

RELY – Reference Data Management

Vodafone 12 December 2019



Reference Data Management

This module will be used for provisioning, changes and de-provisioning of Reference Data in the portal.

Roles

Accountant Controller

Menu

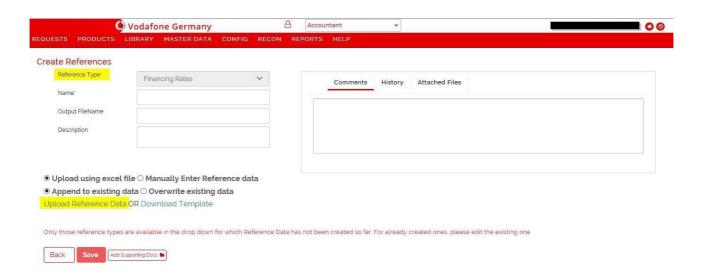
Master Data -> Reference Data

Creation

Typically Accountant can create Reference Data. All mandatory fields will be marked with red asterisk (*).

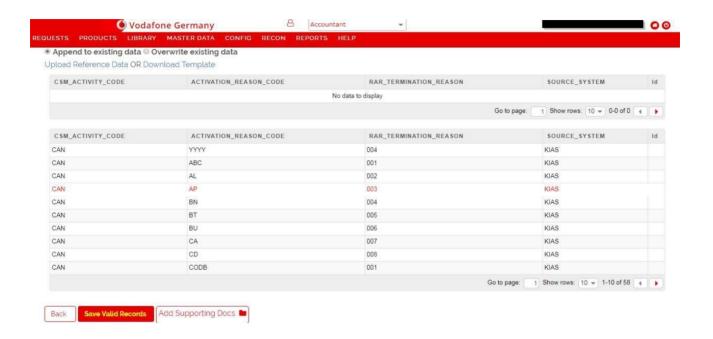
Validations

- 1) Single Reference Data cannot have multiple roles simultaneously
- 2) Same Name cannot be used for two Reference Data

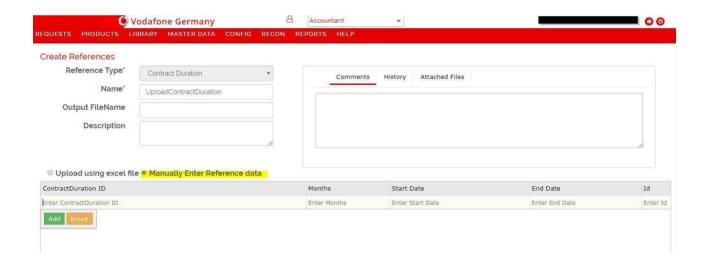




Save Valid Records



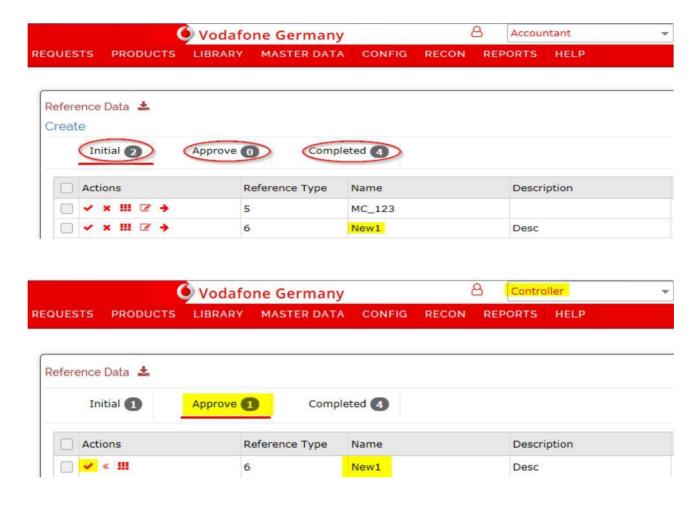
Reference Data can be created by manual entry





Approval

A Reference Data created by Accountant will be go through 2 cycles of approval (Accountant, Controller). All Reference Data need to be approved by Controller in Approve Step for successful creation.



Once the workflow is finished (either normal completion (final approval) or abrupt end (Reject, Withdraw etc)), the Reference Data will appear in the "Completed" tab of the workflow. If a Reference Data is successfully approved, the Local POB is marked "Active" in the system. All active or non-active Reference Data can be edited.



Versioning in Reference Data

Accountant can create a new version of Completed Reference Data from Completed Step-



New Version is available in Initial Step-





How to Configure New Reference or Edit existing

In order to create new Reference and Configure its columns please follow below points.

- 1. Reference Type Creation
- 2. Column configuration in Reference Type

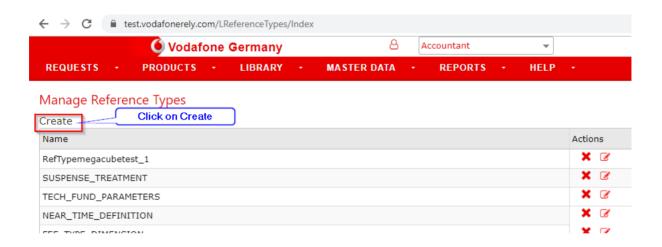
In order to edit existing one please follow below points.

3. Rename Reference Type (If you want to change the name of the reference)

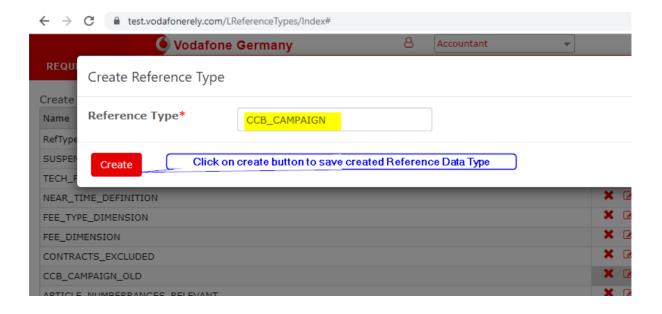
Note: User can also change the name of columns or reorder them from the 'Attribute Field Configurations' (Config->Form Label) screen.

1. Reference Type Creation

Step1. Go to Master Data -> Reference Data Types and click on 'create' link

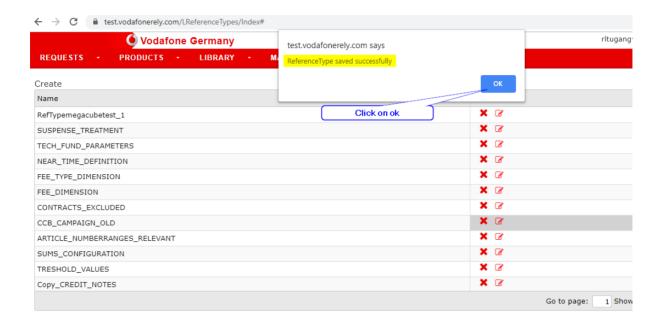


Step2. Enter Reference Type Name and click on create button



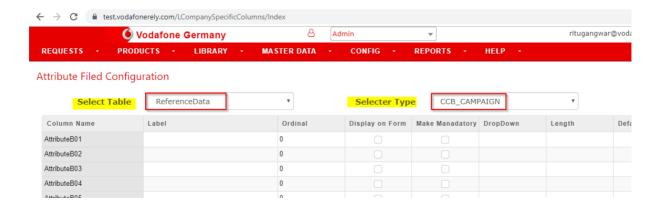


Step3. Click on ok to approve validation message



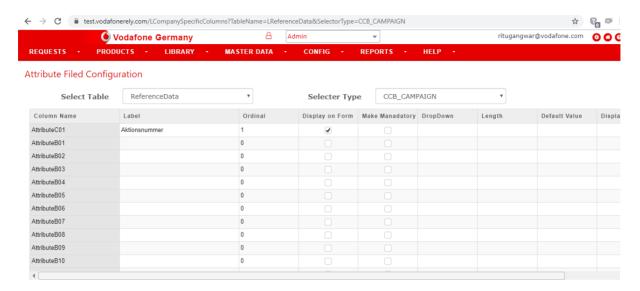
2. Column configuration in Reference Type

Step1. Go to Config -> Form Label and select table and type

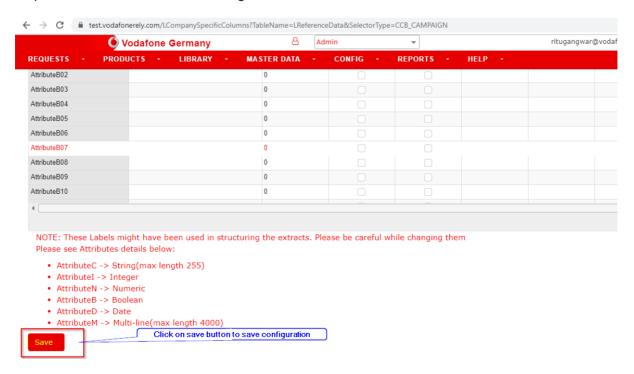




Step2. Fill the Columns and other details



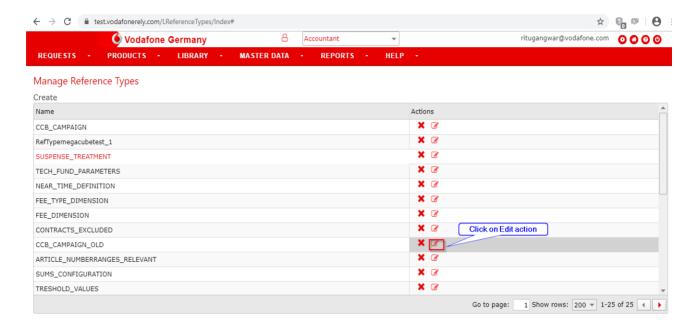
Step3. Click on Save to Save configuration



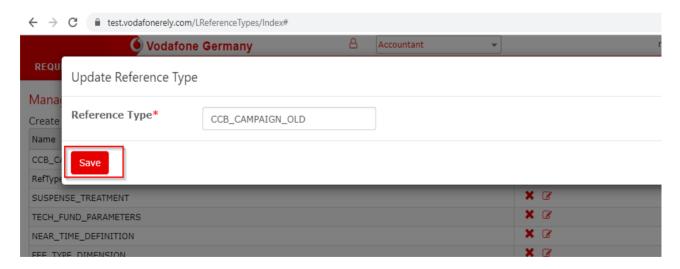


3. Rename Reference Type

Step1. Go to Master Data -> Reference Data Types and click on 'Edit' action



Step2. Update the Reference type Name and click on Save button



Important Actions

Depending upon the workflow and your role in that workflow, you will be presented with appropriate Actions (that you can take on that Reference Data).

Here's the list of most common "Actions" and their behavior



Submit(): You can approve the Reference Data using this action. Upon click, it moves the Reference Data to the next available role in the workflow. If you were the last role, it moves the Reference Data to "Completed" tab with "Completed" status.

Cancel(×): You can reject the Reference Data using this action. Upon click, the Reference Data is immediately taken out of the workflow.

Withdraw(): If you do not want the current owner to further process your Reference Data, you can bring back to your tab by using this Action. You can then take "Edit" Action to make changes or "Reject" it altogether.

Review(:: This Action lets you view detailed information of the request in read-only more. It also presents you with relevant Actions at the bottom on the form for you to take further actions (like Approve, Reject, Cancel etc)

Edit(): This Action lets you to change information on the request while it travels through the approval workflow. If a requested has completed the workflow, you can edit the entity in the Initial Step.

Reject (\checkmark): If you need any clarification or want product to make some changes to the Reference Data, you can send it back to requester (with your comments) using this Action.

Download(): Use this action to download any uploaded files or supporting documents attached to the Reference Data.

Duplicate(S): Use this action to create duplicate Reference Data

Printed: 12/12/2019 Users – Accountant Controller Page 10 of 10