasks

RefreshReleaseReassignFlow Diagram

<input type="checkbox"/>	Stage	Transaction Ref No	Event	Category	Workflow	Transaction Date	Channel
No data to display.							

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

2.5 View Refunds Tasks

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

Completed Tasks:

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

Figure 2-21 Completed Tasks - Refunds

Completed Tasks

Refresh

Audit

Flow Diagram

<input type="checkbox"/>	Stage	Transaction Ref No	Instrument Type	Event	Transaction Date	Refund Party	Channel
<input type="checkbox"/>	ExternalPaymentException	004240423PAY405	INVOICE	EXCESS_REFUND	20-01-20	FERRARI	

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

Free Tasks:

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

Figure 2-22 Free Tasks - Refunds

Free Tasks

Refresh

Acquire

Flow Diagram

<input type="checkbox"/>	Acquire and Edit	Stage	Transaction Ref No	Instrument Type	Event	Transaction Date	Refund Party	Channel
<input type="checkbox"/>	Acquire and Edit	AccountingEntriesRegener...	004210623PAY1853	INVOICE	EXCESS_REFUND	20-01-20	ABZ Solutions	
<input type="checkbox"/>	Acquire and Edit	AccountingEntriesRegener...	004210623PAY1849	INVOICE	EXCESS_REFUND	20-01-20	ABZ Solutions	
<input type="checkbox"/>	Acquire and Edit	ExternalPaymentException	004240423PAY405	INVOICE	EXCESS_REFUND	20-01-20	FERRARI	

Page 1 of 1 (1 - 3 of 3 items) |< < 1 > >|

Hold Tasks:

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

Figure 2-23 Hold Tasks - Refunds

Hold Tasks

Refresh

Resume

Flow Diagram

<input type="checkbox"/>	Stage	Transaction Ref No	Instrument Type	Event	Transaction Date	Refund Party	Channel
<input type="checkbox"/>	ExternalPaymentException	004240423PAY405	INVOICE	EXCESS_REFUND	20-01-20	FERRARI	

Page 1 of 0 (1 - 0 of 0 items)

My Tasks:

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

Figure 2-24 My Tasks - Refunds

My Tasks

Refresh

Release

Escalate

Delegate

Flow Diagram

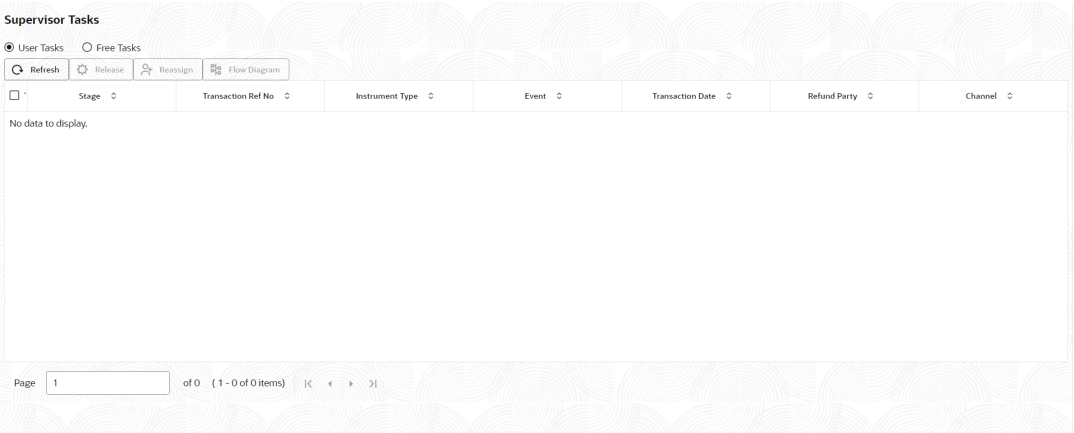
<input type="checkbox"/>	Edit	Stage	Transaction Ref No	Instrument Type	Event	Transaction Date	Refund Party	Channel
<input type="checkbox"/>	Edit	ExternalPaymentException	004240423PAY405	INVOICE	EXCESS_REFUND	20-01-20	FERRARI	

Page 1 of 1 (1 - 1 of 1 items)

Supervisor Tasks:

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

Figure 2-25 Supervisor Tasks - Refunds



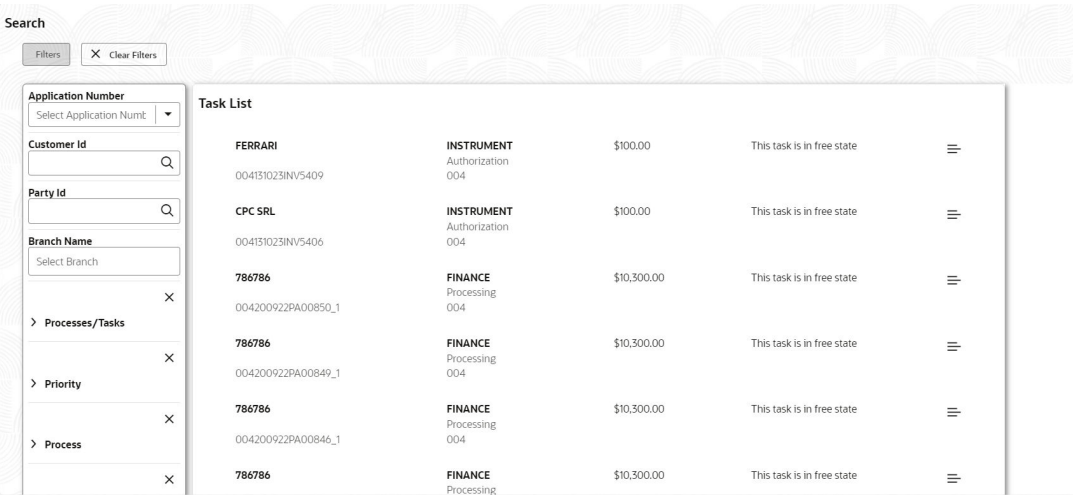
2.6 Search the Tasks

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

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 2-26 Search



2. Perform the following actions on the tasks listed:
 - **AcquireAndEdit** - Click this button to acquire and edit a task.
 - **Flow Diagram** – 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.
 - **Audit** - Click this button to view the task history.

Figure 2-27 Search - Actions

Search

Filters

Clear Filters

Application Number

Select Application Numit

Customer Id

Party Id

Branch Name

Select Branch

Processes/Tasks

Priority

Process

Task List

FERRARI	INSTRUMENT	\$100.00	This task is in free state	
004131023INV5409	Authorization 004			
CPC SRL	INSTRUMENT	\$100.00	This task is in free state	
004131023INV5406	Authorization 004			
786786	FINANCE	\$10,300.00	This task is in free state	
004200922PA00850_1	Processing 004			
786786	FINANCE	\$10,300.00	This task is in free state	
004200922PA00849_1	Processing 004			
786786	FINANCE	\$10,300.00	This task is in free state	
004200922PA00846_1	Processing 004			
786786	FINANCE	\$10,300.00	This task is in free state	
	Processing			

FlowDiagram

Audit

AcquireAndEdit

3

Functional Activity Codes

Table 3-1 List of Functional Activity Codes

Screen Name/API Name	Functional Activity Code	Action	Description
Finance - Completed Task	SCF_FA_FINANCE_COMPLT ASK_SERVICE	Completed Task	Displays the list of completed tasks for finance transaction
Finance - Free Task	SCF_FA_FINANCE_FREETA SK_SERVICE	Free Task	Displays the list of free tasks for finance transaction
Finance - Hold Task	SCF_FA_FINANCE_HOLDTA SK_SERVICE	Hold Task	Displays the list of hold tasks for finance transaction
Finance - My Task	SCF_FA_FINANCE_MYTASK _SERVICE	My Task	Displays the list of my tasks for finance transaction
Finance - Supervisor Task	SCF_FA_FINANCE_SUPERV ISORTASK_SERVICE	Supervisor Task	Displays the list of supervisor tasks for finance transaction
Instrument - Completed Task	SCFCM_FA_INSTRUMENTS _COMPLTASK_SERVICE	Completed Task	Displays the list of completed tasks for instrument transaction
Instrument - Free Task	SCFCM_FA_INSTRUMENTS _FREETASK_SERVICE	Free Task	Displays the list of free tasks for instrument transaction
Instrument - Hold Task	SCFCM_FA_INSTRUMENTS _HOLDTASK_SERVICE	Hold Task	Displays the list of hold tasks for instrument transaction
Instrument - My Task	SCFCM_FA_INSTRUMENTS _MYTASK_SERVICE	My Task	Displays the list of my tasks for instrument transaction
Instrument - Supervisor Task	SCFCM_FA_INSTRUMENTS _SUPERVISORTASK_SERVI CE	Supervisor Task	Displays the list of supervisor tasks for instrument transaction
Recon and Payment - Completed Task	SCFCM_FA_RECON_COMP LTASK_SERVICE	Completed Task	Displays the list of completed tasks for recon and payment transaction
Recon and Payment - Free Task	SCFCM_FA_RECON_FREET ASK_SERVICE	Free Task	Displays the list of free tasks for recon and payment transaction
Recon and Payment - Hold Task	SCFCM_FA_RECON_HOLD TASK_SERVICE	Hold Task	Displays the list of hold tasks for recon and payment transaction
Recon and Payment - My Task	SCFCM_FA_RECON_MYTA SK_SERVICE	My Task	Displays the list of my tasks for recon and payment transaction
Recon and Payment - Supervisor Task	SCFCM_FA_RECON_SUPE RVISORTASK_SERVICE	Supervisor Task	Displays the list of supervisor tasks for recon and payment transaction
Refunds - Completed Task	SCFCM_FA_MARGIN_COM PLTASK_SERVICE	Completed Task	Displays the list of completed tasks for refund transaction
Refunds - Free Task	SCFCM_FA_MARGIN_FREE TASK_SERVICE	Free Task	Displays the list of free tasks for refund transaction
Refunds - Hold Task	SCFCM_FA_MARGIN_HOLD TASK_SERVICE	Hold Task	Displays the list of hold tasks for refund transaction

Table 3-1 (Cont.) List of Functional Activity Codes

Screen Name/API Name	Functional Activity Code	Action	Description
Refunds - My Task	SCFCM_FA_MARGIN_MYTASK_SERVICE	My Task	Displays the list of my tasks for refund transaction
Refunds - Supervisor Task	SCFCM_FA_MARGIN_SUPERVISORTASK_SERVICE	Supervisor Task	Displays the list of supervisor tasks for refund transaction
Search Task	CMC_FA_SUBMENU_1_SEARCH	Search	Task Search
Workflow Maintenance	CMC_FA_SUBMENU_1_WORKFLOW_MAINT	Workflow Maintenance	Workflow Maintenance
-	CMC_FA_CONFIGPROP	Configprop	Configprop Task
-	CMC_FA_SUBMENU_1_Subprocess	Subprocess	Subprocess Task menu

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