



**ViewDirect-ABS 4.1**

**Module 3**

# **Applications and Balancing Items**

## ViewDirect-ABS 4.1

# Course Outline

### ViewDirect-ABS Training Modules

1. Introduction
2. Balancing Concepts
3. Applications and Balancing Items
4. Creating Rule Procedures
5. Results, Reports, and External Actions
6. Production Mode
7. Advanced Topics

## Applications and Balancing Items

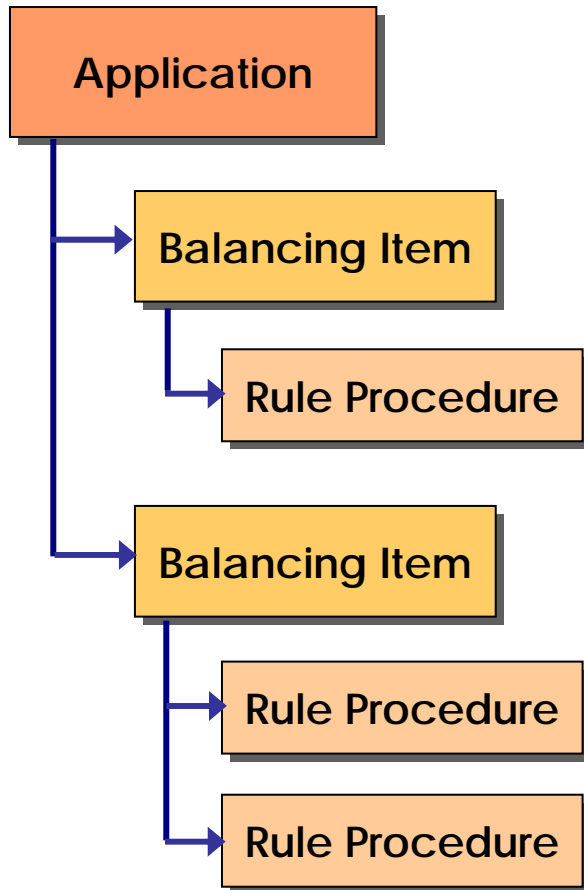
# Module Objectives

Upon completion of this module, you should be able to:

- Create and edit applications and folders.
- Describe the behavior of cycles and runs.
- Describe cycle types and cycle advancing types.
- Create and edit balancing items.
- Create a folder.

# Applications and Balancing Items

## Introduction



ViewDirect-ABS operations depend on the following structure:

### Application

- Controls frequency and method of updating cycles.
- Contains one or more balancing items.

### Balancing Item

- Identifies data sources.
- Links data sources with one or more rule procedures.

### Rule Procedure

- Contains detailed balancing instructions.
- Extracts and processes data.

# Applications

Balancing or reconciling is not something you do once and forget about it! Typically, if you need to balance your accounts for one month, quarter or year, you'll need to balance the next one as well!

For this reason, in ViewDirect-ABS, you must group all balancing items in a container, called an application, that defines the frequency or pattern – the cycle – for running the balancing operation.

The screenshot shows the 'ABS Explorer - ABSConfig' application window. The left pane displays a tree view under 'Applications' with the following items: Accounting\_Reports, Application, Expense\_Reports (highlighted), MainApp, ADDRBOOK, BUDGET\_BI, and Checkbook. Two blue arrows point from the text 'Applications' and 'Balancing Items' to the 'Application' and 'MainApp' nodes respectively. The right pane shows a table titled 'Application - Expense' with columns 'Balancin...', 'Cycle', and 'Run#'. The table is currently empty.

## Applications

# Cycle Properties

An application determines the behavior of the balancing items it contains through two key properties:

- The [Cycle Type](#) determines the [frequency or pattern](#) for running the balancing items. The Cycle Type can be based on dates (yearly, monthly, weekly, and so forth) or simple increments or versions.
- The cycle [Advancing Type](#) determines the [method](#) for updating the cycle. The [Automatic](#) method declares a new cycle based on the date; the [Programmatic](#) method defines a new cycle based on rules in the rule procedure; the [Manual](#) method waits until the user opens the application's properties dialog box and clicks the [Advance Cycle](#) button.

The combination of these application cycle properties give you the flexibility to determine how often and under what conditions to execute your balancing operations.

## Applications

# Planning Your Applications

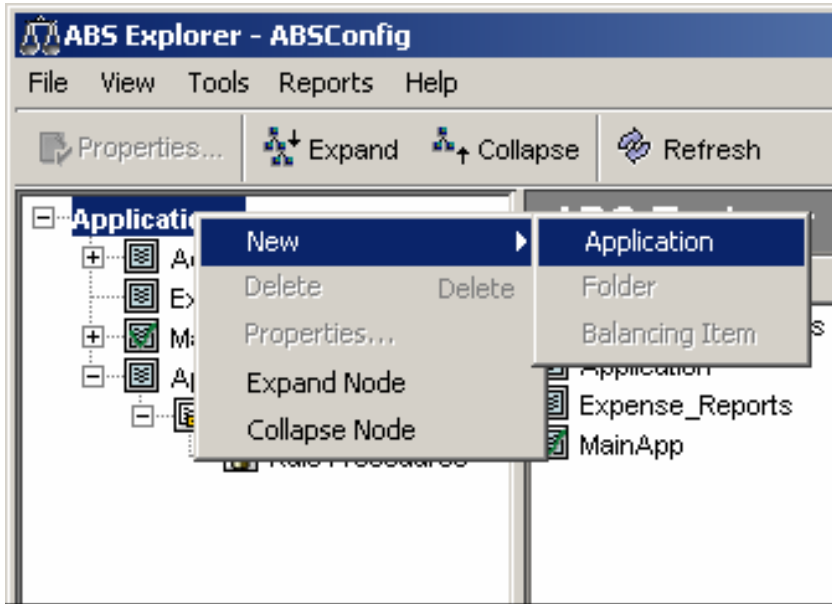
In ViewDirect-ABS, you must first create one or more applications, and then create the balancing items under the applications that control their cycles.

As you plan your balancing and reconciling operations, keep these guidelines in mind:

- You can create many applications with different cycle patterns.
- You can have many balancing items under one application.
- All balancing items under a single application follow that application's cycle pattern exactly. Any variation requires a separate application.
- For example, if you have two monthly automatic balancing items, but one is updated on 1st of the month while the other is updated on the 15th, they require two separate applications.

# Applications

## Creating an Application



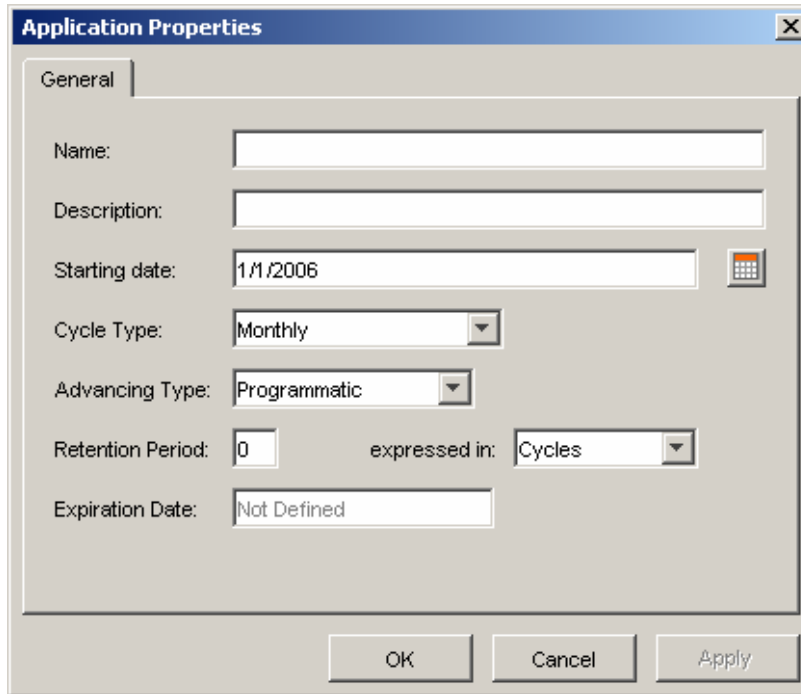
Establishing an application involves two steps: creating it, and editing it to add more information.

To create an application, perform the following steps:

1. Either click the [File](#) menu or right-click the [Applications](#) node in the tree, and select [New | Application](#).

# Applications

## Creating an Application



The screenshot shows the 'Application Properties' dialog box with the 'General' tab selected. The fields are as follows:

- Name: [Empty text box]
- Description: [Empty text box]
- Starting date: 1/1/2006 [Calendar icon]
- Cycle Type: Monthly [Dropdown menu]
- Advancing Type: Programmatic [Dropdown menu]
- Retention Period: 0 [Text box] expressed in: Cycles [Dropdown menu]
- Expiration Date: Not Defined [Text box]

Buttons at the bottom: OK, Cancel, Apply

The Application Properties panel for a new application appears.

When first created, applications include the following properties:

- Name
- Description
- Starting Date
- Cycle Type
- Advancing Type
- Retention Period and Expiration Date

*Define these fields as follows...*

## Applications

# Creating an Application

Application Properties

General

Name:

Description:

Starting date: 1/1/2006

Cycle Type: Monthly

Advancing Type: Programmatic

Retention Period: 0 expressed in: Cycles

Expiration Date: Not Defined

OK Cancel Apply

2. In the Name field, enter a short name (no spaces) for the type or cycle pattern of the balancing items you will group in this application.

3. In the Description field, enter a longer description or explanation of the application's contents.

## Applications

# Creating an Application

The screenshot shows the 'Application Properties' dialog box with the following fields and values:

- Name: MyApplication
- Description: My first test application
- Starting date: 1/1/2006 (with a calendar icon to its right)
- Cycle Type: Monthly (dropdown menu)
- Advancing Type: Programmatic (dropdown menu)
- Retention Period: 0 expressed in: Cycles (dropdown menu)
- Expiration Date: Not Defined

Buttons at the bottom: OK, Cancel, Apply.

4. For the Starting Date field, today's date appears as a default, but you can enter any valid date or click on the calendar icon to select a date from a calendar.

For applications whose Advancing Type is Automatic, ViewDirect-ABS increments the application cycle based on the Starting Date.

## Applications

# Creating an Application

**Application Properties**

General

Name: MyApplication

Description: My first test application

Starting date: 1/1/2006

Cycle Type: Version

Advancing Type: Manual

Retention Period: 2 expressed in: Years

Expiration Date: 8/18/2007

OK Cancel Apply

5. For the Cycle Type, select one of these options:

- Annual
- Quarterly
- Monthly
- Bi-Weekly
- Weekly
- Daily
- Version
- Incremental

(More on this shortly...)

## Applications

# Creating an Application

Application Properties

General

Name: MyApplication

Description: My first test application

Starting date: 1/1/2006

Cycle Type: Version

Advancing Type: Manual

Retention Period: 2 expressed in: Years

Expiration Date: 8/18/2007

OK Cancel Apply

6. For the Advancing Type, select one of these options:

- Automatic
- Programmatic
- Manual

(More on this shortly...)

## Applications

# Creating an Application

The screenshot shows the 'Application Properties' dialog box with the following values:

- Name: MyApplication
- Description: My first test application
- Starting date: 1/1/2006
- Cycle Type: Version
- Advancing Type: Manual
- Retention Period: 2
- expressed in: Years
- Expiration Date: 8/18/2007

7. Set the Retention Period to indicate how long you want ViewDirect-ABS to retain the balancing items and cycle data contained in this application.

- Default value "0" retains records indefinitely.
- Duration is expressed in cycles or calendar time.
- Expiration Date is calculated automatically.

## Applications

# Retention Periods

When an application's retention period expires, the following items expire and become candidates for deletion:

- Balancing items
- Rule procedures
- Cycles and runs
- Control Totals
- Run and trace log files
- Data source records

Expired items are not deleted automatically. To delete expired items, open the ABS Monitor utility from the Start menu.

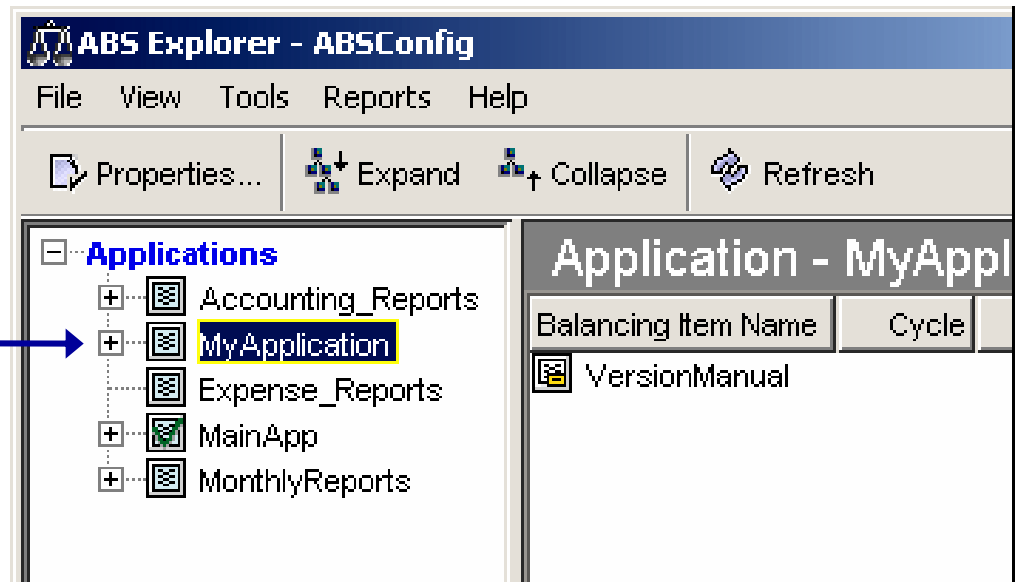
**Note:** Items do not expire unless all their dependent items have also expired. For example, balancing item expires only when all its runs expire. Similarly, an application expires only when all its balancing items expire.

## Applications

# Creating an Application

8. Click **OK** on the properties dialog.

The application you created appears in the applications tree. →



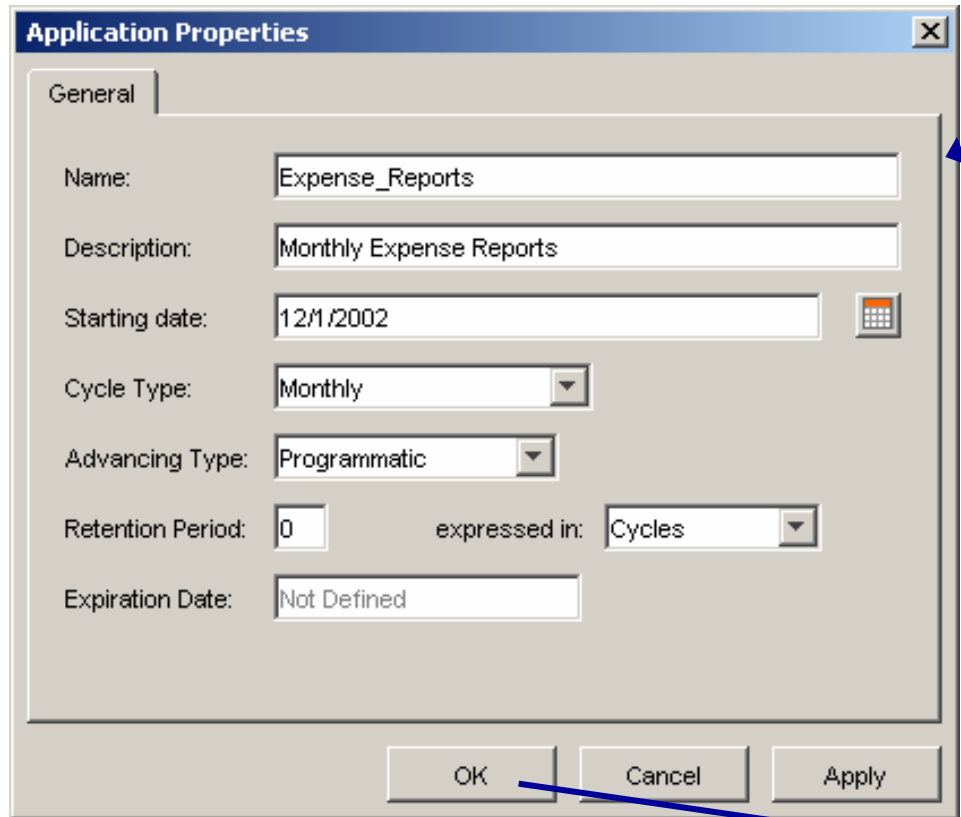
## Creating an Application Hands-On Exercise

In this exercise, you will create an application for the sample exercise data included with ViewDirect-ABS.

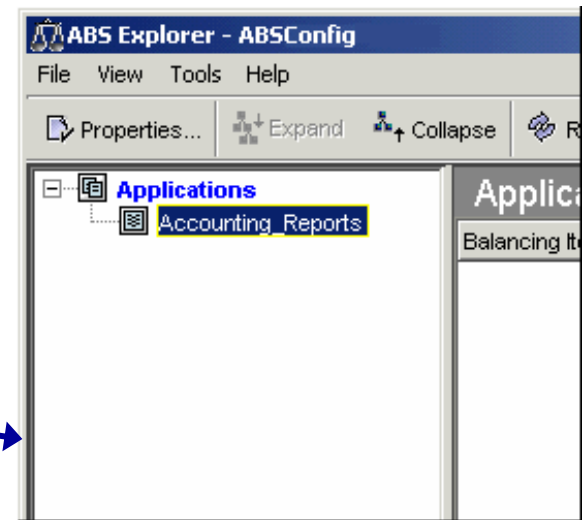
1. Log in to ViewDirect-ABS.
2. In ABS Explorer, select [File | New | Application](#).
3. In [Name](#) field of the Application Properties dialog, enter "Accounting\_Reports."
4. In the [Description](#) field, enter "Monthly Accounting Reports."
5. Click the calendar icon next to the [Starting date](#) field, and select a starting date of "December 1, 2002."
6. Leave the [Cycle Type](#) set to "Monthly."
7. Leave the [Advancing Type](#) set to "Programmatic."
8. Leave [Retention Period](#) set to "0" and the [expressed in](#) field set to "Cycles."

# Creating an Application

## Hands-On Exercise: Feedback



- The Properties panel should look like this.
- To save the application, click OK.
- The application now appears in the tree:



## Applications

# Editing an Application

After you have created an application, you can open the properties panel again to view or edit some additional information.

Select the application, and click [Edit Application.](#)

The Application Properties dialog now includes additional information...

## Applications

# Editing an Application

**Application Properties**

General

Name: Expense\_Reports

Description: ABC Corp. Monthly Accounting Expense Reports

Balancing Status: No Runs

Current Cycle Value: 20050101

Starting date: 1/11/2005

Finishing date: 2/10/2005

Cycle Type: Monthly

Advancing Type: Programmatic

Retention Period: 2 expressed in: Years

Expiration Date: 1/11/2007

### Balancing Status

- Initially "No Runs"
- Then either "Balanced" or "Out of Balance"

### Current Cycle Value

- Date or integer
- Based on cycle type

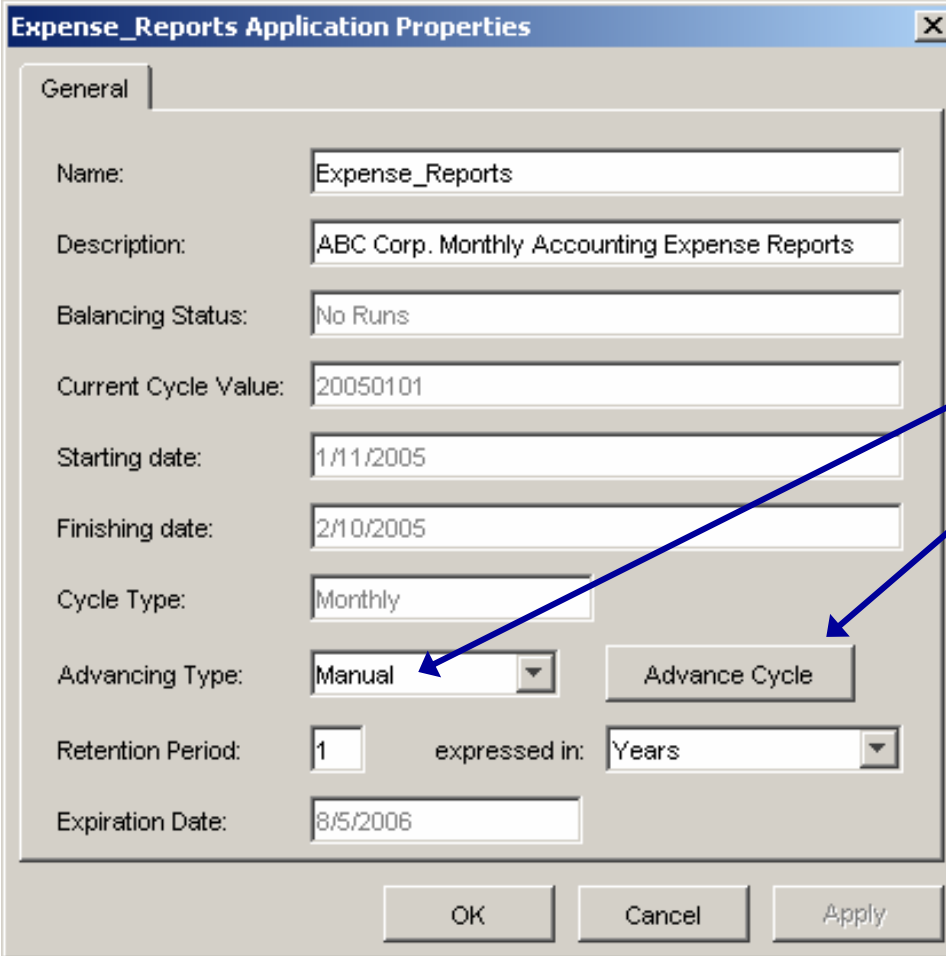
### Finishing Date

Calculated from:

- Cycle starting date
- Cycle type.

## Applications

# Editing an Application



The image shows a screenshot of the 'Expense\_Reports Application Properties' dialog box. The 'General' tab is selected. The fields are as follows:

Name:	Expense_Reports		
Description:	ABC Corp. Monthly Accounting Expense Reports		
Balancing Status:	No Runs		
Current Cycle Value:	20050101		
Starting date:	1/11/2005		
Finishing date:	2/10/2005		
Cycle Type:	Monthly		
Advancing Type:	Manual		
Retention Period:	1	expressed in:	Years
Expiration Date:	8/5/2006		

At the bottom of the dialog are three buttons: OK, Cancel, and Apply. An 'Advance Cycle' button is located to the right of the Advancing Type dropdown. Two blue arrows point from the text on the right to the 'Manual' dropdown and the 'Advance Cycle' button.

You can change the name, description, advancing type, and retention period of an existing application.

If the application is of the Manual advancing type, the Advance Cycle button becomes active.

Note: To advance the cycle of any application of Manual Advancing Type, you must open the properties dialog, and click Advance Cycle.

## Application Cycle Types and Advancing Types

### What is a Cycle?

The interval or frequency with which all balancing items in an application are to be balanced is known as a cycle, as in an “accounting cycle.”

This interval generally corresponds to the timeframe in which the balancing operations are executed, though not all cycle types are date-based.

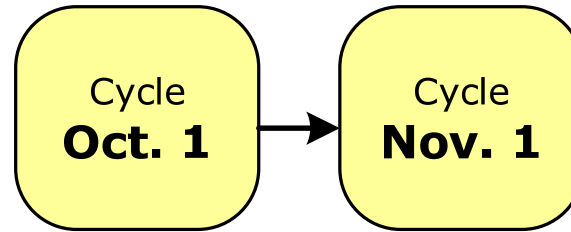
# Application Cycle Types and Advancing Types

## Types of Cycles

There are two types of cycles:

▶ **Date-Based Cycles:**

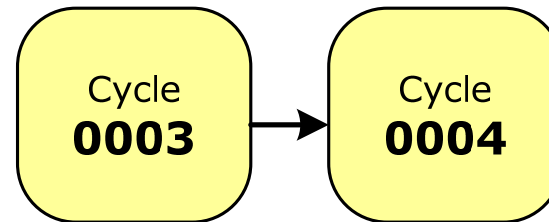
- Daily
- Weekly
- Bi-weekly
- Monthly
- Quarterly
- Annual



Date-Based Cycle

▶ **Sequential Cycles**

- Version
- Incremental



Version Cycle

## Application Cycle Types and Advancing Types

### Date-Based Cycle Values

Date-based cycle values:

- ▶ Appear in the date format YYYYMMDD
- ▶ Advance to a new cycle value when today's date matches a specified date (automatic) or when instructed by a rule (programmatic).
- ▶ Increment based on the Starting Date

For example, a monthly application with a starting date of May 15 increments to June 15, July 15, August 15, and so forth.

## Application Cycle Types and Advancing Types

### Cycle Advancing Types

**Cycle Type:** Defines the interval

**Cycle Advancing Type:** Defines how to advance

Date-based cycles can be advanced in any of the following ways:

**Automatic:** The cycle advances automatically based on the date.

**Programmatic:** A rule in a rule procedure advances the cycle when a defined condition in the rule procedure is satisfied.

**Manual:** Admin or Power User clicks the [Advance Cycle](#) button on the Application Properties dialog.

## Application Cycle Types and Advancing Types

# Advancing Date-Based Cycles

When a date-based cycle advances, its cycle value increases by one unit of the calendar interval associated with the cycle.

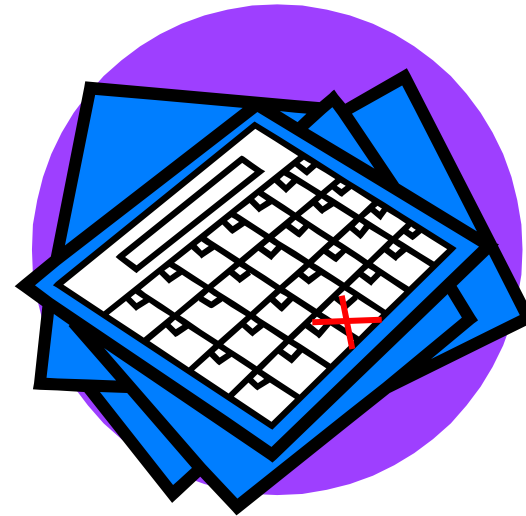
For example:

- An annual cycle with the value **20060101** (January 1, 2006) advances to **20070101** (January 1, 2007).
- A monthly cycle with the value **20060101** (January 1, 2006) advances to **20060201** (February 1, 2006).

## Application Cycle Types and Advancing Types

### Starting Date

- When you define a new application, ViewDirect-ABS assumes today's date as the Starting Date.
- You can change the Starting Date to another date.
- ViewDirect-ABS increments cycles based on the Starting Date.
- For example, if you define an annual cycle with a Starting Date of July 1 of this year, the next application cycle will begin on July 1 of next year.



## Application Cycle Types and Advancing Types Version Cycle Values

Version cycle values:

- ▶ Are expressed in any numerical format `nnnnnnnnn`, such as `00000001` or `00000345`.
- ▶ Have no relation to any calendar dates.
- ▶ Can advance whenever you want.

## Application Cycle Types and Advancing Types

### Advancing Version Cycles

Version cycles can be advanced using either of the following two methods

- Programmatic:** A rule in a rule procedure advances the cycle when the rule procedure runs or a defined condition in the rule procedure is satisfied.
- Manual:** Administrator or Power User clicks the [Advance Cycle](#) button in the Application Properties dialog to advance the cycle.

## Application Cycle Types and Advancing Types

# Advancing Version Cycles

When you advance a Version cycle, its value increases by 1.

For example:

- An incremental cycle with the value 00004319 advances to 00004320.
- An incremental cycle with the value 20060101 advances to 20060102.

## Balancing Items

# Defining Balancing Items

A [balancing item](#) is a logical entity you define within ViewDirect-ABS that specifies:

- The data sources to be processed
- The rule procedures to process them

Note that when you initially create a balancing item:

- No rule procedures, policy names, or report IDs are associated with the balancing item.
- These values are populated when you [deploy](#) the balancing item to the appropriate rule procedure.

## Balancing Items

# Creating a Balancing Item

To create a new balancing item in ABS Explorer, complete the following steps:

1. Right-click the [application](#) with which you wish to associate the balancing item; from the context menu, select [New | Balancing Item](#).

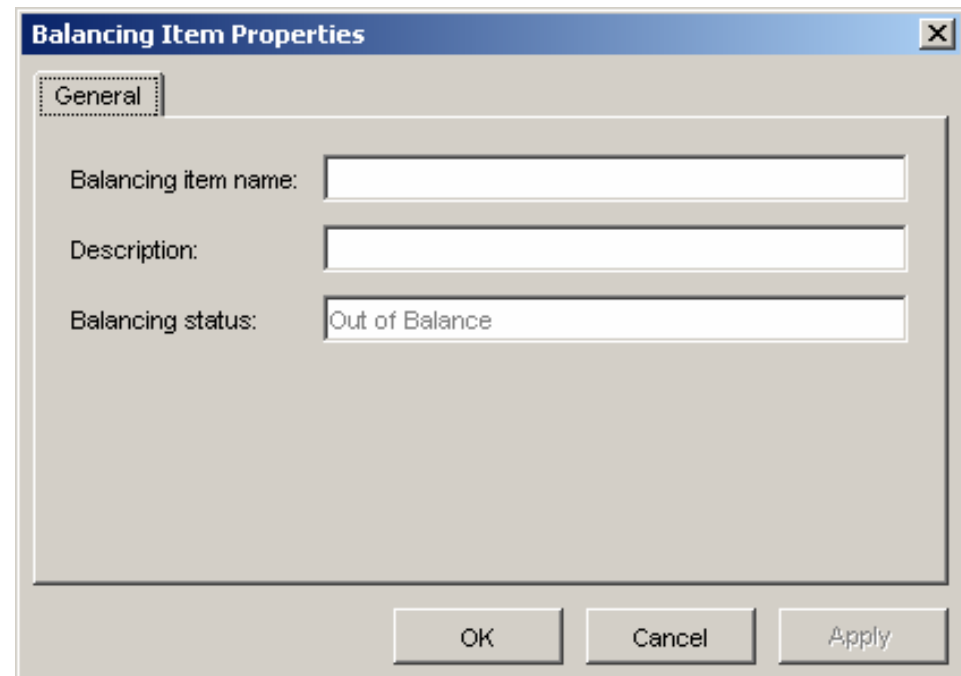
(Alternatively, select the application, and, from the [Edit](#) menu, select [New | Balancing Item](#).)

## Balancing Items

# Creating a Balancing Item

2. Complete the fields in the dialog as follows:

- Enter a name in the [Balancing item name](#) field.
- Enter a longer description or explanation in the [Description](#) field.
- [Balancing Status](#) — This field is informational only and cannot be edited. The initial value is set to “Out of Balance.”



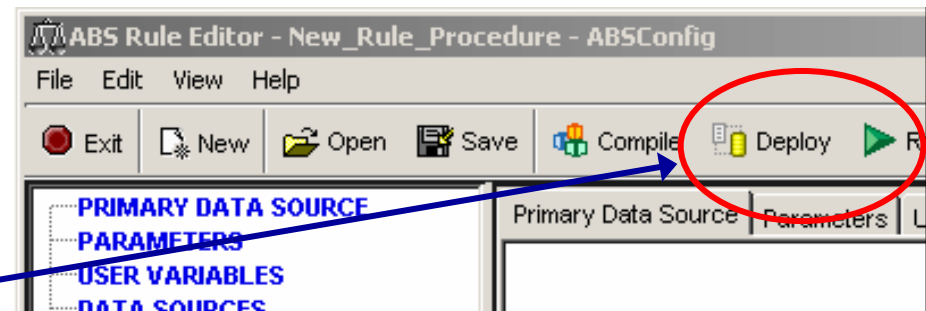
The screenshot shows a dialog box titled "Balancing Item Properties" with a close button (X) in the top right corner. The "General" tab is selected. It contains three input fields: "Balancing item name:" (empty), "Description:" (empty), and "Balancing status:" (containing the text "Out of Balance"). At the bottom of the dialog are three buttons: "OK", "Cancel", and "Apply".

## Balancing Items

### Creating a Balancing Item

3. The final step in creating a balancing item is to deploy it by doing the following:

- Select the balancing item in the tree.
- Click Deploy in the task bar.



- In the deploy dialog, fill in the appropriate fields to associate the balancing item with a rule procedure.

Deploying RP to Balancing Item in ABSConfig Configuration

Rule Procedure Name: ADDRBOOK  Primary Rule Procedure

Balancing Item Name: ADDRBOOK

Policy Name: ADDRBOOK

Report Id: ADDRBOOK

Description: Balancing Item for ADDRBOOK rule procedure, ADDRBOOK policy, and ADDRBO

## Balancing Items

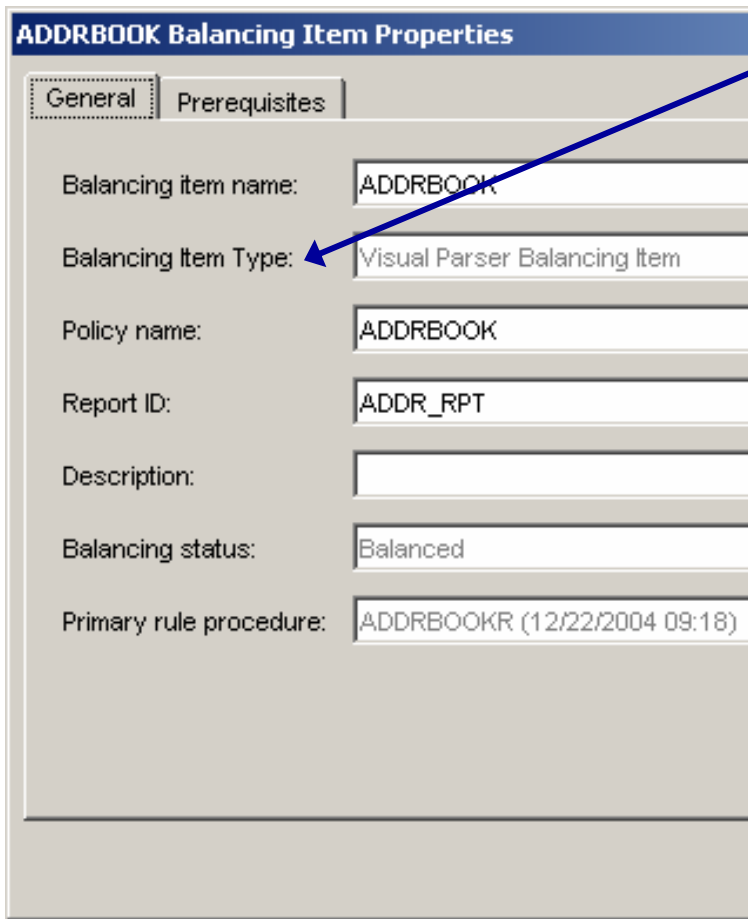
# Editing a Balancing Item

After you [deploy](#) a balancing item in an associated rule procedure, you can right-click it (or use the [Edit](#) menu) and select [Edit Balancing Item](#).

Now the [Balancing Item Properties](#) dialog displays additional information...

# Balancing Items

## Editing a Balancing Item



ADDRBOOK Balancing Item Properties	
General	Prerequisites
Balancing item name:	ADDRBOOK
Balancing Item Type:	Visual Parser Balancing Item
Policy name:	ADDRBOOK
Report ID:	ADDR_RPT
Description:	
Balancing status:	Balanced
Primary rule procedure:	ADDRBOOKR (12/22/2004 09:18)

The Balancing Item Type is based on the rule procedure you deployed. Its possible values are:

- **Visual Parser Balancing Item** – when the rule procedure is of “Control Totals Balancing Rule Procedure/ Balancing ViewDirect Reports” type.
- **Data Source Balancing Item** – when the rule procedure is of “Control Totals Balancing Rule Procedure/ Balancing Other Data Sources” type.
- **Reconciliation Item** – when the rule procedure is of “Reconciliation Rule Procedure” type.

In ViewDirect-ABS 4.1, this field cannot be edited.

## Balancing Items

# Editing a Balancing Item

**ADDRBOOK Balancing Item Properties**

General Prerequisites

Balancing item name: ADDRBOOK

Balancing Item Type: Visual Parser Balancing Item

Policy name: ADDRBOOK

Report ID: ADDR\_RPT

Description:

Balancing status: Balanced

Primary rule procedure: ADDRBOOKR (12/22/2004 09:18)

The Policy name field displays the name of the policy that extracts data from a ViewDirect for Networks report.

- This field appears only for a “Visual Parser Balancing Item.”
- You can edit this field to redirect the balancing item to another ViewDirect for Networks policy.

## Balancing Items

# Editing a Balancing Item

ADDRBOOK Balancing Item Properties	
General	Prerequisites
Balancing item name:	ADDRBOOK
Balancing Item Type:	Visual Parser Balancing Item
Policy name:	ADDRBOOK
Report ID:	ADDR_RPT
Description:	
Balancing status:	Balanced
Primary rule procedure:	ADDRBOOKR (12/22/2004 09:18)

The Report ID field displays the name of the source report in ViewDirect for Networks.

- This field appears only for a “**Visual Parser Balancing Item**” type.
- You can edit the Report ID to direct the balancing item to another report.

# Balancing Items

## Editing a Balancing Item

**ADDRBOOK Balancing Item Properties**

General Prerequisites

Balancing item name: ADDRBOOK

Balancing Item Type: Visual Parser Balancing Item

Policy name: ADDRBOOK

Report ID: ADDR\_RPT

Description:

Balancing status: Balanced

Primary rule procedure: ADDRBOOKR (12/22/2004 09:18)

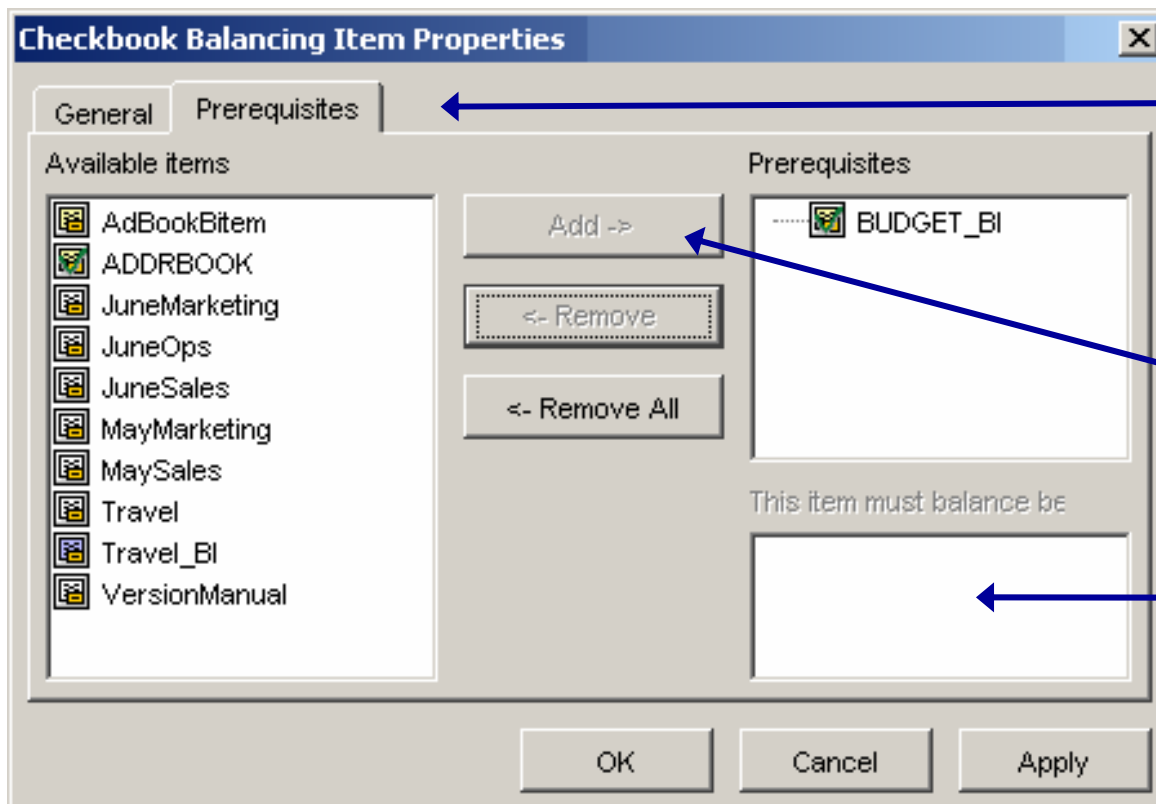
The Primary rule procedure field displays the name of the associated rule procedure and the date and time it last ran.

- This is the rule procedure whose initial deployment determined the balancing item type.
- This field cannot be edited.

## Balancing Items

# Setting Balancing Item Prerequisites

The properties dialog allows you to set one or more [prerequisites](#) – other balancing items that must balance before this item will balance.



1. Select the [Prerequisites](#) tab.
2. Select another balancing item in the [Available items](#) list on the left.
3. Select [Add](#) to add the item. The item appears in the [Prerequisites](#) list.

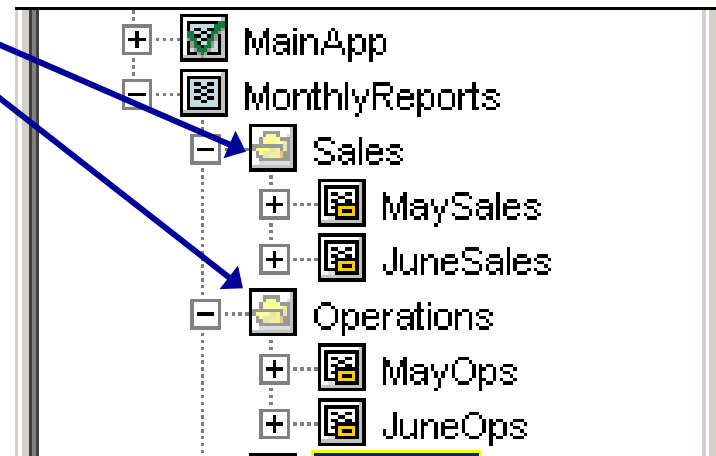
Note: If the current balancing item is a prerequisite, the related item appears here.

## Balancing Items

# Grouping Balancing Items in Folders

You can create folders under an application and then group related balancing items together within these folders.

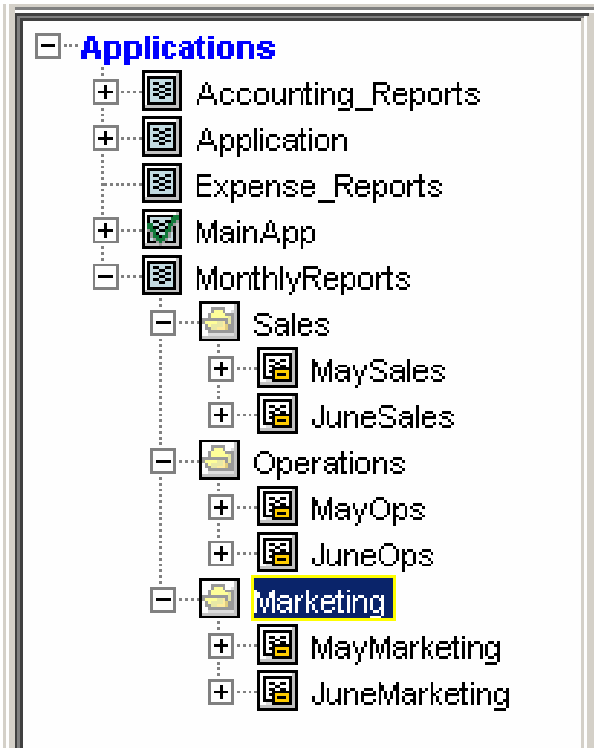
(Under these folders, you could create additional nested sub-folders.)



A folder and the balancing items it contains inherit the properties of the parent application.

## Grouping Balancing Items in Folders

### How Folders Work

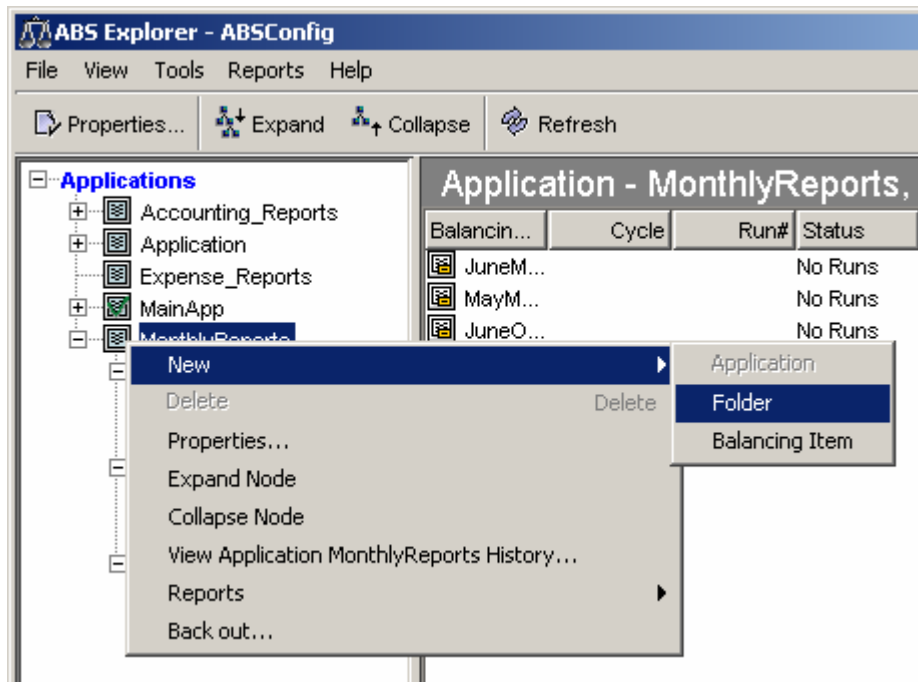


For example, if you have an application “Monthly Reports” with a Monthly cycle type and an Automatic cycle advancing type, then all the balancing items in all the folders contained by this application will have the same characteristics – as in the Sales, Operations, and Marketing folders in the example shown.

## Grouping Balancing Items in Folders

### Creating a Folder

To create a new folder, do the following:

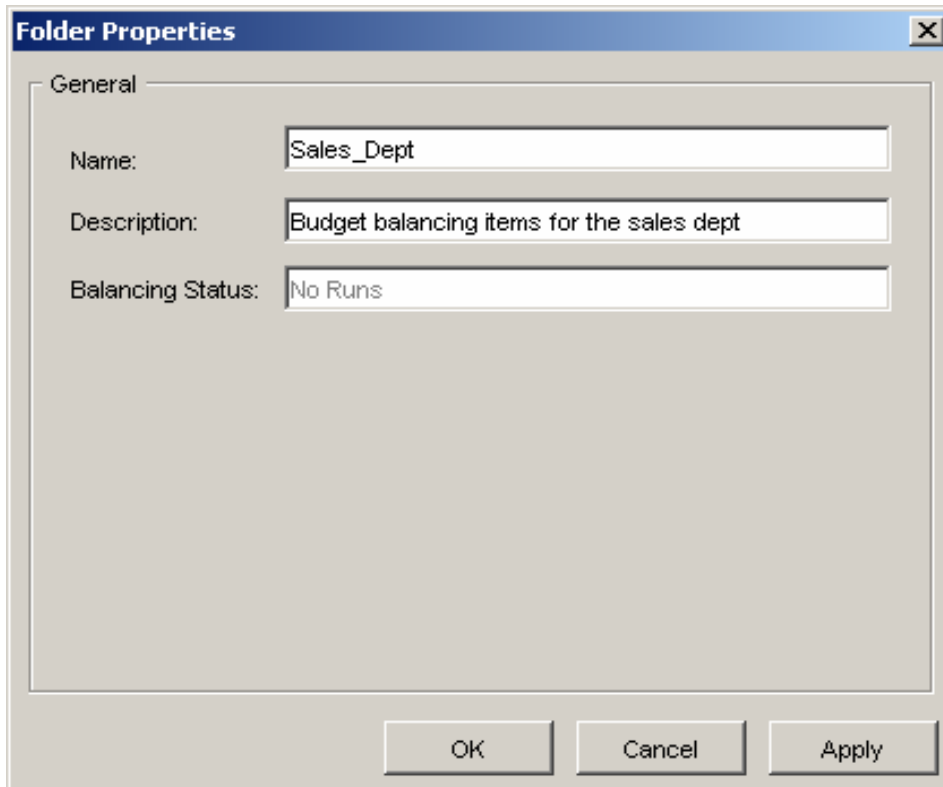


In the left pane of ABS Explorer, right-click the application or folder under which you want to create a new folder, and select [New | Folder](#) from the context menu. (Alternatively, you can select [File | New | Folder](#) from the ABS Explorer menu.)

The Folder Properties dialog appears...

## Grouping Balancing Items in Folders

### Creating a Folder



**Folder Properties**

General

Name: Sales\_Dept

Description: Budget balancing items for the sales dept

Balancing Status: No Runs

OK Cancel Apply

1. Enter the name for the folder in the Name field.
2. Enter the description for this folder in the Description field.
3. The Balancing Status is derived from the balancing items within the folder.
  - All items must balance before the folder status is "balanced."
  - This field is informational and cannot be changed.
  - The initial value is "No Runs"

## Summary

You should now be able to:

- Create and edit applications and folders.
- Describe the behavior of cycles and runs.
- Describe cycle types and advancing methods.
- Create and edit balancing items.
- Create a folder.