

Oracle® Banking Cash Management Tasks User Guide



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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

Purpose

This guide is designed to help acquaint you with the Tasks module of the Oracle Banking Cash Management. 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 functions
Product Managers	Product definition and authorization

Acronyms and Abbreviations

The list of the 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

List of Topics

This guide is organized as follows:

Table 3 List of Topics

Topics	Description
Task Management	This topic describes the information about the Task Management feature.
Tasks	This topic describes the various features available in Tasks menu.

Related Documents

For more information on any related features, refer to the following documents:

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

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 (Oracle Banking Cash Management). 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, which are marked with an asterisk, 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	<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 Table 1-2 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
pdUnholdJob	appld::OBCMTXN;microServiceName::obcm-collections-transaction-services;contextRoot::obcm-collections-transaction-services;jobName::pdUnholdJob;branchCode::004;
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::obscfcm-instruments-receivables-services;contextRoot::obscfcm-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::obscfcm-batch-jobs;contextRoot::obscfcm-batch-jobs;jobName::autoDebitFinanceJob;
runAutoDebitInstrumentJob	appld::OBSCFCMBATCH;microServiceName::obscfcm-batch-jobs;contextRoot::obscfcm-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::obscfcm-batch-jobs;contextRoot::obscfcm-batch-jobs;jobName::invAcceptanceJob;
runautoreconbatchjob	appld::SCFAUTORECON;microServiceName::obscfcm-auto-recon-batch;contextRoot::obscfcm-auto-recon-batch;jobName::autoReconBatchJob;applicationCode::OBSCFCM
runEodBatch	appld::EODBATCH;microServiceName::obscfcm-eod-batch;contextRoot::obscfcm-eod-batch;jobName::eodJob;
processFutureDatedDisbursement	appld::OBSCFCMBATCH;microServiceName::obscfcm-batch-jobs;contextRoot::obscfcm-batch-jobs;jobName::futureDatedDisbursementJob;

Table 1-2 (Cont.) Task Description Formats

Task Name	Task Definition
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::obsf-fci-messaging-service;contextRoot::obsf-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::OBSCFFCIMSG;microServiceName::obsf-fci-messaging-service;contextRoot::obsf-fci-messaging-service;jobName::poolingJob;branchCode::004;eventCode::POOLING;	Delete
cdtReversalJob	appld::OBSCFFCIMSG;microServiceName::obsf-fci-messaging-service;contextRoot::obsf-fci-messaging-service;jobName::cdtReversalJob;branchCode::004;eventCode::CREDIT_REVERSAL;	Delete
withdrawalCancelJob	appld::OBSCFFCIMSG;microServiceName::obsf-fci-messaging-service;contextRoot::obsf-fci-messaging-service;jobName::withdrawalCancelJob;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
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 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

Configure Tasks

Task Name	Task Definition	Actions
No data to display.		

Page 1 (0 of 0 items) < 1 >

Event
 Schedule

Task Name *

Task Trigger Name *

CRON Expression *

Save

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

Note:

The fields, which are marked with an asterisk, 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	<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> Note:</p> <p>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 </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
forgetCoreAccountsJob	appId:CMNCOREmicroServiceName:cmc-batch-servicescontextRoot:cmc-batch-servicesjobName:forgetCoreAccountsJob;	Trigger
forgetCoreCustomersJob	appId:CMNCOREmicroServiceName:cmc-batch-servicescontextRoot:cmc-batch-servicesjobName:forgetCoreCustomersJob;	Trigger
changeDateJob	appId:CMNCOREmicroServiceName:cmc-batch-servicescontextRoot:cmc-batch-servicesjobName:changeDateJob;	Trigger
markEOFJob	appId:CMNCOREmicroServiceName:cmc-batch-servicescontextRoot:cmc-batch-servicesjobName:markEOFJob;	Trigger
markTJob	appId:CMNCOREmicroServiceName:cmc-batch-servicescontextRoot:cmc-batch-servicesjobName:markTJob;	Trigger
markCutOffJob	appId:CMNCOREmicroServiceName:cmc-batch-servicescontextRoot:cmc-batch-servicesjobName:markCutOffJob;	Trigger
releaseCutOffJob	appId:CMNCOREmicroServiceName:cmc-batch-servicescontextRoot:cmc-batch-servicesjobName:releaseCutOffJob;	Trigger
poolingJob	appId:OBCMTXmicroServiceName:obcm-collections-transaction-servicescontextRoot:obcm-collections-transaction-servicesjobName:poolingJobbranchCode:004eventCode:POOLING;	Trigger
cdtReversalJob	appId:OBCMTXmicroServiceName:obcm-collections-transaction-servicescontextRoot:obcm-collections-transaction-servicesjobName:cdtReversalJobbranchCode:004eventCode:CREDIT_REVERSAL;	Trigger
withdrawalCancelEcalJob	appId:OBCMTXmicroServiceName:obcm-collections-transaction-servicescontextRoot:obcm-collections-transaction-servicesjobName:withdrawalCancelEcalJobbranchCode:004;	Trigger

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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

Instance Id	Task Name	Status
1527	arrangementCdUJob	COMPLETED
1226	runAutoDebitInstrumentJob	COMPLETED
671	runAutoDebitFinanceJob	COMPLETED
1717	runAutoReconBatch	STOPPED
1967	cdtReversalJob	COMPLETED
1950	changeDateJob	COMPLETED
1259	runCharges	COMPLETED
1948	forgetCoreAccountsJob	COMPLETED
1949	forgetCoreCustomersJob	COMPLETED
646	processFutureDatedDisbursement	COMPLETED

Page 1 of 3 (1-10 of 25 items) | < 1 2 3 > | X

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: <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, 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.

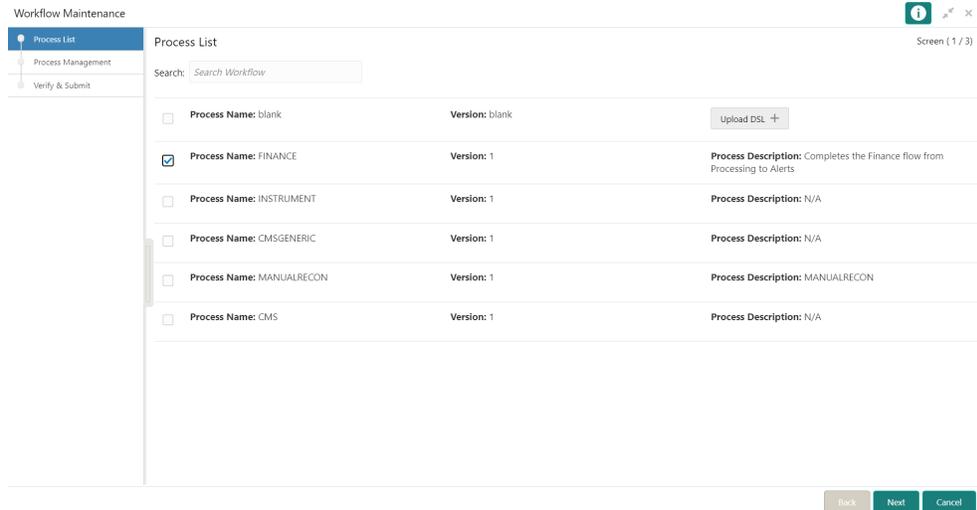
Process List

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.

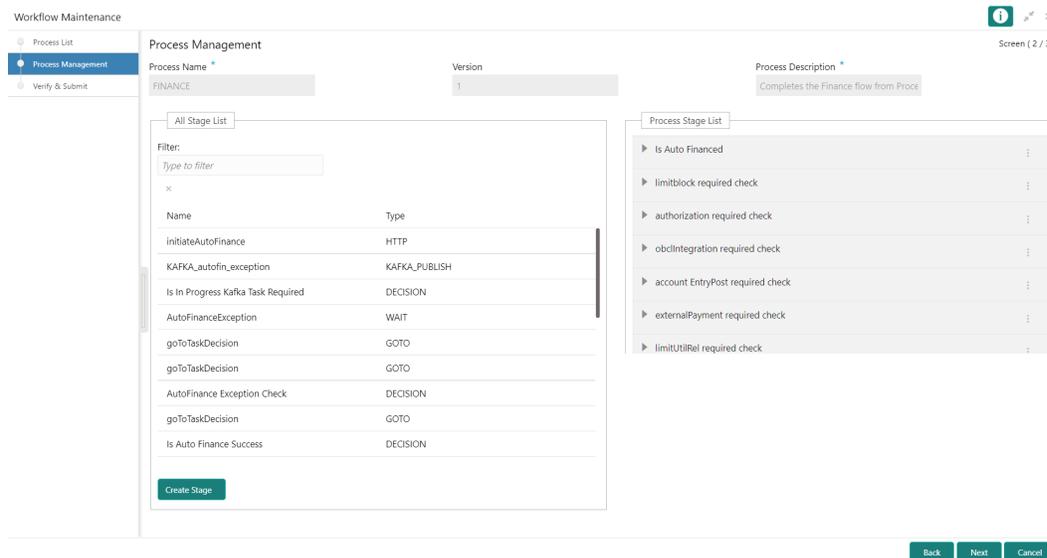
Process Management

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

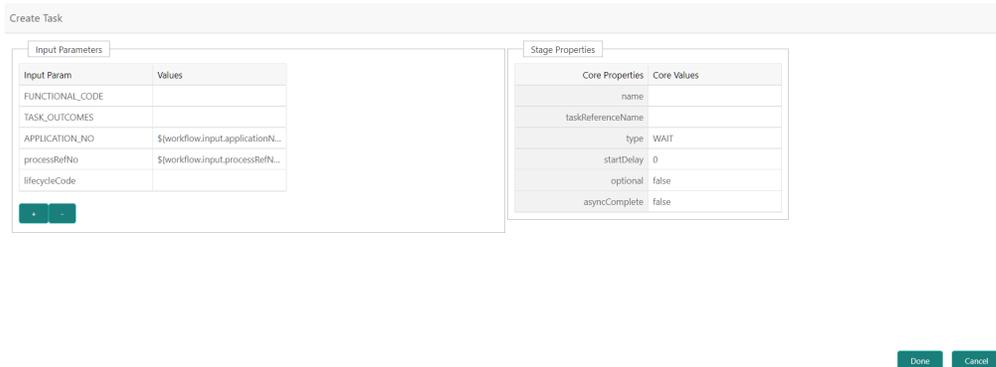


4. Drag and drop any stage from the **All Stage List** to the **Process Stage List** to add new stages in the process. The user can also perform the following actions in the **Process Management** screen:

- 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

The 'Modify Task' screen is divided into two main sections: 'Input Parameters' and 'Stage Properties'.

Input Parameters:

Input Param	Values
isAutoProcessing	isWorkflowInput.isAutoProce...
stage	Is Auto-Financed

Stage Properties:

Core Properties	Core Values
name	manual_auto_check
taskReferenceName	autoFinanceCheck
type	DECISION
caseValueParam	isAutoProcessing
decisionCases	Y,N
startDelay	0
optional	false
asyncComplete	false
children	[object Object],[object Object]

At the bottom right of the screen, there are 'Done' and 'Cancel' buttons.

- 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

The 'Verify & Submit' screen is part of the 'Workflow Maintenance' application. It features a sidebar with navigation options: 'Process List', 'Process Management', and 'Verify & Submit' (which is currently selected). At the top of the main area, there are buttons for 'Preview', 'Create Process', and 'Export DDL'.

The main content area is titled 'Process Task List' and contains a list of tasks:

- manual_auto_check
DECISION
- limitblock_reqd_check
DECISION
- auth_reqd_check
DECISION
- obclntegration_reqd_check
DECISION
- accEntryPost_reqd_check
DECISION
- externalPayment_reqd_check
DECISION
- limitUtilReqd_reqd_check
DECISION
- Post_Auth_Update_reqd_check
DECISION

At the bottom right of the screen, there are 'Back', 'Next', and 'Cancel' buttons.

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

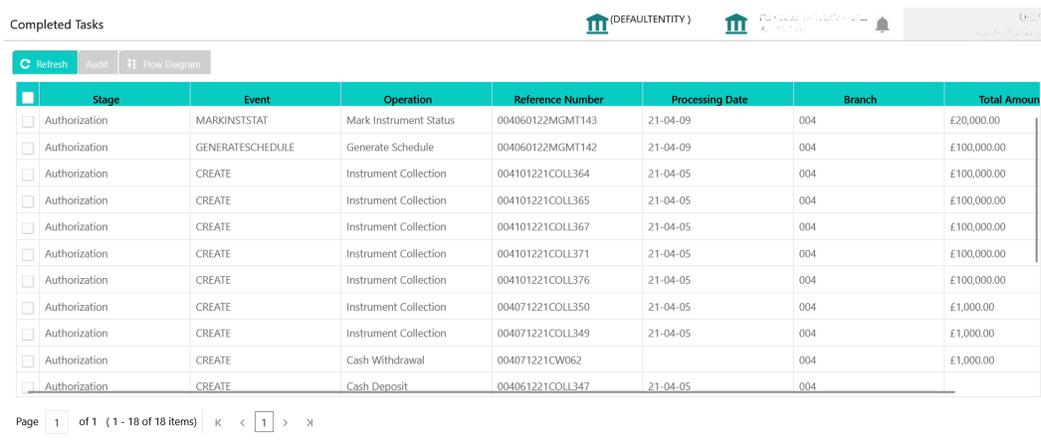
This topic describes the systematic instruction to view the list of the various tasks under Collections.

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

Refresh Audit Flow Diagram

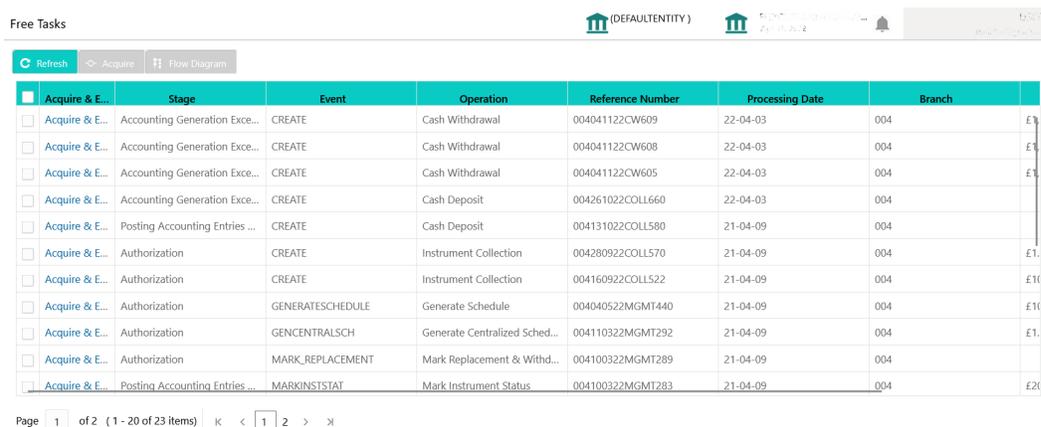
	Stage	Event	Operation	Reference Number	Processing Date	Branch	Total Amount
<input type="checkbox"/>	Authorization	MARKINSTSTAT	Mark Instrument Status	004060122MGMT143	21-04-09	004	£20,000.00
<input type="checkbox"/>	Authorization	GENERATESCHEDULE	Generate Schedule	004060122MGMT142	21-04-09	004	£100,000.00
<input type="checkbox"/>	Authorization	CREATE	Instrument Collection	004101221COLL364	21-04-05	004	£100,000.00
<input type="checkbox"/>	Authorization	CREATE	Instrument Collection	004101221COLL365	21-04-05	004	£100,000.00
<input type="checkbox"/>	Authorization	CREATE	Instrument Collection	004101221COLL367	21-04-05	004	£100,000.00
<input type="checkbox"/>	Authorization	CREATE	Instrument Collection	004101221COLL371	21-04-05	004	£100,000.00
<input type="checkbox"/>	Authorization	CREATE	Instrument Collection	004101221COLL376	21-04-05	004	£100,000.00
<input type="checkbox"/>	Authorization	CREATE	Instrument Collection	004071221COLL350	21-04-05	004	£1,000.00
<input type="checkbox"/>	Authorization	CREATE	Instrument Collection	004071221COLL349	21-04-05	004	£1,000.00
<input type="checkbox"/>	Authorization	CREATE	Cash Withdrawal	004071221CW062		004	£1,000.00
<input type="checkbox"/>	Authorization	CREATE	Cash Deposit	004061221COLL347	21-04-05	004	

Page 1 of 1 (1 - 18 of 18 items) K < 1 > X

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

Refresh Acquire Flow Diagram

	Stage	Event	Operation	Reference Number	Processing Date	Branch	Total Amount	
<input type="checkbox"/>	Acquire & E...	Accounting Generation Exce...	CREATE	Cash Withdrawal	004041122CW609	22-04-03	004	£10,000.00
<input type="checkbox"/>	Acquire & E...	Accounting Generation Exce...	CREATE	Cash Withdrawal	004041122CW608	22-04-03	004	£10,000.00
<input type="checkbox"/>	Acquire & E...	Accounting Generation Exce...	CREATE	Cash Withdrawal	004041122CW605	22-04-03	004	£10,000.00
<input type="checkbox"/>	Acquire & E...	Accounting Generation Exce...	CREATE	Cash Deposit	004261022COLL660	22-04-03	004	
<input type="checkbox"/>	Acquire & E...	Posting Accounting Entries ...	CREATE	Cash Deposit	004131022COLL580	21-04-09	004	
<input type="checkbox"/>	Acquire & E...	Authorization	CREATE	Instrument Collection	004280922COLL570	21-04-09	004	£1,000.00
<input type="checkbox"/>	Acquire & E...	Authorization	CREATE	Instrument Collection	004160922COLL522	21-04-09	004	£10,000.00
<input type="checkbox"/>	Acquire & E...	Authorization	GENERATESCHEDULE	Generate Schedule	004040522MGMT440	21-04-09	004	£10,000.00
<input type="checkbox"/>	Acquire & E...	Authorization	GENCENTRALSCH	Generate Centralized Sched...	004110322MGMT292	21-04-09	004	£1,000.00
<input type="checkbox"/>	Acquire & E...	Authorization	MARK_REPLACEMENT	Mark Replacement & Withd...	004100322MGMT289	21-04-09	004	
<input type="checkbox"/>	Acquire & E...	Posting Accounting Entries ...	MARKINSTSTAT	Mark Instrument Status	004100322MGMT283	21-04-09	004	£20,000.00

Page 1 of 2 (1 - 20 of 23 items) K < 1 > X

Hold Tasks:

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

Figure 2-8 Hold Tasks - Collections

	Stage	Transaction Ref No	Instrument Type	Event	Transaction Date	Supplier	Buyer
No data to display.							

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

My Tasks:

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

Figure 2-9 My Tasks - Collections

	Edit	Stage	Event	Operation	Reference Number	Processing Date	Branch	Total
<input type="checkbox"/>	Edit	Authorization	MARK_EXTENSION	Mark Extension	004070122MGMT144	21-04-09	004	£1.00
<input type="checkbox"/>	Edit	Accounting Generation Exce...	CREATE	Cash Withdrawal	004071221CW062		004	£1,000.00

Page 1 of 1 (1 - 2 of 2 items)

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

	Stage	Event	Operation	Reference Number	Processing Date	Branch	Total Amount
No data to display.							

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

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

	Stage	Transaction Ref No	Instrument Type	Event	Transaction Date	Supplier	Buyer
<input type="checkbox"/>	Authorization	004130122PO224	PURCHASE_ORDER	CREATE	21-04-09	Danone	Carrefour
<input type="checkbox"/>	Authorization	004130122PO223	PURCHASE_ORDER	CREATE	21-04-09	Danone	Carrefour
<input type="checkbox"/>	Authorization	004130122PO222	PURCHASE_ORDER	CREATE	21-04-09	Danone	Carrefour
<input type="checkbox"/>	Authorization	004130122PO221	PURCHASE_ORDER	CREATE	21-04-09	Danone	Carrefour
<input type="checkbox"/>	Authorization	004171221INV660	INVOICE	CREATE	21-04-05	Danone	Carrefour
<input type="checkbox"/>	Authorization	004171221INV661	INVOICE	CREATE	21-04-05	Danone	Carrefour

Page 1 of 1 (1 - 6 of 6 items) | K < 1 > X

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

(DEFAULTTENITY) 21-04-2019 10:06:10

Refresh Acquire Flow Diagram

<input type="checkbox"/>	Acquire & E...	Stage	Transaction Ref No	Instrument Type	Event	Transaction Date	Supplier
<input type="checkbox"/>	Acquire & E...	Instrument Master Update E...	004300322INV2142	INVOICE	EARLY_PMT	21-04-09	
<input type="checkbox"/>	Acquire & E...	Instrument Master Update E...	004300322INV2141	INVOICE	EARLY_PMT	21-04-09	
<input type="checkbox"/>	Acquire & E...	Instrument Master Update E...	004290322INV2037	INVOICE	ACCEPT	21-04-09	
<input type="checkbox"/>	Acquire & E...	Processing	004290322INV1982	DEBIT_NOTE	ASSIGNMENT	21-04-09	Danone
<input type="checkbox"/>	Acquire & E...	CL Exception	004290322INV1977	INVOICE	RAISE_DISPUTE	21-04-09	Danone
<input type="checkbox"/>	Acquire & E...	CL Exception	004280322INV1959	INVOICE	ASSIGNMENT	21-04-09	Danone
<input type="checkbox"/>	Acquire & E...	Instrument Master Update E...	004240322CN422	CREDIT_NOTE	CREATE	21-04-09	APIAutoNonCustomer
<input type="checkbox"/>	Acquire & E...	Instrument Master Update E...	004240322INV1822	INVOICE	ACCEPT	21-04-09	
<input type="checkbox"/>	Acquire & E...	Instrument Master Update E...	004220322INV1780	INVOICE	EDIT	21-04-09	
<input type="checkbox"/>	Acquire & E...	Instrument Master Update E...	004220322INV1779	INVOICE	EDIT	21-04-09	
<input type="checkbox"/>	Acquire & E...	Instrument Master Update E...	004220322INV1778	INVOICE	EDIT	21-04-09	

Page 1 of 4 (1 - 20 of 80 items) K < 1 2 3 4 > X

Hold Tasks:

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

Figure 2-13 Hold Tasks - Instruments

Hold Tasks

(DEFAULTTENITY) 21-04-2019 10:06:10

Refresh Resume Flow Diagram

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

Page 1 of 0 (1 - 0 of 0 items) K < > X

My Tasks:

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

Figure 2-14 My Tasks - Instruments

<input type="checkbox"/>	Edit	Stage	Transaction Ref No	Instrument Type	Event	Transaction Date	Supplier	Buyer
<input type="checkbox"/>	Edit	Instrument Master Update E...	004121021INV189	DEBIT_NOTE	WRITEOFF_DISPUTE	19-11-29	Danone	Carrefour
<input type="checkbox"/>	Edit	Instrument Master Update E...	004121021INV188	DEBIT_NOTE	RAISE_DISPUTE	19-11-29	Danone	Carrefour
<input type="checkbox"/>	Edit	Instrument Master Update E...	004121021INV187	INVOICE	WRITEOFF_DISPUTE	19-11-29	Danone	Carrefour
<input type="checkbox"/>	Edit	Instrument Master Update E...	004121021INV186	INVOICE	RAISE_DISPUTE	19-11-29	Danone	Carrefour
<input type="checkbox"/>	Edit	Instrument Master Update E...	004071021INV155	DEBIT_NOTE	RESOLVE_DISPUTE	19-11-29	Danone	Carrefour
<input type="checkbox"/>	Edit	Instrument Master Update E...	004071021INV154	DEBIT_NOTE	RAISE_DISPUTE	19-11-29	Danone	Carrefour
<input type="checkbox"/>	Edit	Instrument Master Update E...	004071021INV153	DEBIT_NOTE	REASSIGN	19-11-29	Danone	Carrefour
<input type="checkbox"/>	Edit	Instrument Master Update E...	004071021INV152	DEBIT_NOTE	ASSIGNMENT	19-11-29	Danone	Carrefour
<input type="checkbox"/>	Edit	Instrument Master Update E...	004071021INV150	INVOICE	RAISE_DISPUTE	19-11-29	Danone	Carrefour
<input type="checkbox"/>	Edit	Instrument Master Update E...	004071021INV149	INVOICE	REASSIGN	19-11-29	Danone	Carrefour
<input type="checkbox"/>	Edit	Instrument Master Update E...	004071021INV148	INVOICE	ASSIGNMENT	19-11-29	Danone	Carrefour

Page 1 of 1 (1 - 11 of 11 items) K < 1 > X

Supervisor Tasks:

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

Figure 2-15 Supervisor Tasks - Instruments

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

Page 1 of 0 (1 - 0 of 0 items) K < > X

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

(DEFAULTTENITY) | Home | Profile | Notifications

Refresh | Audit | Flow Diagram

<input type="checkbox"/>	Stage	Transaction Ref No	Event	Category	Workflow	Transaction Date	Channel
<input type="checkbox"/>	Authorization	004090421REC2190	RECON	Invoice Payment Recon	Manual	21-04-09	
<input type="checkbox"/>	Authorization	004090421REC2181	RECON	Invoice Payment Recon	Manual	21-04-09	
<input type="checkbox"/>	Processing	004090421REC2181	RECON	Invoice Payment Recon	Manual	21-04-09	
<input type="checkbox"/>	Authorization	004090421REC0844	DERECON	Invoice Payment Recon	Manual	21-04-09	
<input type="checkbox"/>	Processing	004090421REC0844	DERECON	Invoice Payment Recon	Manual	21-04-09	
<input type="checkbox"/>	Authorization	004090421REC0836	RECON	Expected Cashflow to Paym...	Manual	21-04-09	OBCM
<input type="checkbox"/>	Authorization	004090421REC0834	RECON	Expected Cashflow to Paym...	Manual	21-04-09	OBCM
<input type="checkbox"/>	Authorization	004090421REC0828	RECON	Expected Cashflow to Paym...	Manual	21-04-09	OBCM
<input type="checkbox"/>	Authorization	004090421REC0824	RECON	Expected Cashflow to Paym...	Manual	21-04-09	FILEUPLOAD
<input type="checkbox"/>	Authorization	004090421REC0765	DERECON	Invoice Payment Recon	Manual	21-04-09	
<input type="checkbox"/>	Processing	004090421REC0765	DERECON	Invoice Payment Recon	Manual	21-04-09	

Page 1 of 4 (1 - 20 of 72 items) | < 1 2 3 4 >

Free Tasks:

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

Figure 2-17 Free Tasks - Recon and Payment

Free Tasks

(DEFAULTTENITY) | Home | Profile | Notifications

Refresh | Acquire | Flow Diagram

<input type="checkbox"/>	Acquire & E...	Stage	Transaction Ref No	Event	Category	Workflow	Transaction Date
<input type="checkbox"/>	Acquire & E...	Processing	004090421REC2564	RECON	Invoice Payment Recon	Manual	21-04-09
<input type="checkbox"/>	Acquire & E...	Processing	004090421REC2552	RECON	Invoice Payment Recon	Manual	21-04-09
<input type="checkbox"/>	Acquire & E...	Processing	004090421REC2541	RECON	Invoice Payment Recon	Manual	21-04-09
<input type="checkbox"/>	Acquire & E...	Processing	004090421REC2269	RECON	Invoice Payment Recon	Manual	21-04-09
<input type="checkbox"/>	Acquire & E...	Processing	004090421REC2264	RECON	Invoice Payment Recon	Manual	21-04-09
<input type="checkbox"/>	Acquire & E...	Processing	004090421REC2258	RECON	Invoice Payment Recon	Manual	21-04-09
<input type="checkbox"/>	Acquire & E...	Authorization	004090421REC2250	RECON	Invoice Payment Recon	Manual	21-04-09
<input type="checkbox"/>	Acquire & E...	Processing	004090421REC2128	RECON	Invoice Payment Recon	Manual	21-04-09
<input type="checkbox"/>	Acquire & E...	Processing	004090421REC1867	RECON	Invoice Payment Recon	Manual	21-04-09
<input type="checkbox"/>	Acquire & E...	Processing	004090421REC1845	RECON	Invoice Payment Recon	Manual	21-04-09
<input type="checkbox"/>	Acquire & E...	Processing	004090421REC1825	RECON	Invoice Payment Recon	Manual	21-04-09

Page 1 of 2 (1 - 20 of 35 items) | < 1 2 >

Hold Tasks:

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

Figure 2-18 Hold Tasks - Recon and Payment

Hold Tasks (DEFAULTENTITY) RECON AND PAYMENT

Refresh Resume Flow Diagram

<input type="checkbox"/>	Stage	Transaction Ref No	Event	Category	Workflow	Transaction Date	Channel
<input type="checkbox"/>	Processing	004050421REC0475	RECON	Invoice Payment Recon	Manual	21-04-05	

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 (DEFAULTENTITY) RECON AND PAYMENT

Refresh Release Escalate Delegate Flow Diagram

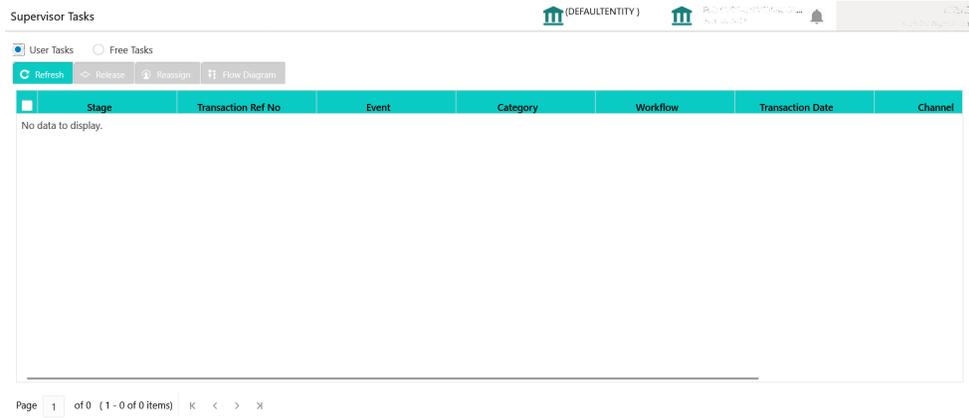
<input type="checkbox"/>	Edit	Stage	Transaction Ref No	Event	Category	Workflow	Channel
<input type="checkbox"/>	Edit	Authorization	004090421REC0826	DERECON	Expected Cashflow to Paym...	Manual	FILEUPLOAD
<input type="checkbox"/>	Edit	Authorization	004050421REC0527	RECON	Invoice Payment Recon	Manual	
<input type="checkbox"/>	Edit	Processing	004050421REC0521	RECON	Invoice Payment Recon	Manual	
<input type="checkbox"/>	Edit	Processing	004050421REC0518	RECON	Invoice Credit Note Recon	Manual	
<input type="checkbox"/>	Edit	Authorization	004050421REC0515	RECON	Invoice Payment Recon	Manual	
<input type="checkbox"/>	Edit	Authorization	004050421REC0512	RECON	Invoice Payment Recon	Manual	
<input type="checkbox"/>	Edit	Authorization	004050421REC0509	RECON	Invoice Payment Recon	Manual	
<input type="checkbox"/>	Edit	Authorization	004050421REC0506	RECON	Invoice Payment Recon	Manual	
<input type="checkbox"/>	Edit	Processing	004050421REC0391	DERECON	Invoice Payment Recon	Manual	
<input type="checkbox"/>	Edit	Processing	004050421REC0368	DERECON	Invoice Payment Recon	Manual	
<input type="checkbox"/>	Edit	Master Update Retry		RECON	Expected Cashflow to Paym...	Manual	OBCM

Page 1 of 1 (1 - 16 of 16 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.

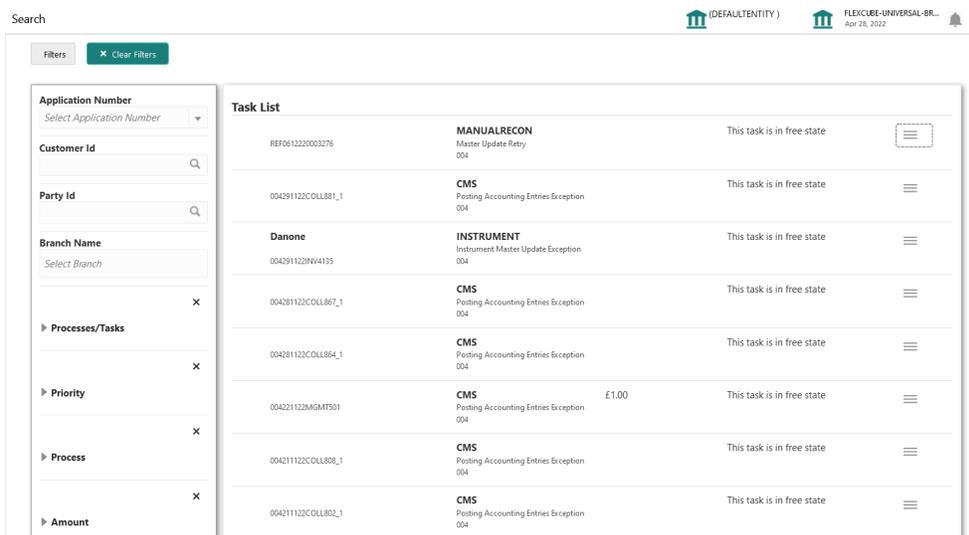
Specify **User ID** and **Password**, and login to **Home** screen.

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 (DEFAULT) FLEXCUBE-UNIVERSAL BR... Apr 28, 2022

Filters Clear Filters

Application Number
Select Application Number

Customer Id

Party Id

Branch Name
Select Branch

Processes/Tasks

Priority

Process

Amount

Task List			
REF0612220003276	MANUALRECON Master Update Retry 004		This task is in free state
004291122COLL881_1	CMS Posting Accounting Entries Exception 004		This task is in free state
Danone	INSTRUMENT Instrument Master Update Exception 004		This task is in free state
004281122COLL867_1	CMS Posting Accounting Entries Exception 004		This task is in free state
004281122COLL864_1	CMS Posting Accounting Entries Exception 004		This task is in free state
004221122MGM7501	CMS Posting Accounting Entries Exception 004	£1.00	This task is in free state
004211122COLL808_1	CMS Posting Accounting Entries Exception 004		This task is in free state
004211122COLL802_1	CMS Posting Accounting Entries Exception 004		This task is in free state

FlowDiagram

Audit

AcquireAndEdit

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