# Oracle® Banking Supply Chain Finance Cloud Service
# Tasks User Guide

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Oracle Banking Supply Chain Finance Cloud Service Tasks User Guide, Release 14.8.0.0.0

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# Contents

## Preface

## 1   Task Management

## 2   Tasks

## 3   Functional Activity Codes

Index

# Preface

## Purpose

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

## Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc.

**Access to Oracle Support**

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# Diversity and Inclusion

Oracle is fully committed to diversity and inclusion. Oracle respects and values having a diverse workforce that increases thought leadership and innovation. As part of our initiative to build a more inclusive culture that positively impacts our employees, customers, and partners, we are working to remove insensitive terms from our products and documentation. We are also mindful of the necessity to maintain compatibility with our customers' existing technologies and the need to ensure continuity of service as Oracle's offerings and industry standards evolve. Because of these technical constraints, our effort to remove insensitive terms is ongoing and will take time and external cooperation.

# Related Resources

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*

# 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 is dummy and does not exist in the real world. It is only for reference purposes.

# 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 |
| --- | --- |
| **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.<br>• This button is displayed once you click **Compare**. |
| **Collapse All** | Click **Collapse All** to hide the details in the sections.<br>• 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.<br>• 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 |
| 🔍 | Perform Search |
| I< | Navigate to the first record |

**Table 4    (Cont.) Symbols and Icons - Common**

| Symbol/Icon | Function |
|---|---|
| | 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. 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 Cloud Service 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 below 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 Name | 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:<br><br>**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)<br><br>The values that must be provided for the appId, 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. |

**Table 1-2    Task Description Formats**

| Task Name | Task Definition |
|---|---|
| processFutureDatedDisbursementPO | appId:::OBSCFCMBATCH;microServiceName:::obscfcm-batch-jobs;contextRoot:::obscfcm-batch-jobs;jobName:::futureDatedDisbursementPOJob; |
| runRetryReconTxn | appId:::OBSCFCMBATCH;microServiceName:::obscfcm-batch-jobs;contextRoot:::obscfcm-batch-jobs;jobName:::retryReconJob; |

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

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

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

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

3. 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.

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

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

   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 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. |

2.  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.

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 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 | Select **Event** if the tasks must be triggered when a particular event occurs.<br><br>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.<br><br>OR<br><br>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.<br><br>**Note:**<br>Examples of CRON expression patterns:<br>• "0 0 * * * *" = the top of every hour of every day.<br>• "*/10 * * * * *" = every ten seconds.<br>• "0 0 8-10 * * *" = 8, 9 and 10 o'clock of every day.<br>• "0 0 6,19 * * *" = 6:00 AM and 7:00 PM every day.<br>• "0 0/30 8-10 * * *" = 8:00, 8:30, 9:00, 9:30, 10:00 and 10:30 every day.<br>• "0 0 9-17 * * MON-FRI" = on the hour nine-to-five weekdays<br>• "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 a 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    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:<br>• **STARTED**<br>• **FAILED**<br>• **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.

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

- 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.

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

- 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.

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 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**
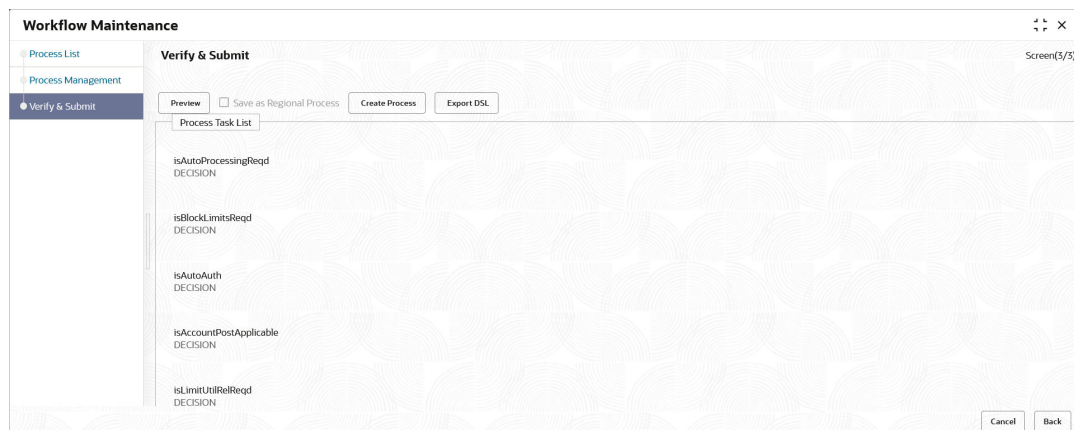


7. Perform one of the following actions in the **Verify & Submit** screen

   • **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 Finance

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

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

**Completed Tasks:**

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

2. Under **Finance**, click **Completed Tasks**.

**Figure 2-6 Completed Tasks - Finance**



**Free Tasks:**

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

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

**Figure 2-7    Free Tasks - Finance**

| | Acquire and Edit | Stage | Finance Reference Number | Event | Request Id | Amount | Borrower |
|---|---|---|---|---|---|---|---|
| ☐ | Acquire and Edit | Processing | 004160922PR00469 | DISBURSEMENT | R1609220357 | $8,016.00 | Carrefour |
| ☐ | Acquire and Edit | Loan Integration Exception | 004160922PR00467 | DISBURSEMENT | R1609220355 | $8,016.00 | Carrefour |
| ☐ | Acquire and Edit | Loan Integration Exception | 004160922PO000443 | DISBURSEMENT | R1609220343 | $303,030.00 | Customer 000555 |
| ☐ | Acquire and Edit | Processing | 004160922IP00374 | DISBURSEMENT | R1609220293 | $20,000.00 | Customer 000555 |
| ☐ | Acquire and Edit | Processing | 004160922PO00372 | DISBURSEMENT | R1609220292 | $20,200.00 | XXXXXXXX XXXXXX |
| ☐ | Acquire and Edit | LimitProcessingException | 004200120IP00286 | DISBURSEMENT | R2001200237 | $3,000.00 | Customer 000555 |
| ☐ | Acquire and Edit | Loan Integration Exception | 004160922PO000369 | DISBURSEMENT | R1609220290 | $18,000.00 | XXXXXXXX XXXXXX |
| ☐ | Acquire and Edit | Loan Integration Exception | 004160922IP00353 | DISBURSEMENT | R1609220276 | $15,000.00 | Customer 000555 |
| ☐ | Acquire and Edit | PrePostConversionException | 004090922IP00312 | DISBURSEMENT | R0909220256 | $15,050.00 | Customer 000555 |
| ☐ | Acquire and Edit | PrePostConversionException | 004090922IP00311 | DISBURSEMENT | R0909220255 | $14,040.00 | Customer 000555 |
| ☐ | Acquire and Edit | PrePostConversionException | 004090922IP00310 | 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**

| | Stage | Finance Reference Number | Event | Request Id | Amount | Borrower |
|---|---|---|---|---|---|---|
| ☐ | 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**



**Supervisor Tasks:**

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

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

**Figure 2-10    Supervisor Tasks - Finance**



# 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**

| | Stage | Transaction Ref No | Instrument Type | Event | Transaction Date | Suppli |
|---|---|---|---|---|---|---|
| ☐ | Instrument Master Update ... | 004230123PO583 | PURCHASE_ORDER | CREATE | 22-04-28 | Danone |
| ☐ | Authorization | 004240223INV5236 | INVOICE | CREATE | 22-04-28 | Danone |
| ☐ | Authorization | 004210223INV5226 | INVOICE | CREATE | 22-04-28 | Danone |
| ☐ | Authorization | 004160223INV5209 | INVOICE | CREATE | 22-04-28 | Danone |
| ☐ | Instrument Master Update ... | 004160223INV5207 | INVOICE | CREATE | 22-04-28 | Danone |
| ☐ | Authorization | 004160223INV5207 | INVOICE | CREATE | 22-04-28 | Danone |
| ☐ | Instrument Master Update ... | 004160223INV5205 | INVOICE | CREATE | 22-04-28 | Danone |
| ☐ | Authorization | 004160223INV5205 | INVOICE | CREATE | 22-04-28 | Danone |

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

**Free Tasks:**

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

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

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

| | Acquire & Edit | Stage | Transaction Ref No | Instrument Type | Event | Transaction Date |
|---|---|---|---|---|---|---|
| ☐ | Acquire & ... | Instrument Master Update ... | 004190123PO569 | PURCHASE_ORDER | CREATE | 22-04-28 |
| ☐ | Acquire & ... | Instrument Master Update ... | 004190123PO568 | PURCHASE_ORDER | CREATE | 22-04-28 |
| ☐ | Acquire & ... | Instrument Master Update ... | 004190123PO567 | PURCHASE_ORDER | CREATE | 22-04-28 |
| ☐ | Acquire & ... | Instrument Master Update ... | 004190123PO564 | PURCHASE_ORDER | CREATE | 22-04-28 |
| ☐ | Acquire & ... | Instrument Master Update ... | 004190123PO563 | PURCHASE_ORDER | CREATE | 22-04-28 |
| ☐ | Acquire & ... | Instrument Master Update ... | 004240322CN422 | CREDIT_NOTE | CREATE | 21-04-09 |
| ☐ | Acquire & ... | Instrument Master Update ... | 004220322INV1779 | INVOICE | EDIT | 21-04-09 |
| ☐ | Acquire & ... | Instrument Master Update ... | 004220322INV1778 | INVOICE | EDIT | 21-04-09 |
| ☐ | Acquire & ... | Instrument Master Update ... | 004090322CN321 | CREDIT_NOTE | CREATE | 21-04-09 |
| ☐ | Acquire & ... | Transaction Rejection Appr... | 004221221INV1002 | INVOICE | RAISE_DISPUTE | 21-04-05 |
| ☐ | 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:**

**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**.

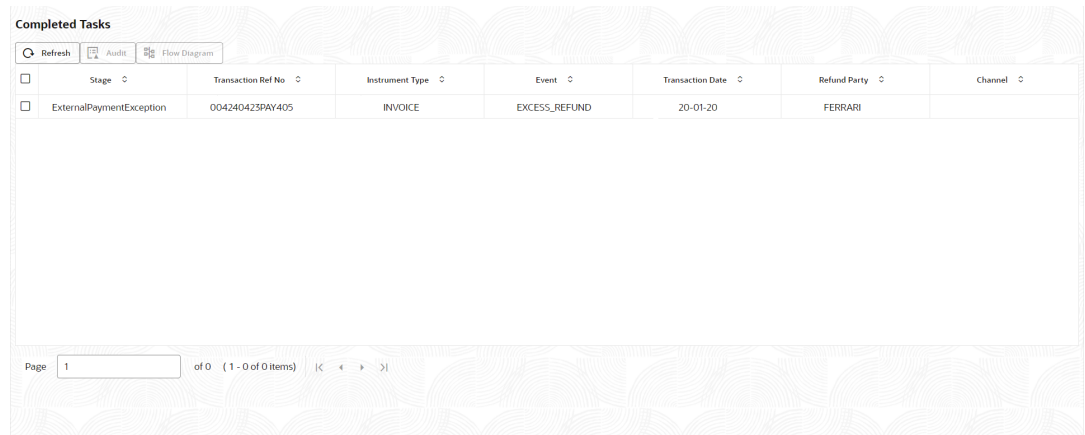**Figure 2-15    Supervisor Tasks - Instruments**



## 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**
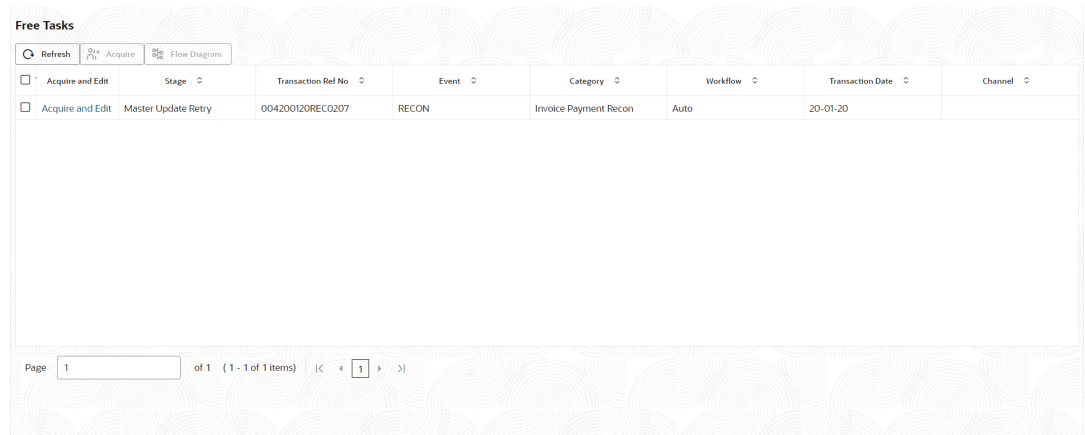


**Free Tasks:**

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**
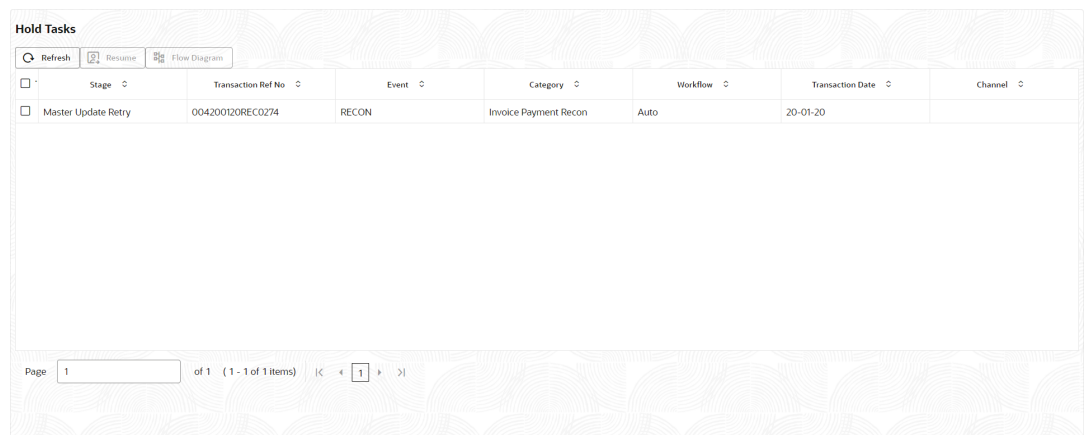


**Hold Tasks:**

**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 Refunds

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

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

**Completed Tasks:**

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

2.  Under **Refunds**, click **Completed Tasks**.

**Figure 2-21    Completed Tasks - Refunds**



**Free Tasks:**

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

**4.** Under **Refunds**, click **Free Tasks**.
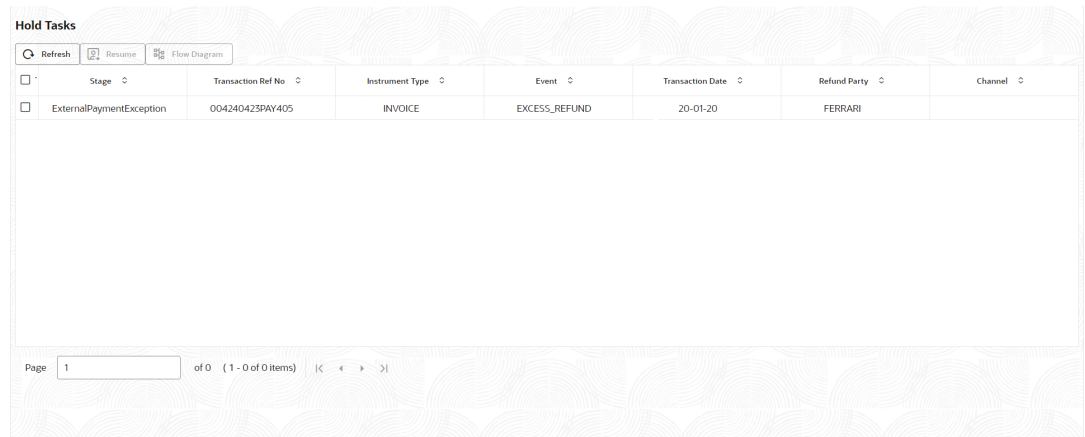
**Figure 2-22    Free Tasks - Refunds**



**Hold Tasks:**

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

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

**Figure 2-23    Hold Tasks - Refunds**
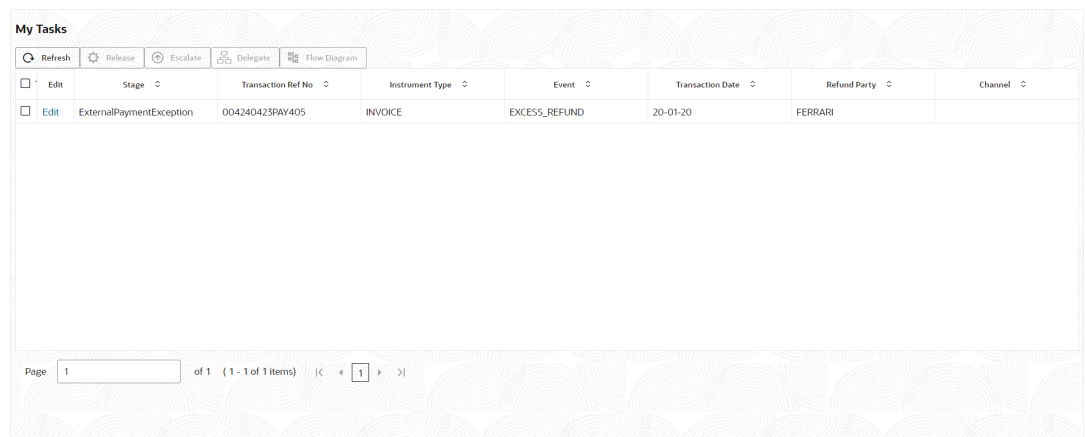


**My Tasks:**

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

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

**Figure 2-24    My Tasks - Refunds**



**Supervisor Tasks:**

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

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

**Figure 2-25    Supervisor Tasks - Refunds**
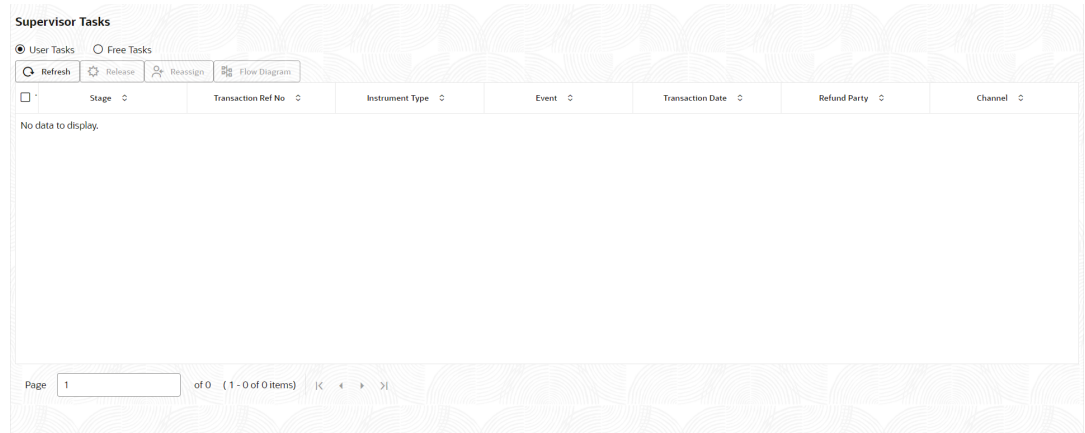


# 2.6 Search

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 2-26    Search**
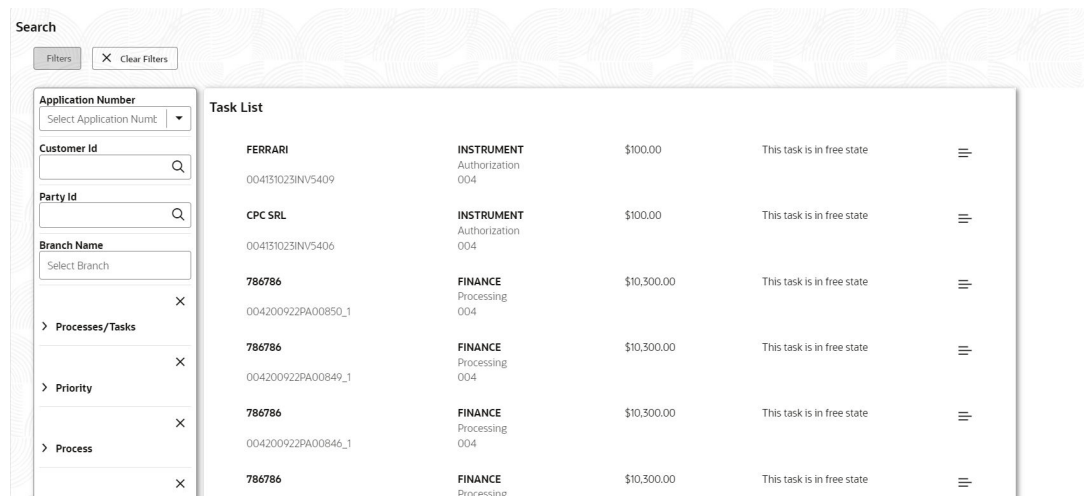


2. Perform the following actions on the tasks listed:

   - **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**

# 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_COMPLTASK_SERVICE | Completed Task | Displays the list of completed tasks for finance transaction |
| Finance - Free Task | SCF_FA_FINANCE_FREETASK_SERVICE | Free Task | Displays the list of free tasks for finance transaction |
| Finance - Hold Task | SCF_FA_FINANCE_HOLDTASK_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_SUPERVISORTASK_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_SERVICE | Supervisor Task | Displays the list of supervisor tasks for instrument transaction |
| Recon and Payment - Completed Task | SCFCM_FA_RECON_COMPLTASK_SERVICE | Completed Task | Displays the list of completed tasks for recon and payment transaction |
| Recon and Payment - Free Task | SCFCM_FA_RECON_FREETASK_SERVICE | Free Task | Displays the list of free tasks for recon and payment transaction |
| Recon and Payment - Hold Task | SCFCM_FA_RECON_HOLDTASK_SERVICE | Hold Task | Displays the list of hold tasks for recon and payment transaction |
| Recon and Payment - My Task | SCFCM_FA_RECON_MYTASK_SERVICE | My Task | Displays the list of my tasks for recon and payment transaction |
| Recon and Payment - Supervisor Task | SCFCM_FA_RECON_SUPERVISORTASK_SERVICE | Supervisor Task | Displays the list of supervisor tasks for recon and payment transaction |
| Refunds - Completed Task | SCFCM_FA_MARGIN_COMPLTASK_SERVICE | Completed Task | Displays the list of completed tasks for refund transaction |
| Refunds - Free Task | SCFCM_FA_MARGIN_FREETASK_SERVICE | Free Task | Displays the list of free tasks for refund transaction |
| Refunds - Hold Task | SCFCM_FA_MARGIN_HOLDTASK_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 |

# Index