

Oracle® Banking Cash Management Tasks User Guide



Release 14.8.2.0.0

G52257-01

April 20265

ORACLE®

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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 of functions |
| Product Managers | Product definition and authorization |

Documentation Accessibility

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

Access to Oracle Support

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

Diversity and Inclusion

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

Related Resources

The related documents are as follows:

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

Conventions

The following text conventions are used in this document:

| Convention | Meaning |
|-----------------|---|
| boldface | Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary. |
| <i>italic</i> | Italic type indicates book titles, emphasis, or placeholder variables for which user supply particular values. |
| monospace | Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that user enter. |

Screenshot Disclaimer

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

Acronyms and Abbreviations

The list of acronyms and abbreviations that are used in this guide are as follows:

Table 2 Acronyms and Abbreviations

| Abbreviation | Description |
|--------------|----------------------------|
| DSL | Domain Specific Language |
| JSON | JavaScript Object Notation |

Basic Actions

The basic actions performed in the screens are as follows:

Table 3 Basic Actions

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

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 |
|  | 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. 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

Create Task

Task Name

Required

Task Definition

enabled

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

Create

2. On **Create Task** screen, specify the fields.

Note

The fields marked as **Required** are mandatory.

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

Table 1-1 Create Task - Field Description

| Field | 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 |
|--------------|--|
| pdcUnholdJob | appld:::OBCMTXN;microServiceName:::obcm-collections-transaction-services;contextRoot:::obcm-collections-transaction-services;jobName:::pdcUnholdJob; |

Table 1-2 (Cont.) Task Description Formats

| Task Name | Task Definition |
|--------------------------------|--|
| pdclInstrumentCancelledJob | appld:::OBCMTXN;microServiceName::obcm-collections-transaction-services;contextRoot:::obcm-collections-transaction-services;jobName::pdclInstrumentCancelledJob; |
| 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;eventCode:::ARRANGEMENT_CREDIT; |
| poolingJob | appld:::OBCMTXN;microServiceName:::obcm-collections-transaction-services;contextRoot:::obcm-collections-transaction-services;jobName:::poolingJob;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;eventCode:::POOLING; |
| cdtReversalJob | appld:::OBCMTXN;microServiceName:::obcm-collections-transaction-services;contextRoot:::obcm-collections-transaction-services;jobName:::cdtReversalJob;eventCode:::CREDIT_REVERSAL; |
| returnRecoveryJob | appld:::OBCMTXN;microServiceName:::obcm-collections-transaction-services;contextRoot:::obcm-collections-transaction-services;jobName:::returnRecoveryJob;eventCode:::RETURN; |
| vaultMasterRecordStatusJob | appld:::OBSCFCMBATCH;microServiceName:::obscfcm-batch-jobs;contextRoot:::obscfcm-batch-jobs;jobName:::invAcceptanceJob; |
| 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; |
| 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; |

Table 1-2 (Cont.) Task Description Formats

| Task Name | Task Definition |
|------------------|--|
| markTIJob | appld:::CMNCORE;microServiceName:::cmc-batch-services;contextRoot:::cmc-batch-services;jobName:::markTIJob; |
| markCutOffJob | appld:::CMNCORE;microServiceName:::cmc-batch-services;contextRoot:::cmc-batch-services;jobName:::markCutOffJob; |
| releaseCutOffJob | appld:::CMNCORE;microServiceName:::cmc-batch-services;contextRoot:::cmc-batch-services;jobName:::releaseCutOffJob; |
| fciMessageTxnJob | appld:::OBSCFFCIMSG;microServiceName:::obsf-fci-messaging-service;contextRoot:::obsf-fci-messaging-service;jobName:::fciMessageTxnJob; |

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 |
|-----------------------------|---|---------|
| populateAccBalHistoryJob | appld:::VAS;microServiceName:::obvam-statement-services;contextRoot:::obvam-statement-services;jobName:::populateAccBalHistoryJob; | Delete |
| limitedKycValidityCheckJob | appld:::OBPY;microServiceName:::obpy-party-batch-services;contextRoot:::obpy-party-batch-services;jobName:::limitedKycValidityCheckJob | Delete |
| limitedKycDeactivateJob | appld:::OBPY;microServiceName:::obpy-party-batch-services;contextRoot:::obpy-party-batch-services;jobName:::limitedKycDeactivateJob | Delete |
| reKycValidityCheckJob | appld:::OBPY;microServiceName:::obpy-party-batch-services;contextRoot:::obpy-party-batch-services;jobName:::reKycValidityCheckJob | Delete |
| reKycValidityExpiredJob | appld:::OBPY;microServiceName:::obpy-party-batch-services;contextRoot:::obpy-party-batch-services;jobName:::reKycValidityExpiredJob | Delete |
| uncollectedAmountsJob | appld:::VAM;microServiceName:::obvam-account-services;contextRoot:::obvam-account-services;jobName:::uncollectedAmountsJob; | Delete |
| covenantTrackingDeferredJob | appld:::CVNNTLK;microServiceName:::covenant-services;contextRoot:::covenant-services;jobName:::covenantTrackingDeferredJob;entityId:::DEFAULTENTITY | Delete |
| virtualAccountCloseJob | appld:::VAM;microServiceName:::obvam-account-services;contextRoot:::obvam-account-services;jobName:::virtualAccountCloseJob; | Delete |
| accountStatementJob | appld:::VAS;microServiceName:::obvam-statement-services;contextRoot:::obvam-statement-services;jobName:::accountStatementJob; | Delete |

Page 1 of 11 (1-10 of 103 items) | < 1 2 3 4 5 ... 11 >

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

Table 1-3 View Tasks - Field Description

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

- 2. Click **Delete** button in the **Actions** column to delete the particular task.
A message appears stating that the record is deleted.

1.3 Configure Tasks

This topic describes the systematic instruction to configure the triggering of a particular task.
This can be done as follows:

- Schedule the task to be triggered on a specific day of the month/week, at a specific time.
- Configure the task to be triggered when a particular event occurs.

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

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

The **Configure Tasks** screen displays.

Figure 1-3 Configure Tasks

Configure Tasks

Task Name Task Definition Actions

No data to display.

Page 1 (0 of 0 items)

Event Schedule

Task Name

Task Trigger Name

Destination

Additional Trigger Parameters

Save

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

Note

The fields marked as **Required** are mandatory.

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

Table 1-4 Configure Tasks - Field Description

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

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

| Field | Description |
|-------------------------------------|---|
| Event / Schedule | <p>Select 'Event' if the task must be triggered when a particular event occurs.</p> <p>Select 'Schedule' if the tasks must be triggered on a specific day at a specific time, using the CRON expression.</p> |
| Task Name | Select the task for which a trigger should be configured. |
| Task Trigger Name | Specify a unique name for the task trigger. |
| CRON Expression / Topic Name | <p>If you have selected the 'Schedule' option above, then enter the 'CRON Expression' pattern to schedule the triggering of the task for a specific day and time. The pattern is a list of six single space-separated fields, representing second, minute, hour, day, month, and weekday. For the month and weekday, provide the first three letters of their English names.</p> <p>OR</p> <p>If you have selected the 'Event' option 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> <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> |

- 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.

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

The **Trigger Tasks** screen displays.

Figure 1-4 Trigger Tasks

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

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

Table 1-5 Trigger Tasks - Field Description

| Field Name | Description |
|-------------------------|---|
| Task Name | Displays the name of the task. |
| Task Description | Displays the description of the task. |
| Actions | Select the option to trigger the task manually. |

- 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

| View Tasks Status | | |
|--|-------------------------|-----------|
| Instance Id | Trigger Definition Name | Status |
| 1527 | arrangementCdtJob | COMPLETED |
| 2339 | cdtReversalJob | FAILED |
| 2422 | changeDateJob | COMPLETED |
| 2331 | forgetCoreAccountsJob | COMPLETED |
| 2332 | forgetCoreCustomersJob | COMPLETED |
| 2336 | markCutOffJob | COMPLETED |
| 2334 | markEOFJob | COMPLETED |
| 2335 | markTIJob | COMPLETED |
| 2341 | nettingCalculationJob | COMPLETED |
| 2327 | nettingSettlementJob | COMPLETED |
| Page 1 of 2 (1-10 of 19 items) < 1 2 > | | |

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.
- [Netting Accept/Reject](#)
This topic describes the systematic instruction to view the list of the various tasks under Netting module.
- [Netting Payin Payout](#)
This topic describes the systematic instruction to view the list of the various tasks under Netting module.
- [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 Refunds.
- [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

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

2. Select the required process and perform any one of the following actions:
 - Click **Next** to navigate to the next screen.
 - Click **Search** to search for any of the existing workflows/processes.
 - Click **Upload DSL** button to upload a workflow in JSON format.
 - Click **Cancel** button to exit the **Business Process Maintenance** screen.

Process Management

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

3. Click **Next**.

The **Process Management** screen displays.

Figure 2-2 Process Management

Workflow Maintenance

Process Management

Process Name: INSTRUMENT Version: 1 Process Description:

All Stage List

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

Process Stage List

- > Is ML Transaction check
- > Is File Upload
- > Is In Progress Kafka Task Required
- > IsKAFKA_postAuth_cashflow
- > Is File Upload Transaction
- > Is Portal Transaction
- COMPLETION

Buttons: Cancel, Back, Next

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

Create Task

Input Parameters

| Input Param | Values |
|-----------------|-----------------------------------|
| FUNCTIONAL_CODE | |
| TASK_OUTCOMES | |
| APPLICATION_NO | \${workflow.input.application...} |
| processRefNo | \${workflow.input.processRef...} |
| lifecycleCode | |

Stage Properties

| Core Properties | Core Values |
|-------------------|-------------|
| name | |
| taskReferenceName | |
| type | WAIT |
| startDelay | 0 |
| optional | false |
| asyncComplete | false |

Buttons: Done, Cancel

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

The **Modify Task** screen displays.

Figure 2-4 Modify Task

| Input Parameters | |
|------------------|---------------------------------|
| Input Param | Values |
| isFileUploadTxn | \${workflow.input.isFileUpload} |
| stage | Is File Upload Transaction |

| Stage Properties | |
|-------------------|--------------------|
| Core Properties | Core Values |
| name | is_file_upload_txn |
| taskReferenceName | is_file_upload_txn |
| type | DECISION |
| caseValueParam | isFileUploadTxn |
| decisionCases | Y |
| startDelay | 0 |
| optional | false |
| asyncComplete | false |
| children | [object Object] |

- 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

| Process Task List |
|-------------------------------------|
| isAutoProcessingReqd DECISION |
| isBlockLimitsReqd DECISION |
| isAutoAuth DECISION |
| isAccountPostApplicable DECISION |
| isLimitUtilRelReqd DECISION |

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

| <input type="button" value="Refresh"/> <input type="button" value="Audit"/> <input type="button" value="Flow Diagram"/> | | | | | | |
|---|---------------|--------|--------------|------------------|-----------------|--------|
| <input type="checkbox"/> | Stage | Event | Operation | Reference Number | Processing Date | Branch |
| <input type="checkbox"/> | Authorization | CREATE | Cash Deposit | 004220523COLL783 | 22-04-29 | 004 |
| <input type="checkbox"/> | Rework | CREATE | Cash Deposit | 004220523COLL781 | 22-04-29 | 004 |
| <input type="checkbox"/> | Authorization | CREATE | Cash Deposit | 004220523COLL781 | 22-04-29 | 004 |
| <input type="checkbox"/> | Rework | CREATE | Cash Deposit | 004190523COLL738 | 22-04-29 | 004 |
| <input type="checkbox"/> | Authorization | CREATE | Cash Deposit | 004190523COLL738 | 22-04-29 | 004 |
| <input type="checkbox"/> | Rework | CREATE | Cash Deposit | 004160523COLL695 | 22-04-29 | 004 |
| <input type="checkbox"/> | Authorization | CREATE | Cash Deposit | 004160523COLL695 | 22-04-29 | 004 |
| <input type="checkbox"/> | Rework | CREATE | Cash Deposit | 004160523COLL694 | 22-04-29 | 004 |
| <input type="checkbox"/> | Authorization | CREATE | Cash Deposit | 004160523COLL694 | 22-04-29 | 004 |
| <input type="checkbox"/> | Authorization | CREATE | Cash Deposit | 004160523COLL692 | 22-04-29 | 004 |
| <input type="checkbox"/> | Rework | CREATE | Cash Deposit | 004150523COLL688 | 22-04-29 | 004 |

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

Free Tasks:

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

Figure 2-7 Free Tasks - Collections

| <input type="button" value="Refresh"/> <input type="button" value="Acquire"/> <input type="button" value="Flow Diagram"/> | | | | | | |
|---|----------------|-------------------------------|----------------|------------------------|------------------|-----------------|
| <input type="checkbox"/> | Acquire & Edit | Stage | Event | Operation | Reference Number | Processing Date |
| <input type="checkbox"/> | Acquire & ... | Authorization | CREATE | Cash Deposit | 004150523COLL689 | 22-04-29 |
| <input type="checkbox"/> | Acquire & ... | Authorization | CREATE | Cash Withdrawal | 004150523CW1062 | 22-04-29 |
| <input type="checkbox"/> | Acquire & ... | Rework | CREATE | Cash Withdrawal | 004260423CW1020 | 22-04-29 |
| <input type="checkbox"/> | Acquire & ... | Authorization | CREATE | Cash Withdrawal | 004150523CW1060 | 22-04-29 |
| <input type="checkbox"/> | Acquire & ... | Authorization | MARK_EXTENSION | Mark Extension | 004100523MGMT640 | 22-04-29 |
| <input type="checkbox"/> | Acquire & ... | Authorization | CREATE | Cash Withdrawal | 004171022CW558 | 22-04-29 |
| <input type="checkbox"/> | Acquire & ... | Posting Accounting Entries... | CREATE | Cash Withdrawal | 004090223CW864 | 22-04-28 |
| <input type="checkbox"/> | Acquire & ... | Posting Accounting Entries... | MARKINSTSTAT | Mark Instrument Status | 004030323MGMT603 | 22-04-28 |
| <input type="checkbox"/> | Acquire & ... | Posting Accounting Entries... | MARKINSTSTAT | Mark Instrument Status | 004030323MGMT602 | 22-04-28 |
| <input type="checkbox"/> | Acquire & ... | Rework | CREATE | Instrument Collection | 004170223COLL307 | 22-04-28 |
| <input type="checkbox"/> | Acquire & ... | Authorization | CREATE | Cash Withdrawal | 004090223CW863 | 22-04-28 |

Page 1 of 2 (1 - 20 of 37 items) |< < 1 2 > >|

Hold Tasks:

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

Figure 2-8 Hold Tasks - Collections

Hold Tasks

| <input type="checkbox"/> | Stage ▾ | Event ▾ | Operation ▾ | Reference Number ▾ | Processing Date ▾ |
|--------------------------|---------------|---------|-----------------------|--------------------|-------------------|
| <input type="checkbox"/> | Authorization | CREATE | Instrument Collection | 004310523COLL828 | 22-04-29 |
| <input type="checkbox"/> | Authorization | CREATE | Instrument Collection | 004190523COLL742 | 22-04-29 |
| <input type="checkbox"/> | Authorization | CREATE | Cash Deposit | 004160523COLL690 | 22-04-29 |
| <input type="checkbox"/> | Rework | CREATE | Instrument Collection | 004170223COLL307 | 22-04-28 |

My Tasks:

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

Figure 2-9 My Tasks - Collections

My Tasks

| <input type="checkbox"/> | Edit | Stage ▾ | Event ▾ | Operation ▾ | Reference Number ▾ | Processing Date ▾ | |
|--------------------------|------|-------------------------------|--------------|------------------------|--------------------|-------------------|-----|
| <input type="checkbox"/> | Edit | Posting Accounting Entries... | CREATE | Cash Deposit | 004150523COLL682 | 22-04-29 | 004 |
| <input type="checkbox"/> | Edit | Posting Accounting Entries... | CREATE | Cash Deposit | 004100423COLL501 | 22-04-28 | 004 |
| <input type="checkbox"/> | Edit | Accounting Generation Exc... | CREATE | Instrument Collection | 004170223COLL292 | 22-04-28 | 004 |
| <input type="checkbox"/> | Edit | Accounting Generation Exc... | CREATE | Cash Withdrawal | 004130422CW381 | 22-04-28 | 004 |
| <input type="checkbox"/> | Edit | Posting Accounting Entries... | MARKINSTSTAT | Mark Instrument Status | 004281222MGMT560 | 22-04-28 | 004 |
| <input type="checkbox"/> | Edit | Posting Accounting Entries... | MARKINSTSTAT | Mark Instrument Status | 004221122MGMT501 | 22-04-28 | 004 |
| <input type="checkbox"/> | Edit | Accounting Generation Exc... | CREATE | Cash Withdrawal | 004041122CW608 | 22-04-03 | 004 |
| <input type="checkbox"/> | Edit | Authorization | CREATE | Instrument Collection | 004280922COLL570 | 21-04-09 | 004 |

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

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

Refresh

Release

Reassign

Flow Diagram

| <input type="checkbox"/> | Stage | Event | Operation | Reference Number | Processing Date | Branch | Total Ar |
|--------------------------|-------|-------|-----------|------------------|-----------------|--------|----------|
| No data to display. | | | | | | | |

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

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

Refresh

Audit

Flow Diagram

| <input type="checkbox"/> | Stage | Transaction Ref No | Instrument Type | Event | Transaction Date | Suppli |
|--------------------------|------------------------------|--------------------|-----------------|--------|------------------|--------|
| <input type="checkbox"/> | Instrument Master Update ... | 004230123PO583 | PURCHASE_ORDER | CREATE | 22-04-28 | Danone |
| <input type="checkbox"/> | Authorization | 004240223INV5236 | INVOICE | CREATE | 22-04-28 | Danone |
| <input type="checkbox"/> | Authorization | 004210223INV5226 | INVOICE | CREATE | 22-04-28 | Danone |
| <input type="checkbox"/> | Authorization | 004160223INV5209 | INVOICE | CREATE | 22-04-28 | Danone |
| <input type="checkbox"/> | Instrument Master Update ... | 004160223INV5207 | INVOICE | CREATE | 22-04-28 | Danone |
| <input type="checkbox"/> | Authorization | 004160223INV5207 | INVOICE | CREATE | 22-04-28 | Danone |
| <input type="checkbox"/> | Instrument Master Update ... | 004160223INV5205 | INVOICE | CREATE | 22-04-28 | Danone |
| <input type="checkbox"/> | Authorization | 004160223INV5205 | INVOICE | CREATE | 22-04-28 | Danone |

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

Free Tasks:

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

Figure 2-12 Free Tasks - Instruments

Free Tasks

Refresh

Acquire

Flow Diagram

| <input type="checkbox"/> | Acquire & Edit | Stage | Transaction Ref No | Instrument Type | Event | Transaction Date |
|--------------------------|----------------|-------------------------------|--------------------|-----------------|---------------|------------------|
| <input type="checkbox"/> | Acquire & ... | Instrument Master Update ... | 004190123PO569 | PURCHASE_ORDER | CREATE | 22-04-28 |
| <input type="checkbox"/> | Acquire & ... | Instrument Master Update ... | 004190123PO568 | PURCHASE_ORDER | CREATE | 22-04-28 |
| <input type="checkbox"/> | Acquire & ... | Instrument Master Update ... | 004190123PO567 | PURCHASE_ORDER | CREATE | 22-04-28 |
| <input type="checkbox"/> | Acquire & ... | Instrument Master Update ... | 004190123PO564 | PURCHASE_ORDER | CREATE | 22-04-28 |
| <input type="checkbox"/> | Acquire & ... | Instrument Master Update ... | 004190123PO563 | PURCHASE_ORDER | CREATE | 22-04-28 |
| <input type="checkbox"/> | Acquire & ... | Instrument Master Update ... | 004240322CN422 | CREDIT_NOTE | CREATE | 21-04-09 |
| <input type="checkbox"/> | Acquire & ... | Instrument Master Update ... | 004220322INV1779 | INVOICE | EDIT | 21-04-09 |
| <input type="checkbox"/> | Acquire & ... | Instrument Master Update ... | 004220322INV1778 | INVOICE | EDIT | 21-04-09 |
| <input type="checkbox"/> | Acquire & ... | Instrument Master Update ... | 004090322CN321 | CREDIT_NOTE | CREATE | 21-04-09 |
| <input type="checkbox"/> | Acquire & ... | Transaction Rejection Appr... | 004221221INV1002 | INVOICE | RAISE_DISPUTE | 21-04-05 |
| <input type="checkbox"/> | Acquire & ... | Limits Update Exception | 004211221INV849 | INVOICE | RAISE_DISPUTE | 21-04-05 |

Page 1 of 4 (1 - 20 of 68 items)

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

Refresh

Resume

Flow Diagram

| <input type="checkbox"/> | Stage | Transaction Ref No | Instrument Type | Event | Transaction Date | Suppli |
|--------------------------|------------------------------|--------------------|-----------------|--------|------------------|--------------|
| <input type="checkbox"/> | Instrument Master Update ... | 004290322INV2037 | INVOICE | ACCEPT | 21-04-09 | |
| <input type="checkbox"/> | Instrument Master Update ... | 004240322CN422 | CREDIT_NOTE | CREATE | 21-04-09 | APIAutoNonCi |

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

My Tasks:

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

Figure 2-14 My Tasks - Instruments

My Tasks

Refresh

Release

Escalate

Delegate

Flow Diagram

| <input type="checkbox"/> | Edit | Stage | Transaction Ref No | Instrument Type | Event | Transaction Date | |
|--------------------------|------|------------------------------|--------------------|-----------------|--------|------------------|-------|
| <input type="checkbox"/> | Edit | Instrument Master Update ... | 004210223INV5224 | INVOICE | CREATE | 22-04-28 | Danor |
| <input type="checkbox"/> | Edit | Instrument Master Update ... | 004230123PO582 | PURCHASE_ORDER | CREATE | 22-04-28 | Danor |
| <input type="checkbox"/> | Edit | Instrument Master Update ... | 004190123PO565 | PURCHASE_ORDER | CREATE | 22-04-28 | Danor |
| <input type="checkbox"/> | Edit | Instrument Master Update ... | 004290322INV2037 | INVOICE | ACCEPT | 21-04-09 | |

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

Supervisor Tasks:

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

Figure 2-15 Supervisor Tasks - Instruments

Supervisor Tasks

User Tasks

Free Tasks

Refresh

Release

Reassign

Flow Diagram

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

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

2.4 Netting Accept/Reject

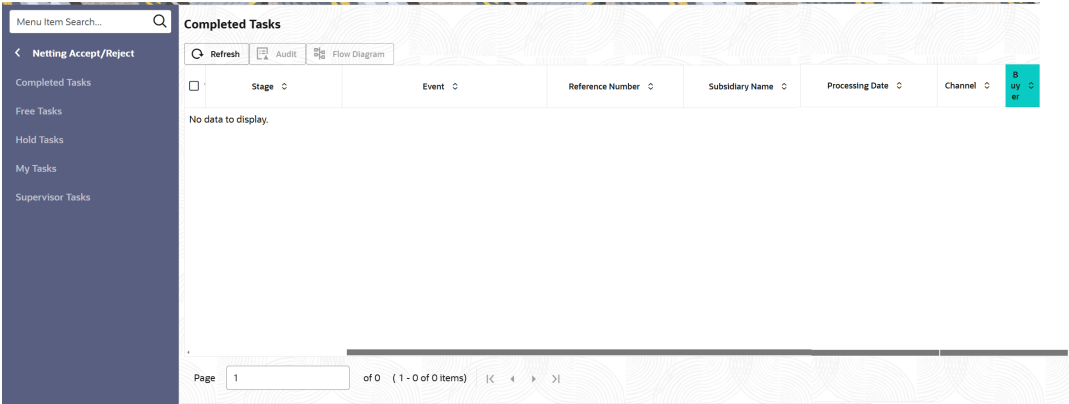
This topic describes the systematic instruction to view the list of the various tasks under Netting module.

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

Completed Tasks:

- 1. On **Home** screen, click **Tasks**. Under **Tasks**, click **Netting Accept/Reject**.
- 2. Under **Netting Accept/Reject**, click **Completed Tasks**.

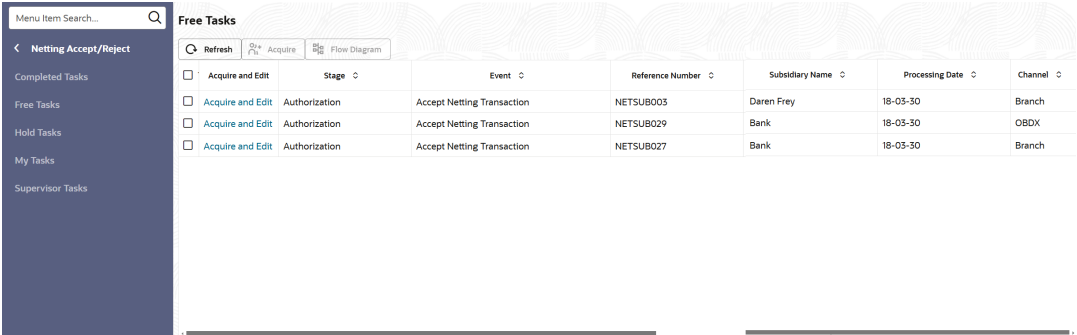
Figure 2-16 Completed Tasks - Netting



Free Tasks:

- 3. On **Home** screen, click **Tasks**. Under **Tasks**, click **Netting Accept/Reject**.
- 4. Under **Netting Accept/Reject**, click **Free Tasks**.

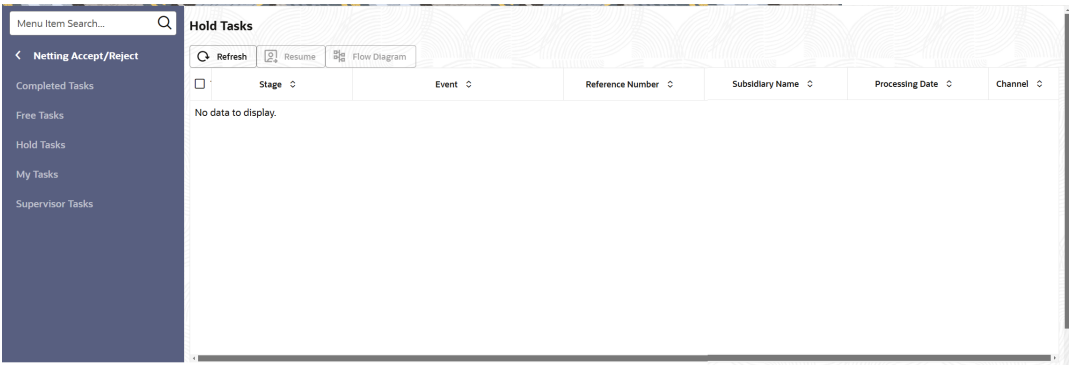
Figure 2-17 Free Tasks - Netting



Hold Tasks:

- 5. On **Home** screen, click **Tasks**. Under **Tasks**, click **Netting Accept/Reject**.
- 6. Under **Netting Accept/Reject**, click **Hold Tasks**.

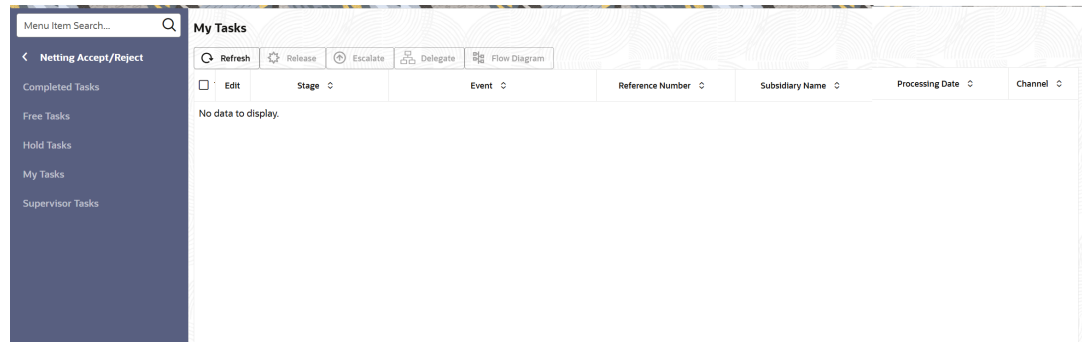
Figure 2-18 Hold Tasks - Netting



My Tasks:

7. On **Home** screen, click **Tasks**. Under **Tasks**, click **Netting Accept/Reject**.
8. Under **Netting Accept/Reject**, click **My Tasks**.

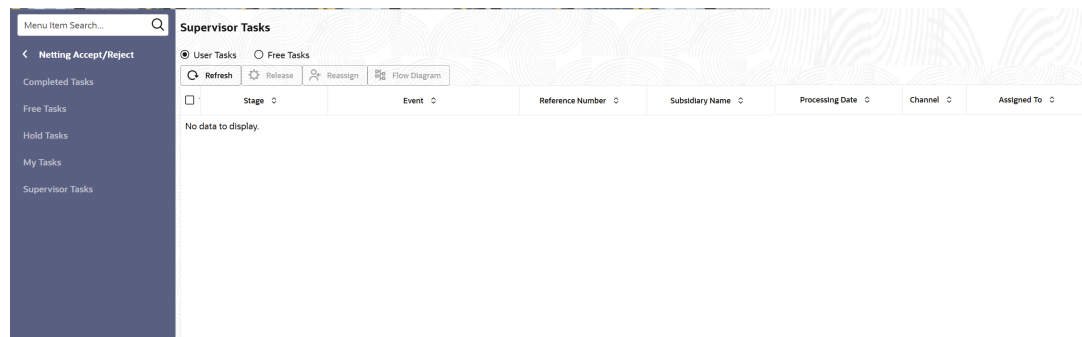
Figure 2-19 My Tasks - Netting



Supervisor Tasks:

9. On **Home** screen, click **Tasks**. Under **Tasks**, click **Netting Accept/Reject**.
10. Under **Netting Accept/Reject**, click **Supervisor Tasks**.

Figure 2-20 Supervisor Tasks - Netting



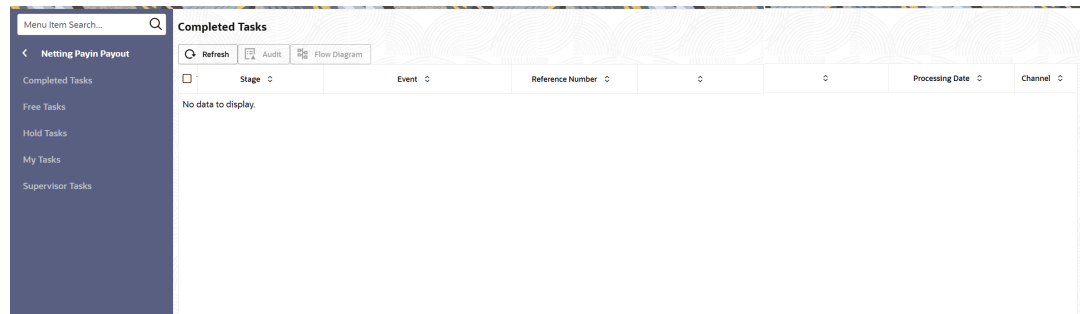
2.5 Netting Payin Payout

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

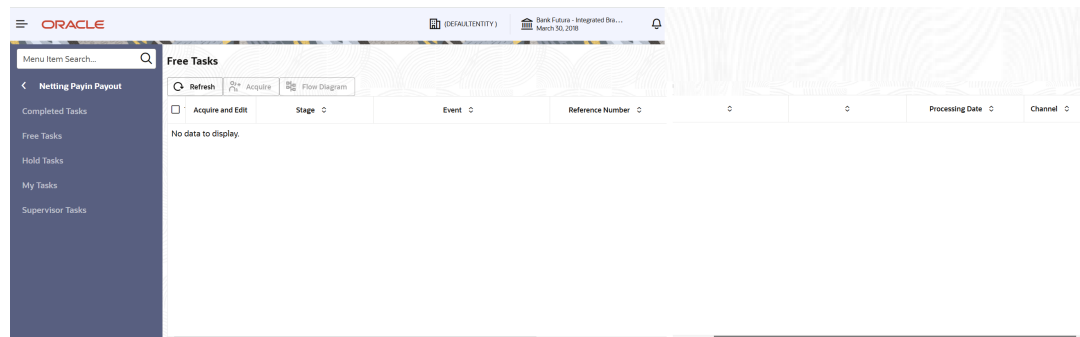
Specify **User ID** and **Password**, and login to **Home** screen.

Completed Tasks:

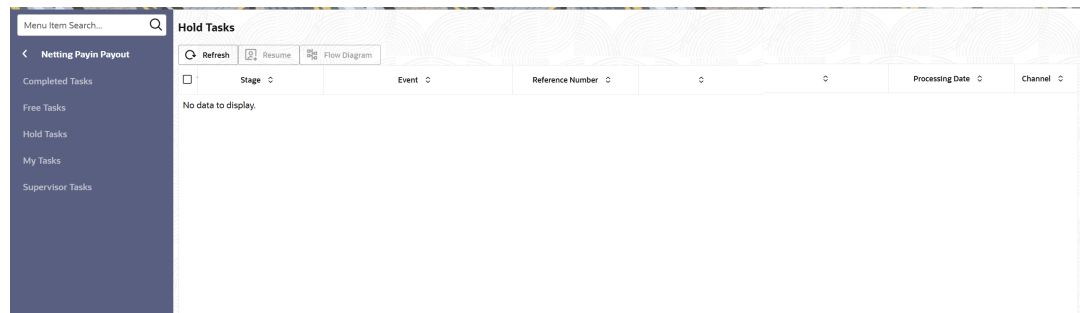
1. On **Home** screen, click **Tasks**. Under **Tasks**, click **Netting**.
2. Under **Netting Payin Payout**, click **Completed Tasks**.

Figure 2-21 Completed Tasks - Netting Payin Payout**Free Tasks:**

3. On **Home** screen, click **Tasks**. Under **Tasks**, click **Netting Payin Payout**.
4. Under **Netting Payin Payout**, click **Free Tasks**.

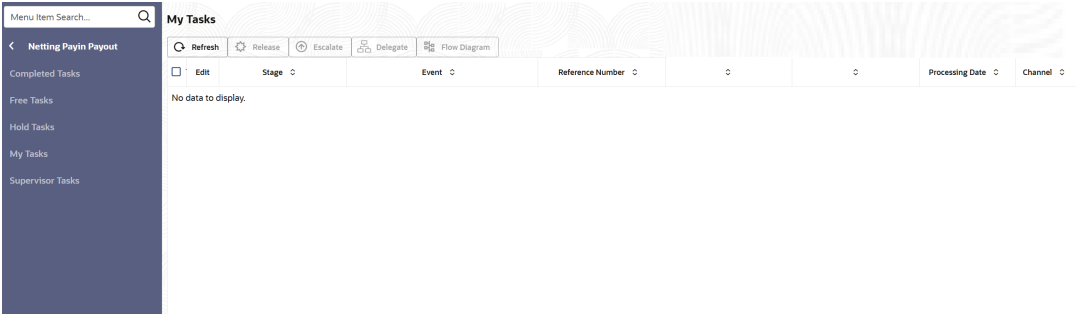
Figure 2-22 Free Tasks - Netting Payin Payout**Hold Tasks:**

5. On **Home** screen, click **Tasks**. Under **Tasks**, click **Netting Payin Payout**.
6. Under **Netting Payin Payout**, click **Hold Tasks**.

Figure 2-23 Hold Tasks - Netting Payin Payout**My Tasks:**

7. On **Home** screen, click **Tasks**. Under **Tasks**, click **Netting Payin Payout**.
8. Under **Netting Payin Payout**, click **My Tasks**.

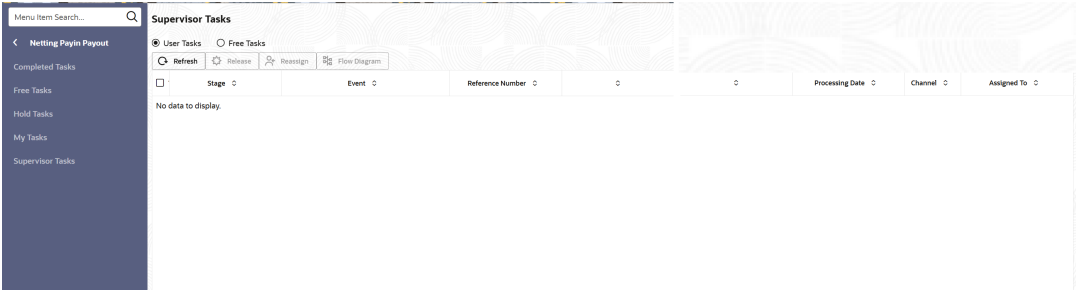
Figure 2-24 My Tasks - Netting Payin Payout



Supervisor Tasks:

- 9. On **Home** screen, click **Tasks**. Under **Tasks**, click **Netting Payin Payout**.
- 10. Under **Netting Payin Payout**, click **Supervisor Tasks**.

Figure 2-25 Supervisor Tasks - Netting Payin Payout



2.6 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 2-26 Completed Tasks - Recon and Payment

| Completed Tasks | | | | | | |
|---------------------------------------|---------------------|--------------------|--------------|-----------------------|----------|-------------|
| | | | Flow Diagram | | | |
| <input type="checkbox"/> | Stage | Transaction Ref No | Event | Category | Workflow | Transaction |
| <input type="checkbox"/> | Master Update Retry | 004090421REC0912 | RECON | Invoice Payment Recon | Manual | 21-04-09 |
| Page 1 of 1 (1 - 1 of 1 items) < 1 > | | | | | | |

Free Tasks:

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

Figure 2-27 Free Tasks - Recon and Payment

| Free Tasks | | | | | | |
|---|----------------|---------------------|--------------------|----------|--------------------------------|----------|
| | | | Flow Diagram | | | |
| <input type="checkbox"/> | Acquire & Edit | Stage | Transaction Ref No | Event | Category | Workflow |
| <input type="checkbox"/> | Acquire & ... | Processing | 004090421REC2269 | RECON | Invoice Payment Recon | Manual |
| <input type="checkbox"/> | Acquire & ... | Processing | 004090421REC2264 | RECON | Invoice Payment Recon | Manual |
| <input type="checkbox"/> | Acquire & ... | Authorization | 004090421REC2250 | RECON | Invoice Payment Recon | Manual |
| <input type="checkbox"/> | Acquire & ... | Processing | 004090421REC1825 | RECON | Invoice Payment Recon | Manual |
| <input type="checkbox"/> | Acquire & ... | Processing | 004090421REC1486 | RECON | Invoice Payment Recon | Manual |
| <input type="checkbox"/> | Acquire & ... | Processing | 004090421REC1393 | RECON | Invoice Payment Recon | Manual |
| <input type="checkbox"/> | Acquire & ... | Processing | 004090421REC1390 | RECON | Invoice Payment Recon | Manual |
| <input type="checkbox"/> | Acquire & ... | Processing | 004090421REC1297 | RECON | Invoice Payment Recon | Manual |
| <input type="checkbox"/> | Acquire & ... | Master Update Retry | 004090421REC1110 | ALLOCATE | Allocation of Payment to Vi... | Manual |
| <input type="checkbox"/> | Acquire & ... | Master Update Retry | 004090421REC1105 | RECON | Invoice Payment Recon | Manual |
| <input type="checkbox"/> | Acquire & ... | Processing | 004090421REC1077 | RECON | Invoice Payment Recon | Manual |
| Page 1 of 2 (1 - 20 of 25 items) < 1 2 > | | | | | | |

Hold Tasks:

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

Figure 2-28 Hold Tasks - Recon and Payment

| Hold Tasks | | | | | | |
|---|------------|--------------------|-------|-----------------------|----------|-------------|
| | | Flow Diagram | | | | |
| <input type="checkbox"/> | Stage | Transaction Ref No | Event | Category | Workflow | Transaction |
| <input type="checkbox"/> | Processing | 004090421REC1297 | RECON | Invoice Payment Recon | Manual | 21-04-09 |
| <div> Page 1 of 1 (1 - 1 of 1 items) </div> | | | | | | |

My Tasks:

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

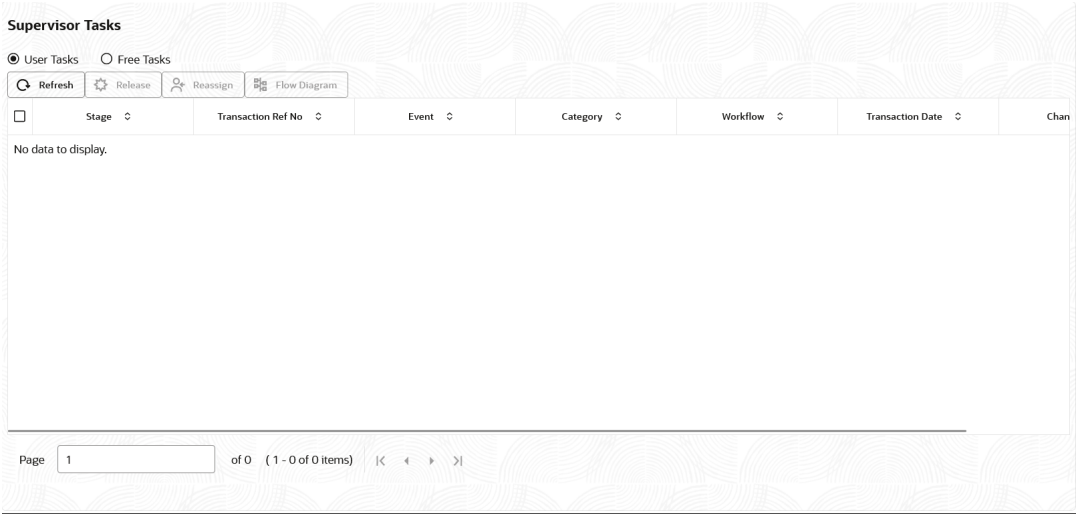
Figure 2-29 My Tasks - Recon and Payment

| My Tasks | | | | | | | |
|---|----------------------|---------------------|--------------------|--------------|--------------------------------|----------|-------|
| | | | | Flow Diagram | | | |
| <input type="checkbox"/> | Edit | Stage | Transaction Ref No | Event | Category | Workflow | |
| <input type="checkbox"/> | Edit | Processing | 004090421REC2269 | RECON | Invoice Payment Recon | Manual | |
| <input type="checkbox"/> | Edit | Processing | 004090421REC1825 | RECON | Invoice Payment Recon | Manual | |
| <input type="checkbox"/> | Edit | Master Update Retry | 004090421REC1110 | ALLOCATE | Allocation of Payment to Vi... | Manual | |
| <input type="checkbox"/> | Edit | Master Update Retry | 004090421REC1105 | RECON | Invoice Payment Recon | Manual | |
| <input type="checkbox"/> | Edit | Processing | 004090421REC1029 | RECON | Invoice Payment Recon | Manual | |
| <input type="checkbox"/> | Edit | Processing | 004090421REC0974 | RECON | Invoice Credit Note Recon | Manual | |
| <input type="checkbox"/> | Edit | Authorization | 004090421REC0816 | RECON | Expected Cashflow to Pay... | Manual | FILEU |
| <input type="checkbox"/> | Edit | Authorization | 004090421REC0814 | RECON | Expected Cashflow to Pay... | Manual | FILEU |
| <div> Page 1 of 1 (1 - 8 of 8 items) </div> | | | | | | | |

Supervisor Tasks:

9. On **Home** screen, click **Tasks**. Under **Tasks**, click **Recon and Payment**.
10. Under **Recon and Payment**, click **Supervisor Tasks**.

Figure 2-30 Supervisor Tasks - Recon and Payment



2.7 Refunds

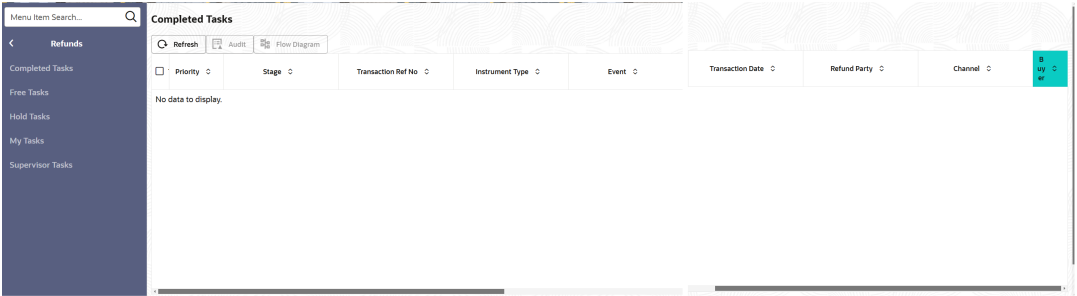
This topic describes the systematic instruction to view the list of the various tasks under Refunds.

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 2-31 Completed Tasks - Refunds



Free Tasks:

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

Figure 2-32 Free Tasks - Refunds

Menu Item Search...

Refunds

Completed Tasks

Free Tasks

Hold Tasks

My Tasks

Supervisor Tasks

Free Tasks

Refresh

Acquire

Flow Diagram

| <input type="checkbox"/> | Acquire and Edit | Priority | Stage | Transaction Ref No | Instrument Type | Event | Transaction Date | Refund Party | Channel | |
|--------------------------|------------------|----------|-----------------------------|--------------------|-----------------|---------------|------------------|--------------|---------|---------|
| <input type="checkbox"/> | Acquire and Edit | Medium | Authorization | 006101024PAY8821 | FINANCE | EXCESS_REFUND | 18-03-30 | RFPBUYER | HOST | |
| <input type="checkbox"/> | Acquire and Edit | Medium | AccountingEntriesRegener... | 006101024PAY8790 | FINANCE | EXCESS_REFUND | 18-03-30 | RFPBUYER | HOST | |
| <input type="checkbox"/> | Acquire and Edit | | OutgoingPaymentRespons... | 101024MRG00095 | INVOICE | MARGIN_REFUND | 18-03-30 | RFPBUYER | | RFP... |
| <input type="checkbox"/> | Acquire and Edit | | CreateOutstandingPaymen... | 101024MRG00091 | INVOICE | MARGIN_REFUND | 18-03-30 | Danone | | Cart... |
| <input type="checkbox"/> | Acquire and Edit | | OutgoingPaymentRespons... | 101024MRG00087 | INVOICE | MARGIN_REFUND | 18-03-30 | RFPBUYER | | RFP... |
| <input type="checkbox"/> | Acquire and Edit | Medium | AccountingEntriesRegener... | 006240724PAY6127 | INVOICE | EXCESS_REFUND | 18-03-30 | 990909PBUYER | HOST | |
| <input type="checkbox"/> | Acquire and Edit | Medium | OutgoingPaymentRespons... | 006230724PAY5735 | INVOICE | EXCESS_REFUND | 18-03-30 | RFPBUYER | HOST | |
| <input type="checkbox"/> | Acquire and Edit | Medium | Authorization | 006230724PAY5764 | FINANCE | EXCESS_REFUND | 18-03-30 | RFPBUYER | HOST | |
| <input type="checkbox"/> | Acquire and Edit | Medium | AccountingEntriesRegener... | 006220724PAY4786 | INVOICE | EXCESS_REFUND | 18-03-30 | Bank | HOST | |

Hold Tasks:

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

Figure 2-33 Hold Tasks - Refunds

Menu Item Search...

Refunds

Completed Tasks

Free Tasks

Hold Tasks

My Tasks

Supervisor Tasks

Hold Tasks

Refresh

Resume

Flow Diagram

| <input type="checkbox"/> | Priority | Stage | Transaction Ref No | Instrument Type | Event | Transaction Date | Refund Party | Channel |
|--------------------------|----------|-------|--------------------|-----------------|-------|------------------|--------------|---------|
| No data to display. | | | | | | | | |

My Tasks:

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

Figure 2-34 My Tasks - Refunds

Menu Item Search...

Refunds

Completed Tasks

Free Tasks

Hold Tasks

My Tasks

Supervisor Tasks

My Tasks

Refresh

Release

Escalate

Delegate

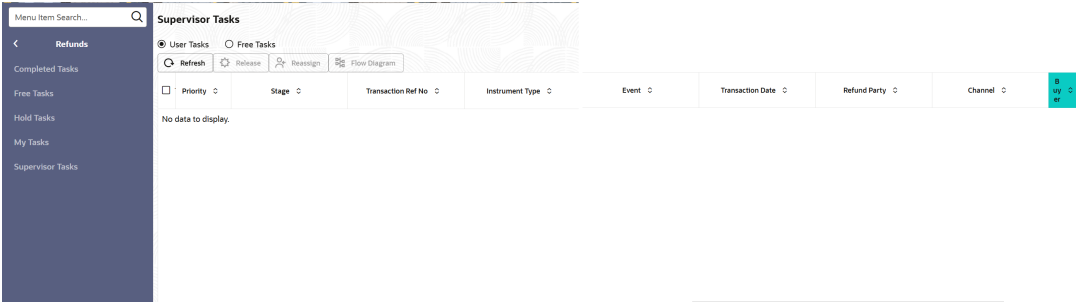
Flow Diagram

| <input type="checkbox"/> | Edit | Priority | Stage | Transaction Ref No | Instrument Type | Event | Transaction Date | Refund Party | Channel |
|--------------------------|------|----------|-------|--------------------|-----------------|-------|------------------|--------------|---------|
| No data to display. | | | | | | | | | |

Supervisor Tasks:

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

Figure 2-35 Supervisor Tasks - Refunds



2.8 Search

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

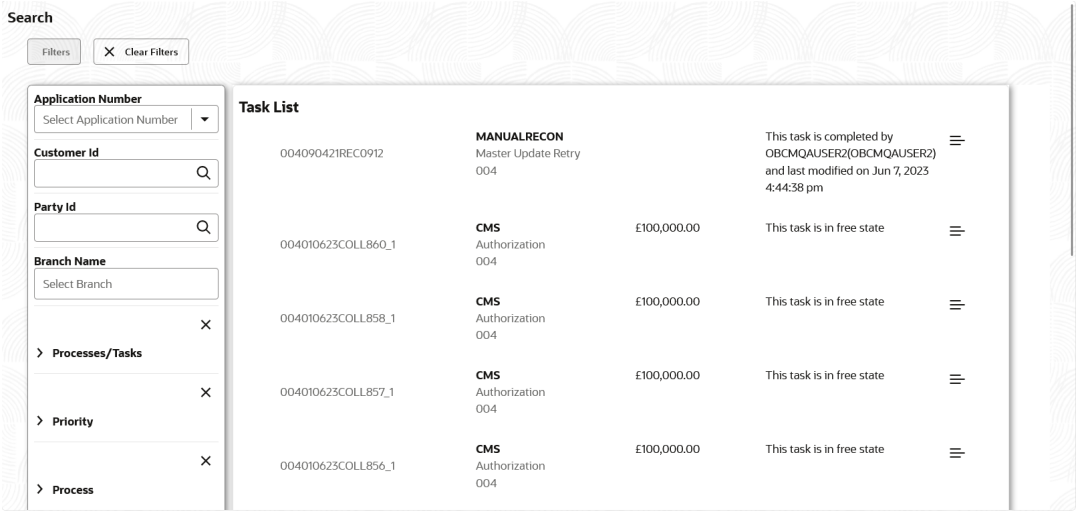
Specify **User ID** and **Password**, and login to **Home** screen.

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 2-36 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 2-37 Search - Acquire and Flow

Search

Filters

✕ Clear Filters

Application Number

Select Application Number

Customer Id

Party Id

Branch Name

Select Branch

Processes/Tasks

Priority

Process

Task List

| | | | |
|--------------------|---|-------------|---|
| 004090421REC0912 | MANUALRECON Master Update Retry 004 | | This task is completed by OBCMQUAUSER2(OBCMQUAUSER2) and last modified on Jun 7, 2023 4:44:58 pm |
| 004010623COLL860_1 | CMS Authorization 004 | £100,000.00 | This task is in free state |
| 004010623COLL858_1 | CMS Authorization 004 | £100,000.00 | This task is in free state |
| 004010623COLL857_1 | CMS Authorization 004 | £100,000.00 | This task is in free state |
| 004010623COLL856_1 | CMS Authorization 004 | £100,000.00 | This task is in free state |

FlowDiagram

Audit

AcquireAndEdit

A

Functional Activity Codes

Table A-1 List of Functional Activity Codes

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

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