



RELY – Reference Data Management



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

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● Append to existing data ● Overwrite existing data

Upload Reference Data OR Download Template

CSM_ACTIVITY_CODE	ACTIVATION_REASON_CODE	RAR_TERMINATION_REASON	SOURCE_SYSTEM	Id
No data to display				

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CSM_ACTIVITY_CODE	ACTIVATION_REASON_CODE	RAR_TERMINATION_REASON	SOURCE_SYSTEM	Id
CAN	YYYY	004	KIAS	
CAN	ABC	001	KIAS	
CAN	AL	002	KIAS	
CAN	AP	003	KIAS	
CAN	BN	004	KIAS	
CAN	BT	005	KIAS	
CAN	BU	006	KIAS	
CAN	CA	007	KIAS	
CAN	CD	008	KIAS	
CAN	CODB	001	KIAS	

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Reference Data can be created by manual entry

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Create References

Reference Type* Contract Duration

Name* UploadContractDuration

Output FileName

Description

Comments History Attached Files

● Upload using excel file ● Manually Enter Reference data

ContractDuration ID	Months	Start Date	End Date	Id
Enter ContractDuration ID	Enter Months	Enter Start Date	Enter End Date	Enter Id

Add Reset



Approval

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

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Reference Data

Create

Initial **2** Approve **0** Completed **4**

<input type="checkbox"/>	Actions	Reference Type	Name	Description
<input type="checkbox"/>	✓ ✗ ⚙️ ↻ ➡	5	MC_123	
<input type="checkbox"/>	✓ ✗ ⚙️ ↻ ➡	6	New1	Desc

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Reference Data

Initial **1** Approve **1** Completed **4**

<input type="checkbox"/>	Actions	Reference Type	Name	Description
<input type="checkbox"/>	✓ ✗ ⚙️	6	New1	Desc

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-

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Reference Data

Create

Initial **1** Approve **0** Completed **5**

Create new version

<input type="checkbox"/>	Actions	Reference Type	Name	Description
<input type="checkbox"/>		6	New1	Desc

New Version is available in Initial Step-

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REQUESTS PRODUCTS LIBRARY MASTER DATA CONFIG RECON REPORTS HELP

Reference Data

Create

Initial **2** Approve **0** Completed **4**

<input type="checkbox"/>	Actions	Reference Type	Name	Description	Initial Dat
<input type="checkbox"/>		5	MC_123		16/03/201
<input type="checkbox"/>		6	New2	Desc	07/03/201



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

test.vodafoneirely.com/LReferenceTypes/Index

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REQUESTS PRODUCTS LIBRARY MASTER DATA REPORTS HELP

Manage Reference Types

Create Click on Create

Name	Actions
RefTypemegacubetest_1	✖ ✎
SUSPENSE_TREATMENT	✖ ✎
TECH_FUND_PARAMETERS	✖ ✎
NEAR_TIME_DEFINITION	✖ ✎
FEE_TYPE_DIMENSION	✖ ✎

Step2. Enter Reference Type Name and click on create button

test.vodafoneirely.com/LReferenceTypes/Index#

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REQUESTS

Create Reference Type

Create

Name Reference Type* CCB_CAMPAIGN

Create Click on create button to save created Reference Data Type

RefType	✖ ✎
SUSPEN	✖ ✎
TECH_F	✖ ✎
NEAR_TIME_DEFINITION	✖ ✎
FEE_TYPE_DIMENSION	✖ ✎
FEE_DIMENSION	✖ ✎
CONTRACTS_EXCLUDED	✖ ✎
CCB_CAMPAIGN_OLD	✖ ✎
ARTICLE_NUMBERS_RELEVANT	✖ ✎



Step3. Click on ok to approve validation message

test.vodafoneirely.com/LReferenceTypes/Index#

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test.vodafoneirely.com says
ReferenceType saved successfully

OK

Click on ok

Name		
RefTypeMegacubetest_1	X	
SUSPENSE_TREATMENT	X	
TECH_FUND_PARAMETERS	X	
NEAR_TIME_DEFINITION	X	
FEE_TYPE_DIMENSION	X	
FEE_DIMENSION	X	
CONTRACTS_EXCLUDED	X	
CCB_CAMPAIGN_OLD	X	
ARTICLE_NUMBERRANGES_RELEVANT	X	
SUMS_CONFIGURATION	X	
TRESHOLD_VALUES	X	
Copy_CREDIT_NOTES	X	

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2. Column configuration in Reference Type

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

test.vodafoneirely.com/LCompanySpecificColumns/Index

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Admin

ritugangwar@vodi

REQUESTS - PRODUCTS - LIBRARY - MASTER DATA - CONFIG - REPORTS - HELP

Attribute Filed Configuration

Select Table: ReferenceData

Selector Type: CCB_CAMPAIGN

Column Name	Label	Ordinal	Display on Form	Make Manadatory	DropDown	Length	Def
AttributeB01		0	<input type="checkbox"/>	<input type="checkbox"/>			
AttributeB02		0	<input type="checkbox"/>	<input type="checkbox"/>			
AttributeB03		0	<input type="checkbox"/>	<input type="checkbox"/>			
AttributeB04		0	<input type="checkbox"/>	<input type="checkbox"/>			
AttributeB05		0	<input type="checkbox"/>	<input type="checkbox"/>			



Step2. Fill the Columns and other details

test.vodafoneirely.com/LCompanySpecificColumns?TableName=LReferenceData&SelectorType=CCB_CAMPAIGN

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Attribute Filed Configuration

Select Table: ReferenceData Selector Type: CCB_CAMPAIGN

Column Name	Label	Ordinal	Display on Form	Make Manadatory	DropDown	Length	Default Value	Displa
AttributeC01	Aktionsnummer	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
AttributeB01		0	<input type="checkbox"/>	<input type="checkbox"/>				
AttributeB02		0	<input type="checkbox"/>	<input type="checkbox"/>				
AttributeB03		0	<input type="checkbox"/>	<input type="checkbox"/>				
AttributeB04		0	<input type="checkbox"/>	<input type="checkbox"/>				
AttributeB05		0	<input type="checkbox"/>	<input type="checkbox"/>				
AttributeB06		0	<input type="checkbox"/>	<input type="checkbox"/>				
AttributeB07		0	<input type="checkbox"/>	<input type="checkbox"/>				
AttributeB08		0	<input type="checkbox"/>	<input type="checkbox"/>				
AttributeB09		0	<input type="checkbox"/>	<input type="checkbox"/>				
AttributeB10		0	<input type="checkbox"/>	<input type="checkbox"/>				

Step3. Click on Save to Save configuration

test.vodafoneirely.com/LCompanySpecificColumns?TableName=LReferenceData&SelectorType=CCB_CAMPAIGN

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AttributeB02		0	<input type="checkbox"/>	<input type="checkbox"/>				
AttributeB03		0	<input type="checkbox"/>	<input type="checkbox"/>				
AttributeB04		0	<input type="checkbox"/>	<input type="checkbox"/>				
AttributeB05		0	<input type="checkbox"/>	<input type="checkbox"/>				
AttributeB06		0	<input type="checkbox"/>	<input type="checkbox"/>				
AttributeB07		0	<input type="checkbox"/>	<input type="checkbox"/>				
AttributeB08		0	<input type="checkbox"/>	<input type="checkbox"/>				
AttributeB09		0	<input type="checkbox"/>	<input type="checkbox"/>				
AttributeB10		0	<input type="checkbox"/>	<input type="checkbox"/>				

NOTE: These Labels might have been used in structuring the extracts. Please be careful while changing them
Please see Attributes details below:

- AttributeC -> String(max length 255)
- AttributeI -> Integer
- AttributeN -> Numeric
- AttributeB -> Boolean
- AttributeD -> Date
- AttributeM -> Multi-line(max length 4000)

Save

Click on save button to save configuration



3. Rename Reference Type

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

Name	Actions
CCB_CAMPAIGN	✖ ✎
RefTypemegacubetest_1	✖ ✎
SUSPENSE_TREATMENT	✖ ✎
TECH_FUND_PARAMETERS	✖ ✎
NEAR_TIME_DEFINITION	✖ ✎
FEE_TYPE_DIMENSION	✖ ✎
FEE_DIMENSION	✖ ✎
CONTRACTS_EXCLUDED	✖ ✎
CCB_CAMPAIGN_OLD	✖ ✎
ARTICLE_NUMBERRANGES_RELEVANT	✖ ✎
SUMS_CONFIGURATION	✖ ✎
TRESHOLD_VALUES	✖ ✎


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