# Oracle® Banking Supply Chain Finance Tasks User Guide





Oracle Banking Supply Chain Finance Tasks User Guide, Release 14.7.3.0.0

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# **Preface**

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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.

## **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

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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 <b>Save</b> to save the details entered or selected in the screen.
Close	Click <b>Close</b> to close a record. This action is available only when a record is created.
Confirm	Click <b>Confirm</b> to confirm the action performed.
Cancel	Click Cancel to cancel the action performed.
Expand All	Click <b>Expand All</b> to expand and view all the details in the sections.  This button is displayed once you click <b>Compare</b> .
Collapse All	Click Collapse All to hide the details in the sections.  This button is displayed once you click Compare.
Menu Item Search	Specify the menu name to search and select the required screens from the list.  This option is used to search and navigate the required screens.
ок	Click <b>OK</b> to confirm the details in the screen.

# Symbols and Icons

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

Table 4 Symbols and Icons - Common

Symbol/Icon	Function
J L	Minimize
7 F	
г ¬	Maximize
LJ	
X	Close



Table 4 (Cont.) Symbols and Icons - Common

Symbol/Icon	Function
Q	Perform Search
K	Navigate to the first record
X	Navigate to the last record
4	Navigate to the previous record
•	Navigate to the next record
G	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 application (Oracle Banking Supply Chain Finance). 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.

 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.



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:
	appld:::< <appld>&gt;;microServiceName:::&lt;<microservicename>&gt;;contextRoot:::&lt;<contextroot>&gt;;type::: <type of="" schedule="">&gt;;jobName:::&lt;&lt; JOB to be triggered &gt;&gt;;destination:::&lt;<topic defined="" for="" is="" the="" trigger="" which="">&gt;;cronExpression:::&lt;<cronexpression>&gt; (without spaces)</cronexpression></topic></type></contextroot></microservicename></appld>
	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.

**Table 1-2 Task Description Formats** 

Task Name	Task Definition
processFutureDatedDisb ursementPO	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;



Table 1-2 (Cont.) Task Description Formats

Task Name	Task Definition
processFutureDatedDisb ursement	appld:::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	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	appId:::OBSCFCMBATCH;microServiceName:::obscfcm-batch-jobs;contextRoot:::obscfcm-batch-jobs;jobName:::invAcceptanceJob;
runAutoDebitInstrumentJ ob	appld:::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	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;
fcilnwardArchivalMsgJob	appId:::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;



Table 1-2 (Cont.) Task Description Formats

Task Name	Task Definition
forgetCoreAccountsJob	appId:::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;
markEOFIJob	appld:::CMNCORE;microServiceName:::cmc-batch- services;contextRoot:::cmc-batch- services;jobName:::markEOFIJob;
markTlJob	appld:::CMNCORE;microServiceName:::cmc-batch- services;contextRoot:::cmc-batch- services;jobName:::markTlJob;
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;
routingHubAuditRetention Job	appld:::CMNCORE;microServiceName:::cmc-obrh- services;contextRoot:::cmc-obrh- services;jobName:::routingHubAuditRetentionJob;
routingHubAuditSummary Job	appld:::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.

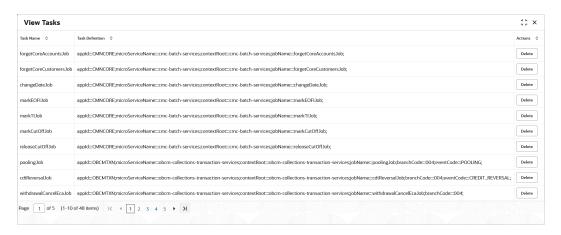
Specify **User ID** and **Password**, and login to **Home** screen.

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.

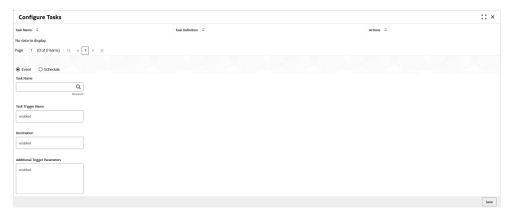
Specify User ID and Password, and login to Home screen.

 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.



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 <b>Event</b> if the tasks must be triggered when a particular event occurs.		
	Select <b>Schedule</b> 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.		



Table 1-4 (Cont.) Configure Tasks - Field Description

Field Name	Description
CRON Expression / Topic Name	If you have selected the <b>Schedule</b> option above, then enter the <b>CRON Expression</b> pattern to schedule the triggering of the task for a specific day and time. The pattern is a list of six single space-separated fields, representing second, minute, hour, day, month, and weekday. For the month and weekday, provide the first three letters of their English names.  OR  If you have selected the <b>Event</b> option, then enter the <b>Topic Name</b> or the destination for which the task should be triggered on the arrival of a new message.
	<ul> <li>Note:</li> <li>Examples of CRON expression patterns:</li> <li>"0 0 * * * * * " = the top of every hour of every day.</li> <li>"*/10 * * * * * * " = every ten seconds.</li> <li>"0 0 8-10 * * * " = 8, 9 and 10 o'clock of every day.</li> <li>"0 0 6,19 * * * " = 6:00 AM and 7:00 PM every day.</li> <li>"0 0/30 8-10 * * * " = 8:00, 8:30, 9:00, 9:30, 10:00 and 10:30 every day.</li> <li>"0 0 9-17 * MON-FRI" = on the hour nine-to-five weekdays</li> <li>"0 0 0 25 12 ?" = every Christmas Day at midnight</li> </ul>

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

# 1.4 Trigger Tasks

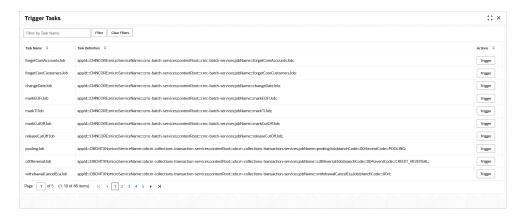
This topic describes the systematic instruction to trigger tasks manually when required.

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:  • STARTED  • FAILED  • COMPLETED



# **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



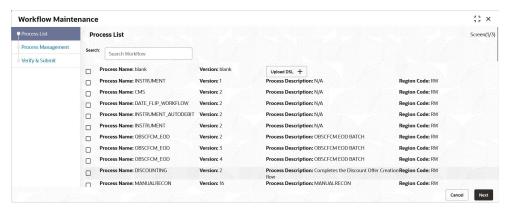
· Verify & Submit Screen

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

 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**

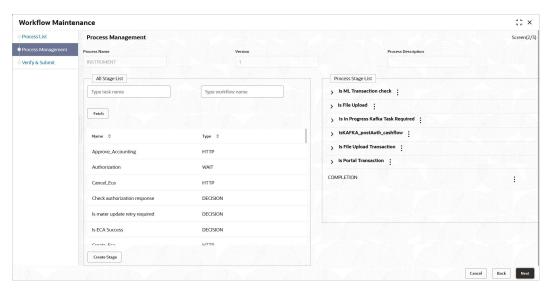
The **Process Management** screen displays the list of the stages under the process, which was selected from the **Process List** screen, on the right under the heading **Process Stage List**. Also, all stages are listed in table on the left under the heading **All Stage List**.

3. Click Next.

The **Process Management** screen displays.



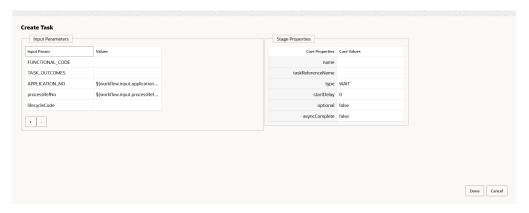
Figure 2-2 Process Management



- 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



- 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.

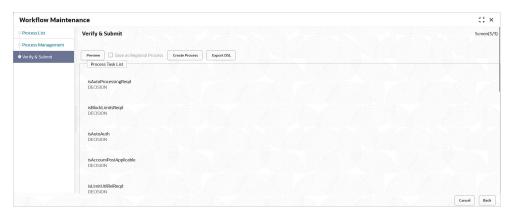
#### **Verify & Submit**

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

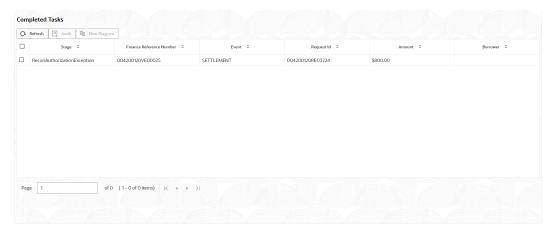
This topic describes the systematic instruction to view the list of the various tasks under Finance.

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.

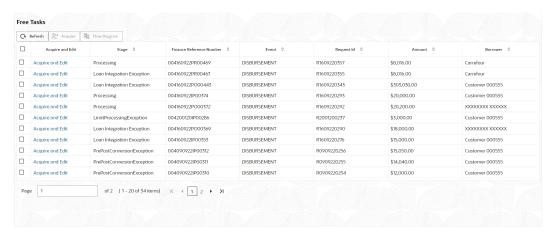
Figure 2-6 Completed Tasks - Finance



#### Free Tasks:

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

Figure 2-7 Free Tasks - Finance

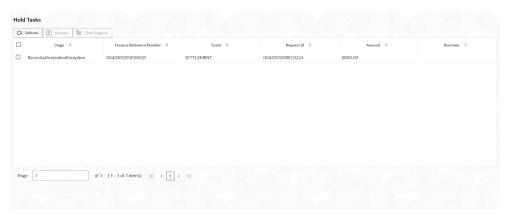


#### **Hold Tasks:**



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

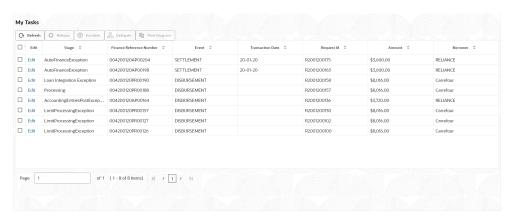
Figure 2-8 Hold Tasks - Finance



#### 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

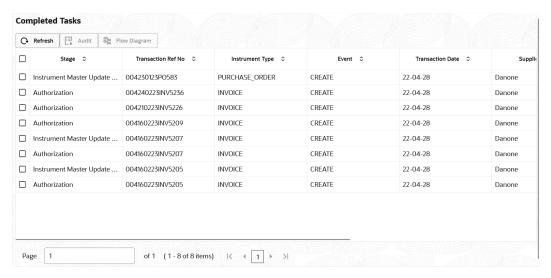
This topic describes the systematic instruction to view the list of the various tasks under Instruments.

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

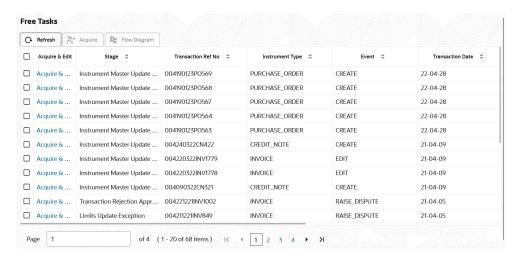


#### Free Tasks:

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



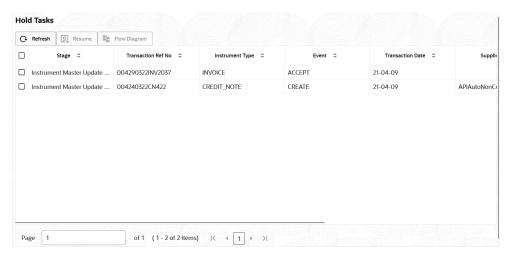
Figure 2-12 Free Tasks - Instruments



#### **Hold Tasks:**

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

Figure 2-13 Hold Tasks - Instruments

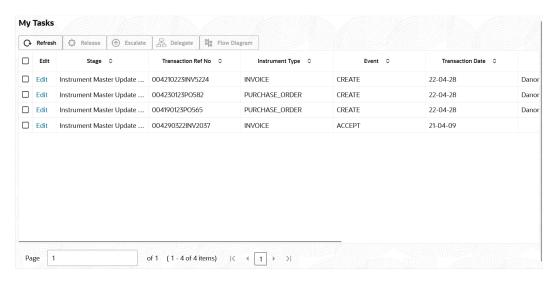


#### My Tasks:

- 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.

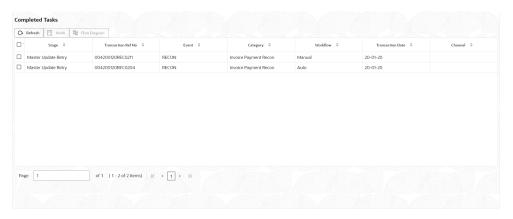
Specify User ID and Password, and login to Home screen.

#### **Completed Tasks:**

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



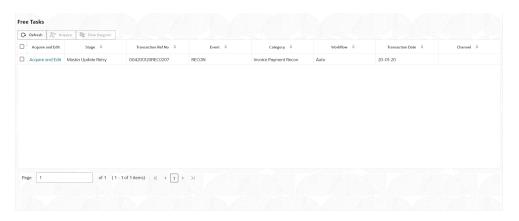
Figure 2-16 Completed Tasks - Recon and Payment



#### Free Tasks:

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

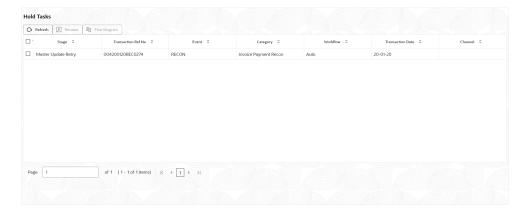
Figure 2-17 Free Tasks - Recon and Payment



#### **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

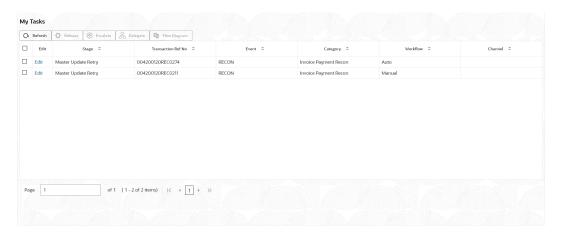




#### My Tasks:

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

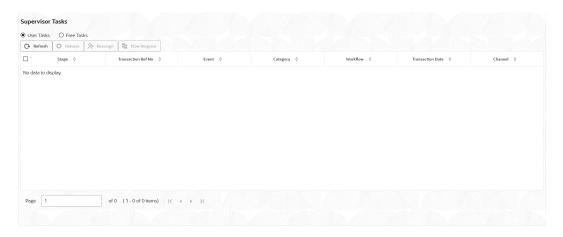
Figure 2-19 My Tasks - Recon and Payment



#### **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.

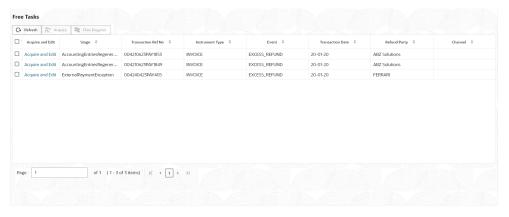
Figure 2-21 Completed Tasks - Refunds



#### 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

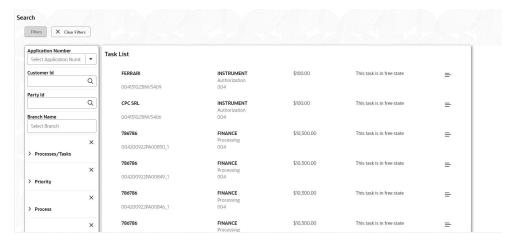
This topic describes the systematic instruction to search for the task(s) with the various filters.

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

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

On Home screen, click Tasks. Under Tasks, click Search.
 The Search screen displays.

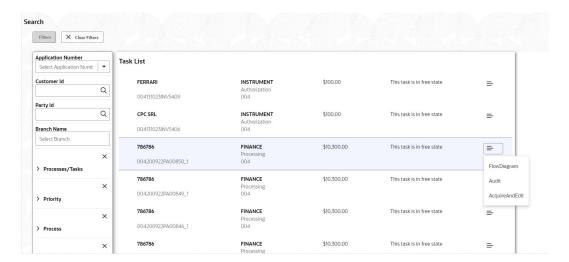
Figure 2-26 Search



- 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_COMPL TASK_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_HOLDT ASK_SERVICE	Hold Task	Displays the list of hold tasks for finance transaction
Finance - My Task	SCF_FA_FINANCE_MYTAS K_SERVICE	My Task	Displays the list of my tasks for finance transaction
Finance - Supervisor Task	SCF_FA_FINANCE_SUPER VISORTASK_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_FREE TASK_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



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

Screen Name/API Name	Functional Activity Code	Action	Description
Refunds - Hold Task	SCFCM_FA_MARGIN_HOL DTASK_SERVICE	Hold Task	Displays the list of hold tasks for refund transaction
Refunds - My Task	SCFCM_FA_MARGIN_MYTA SK_SERVICE	My Task	Displays the list of my tasks for refund transaction
Refunds - Supervisor Task	SCFCM_FA_MARGIN_SUP ERVISORTASK_SERVICE	Supervisor Task	Displays the list of supervisor tasks for refund transaction
Search Task	CMC_FA_SUBMENU_1_SE ARCH	Search	Task Search
Workflow	CMC_FA_SUBMENU_1_WO	Workflow	Workflow
Maintenance	RKFLOW_MAINT	Maintenance	Maintenance
-	CMC_FA_CONFIGPROP	Configprop	Configprop Task
-	CMC_FA_SUBMENU_1_Sub process	Subprocess	Subprocess Task menu



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