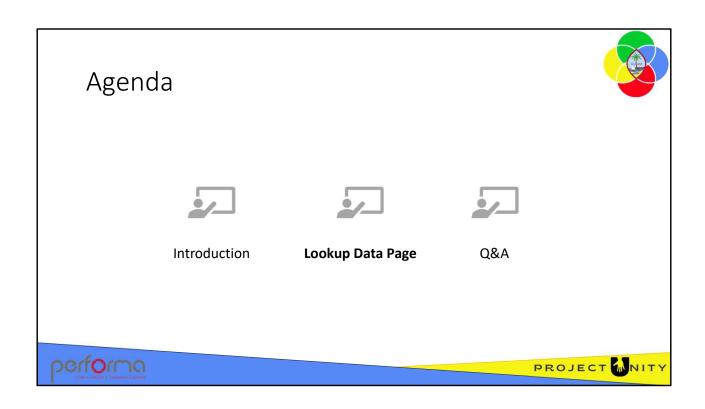
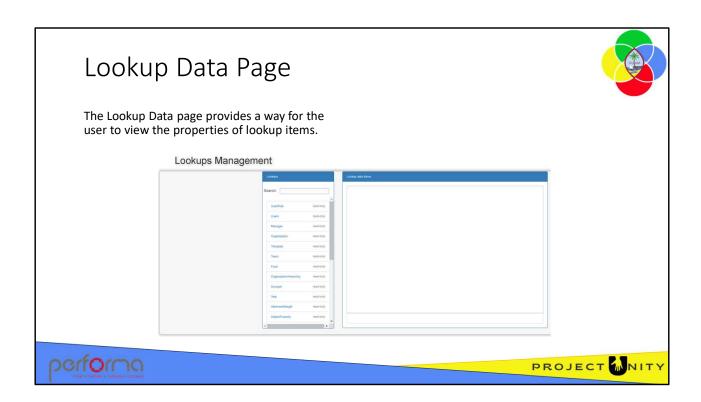


Reference Data is a collective term used for the business data that is used to facilitate the entry, management and reporting on other business data within the system. This includes structural data, that is, Chart of Accounts (CoA hierarchies (for example, organization, object), and look-up data on-certain data elements to assist users during data entry. Reference Data does not refer to the content of various documents.

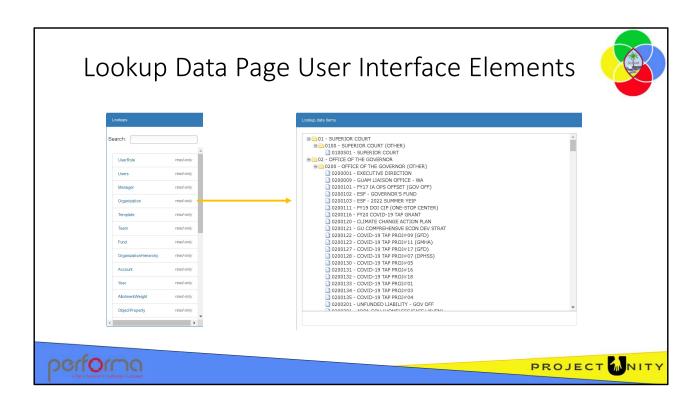
Reference Data changes may be descriptive or structural. Descriptive changes affect the names/titles of various items, for example, a name change. Structural changes affect the relationships between items, for example, moving Object A from one parent to another.

Reference Data is exposed to users through lookups, either dropdowns or popups. Lookups are used extensively throughout the application to facilitate data entry by users. The Lookup Data page provides a way for the user to view the properties of lookup items.



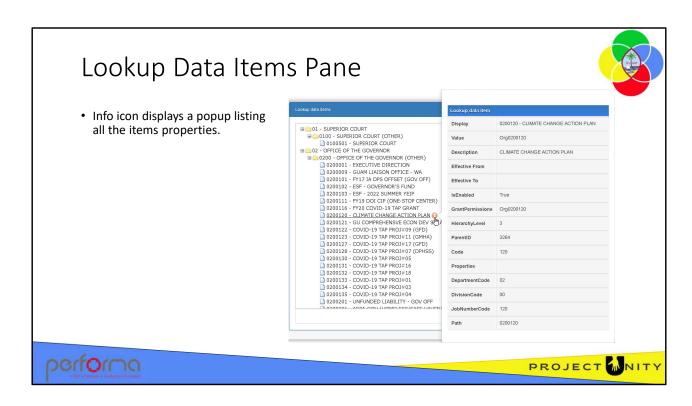


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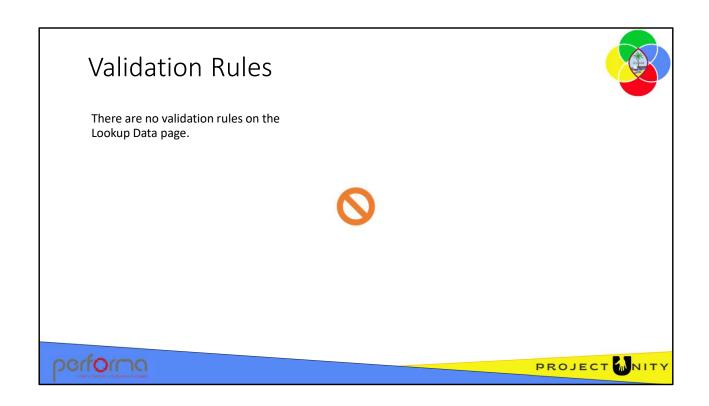
The page consists of two panes:

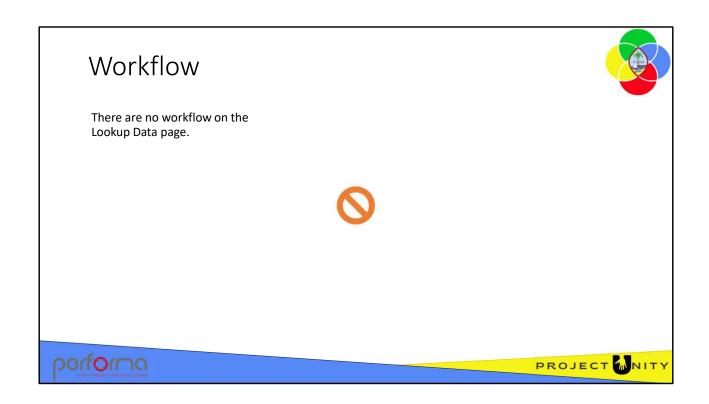
- **1. Lookups**: this pane contains a list of all read-only lookups. The Lookup Data view displays the Current Version only.
- **2. Lookup data items**: this pane displays the items defined for the lookup selected from the Lookups list. The screenshot above shows the items for the Organization lookup as selected.



When a lookup is selected from the list in the **Lookups** pane, the data items defined for that lookup are displayed in the **Lookup data items** .

When you hover the cursor over over the Information icon (i) the read-only **Lookup** data item information panel opens, displaying the item's properties.





## Hands-on Lab Exercise 1



1. To review the Reference Data for the Object lookup.



performa



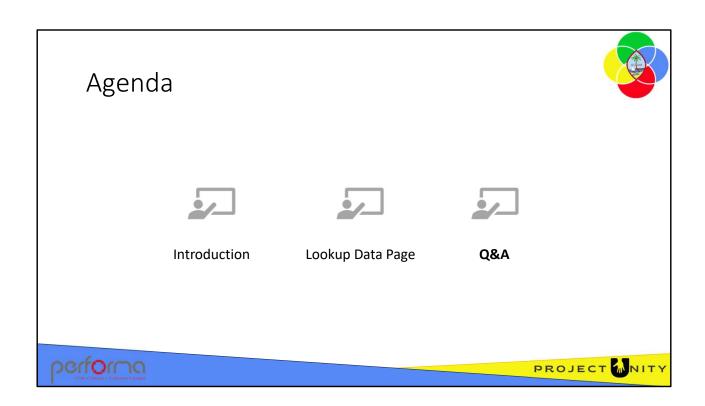
#### Objective

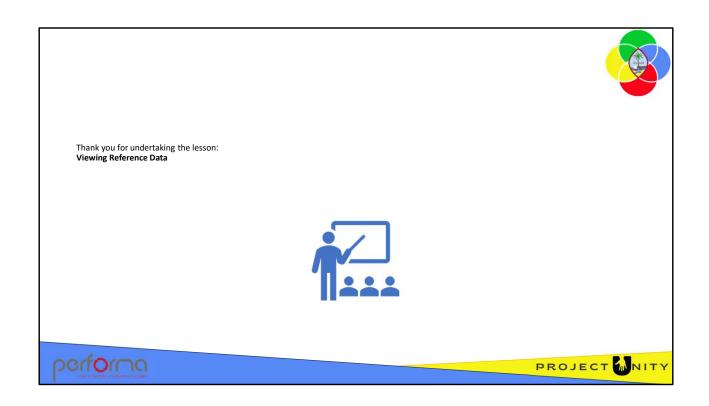
To review the Reference Data for the Object lookup;

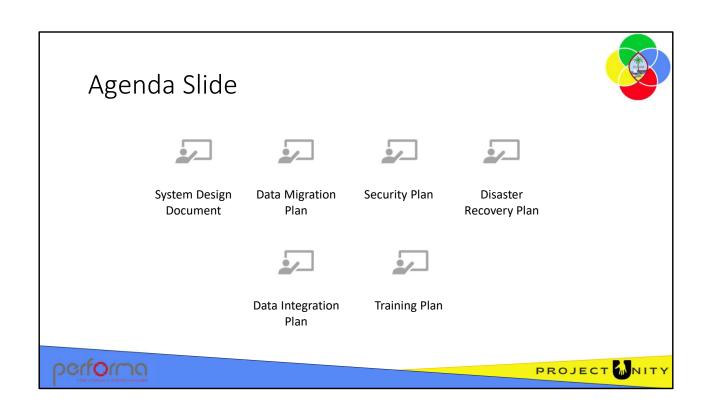
**Duration**: 5 minutes

#### **Process**

1. ?????





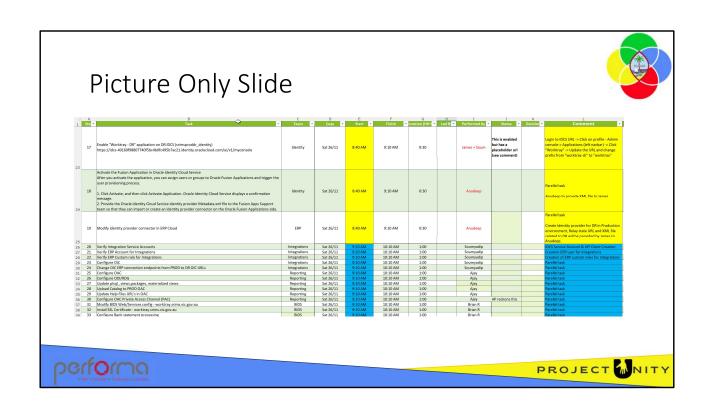


### **Bullet Point Slide**

- All training materials will be developed by Team Performa in collaboration with the Guam Training SME and team.
- Training materials include, but are not limited to:
  - Presentation decks
  - Agendas
  - Instructor Guides
  - Participant Guides
  - Exercises (step-by-step procedures to be followed by participant to reinforce the material provided)
- All training materials will be available on the Government of Guam Teams site and in a dedicated knowledge database.
- All draft training materials will be delivered by Friday, August 18th.
- Materials will be reviewed on a bi-weekly basis during the Testing Phase and updated, as needed.







## Text and Picture Slide



- Security Updates -
  - Deliver regular updates to fix security issues
  - Follows the SDLC deployment process
- · Audit Trails and Logging
  - User access, sessions, access, failures
  - Who did what, where and when
- Security Testing
  - Requested security scanning
  - Penetration Testing
  - Access controls application testing







# Text and Picture Slide (2)

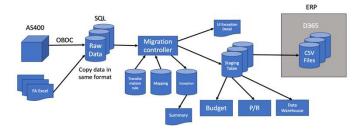


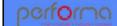
AS/400 is the primary source data for the legacy data and ODBC is a technique of connecting to the AS/400 through SQL server. SQL Server Database is being used for the Data Migration.

Fixed Assets (F/A) will be using Excel documents for its source data. F/A has over 200 spreadsheets that will be extracted into a common format .

Raw data is a group of SQL Server tables that are mirror images of AS/400 tables. The mirrored tables are needs for performance and access reasons.

Migration controller is a series of SQL Server procedures and functions that are used for transformation, mapping and exception reporting. The staging tables or updated by the controller. These tables are available for the budget, payroll and data warehouse to consume the data for the financial ERP are sent to CSV files.







# Table Slide



Topic	Description	Heading	Heading
Overview	Describes the purpose, role, and functionality of the solution.		
Accessing the application	Describes the procedure for registering for access to the application, how to login to and out of the application and the minimum PC requirements for using the application.		



