# BizInsight 7

### Summary

BizInsight provides pre-loaded plug and play modules and connectors. Each module is constructed with precision to enhance your ERP System. Once the data is retrieved into Excel, BizInsight users can use all Excel capabilities with the power of BizInsight to create reports that meet the needs of business reporting: financial statements, budgets reports, sales analysis, invoice analysis and dashboards.

This Guide will introduce the new elements that you will see in Excel after installing BizInsight and provide information on how to use the product to build the reports you need.

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# **BizInsight User Interface Additions**

After BizInsight is installed, you'll notice the addition of a BizInsight tab to the Excel ribbon and a Navigation Pane.

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FILE HOME INSERT PAGE LAYOUT FOR	RMULAS	data rev	iew view	BizInsight 7			
Load BizNet Assistant Data Workbook(s) Formu	ate Design		Pack Activat N Go	€ Update e About	Restart Co Service	onfiguration	
A1 $\bullet$ : $\times \checkmark f_x$							
SizInsight?	< 1	A	B C	D Bizlnsight F	E	F	G
🗎 HOME 🏾 🎵 🤤	2 3 4		Ľ	bizinsigni	CIDDON		
My Favorites	<ul><li>▼</li><li>5</li><li>6</li></ul>	В	izInsight				
BizNet Sample Data	• 7 8	Navi	gation Pane				
BizProperties	• 9 10						
	11 12						
	13 14						



The Navigation Pane is only available when a Connector is installed.

# **Exploring the BizInsight Ribbon**

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FILE	HOME	INSERT	PΔ	GE LAYOUT	FORMI	JLAS	DATA	REVIE	W	VIEW	BizInsight 7		
Load BizInsight7	<b>BizNet</b> Assistant	Select Data		Refresh Workbook(s)	Calculate Formulas	_	Data	Check			€ Update Ⅲ About	Z Restart Service	Configuration

## 1MPORTANT

If the ribbon is missing the buttons to the right of the **About** button, check to make sure the BizCloud service is running on the workstation.

Button	Description
Load BizInsight	Launches the BizInsight Navigation Pane (when a Connector is installed) and enables the buttons on the BizInsight 7 ribbon.
BizNet Assistant	Allows immediate access to online documentation, training and how-to videos, the Support web submission form, a link to a product feedback form, and a link to BizNet's blog.
Select Data	Select Data is used to store data in Excel's memory ("Excel Data"). It is not generally used for data that has been retrieved from an ERP. That data ("Service Data") is already cached in the BizCloud service that runs on the client workstation.
fx Query Data	Allows the user to create a Functions, Tables, Data Validation lists or Expressions using Local Data or Service Data.
Refresh Workbooks	This button recalculates all objects, Functions and Tables, in all open workbooks. When clicked, the following events will occur: All Functions are recalculated. All BizInsight Tables (also called "Lists") are refreshed. All items stored as Excel Data are re-committed. All BizInsight Tables are refreshed again. All Functions are recalculated again. All Functions are recalculated again. All of the above will occur on all open workbook(s). This DOES NOT extract the latest updates in the ERP System.

Button	Description
Calculate Formulas	Calculates all Excel and BizInsight Functions found in all open workbook(s).
Design Mode	Working in Design Mode refers to working without a connection to the ERP system. When in Design Mode, all refresh actions will be performed against data that has already been cached. If the requested data is not already in cache, functions will display #DESIGN.
View Data	Data cache management. See the <u>Data Cache Management</u> section for more details.
Check for Errors	Reviews workbooks and locates any Excel recognized error(s).
Pack N Go	Allows users to send BizInsight workbooks to other Excel users who do not have BizNet installed. See Pack N Go for more information.
Activate	Allows users to activate their new license key or deactivate an existing license key.
Update	Checks for the latest updates for all BizNet products installed on the workstation. The update allows the user to upgrade to the latest version of each component without uninstalling and reinstalling. For details on the update process see <u>Checking for Updates</u> .
About	Provides information about the BizInsight product version and licensing expiration information.
Restart Service	Restarts the BizCloud service. Loss of connectivity to the service can cause Function and Table errors. All data cached by the service will be serialized to disk when the service is restarted. Use this button to resolve problems with the BizCloud service.
Configuration	The Configuration button allows access to the BizCloud Accelerator Configuration Wizard and the Advanced Configuration interface as well allowing users to test Excel's connectivity to the BizCloud service.

Button	Description
	<ul> <li>Configuration</li> <li>Wizard</li> <li>Advanced</li> <li>Test Connection</li> <li>Wizard – This button launches the BizCloud Accelerator Configuration</li> <li>Wizard where changes can be made to connection information and stored user credentials for Cloud and on premise databases. If your user credentials change, see <u>Changing User Credentials</u> for instructions.</li> <li>Advanced- Opens a dialog with key configuration paths and options of the BizInsight product.</li> <li>General Tab –Logging should remain disabled unless troubleshooting an issue. Also, users have the option to compress or encrypt data. By default, Serialization and Encryption is disabled.</li> </ul>
	Other Settings/Tabs in the Advanced Configuration interface should not be adjusted unless instructed to do so by a BizNet Support Technician.
	<b>Test Connection</b> - Use this button to confirm connectivity between Excel and the BizCloud service.

# **Getting Started**

The first-time Excel is launched and BizInsight is loaded, a dialog box will appear offering a tutorial. You can choose to view the tutorial by clicking the radio button and then click **Start** or you can skip this step by simply clicking **Cancel**. The tutorial prompt will occur once a day at the first startup of Excel. Check the **Don't Ask Me** checkbox to stop the prompt from opening. The prompt can be turned on again using the Reset User Preferences option in the Navigation Pane <u>settings</u>.

<b>⊗</b> W	hich content you would like a tutorial on?
0	BizNet Sample Data
	🗌 Don't Ask Me
	Start
	Cancel

The tutorial covers a wide variety of subjects on how to use BizInsight 7.

# **Navigation Pane**

The Navigation Pane allows you to easily access the different functional elements of the product.

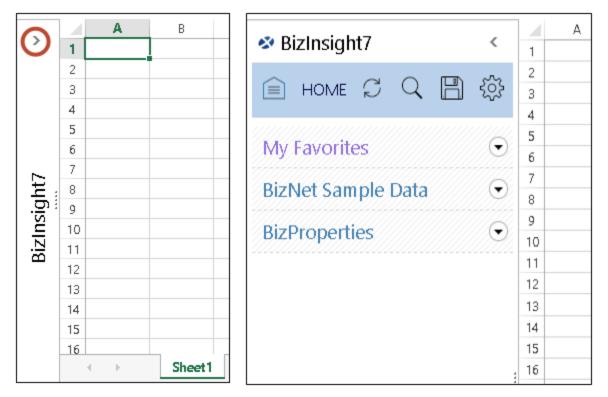
The Navigation Pane is not displayed when Excel is opened. Use the **Load BizInsight** button to display the Navigation Pane.





The Navigation Pane is only available when a Connector is installed. If only BizInsight 7 is installed, the **Load BizInsight 7** button simply enables the remaining buttons on the BizInsight 7 ribbon.

The Navigation Pane is collapsed by default and can be expanded by clicking on the chevron arrow in the upper right hand corner of the Navigation Pane.



Collapsed (Default View)

Expanded View

The ellipsis on the right side of the Navigation Pane performs the same function as the chevron arrow:



The Navigation Pane contains two sections:



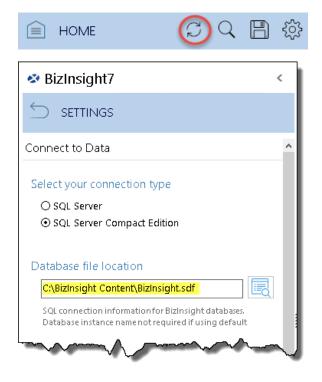
#### **Navigation Pane Header**

The Navigation Pane Header allows you to search the Navigation Pane, refresh, save changes to the Navigation Pane and manage BizInsight settings.

🕸 BizInsight7			<
HOME	Ç	Q	<u>ين</u>

#### **Refresh**

The Refresh button refreshes the Navigation Pane when the MetaData file location has been changed to a different path. The button is a quick option to display changes without closing and re-opening Excel.



#### **Search**

Click the Magnifying Glass to search the Navigation Pane.

HOME	S Q B 🕸
------	---------

Type the keyword in the search text box, i.e. 'Segment 1'. Notice Segment 1 was found one (1) time under BizNet GL. Click the dropdown arrow in the BizNet GL section to expand.

🕸 BizInsight7	<
SEARCH	
Segment1	X
BizNet Sample Data (1)	$\odot$

Double-click the found item to jump to its location in the Navigation Pane.

$\ge$
•

The Segment 1 Description function is highlighted and ready for you to drag and drop to a cell.

🕸 BizInsight7 <			A	В	С
- bizinsigner		1			
🗎 номе С 🔍 🗒 🔅		2			
		3			
$\sim$ 1		4			
🛛 BizNet Sample Data 👘 💽 🖯	•	5			
		6			
➤ Functions	8	7			
	2	8			
≥ Month-to-Date	2	9			
	2	10			
∖ Year-to-Date	2	11			
	8	12			
∖ Budget	8	13			
	9	14			
>> Information	2	15			
	8	16			
<b>∱</b> Company	8	17			
Jx company	2	18			
Segment Descriptions	2	19			
= beginene beschpitons	8	20			
📌 Segment1 Desc 🛛 🗖					
Jx beginener Dese		22			
<b>∱</b> x Segment2 Desc		23	-		
JX Segmentz Desc		24			
f. Sagmant? Dass		25			
<b>∱</b> x Segment3 Desc	•		< ►	Sheet1	

#### <u>Save</u>

The **Save** button is used when a BizProperty needs to be removed from the BizProperties menu of the Navigation Pane Body. For more information on Properties, see <u>BizInsight Properties</u>.



#### **Settings**

Clicking on the gear icon on the Navigation Pane header gives you access to several settings that can be used to customize your BizInsight experience:



Clicking on the gear button will open the following dialog:

✤ BizInsight7	<
SETTINGS	
Customize Startup Page	
Connect to New Data	
Preferences	

To return to the main Navigation Pane, click the back button on the Settings header button:

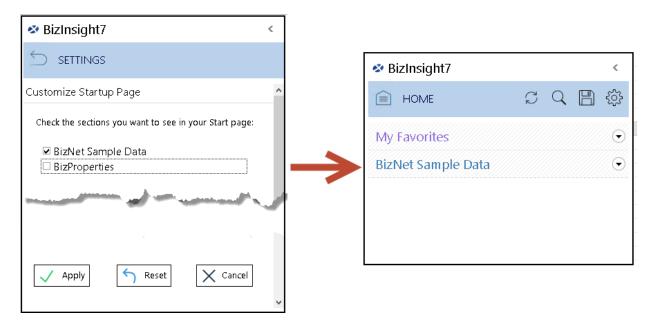
BizInsight7	<

#### CUSTOMIZE STARTUP PAGE MENU

The **Customize Startup Page** option opens a dialog that lets you choose which menus are displayed in the Navigation Pane:

🕸 BizInsight7	<
SETTINGS	
Customize Startup Page	^
Check the sections you want to see in your Start page:	
☑ BizNet GL ☑ BizProperties	

Uncheck any menus you do not want to see then click **Apply**. For example, if the BizProperties checkbox is unchecked and applied, the Navigation Pane will no longer display the BizProperties menu:



To restore a menu, go back to the **Customize Startup Page** dialog, recheck the checkbox for the hidden menu and click **Apply**. The **Reset** button reverts settings back to the application defaults.

#### **CONNECT TO NEW DATA**

This setting is for future functionality and should not be used.

BizInsight7	<
Connect to Data	^
Select your cannection type O SQL Server ③ SQL Server Compact Edition	
Future functionality Do not adjust	
-	
Do not adjust	]
Do not adjust	

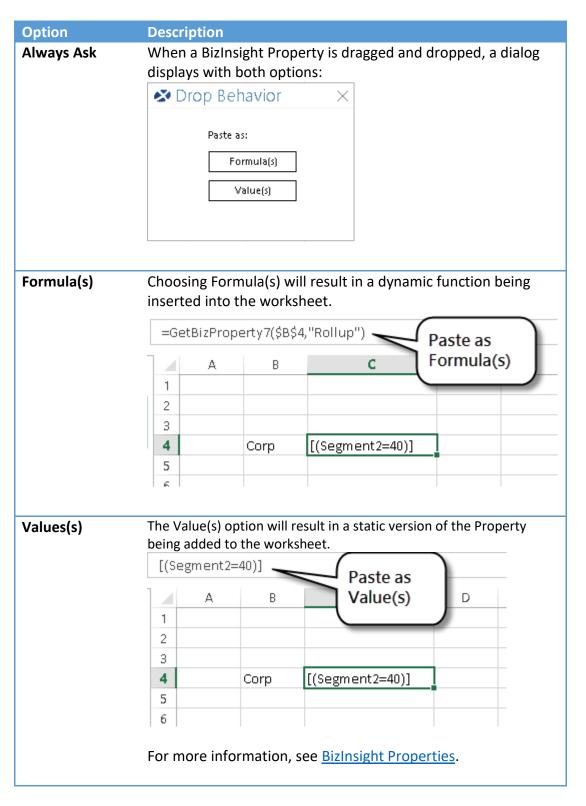
#### PREFERENCES

The UI preferences allows you to adjust the drop behavior and choose if you want pop-ups when dragging and dropping Properties.

SizInsight7	<
Preferences	
Click to Reset All Preferences	
Click to reset windows sizes	
The preferences below are changed after clicking "Apply"	
Display	
BizProperty7 Drop Behavior Always Ask ~	
Notifications	
Enable Formula Editor Pop-up	
Enable Startup Messages	
Hide status messaging	
Data Cache Refresh	
Data older than 1 hr(s) needs to be refreshed	
✓ Apply	

#### **Display**

Use this section to set the default behavior for inserting BizInsight Properties into a worksheet. Clicking on the dropdown list will present 3 options:



#### Notifications

Use this section to control which notifications display when using BizInsight.

The **Enable Formula Editor Pop-up** checkbox controls whether the Formula Editor automatically opens when a function is dragged and dropped. This option only applies to certain functions, such as the SetBizProperty7 and GetBizProperty7 functions or any BizInsight 5.0 function. <u>This option does not apply to any functions or objects that use the *BizInsight Query* dialog.</u>

#### Notifications

Enable Formula Editor Pop-up

🗷 Enable Startup Messages

🗹 Hide status messaging

When the **Enable Formula Editor Pop-up** feature is turned off, use Excel's *fx* button to open the Function Argument dialog.

FILE	HOME	INSERT	PA	GE LAYC	UT	FORM	ULAS	DATA	. REVIE	W	VIEW	BizInsig	nt 7			
Load BizInsight7	<b>PizNet</b> Assistant	Select Data	<i>fx</i> Query Data	Refre Workbo	sh	Calculate Formulas	Mode		Check for Errors		<b>P</b> Activate	🚱 Updat IIII Abou	. 🗶	tart Config vice	guration	
SUM	<b>-</b>	$\times$	~(.	fx =	=SetB	izPrope	rty7()									
🥸 BizIr	nsight7			<	1	A		В	С	D		E	F	G		Н
E H	DME 💭	Q		<u>یک</u>	3	)erty7() on Arqum								?	×	
My Fav	orites			E	SetBi	zProperty opertyNar	7				-				~	
Intacct				€	Prop	ertyVersi	on				-					
BizPro	perties			E	Pri	opertyVal	ue				-					
					No hel	lp availab		Property	Name							
						la result = in this fur						Г	ОК	C	ancel	
					18											_

Enable Startup Messages – This setting is not currently used and is for future functionality.

Notifications
🗹 Enable Formula Editor Pop-up
Enable Startup Messages
🗹 Hide status messaging

Hide status messaging - Checking this box allows you to hide the BizNet Service update status messages.

Notifications  Enable Formula Editor Pop-up Enable Startup Messages	
Hide status messaging	
	_
Processing data, please wait	
12/23/2016 1:15:29 PM Refreshing/Aggregating data for CON Requested data for: GL Account Balan	
<u>[]</u>	

The message includes the total rows, remaining record count, and time elapsed in seconds. This option is beneficial for customers using Cloud ERP systems where data retrieval can be slower. For on premise database connector implementations, status messaging is disabled by default.

The **Data Cache Refresh** preference allows you to control how long BizInsight uses an existing cache before going back to the ERP system for updated data. For example, changing the setting to 2.5 hours means that all refreshable data caches will be refreshed with new data after 2.5 hours has passed. See <u>Data Cache Management</u> for more details.

Data Cache Re	fresh	
Data older than	2.5 hr(s) needs to be i	refreshed
· · · · · · · · · · · · · · · · · · ·		
Apply		X Cancel

To reset BizInsight preferences back to the default, use the **Click to Reset All Preferences** button.

🕸 BizInsight7	<
SETTINGS	
Preferences	
Click to Reset All Preferences	
Click to reset windows sizes	

### **Navigation Pane Body**

#### My Favorites Menu

BizInsight allows you to save Data Validation lists, Functions and Tables that you expect to use frequently. When saved, these items are stored within the **My Favorites** menu of the Navigation Pane.

My Favorites	•
≥ Custom Queries	
Data Validations	
Functions	
Tables	9 4 4 4 4 4 4 4 4 4

To save an item to this menu, click on the **Save** button at the bottom of the **BizInsight Query** dialog.

BizInsight Query		- ×
What would you like to create?	Where is your data?	Return my results as a:
Table	BizNet Sample Data ×	Table ~
$f_{x}$ Function	Which data set? Segment 1 List ~	Select Columns 🗹 Remove Duplicates
Data Validation	✓ Make Dynamic □ Create Data Validations	✓ Include Column Headers ☐ Fill Down Formulas in Adjacent Cells
<b>∑</b> Expression		
Add Filter Copy Filter Delete F	Ilter Reset Filters	
CompanyCode	BNE	~ <b></b>
Segment1 ~ >=	× 1200	~ <b></b>
Save		OK Cancel Start Over

Type a name for the object you are saving and then click the **Save** button.

BizInsight							
What would you like to name this table?							
BNE Segment 1 List > = 1200							
Save 🖂 Keep values	Cancel						

The **Keep values** checkbox instructs BizInsight to save the values currently used for the object's parameters.

Add Filter	Copy Filter	Delet	e Filter	Reset Filters				
CompanyCode	, ``	-	Ŷ		~ 🖳			
FiscalYear		-	Ý		~			
FiscalPeriod		-	Ŷ		~			
When Keep values is unchecked       Add Filter     Copy Filter       Delete Filter     Reset Filters								
CompanyCode		' =	Ŷ	BNE	~			
FiscalYear			Ŷ	2015	~			
FiscalPeriod		- =	v	Sheeti! <b>\$A\$</b> 1	~			

When Keep values is checked

Notice that when **Keep values** is checked, cell references are saved as well as hard coded values.

In this example, the object being saved was a table and it will display under My Favorites > Custom Queries > Tables in the Navigation Pane.

Му	/ Favorites	NNNN -
УС	Custom Queries	
	Data Validations	
	Functions	
*	Tables	
	BNE Segment 1 List >= 1200	

You can PIN any node to **My Favorites**. To pin a node, right-click on the node and click **Pin to Favorites**.

My Favorites		•					
BizNet Sample Data							
➤ Functions							
≥ Month-to-Date	≥ Month-to-Date						
<mark>∱</mark> ∗ MTDNET		Properties					
<b>∱</b> × MTDCR	*	Pin to Favorites					
∱x MTDDB							

Click **OK** or check the box to not show this dialog again.

#### Connector Menu(s)

All BizInsight Connectors will display in the Navigation Pane with their own menu. In the example screenshot below, the BizNet ERP GL Connector is displayed:

All objects supplied by a Connector will be grouped beneath the Connector menu and may include some or all the following items:

**Functions** - The Function objects return summarized data based on the parameters provided to the Function (e.g. Company, Account Number(s), FiscalYear and Fiscal Period) as well as any additional parameters pertinent to your ERP system. The data that matches the parameters is aggregated and returned to a single cell.

Biz	BizNet GL					
≥ Functions						
F	Month-to-Date					
Þ	Year-to-Date					
F	Budget					
÷	Information					

**Tables** – Tables (also known as "Analysis Sets") are drag and drop objects that display data from the ERP system as tables or pivots. Unlike Functions, the data is not summarized but instead all data that matches the parameters are returned and displayed. Tables allow the user to filter and pivot on the data to perform on-the-fly analysis of the data.

Biz	zNet GL							
∍F	≥ Functions							
ъA	analysis Sets							
+	Data							
+	GL Information							

**Properties** will display the built-in BizProperty functions as well as user-defined Properties. Tables (also known as "Analysis Sets") are also provided and will return a list of all Properties that have been defined.

BizProperties	Ð
≥ Functions	
≥ Tables	

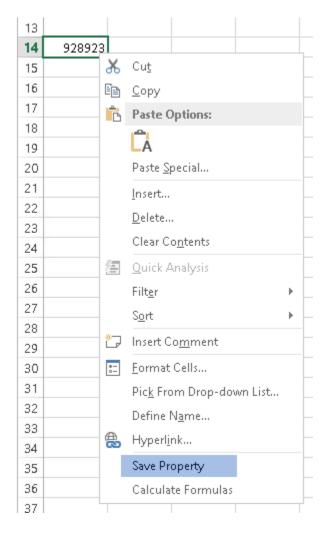
# **Right-Click Menu**

BizInsight adds right-click menu selections to Excel. Options will vary based on what exactly is right-clicked.

### **Any Cell**

Right-clicking on a cell that does not contain any kind of BizInsight object will display the following options. These options will also display if a Function is right-clicked.

Save Property - This option is being retired and is no longer functional.



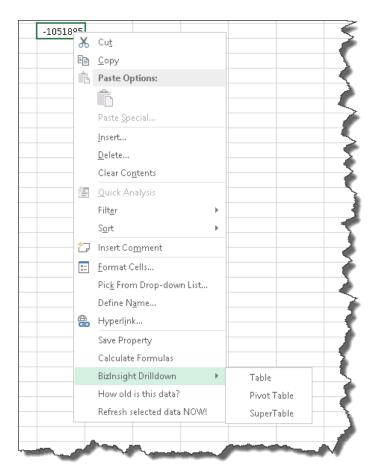
**Calculate Formulas** – This option recalculates all formulas in all active workbook(s). It will retrieve data from the ERP system for any data sets that are expired (see <u>Data Cache</u> <u>Management</u> for more information on data set expiration). The Calculate Formulas option does not refresh any Tables in the active workbooks.

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<u>ж</u>	Cu <u>t</u>	
Ē	<u>С</u> ору	
💼	Paste Options:	
	<b>^</b>	
	Paste <u>S</u> pecial	<u> </u>
	Insert	
	<u>D</u> elete	<u> </u>
	Clear Co <u>n</u> tents	
<u>/</u>	Quick Analysis	
	Filt <u>e</u> r •	
	S <u>o</u> rt •	
	Insert Co <u>m</u> ment	
	<u>F</u> ormat Cells	
	Pic <u>k</u> From Drop-down List	
	Define N <u>a</u> me	
	Hyperl <u>i</u> nk	
	Save Property	
	Calculate Formulas	
	Exponential Reporting Drilldown 🔸	
	How old is this data?	
	Refresh selected data NOW!	_
		1

### **Function Right-Click Menu**

When a cell containing a BizInsight Function is right-clicked, the following items are displayed:

**BizInsight DrillDown** - This option presents you with the list of available drilldown targets for the function you have right-clicked on. To drilldown on a Function, right-click the Function, select **BizInsight Drilldown**, and select the desired drilldown target. A new tab will be created within the workbook that displays all the records that make up the amount returned by the Function.

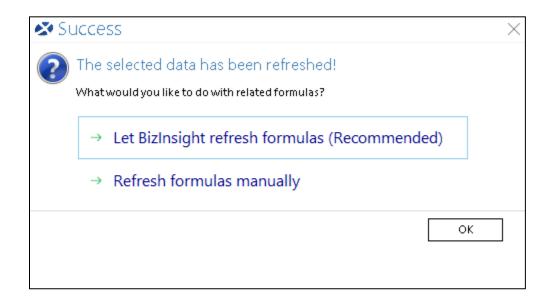


**How old is this data?** – This option will let you know how old the data is that was used for the Function's result.

🐼 BizNet Message	$\times$
The selected data is 0 hours, 1 minutes, 25 seconds	old
	ок

For more information about data caching and data set ages, see Data Cache Management.

**Refresh Selected data NOW!** – This option will refresh the data set being used by the selected Function. Once the data set has been refreshed, you will be asked whether to have BizInsight recalculate all functions or just the selected function. BizNet <u>strongly</u> recommends recalculating all functions to avoid other functions that use the same data set displaying incorrect amounts.



### MPORTANT

The **Refresh Selected Data NOW!** option overrides both the Data Cache Refresh setting and the Check for New Data selection for the data set. For more information on data caching, see <u>Data Cache</u> <u>Management</u>.

### Table Right-Click Menu

When any cell of a BizInsight Table is right-clicked, the following items are displayed:

	Company	Segment1	Segment2	Segment3	Account	Accour	ntD	Companyl	AccountG	Account
	BNE	1309	1000	000	130910000	Due fr	om	BizNet Enf	1	Assets
- L	BNE	1309	1000	000	130910000	Due fr	om	BizNet Enf	1	Assets
	BNE	1309	1000	000	130910000	Due fr	om	BizNet Enf	1	Assets
	BNE	1309	1000	000				BizNet Enf		Assets
	BNE	1309	1000 🗸	0000 Cut	100010000	n fr	om	BizNet Enf	1	Assets
_	BNE	1309	1000 👗	Cu <u>t</u>		fr	om	BizNet Enf	1	Assets
_	BNE	1309		<u>С</u> ору		fr	om	BizNet Enf	1	Assets
_	BNE	1309	1000 💼	Paste Optio	ins:	fr	om	BizNet Enf	1	Assets
_	BNE	1309	1000	ĥ		fr	om	BizNet Enf	1	Assets
_	BNE	1309	1000		1	fr	om	BizNet Enf	1	Assets
_	BNE	1309	1000	Paste <u>S</u> pecia	31	fr	om	BizNet Enf	1	Assets
1	BNE	1309	1000	Insert		fr	om	BizNet Enf	1	Assets
_	BNE	1809	0000	<u>D</u> elete		esti	mer	BizNet Enf	1	Assets
_	BNE	1809	0000	Clear Conte	nts	est	mer	BizNet Enf	1	Assets
_	BNE	1809	0000			est	mer	BizNet Enf	1	Assets
_	BNE	1809	0000 🚝	<u>Q</u> uick Analy	/515	esti	mer	BizNet Enf	1	Assets
_	BNE	1809	0000	Filt <u>e</u> r		≜ esti	mer	BizNet Enf	1	Assets
_	BNE	1809	0000	S <u>o</u> rt		) ⊧ esti	mer	BizNet Enf	1	Assets
_	BNE	1809	0000	Insert Comr	nent	est	mer	BizNet Enf	1	Assets
_	BNE	1809	0000	Format Cell				BizNet Enf		Assets
_	BNE	1809	0000			est	mer	BizNet Enf	1	Assets
1	BNE	1809	0000 🕟	<u>E</u> dit Query		est	mer	BizNet Enf	1	Assets
_	BNE	1809	0000 📰	D <u>a</u> ta Range	Properties	est	mer	BizNet Enf	1	Assets
_	BNE	1809	0000	Para <u>m</u> eters.				BizNet Enf		Assets
_	BNE	1809	0000	Refresh				BizNet Enf		Assets
_	BNE	5050	0000	_				BizNet Ent	5	Expense
_	BNE	5050	0000	-	able Options		Re	efresh Table		pense
_	BNE	5050	0000	000	505000000		Ta	able Paramet	ters	pense
_	BNE	5050	0000	000	505000000		Ed	dit Query		pense
_	BNE	5050	0000	000	505000000		R	efresh table (	data NOW!	pense
_	BNE	5050	0000	000	505000000					pense
1	BNE	5050	0000	000	505000000			ow old is thi		pense
	BNE	5050	0000	000	505000000	Office	rs C	BizNet Ent	5	Expense

Company Segment1 Segment2 Segment3 Account AccountD Company AccountG Account

#### **BizInsight Table Options**

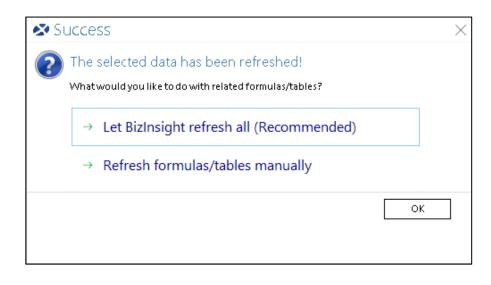
**Refresh Table** – This option will update the table with any changes created by changed filter parameters.

**Table Parameters** – This option provides the user advanced access to Table properties. Users should not need to access this dialog often. The easier interface to use is the next option, **Edit Query**. For more information about this option, see <u>Table Parameters</u>.

BizInsight Query	<b>▼</b> ×
Create a Table Return my results as a: Table Remove Duplicates	Select Columns  Make Dynamic
Add Filter     Copy Filter     Delete Filter     Reset Filters       CompanyCode     ~     =     ~     BNE	~ <b>I</b>
FiscalYear = ~ 2012	
Save	OK Cancel Start Over Advanced

Edit Query – Reopens the BizInsight Query dialog for easy editing of the table's properties.

**Refresh table data NOW!** – This option will refresh the data set being used by the selected Table. Once the data set has been refreshed, you will be asked whether to have BizInsight recalculate all functions and tables or just the selected table. BizNet <u>strongly</u> recommends recalculating all objects to ensure other objects using the same data set are updated to display the most current information.





The Refresh Selected Data NOW! option overrides the Data Cache Refresh setting as well as the Check for New Data selection for the data set. For more information on data caching, see Data Cache Management.

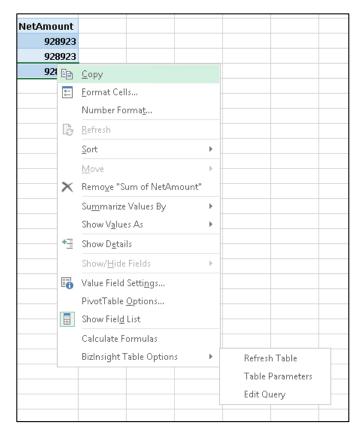
How old is this data? - This option will let you know how old the data is that is displayed in the Table.



For more information about data caching and data set ages, see Data Cache Management.

### **Pivot Table Right-Click Menu**

When a BizInsight created pivot table is right-clicked, the following options are available.



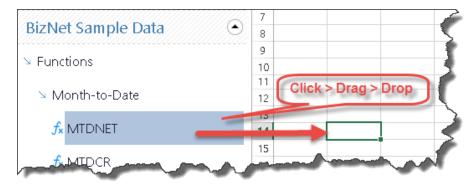
**Calculate Formulas -** This option recalculates all formulas in all active workbook(s). It will retrieve data from the ERP system for any data sets that are expired (see <u>Data Cache Management</u> for more information on data set expiration). The Calculate Formulas option does not refresh any Tables in the active workbooks.

BizInsight Table Options - These options perform the same way as they do for a Table.

# **BizInsight Functions**

BizInsight comes with several pre-defined Functions that can be dragged and dropped from the Navigation Pane. This section describes how to work with these pre-defined Functions.

Click on **Functions > Month-to-Date** to expand. **Click** and **drag** the specific function, i.e. MTDNET.





Function names will vary across Connectors. The names shown in this document may be different from what you see in your environment.

By default, the **BizInsight Query** dialog box opens automatically when a Function or Table is dragged and dropped into an Excel worksheet.

BizInsight Query		<del>~</del> ×
What would you like to create?	Where is your data?	What action would you like to take?
Table	BizNet Sample Data V	Sum ~
$f_{x}$ Function	Which data set?	What information would you like returned
Data Validation	GL Balances ~	NetAmount °
Σ Expression		
Add Filter Copy Filter Delete F	ilter Reset Filters	
CompanyCode 👻 =	v	~ <b>K</b>
FiscalYear 👻 =	v	~
FiscalPeriod ~ =	v	~ <b>III</b>
Segment1 ~ =	v	- <b>I</b>
Segment2 ~ =	¥	~ <b>E</b>
Segment3 ~ =	¥	~ <b></b>
<pre></pre>		·
Save		OK Cancel Start Over

The BizInsight Query dialog defaults to "Function" when the object being dragged and dropped is a Function and Table when the object being dropped is a Table. If you dragged the wrong object, you can always change the selection to the object type you want. All pre-built functions can be adjusted on the fly to meet your needs.

The **BizInsight Query** dialog will show required parameters in **bold** text. For example, the MTDNET function default parameters are Company and FiscalYear.

# 

When a parameter is required, a <u>single</u> value must be supplied for that parameter unless otherwise documented. Each Connector includes a Spec Workbook that will document if any parameters support multiple values.

Use the **Add Filter** button to add filter parameters. Records must satisfy all listed filter parameters to be included in the aggregation. For example, in the screenshot below, the only records that will be summed will be those that match the values supplied for the selected parameters.

What would you like to c	eat	e?	,	Where is your data?		What action would you like to take?	
Table			BizNet Sample Data		Sum ~		
$f_{x}$ Function				Vhich data set? GL Balances		What information would you like returned	
🚃 Data Validation						Reverse sign	
<b>∑</b> Expression							
Add Filter Copy Filter	][	Delete Filt	er	Reset Filters			
CompanyCode	v	=	~	BNE	v		
FiscalYear	v	=	×	2011	v		
FiscalPeriod	Ŷ	=	~	7	v		
Segment1	v	=	~	1000	v		
	v		~		v		
Expression	~						
CompanyCode							
FiscalYear Profile						•	
Account	~					OK Cancel Start Over	

Use **Delete Filter** to delete an unwanted filter or simply leave them blank. **Reset Filters** clears out ALL filters.

#### 📝 Note

If a parameter cannot be deleted using the **Delete Filter** button, it is a required parameter and must be provided a value.

Each filter parameter has an operator dropdown list with available values:

Add Filter Copy Filter	Delete Filter	Reset Filters
CompanyCode	= ~	BNE 🗸
FiscalYear	= ~	2011 🗸 🔣
FiscalPeriod	= ~	7
Segment1	= ~	1000 - 🔣
Account		· <b>.</b>
	= ^	
Save	>=	OK Cancel Start Over

#### 📝 Note

If the operator dropdown list only contains "=" operator, the parameter is restricted to a single value.

To specify a cell reference for the value (*recommended for any parameters that you want to update frequently*), click the grid button to the right of the filter value field to browse to a cell.

BizInsight (	Query			-	- >
What would you like to create? Table		te?	Where is your data? BizNet GL Ý	What action would you like to take?	
fx     Function       Data Validation			Which data set? GL Balances Year to Date <	What information would you like returned NetAmount ~	
Σ Expre	ssion				
Add Filter	Copy Filter	Delete Filter	Reset Filters		
CompanyCode	, v	= ~	BNE	~ <b></b>	
FiscalPeriod	v	= ~	7	~ <b>!!!</b>	
FiscalYear	v	= ~	2013	-	
Account	v	>= ~	'Sheet1'! <b>\$A\$</b> 29	<ul> <li>I309</li> </ul>	
				1	
Save				OK Cancel Start Over	

### 📝 Note

Excel range names can be used in lieu of cell references but must be selected in the workbook; they cannot be manually typed into the Query dialog.

Once the BizInsight Query dialog is configured, click **OK**. Select the cell in which you want the data to drop. The default target cell will be the cell the Function was originally dropped into.

Click OK.

Cell Selectio	n	~ ×
Target Cell	'Sheet1'!\$E\$12 OK	

#### Below is an example of data returned for a MTDNET using a Function:

=BizSuperFunc("BizNet Sample Data","GL Balances","Sum(NetAmount)","@CompanyCode|=" & ",@FiscalYear|=" & ", FiscalPeriod|=" & ",Segment1|=",Sheet1!\$B\$2,Sheet1!\$B\$3,Sheet1!\$B\$4,Sheet1!\$A7) \*-1

	A	В	С	D	E	F	G	Н	1	J	K
1											
2	Company	BNE									
3	Year	2013									
4	Period	1									
5											
6		MTDNET									
7	1310	3,304.16									
8											
9											

#### 📕 Note

The above function uses the **Reverse sign** option to display the amount as a positive number.

BizInsight Query		- ×
What would you like to create?	Where is your data? BizNet Sample Data	What action would you like to take?
$f_{x}$ Function	Which data set? GL Balances	What information would you like returned NetAmount
Data Validation		Reverse sign
<b>∑</b> Expression		
Add Filter Copy Filter Delete Fil	ter Reset Filters	
CompanyCode 🗸 =	Sheeti!!\$B\$2	- BNE
FiscalYear =	Sheeti!\$8\$3	v 2013

### **Editing an Existing Function**

To edit an existing Function's parameters, click on the **fx Query Data** button on the BizInsight ribbon.

×II 📙	<b>5</b> . G	Ŧ									
FILE	HOME	INSERT	PAGE LAYOUT	FORMULAS	DATA	. REVIE	W	VIEW	BizInsight 7		
Load BizInsight7	<b>BizNet</b> Assistant	Select Data		Calculate Design ) Formulas Mode BizIn		Check		<b>F</b> Activate	🚱 Update 🎟 About	Restart Service	Configuration

# tip

To save time, use an existing function of similar design as the basis for new functions you need to create.

### **Using Operators**

Operator	Description
=	Equal To: Used with single values and only exact matches are returned.
!=	Does Not Equal: Used with single values; records matching this criterion are excluded.
>	Value(s) is Greater Than.
<	Value(s) are Less Than.
>=	Value(s) are Greater Than or Equal To.
<=	Value(s) are Less Than or Equal To.
LIKE	Compares numbers and text. The only available wild card is an asterisk ("*").
IN	Creates an inclusive list of values for filtering. For example: Segment1 IN ('1205','1310') will return balances where Segment1 is either '1205' or 1310'.
NOT IN	Creates an exclusive list of values for filtering. For example: Segment1 NOT IN ('1000', '1200') will return balances for all Segment1 values except '1000' and '1200'.

BizInsight supports the following operators:

To pass parameter values using cell references, the cell should only contain the values being passed and not the operator, unless when using an Expression (see <u>Expressions</u>).

	BizInsight Query		
S DATA REVIEW	What would you like to create?	Where is your data?	What action would you
( 🔍 🎼 📍	Table	BizNet GL v	Sum ~
an View Check Activa e Data forErrors	$f_{x}$ Function	Which data set?	What information woul
ight		GL Balances Year to Date v	NetAmount
	Data Validation		
A			
1	<b>Expression</b>		
2			
3			
4 5	Add Filter Copy Filter Delete	Filter Reset Filters	
6	Add Filler Copy Filler Delete	Reset Filters	
7	CompanyCode ~ =	~ BNE	~ <b>!!!</b>
8	FiscalPeriod - =	~ 7	v
9 Year		•	
10 Period	FiscalYear 🗸 =	~ 2013	~ 🖳
11	Account V >=	'Sheeti'!\$A\$i3	v <b>III</b> 1309
12 Account	Account	Sheeti (\$A\$13	
13 1309 14	Segment1 ~ IN	'Sheeti'!\$A\$16	v 🔣 1100','1110','1200'
15 Segment1			
16 1100','1110','1200'			

## **BizInsight Tables**

Tables display all matching records from the ERP system.

When a pre-built Table object (also known as an "Analysis set") is dragged and dropped from the Navigation Pane, a simplified **BizInsight Query** dialog opens.

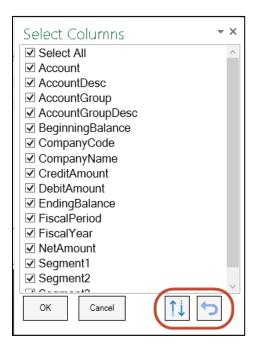
BizInsight Query	~ X
Create a Table	•
Add Filter Copy Filter Delete Filter Reset Filters	
Save OK Cancel Start Over Adva	nced

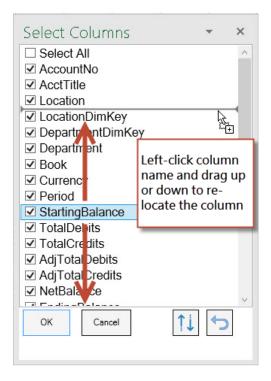
Use the **Select Columns** button to select which columns to return from the data set.

Columns	- ×
Select All	^
Account	
□ AccountDesc	
AccountGroup	
AccountGroupDesc	
AccountKey	
BeginningBalance	
CompanyCode	
CompanyName	
EndingBalance	
CreditAmount	
DebitAmount	
FiscalPeriod	
FiscalYear	
NetAmount	
Segment1	
	~
OK Cancel	

Check the checkbox next to columns you want included in your table or click the **Select All** checkbox at the top to select all columns.

The available columns can be sorted in ascending or descending alphabetical order by toggling the up/down arrows. The curved arrow returns the columns to their default order.





BizInsight Query		3
		5
Create a Table		
Return my results as a:	Table v	Select Columns
	🗹 Remove Duplicates	🗌 Make Dynamic 🔄 🌙
	and many the	

Check the **Remove Duplicates** checkbox to make sure the table only returns unique values.

## MPORTANT

The **Remove Duplicates** checkbox applies to ALL columns being returned so multiple values could be returned for a column if another column's value is unique.

To easily change the filter parameters for the table, use the **Make Dynamic** checkbox.

BizInsight Query		
		4
Create a Table		¥
Return my results as a:	Table v	Select Columns
	Remove Duplicates	🗹 Make Dynamic
and the second second		man proved

When the **Make Dynamic** checkbox is checked, an expression representing the filter parameters used by the table will be entered in a cell above the table.

BNE				
2015				
1				
@CompanyCode= 'BNE'   @FiscalYe	ear= '2015'   (#[Fis	calPeriod]='1')		
@CompanyCode= 'BNE'   @FiscalYe	ear= '2015'   (#[Fis	calPeriod]= '1')		
@CompanyCode= 'BNE'   @FiscalYe AccountDesc	ear= '2015' (#[Fis Account	calPeriod]= '1') CreditAmount	DebitAmount	NetAmount
			DebitAmount 717.16	
AccountDesc	Account	CreditAmount		717.16
AccountDesc Due from BNC	Account 13091000000	CreditAmount	717.16	717.16 8887
AccountDesc Due from BNC Investment in BNC	Account 13091000000 18090000000	CreditAmount 0 0	717.16 8887 150890.8	717.16 8887 30074

tip

# Use cell references to get values in your workbook so that the table can be updated by changing an input parameter's value located elsewhere in the workbook.

="(	@CompanyCode='''& <mark>Sheet1!\$A\$1</mark> &	''' @FiscalYear=	"&Sheet1!\$A\$2	2&''' (#[FiscalPe	eriod]= " <mark>'&amp;She</mark>	et1!\$A\$38	۷ <mark>۳</mark> ۰)۳
	A	В	С	D	E	F	G
1	BNE						
2	2015						
3	1						
4							
5							
6							
7	@CompanyCode= 'BNE'   @FiscalYe	ar= '2015'   (#[Fis	calPeriod]='1')				
8							
9	AccountDesc	Account	CreditAmount	DebitAmount	NetAmount		
10	Due from BNC	13091000000	0	717.16	717.16		
11	Investment in BNC	1809000000	0	8887	8887		
12	Officers Comp-BizNet Ent	5050000000	-120816.8	150890.8	30074		

Click the **Advanced** button in the Query Dialog box to switch from the simplified view and display all available options.

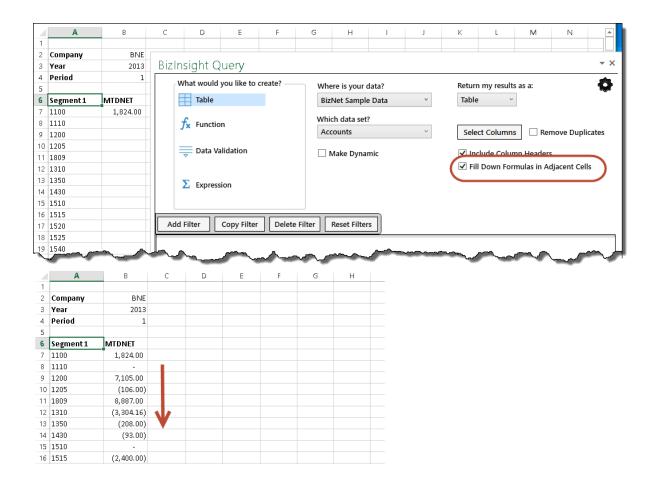
BizInsight Query	<b>→</b> ×
	Columns e Dynamic
Add Filter Copy Filter Delete Filter Reset Filters	
Simplified View	
Save	OK Cancel Start Over Advanced

BizInsight Query		<b>▼</b> X
What would you like to create?	Where is your data?	Return my results as a:
Table	BizNet Sample Data ×	Table ~
$f_{\star}$ Function	Which data set?	
JX Function	Accounts	Select Columns Remove Duplicates
Data Validation	Make Dynamic	✓ Include Column Headers
		✓ Fill Down Formulas in Adjacent Cells
<b>Expression</b>		
		-
Add Filter Copy Filter Delete F	ilter Advanced View	
		-

The **Include Column Headers** option is checked by default and ensures that column headers are displayed when the table is added to the workbook. Unchecking this option will prevent column headers from displaying.

BizInsight Query		<b>▼</b> X
What would you like to create?	Where is your data?	Return my results as a:
Table	BizNet Sample Data v	Table ~
$f_{\mathbf{x}}$ Function	Which data set? Accounts	Select Columns
Data Validation	Make Dynamic	✓ Include Column Headers ☐ Fill Down Formulas in Adjacent Cells
<b>E</b> xpression		

The **Fill Down Formulas in Adjacent Cells** option will ensure that formulas directly adjacent to the table are copied down to new rows that are inserted when the table is refreshed.



## **Editing an Existing Table**

A table's query definition can be edited by clicking on the *fx* **Query Data** button on the BizInsight ribbon with the cursor on any cell of the table or by right-clicking on a table cell and choosing **BizInsight Table Options** > **Edit Query**.

	_	enti Segment	-				
BNE	1525	l1000	000		Acc Depr-		
BNE	1 💑	Cu <u>t</u>			Acc Depr-		
BNE	1 🗈	<u>C</u> opy		154510000	Acc Depr-	BizNet Enf	1
BNE	1 💼	Paste Options:		154520000	Acc Depr-	BizNet Enf	1 📲
BNE	5	<u>A</u>		510020000	Depreciat	BizNet Enf	5 👔
BNE	5	LA		520011000	Office Exp	BizNet Ent	5
BNE	5	Paste <u>S</u> pecial		520011000	Office Exp	BizNet Enf	5
BNE	5	<u>I</u> nsert		520011000	Office Exp	BizNet Enf	5
BNE	5	Delete		520011000	Office Exp	BizNet Enf	5 4
BNE	5	Clear Contents		520012000	Office Exp	BizNet Enf	5,
BNE	5			520012000	Office Exp	BizNet Enf	5
BNE	5 🖅	<u>Q</u> uick Analysis		520021000	Office Exp	BizNet Enf	5 1
BNE	5	Filt <u>e</u> r	I	520021000	Office Exp	BizNet Enf	5
BNE	5	Sort	1	520021000	Office Exp	BizNet Enf	5 *
BNE	5 🖕	-		520021000	Office Exp	BizNet Enf	5
BNE	5	Insert Co <u>m</u> men	t	520022000	Office Exp	BizNet Enf	5
BNE	5 📰	<u>F</u> ormat Cells		520022000	Office Exp	BizNet Enf	5
BNE	5 🕁	Edit Query		522510000	Supplies-I	BizNet Enf	5 🔺
BNE	5 📰	D <u>a</u> ta Range Pro	nerties	522520000	Supplies-	BizNet Enf	5
BNE	5		perdesin	524010000	Maintena	BizNet Enf	5
BNE	5	Para <u>m</u> eters		524020000	Maintena	BizNet Ent	5
BNE	5 6	<u>R</u> efresh		525011000	Rent-Stor	BizNet Ent	5
BNE	5	BizInsight Table	Options	Refre	sh Table	1	5
BNE	5250	1200	003	Table	Parameters	1	5
BNE	5250	1200	004			1	5
BNE	5250	2100	001		Query		5
BNE	5250	2100	002	Refre	sh table data	NOW!	5
BNE	5250	2200	003	How	old is this da	ta? 1	5 1
PALE	5250	2200	004 👝	525022004	Rent-Gall	BizNet Ent	5



If the Make Dynamic checkbox was used for the table, the **BizInsight Query** dialog is unable to recreate the expression in the traditional filter parameters view.

'@CompanyCode='BNE'	Add Filter Copy Filter Delete Filter Reset Filters	
AccountDesc	CompanyCode · = · BNE · 🖳	
0 Due from BNC 1 Investment in BNC	FiscalYear v = v 2015 v 🔣	
2 Officers Comp-BizNet Er 3 Income Tax Expense-Biz	I I FISCAIPERIOD I = I II	~ AND ~ 🖳

Either delete and recreate the table with the appropriate expression or create a new expression to

replace the existing expression in the cell. See the next section, <u>Expressions</u> for details on recreating the expression instead of the table.

## **Expressions**

Most filtering needs can be handled by the *fx* **Function** option, such as:

• Ranges of accounts

egment1 ×	>= ~	1000 🗸 🕌	
egmenti 🗸	<= · · ·	1199 ~ 🖳	

Lists of accounts

	Segment1	IN ~	'fx'!\$C\$7;\$C\$11	~ 1100,1110,1200,1205,1809,
- [				

• Exclusion of account(s)

Segment1	~ >=	Ŷ	1000	~
Segment1	~ <=	v	1999	~
Segment1	(!=		1100	~

• Wildcard

Segment1 ~	LIKE	1*	~
		21	

The logical operator being used by the fx Function is the AND operator. This means that records must satisfy <u>all</u> the filter criteria to be returned.

When something more involved is needed, that is filtering that requires an OR operator, BizInsight provides the Expression capability to address that need.

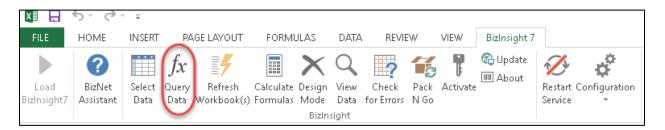
BizInsight Query		~ X
What would you like to create?	Where is your data?	0
Table	BizNet GL	
$f_{x}$ Function	Which data set? Accounts	
Data Validation		
Σ Expression		
✓ Include required parameters?		
Add Filter Copy Filter Delete Fi	Iter Reset Filters	
CompanyCode ~ =	BNE	~ <b>!!!</b>
Save		OK Cancel Start Over

Examples of situations where an OR operator is needed:

- (Segment1>=1000 and Segment1<=1050) OR (Segment1=1200)
- (Segment1=1100 and Segment2=00) **OR** (Segment1=1101 and Segment2=20)

## **Creating Expressions**

1. To create an Expression, click on the *fx* **Query Data** button on the BizInsight ribbon.



2. Select Expression.

BizInsight Query		- ×
What would you like to create?	Where is your data?	¢
$f_{x}$ Function	Which data set?	
Data Validation		
<ul> <li>∑ Expression</li> <li>✓ Include required parameters?</li> </ul>	Expression used for: Table = Checked Function = Unchecked	
Add Filter Copy Filter Delete Filter	Reset Filters	
man	and	

 If the expression will be used for filtering a Table, leave the Include required parameters checkbox checked. If the expression will be used for a Function, uncheck this checkbox.



When creating a Table object, the <u>Make Dynamic</u> checkbox can be used to create an expression for that Table.

4. Select where the data is located from the **Where is your data** drop down list. If the data is being retrieved by a Connector, choose the Connector from the drop down. If the data is coming from a table that has been loaded to BizInsight's in memory cache, choose Excel.

BizInsight Query		- ×
What would you like to create?	Where is your data?	ð
Table	· ·	
$f_{x}$ Function	Excel	
🚃 Data Validation	BizNet GL	
<b>∑</b> Expression		
✓ Include required parameters?	and the second s	

5. Select the data set against which the expression will be used from the **Which data set** drop down list.

BizInsight Query		- ×
What would you like to create?	Where is your data? BizNet GL ×	٥
$f_{x}$ Function	Which data set?	
🚃 Data Validation	Account Groups	
<ul><li>∑ Expression</li><li>✓ Include required parameters?</li></ul>	Budget Codes Companies Company Name	
Add Filter Copy Filter Delete Filte	GL Balances GL Balances Year to Date	

6. If the **Include required parameters** checkbox is checked, the data set's required parameters will be added to the filter section. Provide values for those parameters or use cell references.



Leave Include required parameters checked if the expression will be used with a Table.

BizInsight Query		- ×
What would you like to create? – Table fx Function Tata Validation	Where is your data? BizNet GL	¢
∑ Expression         ✓ Include required parameter         Add Filter       Copy Filter       Deleter	rs? Le F 1129 Reset Filters	
CompanyCode ~ =	v R	
FiscalYear =		

7. Add all other parameters needed for filtering. Select the OR operator and add parentheses where needed.

What would you like to create?Where is your data?TableBizNet GL $f_x$ FunctionBizNet GL $f_x$ FunctionCL Balances $f_x$ Data ValidationCharacteristic for the sector of the sector	BizInsight Query		- ×
Jx Function   GL Balances     GL Balances     GL Balances     Segment1     V     Include required parameters?     Add Filter     Copy Filter     Delete Filter     Reset Filters     (( ~ Segment1     V     Image: Copy Filter     V     V     Add Filter     Copy Filter     Delete Filter     Reset Filters     Image: Copy Filter     V <td>Table</td> <td>BizNet GL v</td> <td><b>¢</b></td>	Table	BizNet GL v	<b>¢</b>
Include required parameters?       Add Filter       Copy Filter       Delete Filter       Reset Filters			
(( ~ Segment 1 ~ >= ~ 1000 ~ ) ~ AND ~ ℝ	Include required parameters?	ter Reset Filters	
( Segment1 C <= 0 1199 C )) OR C			
( ~ Segment1 ~ = ~ 1309 ~ ) ~ AND ~			

8. Click **OK** when your expression is complete.

C Segment 1	>= ~	1000	AND - AND
( ~ Segmenti ~	<= ~	1199	~ )) ~ OR ~ 🖳
( ~ Segmenti ~	= ~	1309	~ ) ~ AND ~ 🖳
Save			OK Cancel Start Over

9. Select the cell you want the expression dropped into and click **OK**.

Cell Selectio	n	× ×
Target Cell	'Constructing'!\$B\$3 OK	

The expression will be dropped into that cell.

	А	В	С	D	E	F	G	Н	- I
1									
2									
3	Example Expression	(((#[Segme	nt1]>='100	0') AND (#	[Segment1	]<='1199'))	OR (#[Seg	ment1]='1:	309'))
4									
-									

10. Once your expression is created it can be used as a parameter in a Function or Table. To use an Expression as a filter parameter, choose the **Expression** parameter from the filter parameter drop down list and reference the cell containing the expression.

Add Filter Copy Filter	Delete Filter	Reset Filters
CompanyCode	= ''	'Constructing' <b>!\$A\$</b> 1 ~ BNE
FiscalYear ~	= "	'Constructing'! <b>\$A\$</b> 2 ~ 🔣 <b>2012</b>
Fiscal Period ~	= ''	'Constructing! <b>\$A\$</b> 3 ~ 🔣 1
Expression ~	= ~ 'C	'Constructing'!\$A\$6

## **Expression Fundamentals**

Before walking through how to construct Expressions, there are a couple key concepts to understand: Logical Operators and Operator Precedence.

#### Logical Operators

When working with Expressions, there are two logical operators that are available to join expressions: **AND** and **OR** 

(( ~ Segment1	~ >= ~ 1000	~ ) ~ AND ~ 🖳
( ~ Segmenti	~ <= ~ 1199	~ )) ~ OR ~ 🔣
( ~ Segmenti	~ = ~ 1309	
		OR
	man and a second	the second second second

These two operators and what they mean are described below.

Operator	Meaning and Use
AND	When using AND, the data must satisfy <b>both</b> sides of your equation.
	Segment1>='1100' AND Segment1<='1205'
	Data will only be retrieved for accounts where Segment1 is between 1100 and 1205.
OR	When using OR, the data must satisfy <b>at least one</b> side of the equation. Segment1=1100 <b>OR</b> Segment1=1200
	Data will only be retrieved for accounts that begin with 1100 and 1200.

#### **Operator Precedence**

Operator precedence is a mathematical rule that is used to clearly indicate which operations to perform first in a mathematical expression. In BizInsight, you can use parentheses to control the order in which an expression is evaluated.

To illustrate the importance of parentheses, consider the following two formulas and the impact the parentheses have on the result:

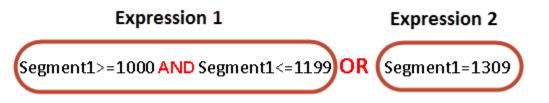
В	С	D
20	15	30
=	45	
=	-15	
		20 15 = 45

Without the parenthesis, the formula is evaluated left to right. The use of the parentheses instructs Excel to evaluate the formulas within the parentheses before the subtraction.

#### **Constructing Expressions**

When you first start working with Expressions, the most important first step to take is to <u>write</u> <u>it out</u>! This will help you understand what logical operators and parentheses are needed to ensure you get the right result.

Identify subexpressions like the following, notice the logical operators:



In the above example, the **AND** operator is used to ensure that only accounts between 1000 and 1199 are selected. The **OR** operator ensures that any account that begins with 1309 is also returned. Remember, the **OR** operator specifies that results are returned if subexpressions on either side of the **OR** are satisfied.

BizInsight Query		- ×
What would you like to create?	Where is your data? BizNet GL $\checkmark$ Which data set? GL Balances $\checkmark$	\$
Data Validation		
Expression         Include required parameters?         Add Filter       Copy Filter         Delete Filter	Iter Reset Filters	
(( ` Segment1 ` >	>= ` 1000 ` ) ` AND ` .	
(	<= ` 1199 ` )) ` OR ` 🔣	
(	= ~ 1309 ~ ) ~ AND ~ 🔣	
- manual and the second	Manage and	

Once the Expression is written out, you're ready to build it in the **BizInsight Query** dialog.

Add double parentheses around any subexpression that uses an **AND** operator.

((	>= ~	1000	~	)	×	AND	-
(	<= ~	1199	٣	))	U.	AND	~

Change the operator to **OR** between subexpressions:

(( 🐣 Segment1	~ >=	Ŷ	1000	v	) `	AND	~
( × Segment1	* <=	v	1199	~	)) `	OR	~ <b></b>
( ~ Segment1	~ =	Ŷ	1309	~	) `	AND	~

## **Expression Examples**

Following are examples of some common complex expressions and how they are represented in the **BizInsight Query** dialog:

#### Example 1: Range plus single account

#### Step 1.

Identify your subexpressions and, until you get the hang of creating expressions, add a function to calculate the expected amounts each subexpression should return:

Segmen	Segment1		
1000	1199	(146,070.91)	
1309		10177.91	
	Sum	(135,893.00)	

#### Step 2.

Build your expression putting extra parentheses around any subexpression that uses the **AND** operator.

(( Segment1	~ >= ~	1000	Subexpression 1	~ ) ~	AND 🗸 🖳
( × Segment1	~ <= ~	1199		~ <mark>))</mark> ~	OR 👻 🖳
( ~ Segment1	~ = ~	1309	Subexpression 2	~ ) ~	AND -

#### Step 3.

Add the Expression to a Function.

В	С	D	Data Validation	
1000 throu	ugh 1199 + 13	09		
Seg	ment1	MTDNET	<b>Expression</b>	
1000	1199	(146,070.91)		
1309		10177.91		
	Sum	(135,893.00)	Add Filter Copy Filter Delete Filter Reset Filters	
	ent1]>='1000'		CompanyCode v = v BNE	~
· · ·	nt1]<='1199')) nt1]='1309'))	OR	FiscalYear = 2015	~
			Expression	~

(((#[Segment1]≻='1000') AND	(135,893.00)
(#[Segment1]<='1199')) OR	
(#[Segment1]='1309'))	

## Example 2: Two different ranges

#### Step 1.

Identify your subexpressions:

Segmen	ti 🛛	MTDNET
1000	1199	(146,070.91)
1400	1499	(1,155.56)
	Sum	(147,226.47)

### Step 2.

Build your expression putting extra parentheses around all subexpressions that use the **AND** operator and including the OR operator between subexpressions.

<mark>((</mark> ~	Segment1	v	>=	Ŷ	1000	Subexpression 1	v	) ~	AND ~
( ~	Segment1	v	<=	\$	1199		v	)) ~	OR ~
<mark>((</mark> ~	Segment1	v	>=	Ŷ	1400	Subexpression 2	v	) ~	AND ~
	Segment1	~		~	1499		J		AND ~

#### Step 3.

Add the Expression to a Function.

((	(#[Segm	ent1]>='1000	') AND	(147,226.47)
(#	[Segmei	nt1]<='1199'))	) OR	
((-	#[Segme	ent1]>='1400']	AND	
(#	(Segmei	nt1]<='1499'))	))	
			-	

## Example 3: Two different ranges of Segment1 values with different Segment2 for each range

### Step 1.

Identify your subexpressions:

Segment1		Segment2	MTDNET
1000	1199	1000	(156,481.81)
1400	1499	2000	-748.95
		Sum	(157,230.76)

#### Step 2.

Build your expression:

(( ~	Segment1	~ >=	~ 1000		~ ) ~	AND 🗸 🛄
( ~	Segment1	~ <=	~ 1199	Subexpression 1	~ ) ~	AND ~
( ~	Segment2	~ =	~ 1000		~ )) ~	OR ~
(( ~	Segment1	~ >=	~ 1400		~ ) ~	AND 🕤
(( ~ ( ~	Segment1 Segment1	~ >= ~ <=	<ul><li>1400</li><li>1499</li></ul>	Subexpression 2	~ ) ~ ~ ) ~	AND ~

#### Step 3.

Add the expression to a function.

(((#[Segment1]>='1000') /	AND
(#[Segment1]<='1199') AM	ND
(#[Segment2]='1000')) OF	}
((#[Segment1]≻='1400') A	ND
(#[Segment1]<='1499') AM	ND
(#[Segment2]='2000')))	

#### Example 4: Two ranges and list of accounts

#### Step 1.

Identify your subexpressions:

Segment1	Segment1		MTDNET
1000	1199	1000	(156,481.81)
1200			101,511.60
1309			10,177.91
1350			(2,594.64)
1400	1499	2000	-748.95
		Sum	(48,135.89)

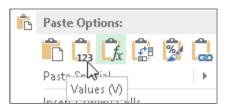
#### Step 2.

Build your expression:

<mark>((</mark> ~	Segment1	Ś	>=	~	1000	Ŷ	)	¢	AND ~
( ~	Segment1	Ŷ	<=	~	1199	v	)	v	AND ~
( ~	Segment2	~	=	~	1000	v	))	v	OR ~
( ~	Segment1	¢	IN	Y	'Examples'!\$B\$32:\$B\$34	Ŷ	)	v	OR ~
<mark>((</mark> ~	Segment1	Ŷ	>=	Ÿ	1400	Ŷ	)	Ŷ	AND ~
( ~	Segmenti	Ŷ	<=	~	1499	v	)	Ŷ	AND ~
( ~	Segment2	~	=	~	2000	v	))	v	AND ~

### 📝 Note

Notice the use of cell references for the **IN**. This is the easiest way to create a list of accounts for an expression; list them in separate cells and reference them. This method creates an expression with cell references that you probably don't want to use so be sure to Copy/Paste/Special/Values to replace the cell references with values.



## Step 4.

Add the Expression to a Function.

(((#[Segment1]≻='1000') AND	(48,135.89)
(#[Segment1]<='1199') AND	
(#[Segment2]='1000')) OR	
(#[Segment1]IN ('1200','1309','1350'))	
OR ((#[Segment1]>='1400') AND	
(#[Segment1]<='1499') AND	
(#[Segment2]='2000')))	

## Saving Expressions

An Expression can be saved as a Property using the **Save** button of the **BizInsight Query** dialog.

BizInsight Query		
What would you like to create?	Where is your data?	Ó.
Table	BizNet GL Ý	- <b>u</b> ·
$f_{x}$ Function	Which data set? GL Balances	
🚃 Data Validation		
∑ Expression ☐ Include required parameters?		
Add Filter Copy Filter Delete Fil	ter Reset Filters	
(	>=	) ~ AND ~ 🖳
( × Segment1 ×	<= ~ 1199	) ~ AND ~ 🖳
Save		OK Cancel Start Over

After clicking **Save**, you are prompted to provide a Name and Version (optional) for the Expression.

Add Filter Copy Fi	lter Delete Filter Reset Filters
( Segment1	New BizProperty
(  Segment1	Property Name Cash
	Property Version BNE Property Value ((#[Segment1]>='1000') AND (#
	OK Cancel

Click **OK** when finished and the Expression is saved as a Property and is accessible from the Navigation Pane within the **BizProperties** menu.

BizProperties	٢
≥ Functions	
≥ Tables	
≥ MTDNET	
BNE	
Cash	

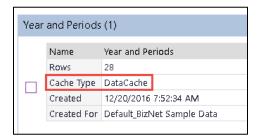
Once added as a property, it can be used across reports. For more information about creating and using Properties, see <u>BizInsight Properties</u>.

## **Data Cache Management**

BizInsight uses data caching to improve report performance. When a BizInsight object (Function, Data Validation List or Table) is added to a worksheet or updated, BizInsight will check to see if the data is already cached in memory. If it is already cached, the object is updated immediately from that in-memory data cache. If the data is not already cached, BizInsight makes a call to the cloud-hosted or on premise ERP system to retrieve the requested data. The amount of data retrieved is dictated by the BizInsight Connector design, or if data is stored in a Cloud based system, the API ("Application Programming Interface") provided by that Cloud system's provider. For most General Ledger data calls, but not all, BizInsight will return balances for the entire year specified. So, while the function itself may request a net balance amount for Account 1100 in Period 1 of 2016, the data that is retrieved from the ERP system is balances for all accounts in 2016. Any other object in the report that requests data for that year will be updated quickly from the cache instead of incurring the time to make a roundtrip to the ERP system. This approach makes a significant difference in report performance and reduces resource stress on the ERP system server. In the case of Cloud-hosted ERP systems, it may result in financial savings.

There are three types of cache utilized by BizInsight. All 3 types can be viewed using the **View Data** button on the BizInsight ribbon:

**Service Data Cache** – The Service Data Cache contains data that is retrieved by a BizInsight Connector. This data is retrieved by and stored in your local workstation's memory ("RAM") by the BizCloud Service. BizInsight Connectors have been developed for many different ERP systems such as Intacct, Blackbaud, Sage 500, etc.; not all ERP systems have a BizInsight Connector available.



**Excel Data Cache** – The Excel Data Cache refers to data that resides in your Excel workbook and is loaded into Excel's memory using the **Select Data** button on the BizInsight ribbon. The data in the workbook could have come from simply copying and pasting a table of data into the workbook or may have been retrieved (and updated) by using Excel's Get External Data connection feature to connect to an external data source. For more information about Excel's Get External Data connection feature, see <u>Get External Data</u>.

_	ew Data Excel Data					
Data	Type or Select the Excel Cac		•	]		
Excel	Financials	Company	FiscYear	FiscPer	FiscQTR	Ad
ш		SOA	2007	1	1	co
Data		SOA	2007	1	1	co
		SOA	2007	1	1	co
Service		SOA	2007	1	1	co
Š		SOA	2007	1	1	co
		604	2007	4	4	C

**Serialized Data Cache**- When Excel is closed, the Service Data Cache is stored to your local hard drive as serialized data. The data will be loaded back into memory and made available for use when the BizCloud Service is restarted <u>and</u> that data is requested again. Whether the data is updated at that time depends on your <u>Data Cache Refresh</u> setting and that data set's Check for New Data selection.

GL Transaction Detail (1)					
	Name	GL Transaction Detail			
	Rows	16250			
	Cache Type	Serial			
	Created	12/19/2016 3:35:40 PM			
	Created For	Default_BizNet Sample Data			

### **Smart Data Engine Cache Management**

## 

Smart Data Cache management capabilities are only applicable to data sets retrieved by a BizInsight Connector and stored in the Service Data Cache. They do not apply to Excel data caches.

The BizCloud Service uses a Smart Data Engine to manage data cache latency. The BizInsight Smart Data Engine checks the timestamp of the currently cached data against a user-defined refresh interval to determine whether it needs to be updated. If the data is older than the defined refresh interval, the service will update the data cache.

	$\times$
s) needs to be refreshed	
	I
	I
OK Cancel	
	(s) needs to be refreshed

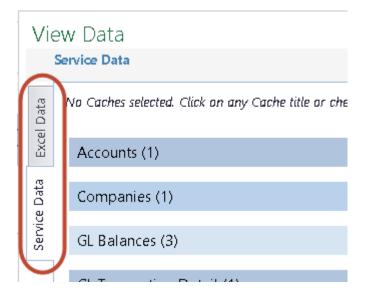
GL Tr	ansaction D	etail (1)
	Name	GL Transaction Detail
	Rows	16250
	Cache Type	Serial
	Created	12/19/2016 3:35:40 PM
	Created For	Default_BizNet Sample Data

When the Smart Data Engine determines that the cached data set needs to be updated, the method used to retrieve the updated data is dictated by the capabilities of the ERP system. If the ERP system provides a last modified timestamp on the records being retrieved <u>and</u> that field is accessible by BizInsight (for example, Intacct), the Smart Data Engine returns only the records that have been added to the ERP system since that data was last retrieved, the "delta". When a timestamp is not available for comparative purposes, the entire data cache is deleted and refreshed from the ERP system.

To see your data caches, click on the **View Data** button on the BizInsight ribbon.



The tabs on the left side of the dialog allow you to switch between viewing your Excel Data Cache or your Service Data Cache.



The **View Data** dialog defaults to displaying the **Service Data** tab when BizInsight detects that a Connector is installed.

On the Service Data tab, data caches are grouped by the data contained in the cache. To view details about the specific data caches within a group, click the drop down arrow.

		ata Data	<u>Ch</u>	ange Refresh Interval 🕙 Export All to CSV 🛃 Delete selected
Data	No D	ata Caches seli	ected. Click on any Data Cache title to select.	<u>Select All</u>
Local Data	Co	mpanies (1)		*
	Ye	ar and Period	ds (1)	*
service Data	GL	Balances (2)	)	٨
		Name Rows	GL Balances 1263	Check for new Data: Yes
		Cache Type Created		CompanyCode='BNE' FiscalYear='2015'
			Default_BizNet GL	
		Name	GL Balances	Check for new Data: Yes
		Rows	1274	
		Cache Type	Serial	CompanyCode='BNE' FiscalYear='2014'
		Created	6/30/2016 4:49:54 PM	riscalitear= 2014
		Created For	Default_BizNet GL	

On the left side, information is displayed for each data cache:

- how many rows it contains,
- where the cache was loaded from (Cache Type),
- when the cache was created, and
- which BizInsight Connector created it.

On the right side, the specific required parameters for which the cache was built are displayed.



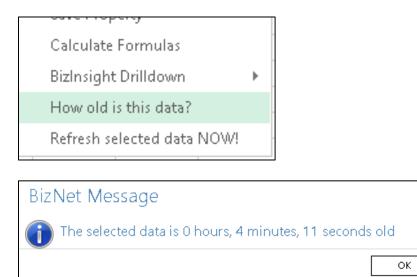
Unless you need to address performance issues, this may be all you need to know about the View Data dialog. BizNet Software recommends running the system with default settings before making any adjustments to how the data cache is managed.

For more details on data cache management, see Adjusting Data Cache Management.

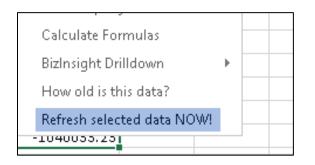
## **Right-click Menu Options**

BizInsight provides additional data cache management right-click menu options for functions.

The **How old is this data?** right-click option will return the age of the data cache used by the function.



To refresh the data cache for a specific formula, right-click on the cell and choose **Refresh** selected data NOW!



When using the **Refresh selected data NOW** option, the following prompt will display after the data cache is refreshed. Choosing the recommended option ensures that all formulas are recalculated with the updated data set.

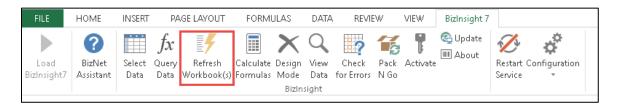
Suc	cess	$\otimes$			
$\mathbf{\mathbf{i}}$	The selected data has been refreshed! Whatwould you like to do with relevant formulas?				
	→ Let BizInsight refresh formulas (Recommended)				
	→ Refresh formulas manually				
	OK	:			

## **Refreshing Reports**

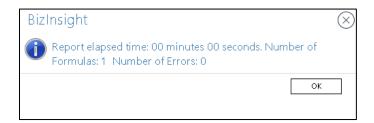
To refresh all <u>functions</u> in an existing report, right-click anywhere in the report and choose **Calculate Formulas**.



To refresh all <u>functions and tables</u> in an existing BizInsight report, click on the **Refresh Workbooks** button on the BizInsight ribbon tab.



#### When a refresh completes, the total time for the report to refresh will be displayed:



## **Cell Referencing**

Input parameters that are expected to change often (such as company, period or year) should be placed in cells in your worksheet and references to those cells used in the BizInsight functions. Using cell references for your parameters makes your BizInsight report more flexible and re-usable.

For example, instead of entering a hard value for the FiscalPeriod parameter, you could enter a cell reference for a cell on the report that contains a period. Then, to quickly change the report so that it retrieves data for another period, you simply change the period in the cell you referenced instead of having to change it for each function within the BizInsight Query dialog.

To add a cell reference as a parameter's value, click the grid button to the right of the parameter and then click in the cell on your Excel worksheet that contains the value you want to pass into this function.

A	dd Filter Copy Filter	][	Delete	Filter	Rese	t Filters
C	ompanyCode	¢	=	÷	BNE	
Fi	scalPeriod	v	=	Ŷ	'Sheet1	' <b>!\$</b> 8\$10
Fi	scalYear	×	=	×	2013	
A	ccount	v	>=	Ŷ	Sheet1	\$A\$13
			-	~		
7						
8						
9	Year				2013	
10	Period	L			7	
11						
12	Account			ΥĪ	DNET	
13	1309		-1	10400	)33.23	
14						
15	Segment1					
16	1100','1110','1200'					
17						
	1	1				

**Note** The Cell Selection box, while open, can be moved anywhere on the screen.

Cell Selection	× ×
Excel Range Cell Anchoring!!\$B\$7 OK	

## Anchoring

Another way to make your BizInsight report more powerful and flexible is to use Excel's cell anchoring. When a dollar sign "\$" is used in front of the column letter, row number or both in a cell reference, that part of the cell reference is anchored. When that cell's function/formula is copied to other cells on the report, any parts of the cell reference that are anchored are not changed to reflect the new cell reference where that function has been copied.

For example, suppose you want a report that provides the balances for a certain list of accounts, for a certain year and period like the following:

	А		В	С	D	
1			-			
2	Compa	ny	BNE			
3	Year		2013			
4						
5						
б	Segme	nt1	7	8	9	
7	1100		314,598.17	300,213.47	284,390.29	
8	1110		129,423.00	129,423.00	129,423.00	
9	1200		262,395.11	270,756.86	279,954.79	
10	1205		(3,936.50)	(4,061.91)	(4,199.86)	
11						

Using the above example layout, following are the different anchoring approaches:

Anchoring Type	Description	Example
Fully Anchored	Neither the column nor the row will change when the function is copied to other cells	The Company, Book and Year parameters are examples of parameters that should be fully anchored. =\$B\$2 =\$B\$3 =\$B\$4

Anchoring Type	Description	Example
Row Anchored	You want each function to always get its period from Row 4 of the appropriate column	The FiscalPeriod values in Row 6 above is an example of a parameter that should be row anchored: =B <b>\$</b> 6
Column anchored	The row will change but not the column when the function is copied to other cells	The Segment1 values in Column A are an example of a parameter that should be row anchored: =\$A7



If anchoring while cell referencing, make certain your curser is in the text box before pressing F4 to anchor.

With proper anchoring, functions can be easily copied with a drag and drop to adjacent columns and rows and will update to reflect the correct row and column based on the cell referencing and anchoring used:

1				
2	Company	BNE		
3	Year	2013		
4				
5				
б	Segment1	7	8	9
7	1100	314,598.17		
8	1110	129,423.00		
9	1200	262,395.11		
10	1205	(3,936.50)		
11				

If you open the Formula Editor for one of the cells that was copied, you'll see that the non-anchored cell references changed appropriately and the anchored columns and rows did not change.

Add Filter Copy	Filter Delete Fil	ter Reset Filters	
CompanyCode	~ =	Cell Anchoring'!\$B\$2	~ <b>BNE</b>
FiscalYear	~ =	Cell Anchoring!!\$B\$3	v <b>2013</b>
FiscalPeriod	~ =	Cell Anchoring'!B\$6	~ 7
Segment1	~ =	Cell Anchoring!!\$A7	~ 🔣 1100

### 🖊 Note

If cell referencing is used to anchor cells, make certain the curser is in the Cell Selection text box before pressing F4.

Cell Selection		~ ×
Excel Local Range	'Cell Anchoring'!\$A7	ОК

## Adjusting the Sign of Data

To change the sign of data returned by a BizInsight function, check the **Reverse sign** checkbox in the Query Editor.

BizInsight Query		
What would you like to create?	Where is your data?	What action would you like to take? 🛛 🏠
Table	BizNet Sample Data v	Sum ~
$f_{x}$ Function	Which data set?	What information would you like returned
	GL Balances ~	NetAmount
Data Validation		✓ Reverse sign
<b>N</b>		
2 Expression	and with works of	a france on and we

=BizSuperFunc("BizNet Sample Data","GL Balances","Sum(NetAmount)","@CompanyCode|=" & ",@FiscalYear|=","BNE","2012")\*-1

#### 

Do not place a minus sign between the equal sign "=" and the Superfunction name as this will disable the drilldown option for the function.

	А	В	1	C D E		F	G	н	
1	Company		Cali	ibri - 11 - A A \$	- %				
2	Year	201							
3	Period		~		.00 ->.0	, •			
4	YTDNET	-105188	-	0.4					
5			*	Cu <u>t</u>					
б			Ē	<u>С</u> ору					
7			Ċ	Paste Options:					
8				ê/ 🔒					
9				Paste Special					
10									
11				Insert					
12				<u>D</u> elete					
13				Clear Co <u>n</u> tents					
14			⁄雪	Quick Analysis					
15									
16				Filt <u>e</u> r					
17				S <u>o</u> rt	•				
18			þ	Insert Co <u>m</u> ment	_				
19			8- 0-	Format Cells	_				
20			0-	Pick From Drop-down List.	_				
21					·  -				
22				Define N <u>a</u> me	_				
23	Drilldov	vn	e,	Hyperl <u>i</u> nk	_				
24	is			Save Property	_				
25	missin	g		Calculate Formulas	_				

## **BizInsight Properties**

BizInsight comes with two built-in functions that can be used to store and retrieve frequently used values for easy reference across workbooks.



BizProperties currently only work when a Connector is installed.

Values can be stored using the **SetBizProperty7** function and retrieved into a worksheet using the **GetBizProperty7** function. These two functions can be found in the BizProperties section of the Navigation Pane:

E	BizProperties
И	Functions
	<b>f</b> ∗ GetBizProperty7
	<b>f</b> ∗ SetBizProperty7
И	Tables

A property's value is stored as a string type and is ideal for storing lists of accounts but can also be used to store any kind of data including budget amounts. When a value is committed using SetBizProperty7, the value is stored in BizInsight's MetaData database.

## 📝 Note

Properties are not currently shared across computers. Users who work with reports that contain Properties must create those Properties on their workstations. BizNet recommends storing Properties in a single workbook that all users can access and refresh to ensure they have the latest definitions.

## **Property Elements**

A Property has 3 fields:

Property Name	Assign a name to					
	Assign a name to the property that describes its purpose. Properties are great for department or location rollups. For example:					
	PropertyName PropertyValue					
	All Regions	[(Segment2 IN ('00', '10', '20', '30', '40'))]				
	Corp	[(Segment2 = '00' )]				
	Region A	[(Segment2 IN ('10', '30'))]				
	Region B	[(Segment2 IN ('20', '40'))]				
	Assigning a version to a Property allows you to categorize your Properties. The Property Version can be used to group related properties together both logically and visually in the Navigation Pane.					
	BizProperties	$\bullet$				
	≥ Functions					
	≥ Tables					
	≥ <mark>Examples</mark>					
	<mark>⊳ Rollup</mark>					
	写 Corp					
	🔜 West					
	🔜 All Regions					
	🔜 Region B					
	👼 East					
	写 Region A					
	寻 Central					
	SeportHeaders ■					
	e where Property Version can be helpful is if you have orts of account to represent. The charts can be opany.					

## **Creating Properties**

There are two ways to save a Property:

- 1. Via the *BizInsight Query* dialog
- 2. Using the SetBizProperty7 function.

#### **Using BizInsight Query**

The *BizInsight Query* dialog allows you to create Expressions, which are basically representations of account definitions. A Property is the way you can store those account definitions for easy re-use.

To save a Property using the *BizInsight Query* dialog, create your Expression and then click the **Save** button:

BizInsight Query		××
What would you like to create?	Where is your data?	Ø
Table	BizNet Sample Data ×	
$f_{\mathbf{x}}$ Function	Which data set?	
Jx Function	GL Balances ~	
Data Validation		
<b>Expression</b>		
□ Include required parameters?		
Add Filter Copy Filter Delete Fil	Iter Reset Filters	
(  Segment1  >	>= · 1000 · ) · AND ·	
(	<= ` 1199 ` ) ` AND ` 🔣	
	Example expression	
Save	OK Cancel Si	tart Over



The **Save** button is only present when a Connector is installed. If the workstation only has BizInsight 7 installed, this button is not present.

You will be prompted to supply a **Property Name** (required) and **Property Version** (optional).

New BizProper	ty 🛞
Property Name	From fx Query Dialog
Property Version	Examples
Property Value	((#[Segment1]>='1000') AND (#
ОК	Cancel

Click **OK** when you are finished and the Property will be added to the Navigation Pane in the BizProperties menu:

🕸 BizInsight7		<
HOME	Q	ŝ
My Favorites		⊙
BizNet GL		⊙
BizProperties		٢
➤ Functions		
≥ Tables		
≌ Examples		
🗟 From fx Query Dialog		4 4 4

Notice that the Property is located under its Property Version in the Navigation Pane.

### Using SetBizProperty7 Function

1. Type the value you want to save into a cell. For information about creating strings to represent your accounts, see <u>Expressions</u>.

	А	В		С	D
1			ſ		
2				Value t	o storo
3			2	value i	0 SIDIE
4		'1000','1010','1050' 🦯	7		
5					
6					
7					
8					

### 📝 Note

For the leading apostrophe to be retained, it must be preceded by a single apostrophe. Ex: "1000','1010','1050'

2. Every stored value must also have a name so type the name you want to use in a second cell.

	А	В		D	E
1			Name		
2					
3			V		
4		'1000','1010','1050'	Cash		
5					
6					
7					
8					

3. A Property has a third field called Property Version which can be used to create categories of properties. In a third cell, type the word Test Property to use for the Property Version.

	А	В	С	D
1				
2				
3				
4		'1000','1020','1030'	Cash	Test Property
5				
6				
7				

4. Go to the BizProperty menu of the Navigation Pane, expand **Functions** then drag and drop the **SetBizProperty7** function.

BizProperties	Drag and Drop	0			
> Functions	1	1	1000','1020','1030'	Cash	Test Property
<b>∱</b> GetBizProperty7	15	3			
<b>∱</b> SetBizProperty7	1:	-			

5. Point the function parameters to the appropriate cells and click **OK**.

PropertyName = C5, Cash PropertyVersion=D5, Test Property PropertyValue = B5, ''1000','1020','1030'

	A	В	С	D	E	F	G	Н
1								
2								
З								
4								
5	,D5,B5)	'1000','1020','1030'	Cash	Test Property				
6								
7		Function Arguments					? )	×
8		- Function Arguments					ſ,	^
9		SetBizProperty7						
10		PropertyName	5	<b>1</b>	= "Cash"			
11		PropertyVersion	05	<b>1</b>	= "Test Pro	perty"		
12		Property/Value	35	<b>1</b>	= "1000","	1020', '1030'"		
13		_	•		= ""			
14		No help available.			-			
15			Dean ashellah					
16			Property¥alı	Je				
17								
18								
19		Formula result =						
20		Help on this function				ок	Cancel	
21					_			
22								

6. After clicking **OK** to close the Function Arguments dialog, the Property will be displayed in the Navigation Pane.

My Favorites	€
BizNet GL	◄
BizProperties	۲
> Functions	
≥ Tables	
Test Property	

BizNet Software recommends that a single Excel workbook be used to manage your Properties. This can ensure consistency in naming conventions and serve as a backup in the event of a hardware failure.

Properties for which a Property Version was not supplied will be displayed in the BizProperties menu under a "No Version" node. Properties for which a Property Version was provided will be grouped under their Property Version node.

BizProperties	
> Functions	
⇒ Tables	8
No Version	
≥ Test Property	
≫ Rollup	8
写 West	
写 Region A	
写 Region B	22
写 Corp	
寻 Central	÷

27 **BizProperties** ۲ 28 29 ↘ Functions 30 31 ↘ Tables 32 Rollup [(Segment2 = 20)] 33 West ≥ No Version Region A 34 [(Segment2 IN ('10', '30'))] Drag and Drop 35 Region B [(Segment2 IN ('20', '40'))] > MTDNET Corp [(Segment2=40)] 36 37 Central [(Segment2 = '30' )] ≥ Examples All Regions [(Segment2 IN ('00', '10', '20', '30', '40'))] 38 [(Segment2 = '10' )] 39 East 🛛 ReportHeader 40 41 ⊾ Rollup 42 43 Test Property 44

Dragging and dropping a Property Node will result in all the children properties being dropped into the Excel worksheet:

If you right-click a Property, you have the option to move the definition up or down or delete it. If you choose Delete, you will be prompted to confirm the deletion.

BizProperties		9 10				
➤ Functions			11 12			
∖ Tables			13			
		21	14			
≥ No Version		21	15			
			16			_
Revenue	17					
	Nudge Up (Shift + Up)					
≥ Test Property	Nudge Down (Shift + Down)					
- restrioperty	Delete					
🗐 Cash			21			



#### Reminder

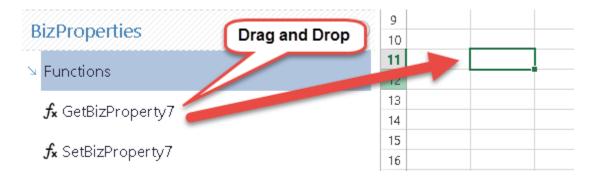
Click the Save button on the Navigation Pane Header when deleting a Property. This ensures that the removal of the Property from the Navigation Pane is saved.



### **Retrieving Properties**

Once a Property has been created, use the **GetBizPropery7** function to retrieve it.

1. Left-click on the Properties menu, expand Functions then drag and drop the GetBizProperty7 function.



2. Type in a PropertyName and, if applicable, a PropertyVersion. Or, best practice, point to cells containing those values.

	Α	В	С	D	E	F	G	Н	I	J
1										
2	Region A	Rollup								
3										
4			Function Argu	ments					?	×
5	2,\$B\$2)		GetBizProper	h.7						
б				-						
7			PropertyNa	ame \$A\$2				Region A"		
8			PropertyVers	ion \$B\$2			🎫 = "F	Rollup"		
9							= ""			
10			No help availa	ble.						
11				Pro	opertyName					
12										
13										
14			Formula result	=						
15										
16			Help on this fu	inction				OK	(	Cancel
17										



Do not use GetBizProperty7 inside a BizInsight function. It should be used in a separate cell and the BizInsight function parameter should point to that cell for its value.

In addition to the individual nodes for the properties, there are analysis sets provided in the Properties menu that will drop the properties as analysis set objects.

My Favorites	ΘĹ					
BizNet GL 📀						
BizProperties	۲					
> Functions						
∑ Tables						
All Properties By Ver	rsion					
■ All Properties	J					
N No Version						

The advantage to using the pre-built Tables is they will refresh when a report is refreshed and any new properties that match the criteria specified for the analysis set will be automatically retrieved. There are two different analysis sets:

#### 1. All Properties By Version

When dragged and dropped, this analysis set will prompt for a Property Version and return all Properties with that specific version.

	A	All properties PropertyVersion		
1				
2	PropertyName	PropertyVersion	PropertyValue	
3	All Regions	Rollup	'00', '10', '20', '30','40'	
4	Corp	Rollup	'00'	
5	Region A	Rollup	'10', '30'	
б	Region B	Rollup	'20','40'	
7				

#### 2. All Properties

This analysis will return all existing Account Definitions

	А	В	с
1			
2	PropertyName	PropertyVersion	PropertyValue
3	1	ReportHeader	For The One Month Ended
4	10	ReportHeader	For The Ten Months Ended
5	11	ReportHeader	For The Eleven Months Ended
6	12	ReportHeader	For The Twelve Months Ended
7	2	ReportHeader	For The Two Months Ended
8	3	ReportHeader	For The Three Months Ended
9	4	ReportHeader	For The Four Months Ended
10	5	ReportHeader	For The Five Months Ended
11	6	ReportHeader	For The Six Months Ended
12	7	ReportHeader	For The Seven Months Ended
13	8	ReportHeader	For The Eight Months Ended
14	9	ReportHeader	For The Nine Months Ended
15	All Regions	Rollup	'00', '10', '20', '30','40'
16	Corp	Rollup	'00'
17	Current Period		1
18	Region A	Rollup	'10', '30'
19	Region B	Rollup	'20','40'
20			

#### **Property Known Issues**

- Excel's 256-character limitation on cell contents applies and will affect BizInsight drill-down. Use the =LEN() function on the cell to count the total character length and make sure it does not exceed Excel's limit.
- 2. It is not possible to nest two GetBizProperty7 functions then drill-down. The second nested function needs to be a cell reference as a workaround. Ex: (=GetBizProperty7(A1)+A2)
- 3. When using GetBizProperty7, Excel will strip leading zeros from property values. To work around this issue, use the **fx Query Data** dialog to build a full expression for the property. See <u>Creating Expressions</u> for instructions.

	A	В	С	D	E	ŀ
1						
2						
3						
4		Property Name	Property Value	GetBizProperty		
5		Cash1	0100	100		
6		Cash2	((#[Segment1]='0100'))	((#[Segment1]='0100'))		
7						
8						
9						

# **Wildcard Characters**

A special feature of BizInsight is the ability to use a wildcard character. A wildcard character is a special symbol that stands for one or more characters. For example, a wildcard character can be used when defining a segment value to reference a group of segment values rather than a single segment value. BizInsight functions recognize one wildcard character: The asterisk (\*) wildcard.

The asterisk (\*) symbol represents zero or more characters in a string of characters. For example, if you wanted balances for all accounts that begin with a "100", you can use "100\*" as the parameter value. For performance reasons, it is not recommended to pass only a wildcard as a function parameter; parameters for which a filter is not needed should be left blank.

The following illustrates a simple trial balance that can be accomplished using the wildcard character:

			BizInsight Query		
	А	вс	What would you like to create?	Where is your data?	What action would you like to take?
1	Company	BNE	Table	BizNet GL Ý	Sum v
2	Year	2013			
3	Period	12	$f_{x}$ Function	Which data set?	What information would you like returned
4			JA Tunction	GL Balances	NetAmount 🗸 🖌
5	-				
6			Data Validation		
7	1*	\$ 106,431.43			ج ا
8		\$ 18,271.42	<b>Expression</b>		
9	-	\$ -	Z Expression		2
	0 4*	\$ (382,501.94)			À
	1 5*	\$ 269,213.32			2
12	2 6* 3 7*	\$ - \$ -	Add Filter Copy Filter Delete Fi	ilter Reset Filters	
	4 8*	\$ (11,414.23)	Communicado -	Shoottil\$Bt	V 🛄 BNE
	5 9* 🗕	¢ (11,414,23)	CompanyCode ~ =	Sheet1!\$B1	
	5 Total	(0.00)	FiscalYear 🗸 =	<ul> <li>Sheet1!B2</li> </ul>	2013
		<u>p (0.00</u> )			
17			FiscalPeriod 👻 =	Sheeti!\$B\$3	· <b>1</b> 2
19	-		Segment1 LIKE	'Sheeti'!\$A <u>\$14</u>	- 🖳 8*
		A Contraction of the second se	and the second s		and a second

# Lists and Ranges

It is possible to retrieve data for a non-contiguous list of values or a range of values with BizInsight. Typically lists and ranges are used for accounts or account segments but can also be used for other parameters.

**List** - A collection of discrete values that may not be serially next to each other. An example list might be 1100, 1205 and 1350. **Range** - Two values for which you want to retrieve data for every value in between those two values. An example range would be accounts 1100 through 1205.

How to retrieve data for lists and ranges is described below.

#### <u>Lists</u>

When supplying a list of non-contiguous values to a function, use the **IN** operator and select the individual values from the Available Values drop down.

📝 Note

Not all segments will have available values. BizInsight reflects the available values based on what is in your ERP system.

BizInsight Query		<del>~</del> ×
What would you like to create?	Where is your data?	What action would you like to take?
Table	BizNet GL v	Sum ~
$f_{x}$ Function	Which data set?	What information would you like returned
Jx Function	GL Balances ~	NetAmount ~
🚃 Data Validation		
Σ Expression		
		•
Add Filter Copy Filter Delete Fil	ter Reset Filters	
Add Filter Copy Filter Delete Fil	ter Reset Filters	
CompanyCode ~ =	BNE	~ <b>I</b>
CompanyCode     -       FiscalYear     -	<ul> <li>BNE</li> <li>2013</li> </ul>	<ul> <li></li></ul>
	DHL	
FiscalYear =	<ul> <li>2013</li> </ul>	
FiscalYear     =       FiscalPeriod     =	<ul> <li>2013</li> <li>1</li> </ul>	
FiscalYear     =       FiscalPeriod     =		
FiscalYear     =       FiscalPeriod     =		
FiscalYear     =       FiscalPeriod     =	✓ 2013     ✓ 1     ✓ Select All     ✓ 1100     ✓ 1100     ✓ 1100     ✓ 1200	
FiscalYear     =       FiscalPeriod     =	<ul> <li>✓ 2013</li> <li>✓ 1</li> <li>✓ Select All</li> <li>✓ 1100</li> <li>☐ 1110</li> <li>✓ 1200</li> <li>☐ 1205</li> </ul>	
FiscalYear     =       FiscalPeriod     =       Segment1     IN	<ul> <li>✓ 2013</li> <li>✓ 1</li> <li>✓ Select All</li> <li>✓ 1100</li> <li>↓ 1100</li> <li>↓ 1100</li> <li>↓ 1200</li> <li>↓ 1205</li> <li>✓ 1309</li> </ul>	
FiscalYear     =       FiscalPeriod     =	<ul> <li>✓ 2013</li> <li>✓ 1</li> <li>✓ Select All</li> <li>✓ 1100</li> <li>☐ 1110</li> <li>✓ 1200</li> <li>☐ 1205</li> </ul>	

To use a cell reference, enter the values, separated by commas, in a cell and select that cell for the parameter, EX: '1000','1010','1050'

	BizInsight Query		
A B 1 2	What would you like to create?	Where is your data? BizNet Sample Data ×	What action would you like to take?
3 4 Company BNE 5 Year 2013	$f_{\mathbf{x}}$ Function	Which data set? GL Balances	What information would you like returned NetArnount ~
6 Period 1 7 Seg1Value 1100','1200','1209' 8 Amount	Data Validation		🗌 Reverse sign
9 100 111 111 111 111 1111 1111 1111 11	Σ Expression		
12	Add Filter Copy Filter Delete Fi	ter Reset Filters	
14 15	CompanyCode	Sheet1'!\$B\$4	~ <b>ENE</b>
16	FiscalYear	'Sheeti'!\$B\$5	v 🔣 2013
18	FiscalPeriod ~ =	Sheeti'!\$B\$6	~ <b>I</b>
19 20	Segment1 <sup>~</sup> IN	'Sheet1'!\$B\$7	1100','1200','1209'

#### **Ranges**

To retrieve data for a range of accounts, use the >= and <= operators.

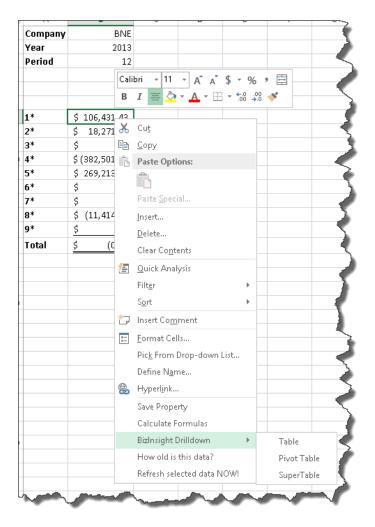
Add Filter Copy Filte	er [	Delete F	ilter	Reset Filters	
CompanyCode	÷	=	÷	BNE	~
FiscalYear	÷	=	~	2013	~ 🔣
FiscalPeriod	~	=	÷	3	~ 🔣
Segment1	÷	>=	÷	1100	~
Segment1	v	<=	÷	1200	~

As with lists, the parameter values can be placed in cells and referenced instead of being hard-coded in the function:

Add Filter Copy I	Filter Delet	e Filter	Reset Filters	
CompanyCode	~ =	~ 'Sh	eet1'1\$B\$4	~ 📃 BNE
FiscalYear	~ =	~ 'Sh	eet1'!\$8\$5	- 2013
FiscalPeriod	~ =	~ 'Sh	eet1'!\$8\$6	~ 📃 1
Segment1	~ >=	~ Sh	eet1'! <b>\$A\$</b> 11	- 🔣 1100
Segment1	~ <=	~ 'Sh	eet1'! <b>\$A\$</b> 12	- 其 2400

# Drilldown

BizInsight provides the ability to drilldown to view the records that comprise the amount being returned by the function. To drilldown on a function, right-click the function, select **BizInsight DrillDown** and select the desired drilldown target: Table, Pivot Table or SuperTable.



The Table option will return the data in a simple table layout:

		A	В	С	D	E	F	G	н	I.	J	К	4
1	A	ccount	AccountD	AccountG	AccountG	AccountK	Beginning	Company	Companyl	CreditAm	DebitAmo	EndingBal	Fisça
2	13	30910000	Due from	1	Assets	335	16323.79	BNE	BizNet Enf	0	992.71	17316.5	
3	18	80900000	Investmer	1	Assets	340	569114.3	BNE	BizNet Enf	0	11414.23	580528.5	
4	11	11000000	Money Ma	1	Assets	2	129423	BNE	BizNet Enf	0	0	129423	
5	16	60000000	Money Ma	1	Assets	15	0	BNE	BizNet Enf	0	0	0	
6	11	10010000	Cash-Cheo	1	Assets	42	212618.2	BNE	BizNet Enf	-2.4E+07	23735971	194480.3	
7	12	20010000	Account R	1	Assets	43	150712	BNE	BizNet Enf	-1747855	1752952	155808.8	;
8	12	20510000	Allow. for	1	Assets	44	-2408.97	BNE	BizNet Enf	-479.84	398.67	-2490.14	
9	13	3 <u>1</u> 01000C	Inventory	1	Assets	46	2148547	BNE	BizNet Enf	-9741907	9861910	2268551	
			diase.		Assets	<b>A BOOMER</b>	1209.42		RizNet	∖72 €3	- and a	( and the second	

ŀ			4
5	Row Labels 💌	Sum of NetAmount	$\sim$
5	BNE	106431.43	- 2
2	=1100	-17119.3	- X-
8	= 2013	-17119.3	
9	12	-17119.3	- 8
0	=1110	0	
1	<b>= 2013</b>	0	
2	12	0	5
3	<b>1200</b>	_ 9951.35	
8		the second second	

The **Pivot Table** option will return the data in an Excel pivot table.

Additional rows, columns and values can be selected for display in the Pivot Table drilldown. To do this, click inside the pivot table to open the Pivot Table Field List.

To add a field to a row, column or the values section, select the field from the top pane and drag it into the appropriate lower quadrant of the Pivot Table Field List.

>		A	В			
/	1				PivotTable Fields	₹ X
	2				Character California and the superstate	ф т
	3				Choose fields to add to report:	54° T
	4				Account	
	5	Row Labels 💌	Sum of NetAmount		AccountDesc	
	б	BNE	106431.43		AccountGroup	
	7	≡1100	-17119.3		AccountGroupDesc	
	8	<b>= 2013</b>	-17119.3		AccountKey Click and Drag	
	9	12	-17119.3		🗌 BeginningBalance 📲	
	10	=1110	0		🗸 CompanyCode	
t7	11	<b>= 2013</b>	0		CompanyName	
BizInsight7	12	12	0		🗆 CreditAmount 🛛 🚽	Ŧ
isi.	13	<b>=1200</b>	9951.35		Drag fields between areas below:	
zlr	14	<b>= 2013</b>	9951.35		Drag fields between areas below:	I
Bi	15	12	9951.35		T FILTERS	I
	16	<b>=1205</b>	-149.25			
	17	<b>= 2013</b>	-149.25			
	18	12	-149.25			
	19	<b>=1309</b>	992.71		$\equiv$ Rows $\Sigma$ values	I
	20	<b>= 2013</b>	992.71		CompanyCode 🔹 🔺 Sum of NetAmount	-
	21	12	992.71		Segment1	
	22	=1310	108452.05			
	23	<b>2013</b>	108452.05	-		DATE
		< • • •	🕂 : 🔳	Þ	Defer Layout Update	DATE

### MPORTANT

PivotTable drilldowns will not refresh/update when a BizInsight report is refreshed.

The **SuperTable** option will return the data in an Excel table format.

🛛 🖯 🖓	¢~ ∓	XL	Connect	Sample F	Reportada: - Excel			TABLE TOOLS	
FILE HOI	ME INSERT PAGE LAYO	UT FO	ORMULAS	DA1	TA REVIEW	VIEW	XL Connect	DESIGN	
Table Name:	🗊 Summarize with PivotTab	e 🔜			📰 Properties		Header Row	First Column	Filter Butto
GL_Balance_Mas	Remove Duplicates	Insert			🐻 Open in Browse	r 🗌	Total Row	Last Column	
👘 Resize Table	🚎 Convert to Range	Slicer	*	*	💭 Unlink	$\checkmark$	Banded Rows	Banded Columns	
Properties	Tools			Externa	il Table Data			Table Style Options	

	A	В	С	D	E	F	G
1	Account 💌	AccountDesc 💌	AccountGroup 💌	AccountGroupDesc 💌	AccountKey 💌	BeginningBalance 💌	CompanyCode 🔽 🤇
2	1.309E+10	Due from BNC	1	Assets	335	16323.79	BNE 5
3	1.809E+10	Investment in B	1	Assets	340	569114.3	BNE B
4	1.11E+10	Money Market (	1	Assets	2	129423	BNE B
5	1.6E+10	Money Market (	1	Assets	15	0	BNE 📢
б	1.1E+10	Cash-Checking-I		Assets	42	212618.2	BNE
L.z.,	and the second s	teiv		Sector Contraction of the sector of the sect	43		

When drilling down on a function, the drilldown data will be placed in a new Excel worksheet named "DrillDown (n)", "PivotTable(n)" or "SuperTable(n)" depending on which drilldown target was selected.

Trial Balance	DrillDown1	SuperTable1	PivotTable1	PivotTable2	

📝 Note

Any adjustments to the sign of the data displayed by the function (ex. \*-1) will not be reflected in the Drilldown.

# **Dynamic Tables**

When a list/table is dragged and dropped into a worksheet, the filter parameters used for that object are static. If you would like the table to dynamically update with new data based on parameters that you are changing, select the **Make Dynamic** checkbox in the **BizInsight Query** dialog. The BizInsight Query dialog can be accessed using the **fx Query Data** button on the ribbon or will open automatically when a table is dragged and dropped from the Navigation Pane.

BizInsight Query	- ×
Create a Table Return my results as a: Table Select Columns Remove Duplicates Make Dynamic	•
Add Filter Copy Filter Delete Filter Reset Filters	
CompanyCode 🗸 = 🗸	
FiscalYear 🗸 = 🗸	
FiscalPeriod	



When a Table is dragged and dropped from the Navigation Pane, the BizInsight Query dialog will open in the simplified view. Use the Advanced button to access additional options.

BizInsight Query	* X
	¢
Create a Table	Г
Return my results as a: Table v Select Columns	
Remove Duplicates Make Dynamic	
Add Filter Copy Filter Delete Filter Reset Filters	
CompanyCode v = v	
FiscalYear =	and the second
Save OK Cancel Start Over Adva	inced

In the below example, a Table retrieving balances for a range of Segment1 values is being added to a workbook with the Make Dynamic option selected.

# 

Be sure to cell reference each one of your parameters so that the expression created is not hard coded.

			BizInsight Query Simplified view	
A 1 Company 2 Year 3 Period 4 SegtValue 5 6	B BNE 2013 1 1100	C 2400	Create a Table Return my results as a: Remove Duplicates Make Dynamic	
7 8 9			Add Filter Copy Filter Delete Filter Reset Filters	J
10 11 12			CompanyCode         =         'Sheet5'!\$B\$1         Image: BNE           FiscalYear         =         'Sheet5'!\$B\$2         Image: BNE	Ş
13 14 15			FiscalPeriod · = · · Sheet5!\$8\$3 · II	5
15 16 17			Segment1         >=         'Sheet5'!\$B\$4         Ill00           Segment1         <=         'Sheet5'!\$C\$4         Ill02	Ş
18 19			Segment3	3

Notice the expression that has been added above the table. If any of the filter parameters are changed and the Table is refreshed, the Table will update to reflect the new data.

	CECO: PD/400 ANI	) #[Segment:	1]<=‴&She	et5!\$C\$48	."")"							1
	A	В	с	D	Е	F	G	Н	I	J	к	L
1	Company	BNE										Į
2	Year	2013										
3	Period	1										
4	Seg1Value	1100	2400									
5												
б												
7	@CompanyCode	≔'BNE' @Fis	calYear='2i	013' (#[Fis	calPeriod]=	='1' AND #[	Segment1]	>='1100' Al	ND #[Segm	ent1]<='24	00')	
8												
9	CompanyCode	Segment1	Segment2	Segment3	Account	AccountD	Companyl	AccountG	AccountG	FiscalYear	FiscalPeri	Beginning
10	BNE	1309	1000	000	130910000	Due from	BizNet Enf	1	Assets	2013	1	7138.59
11	BNE	1809	0000	000	180900000	Investmei	BizNet Enf	1	Assets	2013	1	456078.9
12	BNE	1110	0000	000	111000000	Money M	BizNet Enf	1	Assets	2013	1	129423
13	BNE _	1~00	0000		160000000	M-rep-Ma	BizNet Enf	1	<u>Ass</u> ets	2013	_ 1	/

# **Removing Extra Columns**

In the event, the columns displayed in a table need to be changed after it has been added to a report, right-click anywhere in the table and choose **BizInsight Table Options > Table Parameters**.

mve	Þ	Insert Co <u>m</u> n	nent		540	473073.2	DIVE
Inve					340	505662.1	BNE
Inve	8- 0-	<u>F</u> ormat Cells			340	515675.1	BNE
Inve	5	<u>E</u> dit Query			340	525788.3	BNE
Inve	8 0	D <u>a</u> ta Range	Properties		340	536306	BNE
Inve	[2]	Parameters			340	546956.3	BNE
Inve		Refresh			340	558032.5	BNE
Inve	G	<u>R</u> efresh			340	569114.3	BNE
Mon		BizInsight Ta	able Options	•	Re	efresh Table	
Mone	ey Ma	1	Assets		T:	able Parame	ters
Mone	Money Ma1 Assets				Edit Query		
Mone	ey Ma	1	Assets		13		DINE

Click on **Columns** in the left pane and then click on the grid icon next to the current column names.

BizInsight Parameters	<del>~</del> ×
Parameters	How parameter value is obtained
DataSourceID TableName Expression	Use the following value     Account, AccountDesc, AccountGroup, Account
Columns	
RemoveDups	Get the value from the following cell
	OK Cancel

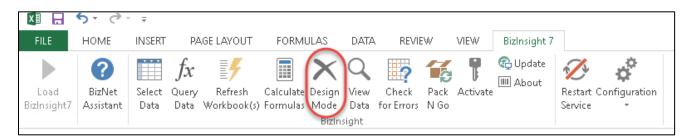
The **Select Columns** dialog will open and columns can be added or removed as needed. Use the up/down arrows to sort the columns alphabetically and left-click and drag columns to move them.

	elect Columns ] Select All			
	CompanyCode			
	Segment1			
	Segment2			
	] Segment3			
~	Account			
-	AccountDesc			
	CompanyName			
	AccountGroup			
	AccountGroupDe	sc		
	FiscalYear			
	FiscalPeriod			
	] BeginningBalance ] DebitAmount	9		
_	CreditAmount			
	NetAmount			
		$\sim$		
	OK Cancel			
	A		С	[
	A Company	BNE	C	[
2	A Company Year	BNE 2013	C	[
2 3	A Company Year Period	BNE 2013 1		[
3 4	A Company Year	BNE 2013	C 2400	[
2 3 4 5	A Company Year Period	BNE 2013 1		[
2 3 4 5 6	A Company Year Period Seg1Value	BNE 2013 1 1100	2400	
2 3 4 5 6 7	A Company Year Period Seg1Value	BNE 2013 1	2400	
2 3 4 5 6 7 8	A Company Year Period Seg1Value @CompanyCode=	BNE 2013 1 1100 BNE' @FiscalYear='2013' (#[FiscalPeriod]	2400 ='1' AND #[S	egm
2 3 4 5 6 7 8 9	A Company Year Period Seg1Value @CompanyCode= Account	BNE 2013 1 1100 BNE' @FiscalYear='2013' (#[FiscalPeriod] AccountDesc	2400 ='1' AND #[S NetAmoun	-
2 3 4 5 7 8 9 10	A Company Year Period Seg1Value @CompanyCode=	BNE 2013 1 1100 BNE' @FiscalYear='2013' (#[FiscalPeriod]	2400 ='1' AND #[S	egm

# **Design Mode**

Working in Design Mode refers to working without a connection to the caching service. When BizInsight is in Design Mode, all functions will display #DESIGN#.

Design Mode can be enabled by selecting the **Design Mode** button on the BizInsight ribbon.

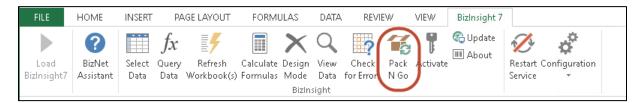


When BizInsight is in Design Mode, the **Design Mode** button will be highlighted as shown below:

FILE	HOME	INSERT	PA	GE LAYOUT	FORMI	JLAS	DATA	. REVIE	W	VIEW	BizInsight 7			
Load BizInsight7	<b>?</b> BizNet Assistant	Select Data		Refresh Workbook(s)	Calculate Formulas	Mode	Data	Check for Errors		<b>T</b> Activate	🔁 Update 🎹 About	✓ Restart Service	Configuration	
						BizIn:	sight							

The primary purpose for Design Mode is to allow you to work with your report design without being interrupted by data retrieval calls back to the ERP system database. If you add an object to your report design for which data has not already been cached, the function will return the #DESIGN or #VALUE message. To go back online, click on the **Design Mode** button again so that it is no longer highlighted and then choose **Calculate Formulas**. To retrieve the latest data from the ERP system database, right-click a function that uses the dataset you want to refresh, and choose **Refresh selected data NOW!** 

# Pack N Go



Pack N Go can be used to package a BizInsight report for distribution to individuals who do not have connectivity to the ERP system. With BizInsight 7 (without a Connector) installed, these individuals can freely change functions, refresh tables, and drilldown but are limited to the embedded data caches only.



The Pack N Go option is only available for BizInsight 7 + Connector installations and will not display on the BizInsight 7 ribbon when BizInsight 7 is the only product installed.

To use the Pack N Go feature, do the following:

1. Create the report you would like to distribute. Ensure that all data sets you may want the recipient to have access to are included in the report.

	А	В	С	D	E
1	BNE				
2	2013				
3	1				
4					
5					
б		MTD	YTD		
7	1309	717.16	14,994.34		
8	1809	8,887.00	921,044.82		
9	5050	30,074.00	30,074.00		
10	5500	6,910.00	6,910.00		
11	5650	999.00	999.00		
12	5100	5,155.00	5,155.00		
13	5225	3,024.00	3,024.00		
14	5240	1.237.00	1.237.00		
	$\leftarrow \rightarrow$	Basic T	ransactions	$\oplus$	

2. Click on the Pack N Go button on the BizInsight ribbon.

If other workbooks are open, the following message will display. Click OK and close all other open workbooks and then click on the Pack N Go button again.

🐼 BizNet Message	$\times$
Please close other workbooks before continuing wi PackNGo process	th the
[	ОК

If you've didn't save before clicking on the Pack N Go button, the following message will display. Click **Yes** to save your changes or **No** to continue without saving.

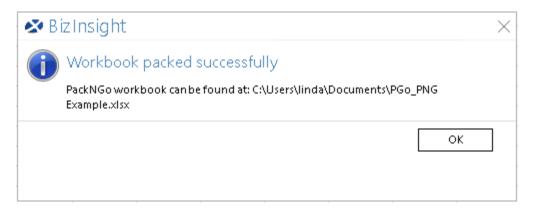
3. The PackNGo dialog will open.

🐼 PackN	1Go	$\times$
Location	C:\Users\linda\Documents Browse	]
	name for the PackNGo workbook 5 Example.xlsx	]
# # #		
	Continue Cancel	

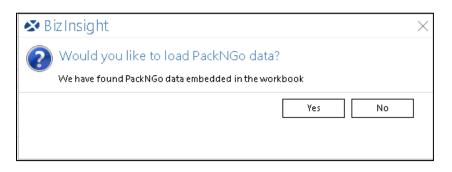
For the **Location** field, enter the path to which you would like to save the Pack N Go output file.

In the next field, accept the default name or provide a custom name of your choice. Click **Continue**.

4. A dialog will display when the Pack N Go process completes.



5. Email the workbook to individuals with BizInsight 7 installed. When they open the report, they will receive the following prompt. Click **Yes**.



6. Click **Yes** when prompted to refresh tables and Functions.

➢ BizInsight	$\times$
Would you like to refresh any formulas or tables affected by PackNGo loaded data?	
Yes No	]

```
🖊 Note
```

BizBroadcast has been updated to support the Pack N Go feature.

# **Distributing Reports to non-BizInsight Users**

When non-BizInsight user's open workbooks containing BizInsight functions, the values in the cells will be replaced with #NAME? or #VALUE if Excel recalculates the workbook. Workbooks containing BizInsight functions can be provided to non-BizInsight users in the following ways:

- Use BizBroadcast to produce a 'values' only version of the workbook.
- Save the workbook in a PDF or XPS format.
- Copy all functions, or just BizInsight functions, and paste as values. Be sure to make a copy of your original report before doing this.
- Send the workbook as is to the non-BizInsight recipient and they must put Excel in manual calculation mode before opening the workbook. This will prevent Excel from recalculating the BizInsight functions in the workbook.

# **Analyzing Other Data**

The BizInsight product provides pre-defined Functions and Tables, via the Navigation Pane, that retrieve data from your ERP system. The BizInsight Query can be used against any table of data that exists in Excel.

Following are the basic steps to use BizInsight to analyze other data:

- 1. Get the data into Excel
- 2. Use Select Data to load the data into BizInsight memory
- 3. Use *fx* Query Data button to create your Functions

Each step is described in more detail below.

#### 1. Get Data

First you must get the data into Excel and there are many ways to do that:

- CSV
- Copy/Paste
- Excel's Get External Data feature (See Get External Data section)
- BizInsight Table

### 2. Select Data

Once the data is in Excel, it needs to be loaded into memory for BizInsight.

Click Select Data on the BizInsight ribbon.



If your data was retrieved using a BizInsight List or has already been assigned an Excel range name, select the list or Excel range from the **Select an existing range Name** drop down:

Select Data	-×
Where is your data?	
Select a range of cells 'Sheet1'!\$A\$7:\$AL\$1329 Name your selection USA_Balances_1 Create as a table	
Or Select an existing range Name	
Select an existing table	
Back Next Can	cel

If your data is formatted as an Excel table, that table name will be listed in the **Select an existing table** drop down list:

Select Data	- ×
Where is your data?	
Select a range of cells	
Create as a table	
Or	
Select an existing range Name	
USA_Balances_1	
Back Next Car	icel

If your data has not already been assigned an Excel range name and is not a BizInsight list, click the **Grid Box** to select the range of cells that your data is in.



Make sure to include Column Headers.

Select Data	+ ×
Where is your data?	
Select a range of cells Name your selection	
Create as a table	
Select an existing range Name	
	¥
Select an existing table	¥
Back Next	Cancel

Once you have selected your cells, the range will appear in the Cell Selection dialog box.

Click OK.

Cell Selection							•	×
Excel Local Range	'Sheet7'!\$B\$1	\$D\$232				ОК		]

Give your range a name so you can refer to it later. This name will be referenced in all Functions and Lists created by BizInsight. BizInsight supports multiple data cache items.



The Name entered cannot have any spaces, however the underscore symbol is acceptable, for example, New\_USA\_Balances\_1

Check the **Create as a Table** box if you would like the data range formatted as an Excel Table object which makes managing and analyzing a group of related data easier. By using the Excel Table features, you can then manage the data in the table rows and columns independently from the data in other rows and columns on the worksheet.

Select Data	- ×
Where is your data?	
Select a range of cells	
'Sheet1'!\$A\$7:\$AL\$1329	
Name your selection New_USA_Balances Create as a table	



The Create as a table option should not be selected for any BizInsight created list because it will serve as the link between the list and BizInsight resulting in a static, non-refreshable list of data.

Click Next to continue.

Back Next Cancel
------------------

BizInsight will make a best attempt to identify your column data format but gives you the option to select a different data format. Make any adjustments, if needed, and click **Next** to continue.

Select Data •×					
Select your column format					
Column Name	Format				
Company	Text ~	^			
FiscYear	Text v				
FiscPer	Number v				
FiscQTR	Number v				
AcctGroupID	Text v				
AcctTypeID	Text ~				
GLAcctNo	Text ~				
FormattedGLAcctNo	Text ~				
Segment1	Text v	$\sim$			
Check for errors in data					
Back Next Cancel					

The below message will display to confirm that your data is now in Excel's memory and the data can be accessed using the name "USA\_Balances\_1."

Click **OK** to close.

BizInsight	×
"USA_Balances_1 was loaded with 50236 element	3.
0	

Notice I have two existing Range Names saved to memory.

Select Data	× ×
Where is your data?	
Name your selection	
Create as a table	
Or	
Select an existing range Name	
New_USA_Balances USA_Balances_1	
Back Next Can	cel

### 3. Use BizInsight Query

To work with the data in memory, click on the *fx* **Query Data** button on the BizInsight ribbon. This will open the **BizInsight Query** dialog.

The BizInsight Query dialog is comprised of two sections: Declaration and Filtering. These two sections are described below.

BizInsight Query		- X
What would you like to create?	Where is your data? Excel ×	What action would you like to take?
$f_{x}$ Function	Which data set?	What information would you like returned
Data Validation	Declaration	Reverse sign
<b>Expression</b>		
Add Filter Copy Filter Delete Filt	Reset Filters	
	Filtering	
Save		OK Cancel Start Over
Sdve		OK Cancel Start Over

### 📝 Note

The BizInsight Query dialog may be pre-populated with the values you last uses. User the Start Over button to clear all previous values.

## **Declaration Section**

Tables return the records matching the filter criteria. Tables are often the building blocks for reports.

**Functions** return data to a single cell, representing a calculated value; an answer.

Data Validation returns the matching records as a data validation list.

**Expression** - is a combination of some or all of the following: built-in or user-defined functions, identifiers, operators, and constants that evaluates to a single value.

BizInsight Query	<u> </u>
What would you like to create?	Where is your data?
Table	Excel
$f_{x}$ Function	Which data set?
Data Validation	
Σ Expression	

If you want to use data from your ERP system, change the **Where is Your Data** drop down to "BizNet GL". Otherwise, use "Excel" for data you've added to your workbook from a source other than Biznet.

BizInsight Query	
What would you like to create?	Where is your data?
Table	Excel
$f_{x}$ Function	Excel
Data Validation	BizNet GL
<b>∑</b> Expression	5

The **Which data set** field will display all datasets that have been loaded into Excel's memory when the **Where is your data** field is set to Excel.

BizInsight Query	5
What would you like to create?	Where is your data?
Table	Excel
$f_{x}$ Function	Which data set?
🚃 Data Validation	New_USA_Balances USA_Balances_1
Σ Expression	

If the **Where is your data** drop down is set to "BizNet GL", the **Which data set** dropdown list will display all available data sources.

BizInsight Query	
What would you like to create?	Where is your data?
Table	BizNet GL ×
$f_{x}$ Function	Which data set?
Data Validation	Account Groups
Σ Expression	Accounts Budget Codes
	Companies Company Name
Add Filter Copy Filter Delete Filte	GL Balances
M. Carlos and a second	GL Budgets

## **Function Options**

When the Function option is selected, the BizInsight Query dialog updates to display additional drop down options once the Data Set is selected:

BizInsight Query		*
What would you like to create?	Where is your data?	What action would you like to take?
Table	BizNet Sample Data V	Sum
<b>f</b> <sub>x</sub> Function	Which data set? GL Balances	What information would you like returned
Data Validation	GL balances	Reverse sign

Choose an action to perform. BizInsight supports the following actions:

SUM	Sum of selected data.
Min	Minimum value identified in data.
Max	Maximum value identified in data.
Average	Average value of selected data.
CSV	Comma Separated Value list of selected data. When CSV is selected, additional options are displayed.

Count	Count of data elements that fit the filter criteria. When Count is selected, an additional option is displayed. What action would you like to take? What action would you like to take? Count Distinct What information would you like returned Distinct duplicate values are not considered in the operation.		
GhDavi			
StDev	Standard deviation of selected data.		
Var	Variance of selected data.		

# The **What information would you like returned** dropdown is populated with all of the columns recognized in your data source. You will need to identify the column on which you would like to perform the selected action.

What would you like to create?	Where is your data?	What action would you like to take?
Table	BizNet Sample Data	× Sum ~
fx Function	Which data set?	What information would you like returned
77	GL Balances	✓ NetAmount
Data Validation		Reverse sign     Sum Net
<b>∑</b> Expression		Amount

### **Table Options**

When the Table option is selected in the BizInsight Query dialog, you can specify whether to return the results as a Table, Pivot Table or Super Table. See <u>Drilldown</u> for more information about the differences between these Table options.

Biz	Insight Query		
	What would you like to create?	Where is your data?	Return my results as a: 🗼
	Table	BizNet GL v	Table
	$f_{\mathbf{x}}$ Function	Which data set?	Table Pivot Table
JX runction	GL Balances	SuperTable	
	Data Validation	Make Dynamic	
_		and the second s	and the second se

The **Remove Duplicates** checkbox is useful for generating distinct lists of values in both tables and data validation lists.

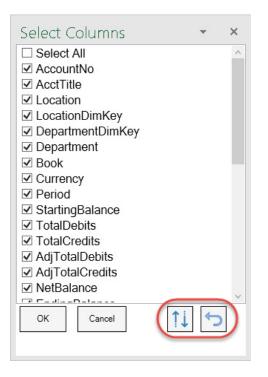
BizInsight Query		}
What would you like to create?	Where is your data?	Return my results as a:
Table	BizNet Sample Data v	Table v
$f_{x}$ Function	Which data set? GL Balances ~	Select Columns
Data Validation	Make Dynamic	✓ Include Column Headers ☐ Fill Down Formulas in Adjacent Cells
Σ Expression		
and the second second		

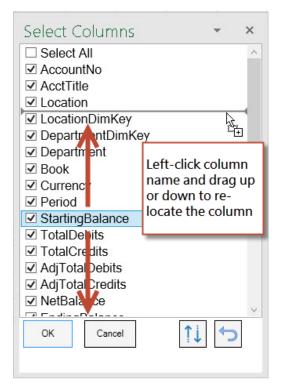
Click the **Select Columns** button to choose the column(s) to display in your list.

BizInsight Query		
What would you like to create?	Where is your data?	Return my results as a:
Table	BizNet Sample Data 🛛 🗸	Table ~
$f_{x}$ Function	Which data set? GL Balances	Select Columns Remove Duplicates
Data Validation	Make Dynamic	✓ Include Column Headers

Uncheck the Select All box and check the column name(s) to include in the Table. Click OK.

The available columns in the data set are presented in ascending or descending alphabetical order by toggling the up/down arrows. The curved arrow returns the columns to their default order.





Click **OK** again to close the BizInsight Query dialog.



Choose your Target Cell and click **OK** to add the table to the Excel worksheet.

Cell Selection		•	×
Target Cell	'Sheet6'!\$F\$17		

The **Fill Down Formulas in Adjacent Cells** option will ensure that formulas directly adjacent to the table are copied down to new rows that are inserted when the table is refreshed.

	A	В	С	D	E	F	G	Н	I	J	К	L	м	N	
1															
	Company	BNE			_										
	Year	2013	Bizir	isight (	Query										- ×
	Period	1	V	Vhat woul	d you like to c	reate?		ere is your	1-4-2		Detur	n my result			ð
5												-			*
	Segment 1	MTDNET	E	Table			Biz	Net Sampl	e Data	×	Table	, <u>,</u>	·		
	1100	1,824.00		•			Whi	ch data set	2						
	1110			$f_{\mathbf{X}}$ Function				Accounts ~			Select Columns Remove Duplicates				
	1200						AC								
	1205														
	1809			Y										djacent Cell	
	1310											Down Fo	initias In A	ujacent Cell	` <b>丿</b>
	1350			Expression											
	1430														
	1510 1515														
	1515		Add	Filter	Copy Filter	Delete	Filter	Reset Filte	rs ]						
	1525			· inter	copy meet	Belete		nebet mite							
	1540	-													
	1040 M			~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~	~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	A second second	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~					~
	A	В	С	D	E	F	G	н							
1															
2	Company	BNE													
3	Year	2013													
4	Period	1													
5															
6	Segment 1	MTDNET													
7	1100	1,824.00													
8	1110	-	_												
9	1200	7,105.00													
	1205	(106.00)													
	1809	8,887.00													
	1310	(3,304.16)	V												
	1350	(208.00)													
	1430	(93.00)													
	1510	-													
16	1515	(2,400.00)													

In the upper right corner of the BizInsight Query dialog is a settings button. This button lets you customize some aspects of the product. See the <u>BizInsight Query Settings Button</u> section for more information about the available options.

BizInsight Query		× ×
What would you like to create?	Where is your data?	What action would you like to take? 🌔 🧔
Table	Excel	Sum v
<b>f</b> <sub>x</sub> Function	Which data set?	What information would you like returned
isan in Batal		A marken and a marked

#### **Filtering Section**

Click the **Add Filter** button to add a filter to your formula.

BizInsight Query		Y
What would you like to create?	Where is your data?	Return my results as a:
Table	BizNet Sample Data V	Table ~
$f_{x}$ Function	Which data set? GL Balances	Select Columns
Data Validation	Make Dynamic	Include Column Headers
Σ Expression		Fill Down Formulas in Adjacent Cells
Add Filter Copy Filter Delete F	ilter Reset Filters	

There are three fields for creating a filter:

The first field is populated by all the columns recognized in your data set.

	Delete Filter
CompanyCode CompanyCode FiscalYear Profile Account AccountDesc AccountGroup AccountGroupDesc AccountKey BeginningBalance CompanyName CreditAmount DebitAmount EndingBalance	= ~
CompanyCode	
FiscalYear	
Profile	
Account	
AccountDesc	
AccountGroup	
AccountGroupDesc	
AccountKey	
BeginningBalance	
CompanyName	
CreditAmount	
DebitAmount	OK Cancel Start Over
EndingRalance	

Add Filter Copy Filter	Delete Filter	Reset Filters
CompanyCode ~	= ~	BNE -
FiscalYear ~	= ~	2013 -
Segment1 ~	Ŷ	~ <b></b>
Save	= != > < >= <= LIKE IN NOT IN	OK Cancel Start Over

The second field is a logical operator to evaluate the selected column.

BizInsight provides the following logical operators for filter criteria:

Operator	Description				
=	Equal To: Used with single values and only exact matches are returned.				
!=	Does Not Equal: Used with single values; records matching this criterion are excluded.				
>	Value(s) is Greater Than.				
<	Value(s) are Less Than.				
>=	Value(s) are Greater Than or Equal To.				
<=	Value(s) are Less Than or Equal To.				
LIKE	Compares numbers and text. The only available wild card is an asterisk ("*").				
IN	Creates an inclusive list of values for filtering. For example: Segment1 IN				
	('1205','1310') will return balances where Segment1 is either '1205' or 1310'.				
NOT IN	Creates an exclusive list of values for filtering. For example: Segment1 NOT IN ('1000', '1200') will return balances for all Segment1 values except '1000' and '1200'.				



Some fields are restricted to a single value. In that circumstance, the Operator dropdown list will only display the "=" operator.

The third field is the limiting value. You can either select a value from the Available Values list or use the grid button to browse to a cell to reference.

Add Filter Copy Filter	Delete Filter	Reset Filters	
CompanyCode	~ = ~	BNE	Grid button to choose
FiscalYear	~ = ~	2013	cell reference
FiscalPeriod	~ = ~	1	~ <b>I</b>
Segment1	~ IN ~	Select All	
		<ul> <li>Select All</li> <li>✓ 1100</li> <li>↓ 1110</li> <li>✓ 1200</li> <li>▲ Vailable</li> <li>↓ 1205</li> <li>✓ Values</li> <li>✓ 1200</li> </ul>	
Save		1309     List     1310     1350	OK Cancel Start Over

When you are finished adding filters, click the **OK** button at the bottom.



# 1MPORTANT

If the buttons are not visible, resize the BizInsight Query Dialog box.



You will be asked for your target cell. The target cell is simply where you want your Function or Table to be inserted. Navigate to the proper cell and click **OK**. The default Target Cell will be the cell selected when the **BizInsight Query** dialog was opened.

Cell Select	on		<del>-</del> ×
Excel Range	'Sheet1'!\$A\$1	ок	

## **Combining Biznet Data with External Data**

The following example illustrates how to use BizInsight to build a report using data that is not in your ERP system. The below example creates a consolidated Income Statement with data retrieved by a Connector ("BNE") and a second company ("USA") from a different ERP system.

 EXD		<u>USA</u>		<u>Consolidated</u>		
\$ 1,483,280	\$	13,914,573	\$	15,397,853		
\$ 13,057	\$	8,184	\$	21,241		
\$ 43,516	\$	27,279	\$	70, 795		
\$ 1,426,708	\$	13,879,110	\$	15,305,817		
\$ 1,045,198	\$	265,696	\$	1,310,894		
\$ 381,509	\$	13,613,414	\$	13,994,923		
27%		98%		91%		
			~~			
\$ \$ \$	\$ 1,483,280 \$ 13,057 \$ 43,516 \$ 1,426,708 \$ 1,045,198 \$ 381,509	\$ 1,483,280 \$ \$ 13,057 \$ \$ 43,516 \$ <b>\$ 1,426,708 \$</b> \$ 1,045,198 \$	\$       1,483,280       \$       13,914,573         \$       13,057       \$       8,184         \$       43,516       \$       27,279         \$       1,426,708       \$       13,879,110         \$       1,045,198       \$       265,696         \$       381,509       \$       13,613,414	\$       1,483,280       \$       13,914,573       \$         \$       13,057       \$       8,184       \$         \$       43,516       \$       27,279       \$         \$       1,426,708       \$       13,879,110       \$         \$       1,045,198       \$       265,696       \$         \$       381,509       \$       13,613,414       \$		

Company	FiscYear	FiscPer	Segment1	Segment2	Segment3	Segment4	MTDCredit	MTDDebit	MTDNet	MTDEndBal
USA	2015	1	4500	00	00	00	0	99421.1	99421.1	9942
USA	2015	1	4500	10	00	00	2185	13354605.37	13352420.37	13352420
USA	2015	1	4500	10	00	NE	15500	277299.03	261799.03	261799.0
USA	2015	1	4500	10	00	NW	0	17502	17502	1750
USA	2015	1	4500	10	00	SE	0	27369.05	27369.05	27369.0
USA	2015	1	4500	10	00	SW	1739	93911.01	92172.01	92172
USA	2015	1	4500	20	00	NE	300	12084	11784	11
USA	2015	1	4500	20	00	NW	0	1576	1576	157
USA	2015	1	4500	20	00	SE	0	2196	2196	213
USA	2015	1	4500	20	00	SW	1264.25	28598	27333.75	27332
USA .	~			30.		N	0	475	4750	

The USA company data was brought into Excel using one of the methods described in the Get Data.

With the USA company data in Excel, it needs to be loaded as an Excel data set to BizInsight's memory. Use the **Select Data** button on the ribbon to open the **Select Data** dialog.

FILE	HOME	INSERT	PΑ	AGE LAYOUT	FORM	ULAS	DATA	REVIE	W	VIEW	BizInsight 7		
Load BizInsight7	<b>?</b> BizNet Assistant	Select	1 A	Refresh Workbook(s)	Calculate Formulas	_				<b>P</b> Activate	ি Update IIII About	Restart Co Service	onfiguration
		$\bigcirc$				BizIn							

Since this data has not been assigned an Excel range name nor been converted to an Excel Table, the **Select a range of cells** section can be used to select the data.

Select Data	- X
Where is your data?	
Select a range of cells	
Name your selection	
Create as a table	
Or	
Select an existing range Name	
Select an existing table	
Back Next Can	cel

	A	В	С	D	E	F	
1	Company	FiscYear	FiscPer	Segment1	Segment2	Segment3	Segn
2	USA	2015	1	4500	00	00	00 🧹
3	USA	2015	1	4500	10	00	00 🧹
4	USA	2015	1	4500	10	00	NE 👌
5	USA	2015	1	4500	10	00	NY
6	USA	2015	1	4500	10	00	SE 葔
7	USA	2015	1	4500	10	00	sw
8	USA	2015	1	4500	20	00	NE )
9	USA	2015	<u> </u>	4500	20	00	Ner
		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		~~~~			9

#### 

When manually selecting a range of data, be sure to include column headers.

Use the Name your selection field to assign a name to the data set.

Select Data	× ×
Where is your data?	
Select a range of cells	
Or Select an existing range Name	
Select an existing table	
Back Next Can	cel

### 📝 Note

The name entered cannot have any spaces however, the underscore symbol is acceptable, e.g. USA\_Balances.

Check the **Create as a Table** box to format the data range as an Excel table object.

Select Data	× ×
Where is your data?	
Select a range of cells \$A\$1:\$P\$1323 Name your selection USA_Balances Create as a table	
Or Select an existing range Name	
Select an existing table	
Back Next Car	ncel



The Create as a table option should **not** be selected for any BizInsight created Table because it will sever the link between the table and BizInsight resulting in a static, non-refreshable list of data.

Click Next to continue.

BizInsight will take a best guess at the format of the data for each column but the next dialog provides the opportunity to adjust the default data format if needed. Click **Next** to continue.

Column Name	Format	
Company	Text	~ ^
FiscYear	Number	~
FiscPer	Number	~
Segment1	Text	~
Segment2	Text	~
Segment3	Text	~
Segment4	Text	~
MTDCredit	Number	~
MTDDebit	Number	¥ V
Check for errors in da	la	

## Click **OK** to acknowledge all of the data was loaded.

XL Connect	$\times$
"USA_Balances was loaded with 21152 elements.	
OK	

Fil	2	Home In	sert Page	Layout F	ormulas Da	ta Review	View X	L Connect Cloud	Edition			
Ĉ	1	Cut Copy -	Calibri	× 11	· A A		<b>≫</b> •• <b>≣</b> ™	/rap Text	General	-	5	Normal
Past *	e	Format Painter	, <b>B</b> <i>I</i> <u>U</u>	•	<u>ð</u> - <u>A</u> -		🛊 🛊 🔜 M	erge & Center 🔻	\$~%,		nditional Forr matting ≠ as Ta	
	Clip	board 6	á -	Font	Es.		Alignment	- Fa	Number	Eg.		
		Т8	<b>-</b> (8	$f_x$								<
»»		А	В	С	D	E	F	G	Н	I	J	к 💈
	1	Company 💌	FiscYear 💌	FiscPer 💌	Segment1 💌	Segment2 💌	Segment3 🔽	Segment4 💌	MTDCredit 💌	MTDDebit 💌	MTDNet 💌	MTDEndBal
	2	USA	2015	1			00	00	0	99421.1	99421.1	99421
	3	USA	2015	1			00	00	2185	13354605.37	13352420	13352420.
	4	USA	2015	1			00	NE	15500	277299.03	261799.03	261799.0
	5	USA	2015	1	4500	10	00	NW	0	17502	17502	1750
	6	USA	2015	1			00	SE	0	27369.05	27369.05	27369.0
	7	USA	2015	1	4500	10	00	SW	1739	93911.01	92172.01	92172.0
	8	USA	2015	1			00	NE	300	12084	11784	1178
	9	USA	2015	1	4500	20	00	NW	0	1576	1576	15
~~	-ra	Jucan n	275		4=00	man	Ramon	AF		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~2196	
	-											

Once the data is loaded as an Excel data set, use the **fx Query Data** button on the BizInsight ribbon to create a Function.



In the screenshot below the following steps were performed:

- a. Selected USA\_Balances from the Where is your data? drop down list.
- b. Selected the **Sum** operator
- c. Selected the **MTDNet** field for the **What information would you like returned** drop down list.
- d. Added FiscYear, Company and Segment1 for filters.

BizInsight Query What would you like to create? ☐ Table fx Function	Where is your data? Excel ✓ Which data set? USA_Balances	What action would you like to take? Sum B What information would you like returned MTDNet C
Add Filter Copy Filter Delete Fil	ter Reset Filters	
FiscYear $ ightarrow$ =	<ul> <li>'Sheet1'!\$\$8</li> <li>'Sheet1'!\$A8</li> </ul>	→ 🖳 2007 → 🔍 SOA
Segment1 =	<ul> <li>Sheet1'IG8</li> </ul>	v <b>1</b> 450000000

The F4 button was used to properly anchor cell references so that the Function could be copied and the cell references updates appropriately. For more information about cell anchoring see <u>Excel Cell</u> <u>Anchoring</u> in the Appendix.

Once one Function has been built, it can be copied down for the entire USA column. Below is the completed Consolidated Income statement for both EXD and USA data. Keep in mind that the USA data was imported from an outside source and incorporated into the Consolidated Income statement using BizInsight Functions.

Company		EXD		USA		Consolidated
Revenue				034		consondated
Sales	\$	1,483,280	\$		Ś	1,483,280
Sales Returns	Ś	13,057	ś	8,184	ś	21,241
Sales Discounts	Ś	43,516	ŝ	27,279	ŝ	70,795
Net Sales	\$	1,426,708		(35,463)		1,391,244
COGS	\$	1,045,198	\$	265,696	\$	1,310,894
Gross Profit	\$	381,509	\$	(301,159)	\$	80,350
Gross Profit %		27%		849%		6%
Expenses						
Salary Expense	\$	116,082	\$	74,065	\$	190,147
Officers Comp	\$	40,165	\$	14,421	\$	54,586
Depreciation Exp	bense \$	6,749	\$	4,365	\$	11,114
Office Expense	\$	6,008	\$	4,022	\$	10,030
Supplies	\$	27,534	\$	738	\$	28,272
Maintenance	\$	1,599	\$	1,299	\$	2,898
Rent	\$	14,414	\$	10,187	\$	24,601
Travel	\$	9,157	\$	8,630	\$	17,787
Advertising	\$	13,709	\$	7,800	\$	21,509
Commissions Ex	pense \$	23,205	\$	19,548	\$	42,753
Income Tax Expe	nse \$	9,310	\$	4,220	\$	13,530
Interest Expense	2 \$	1,282	\$	789	\$	2,071
Total Expenses	\$	269,214	\$	150,084	\$	419,298
Net Income	\$	112,295	\$	(451,243)	\$	(338,948)

## **Useful BizInsight and Excel™ Capabilities**

One of the key benefits of BizInsight is the fact that it is an add-in to Excel. This means that in addition to capabilities provided by BizInsight itself, you have the full capabilities of Excel to use in your report design.

Following are just some examples of BizInsight and Excel capabilities that can be useful in your report design:

### **Suppressing Zero Rows**

Use Excel's filter capability to suppress report rows with no data.

### **Protecting Worksheets**

Use Excel's worksheet protection capability to protect your report design from user changes.

### **Dynamic Report Titles**

An alternate approach to using VLOOKUP for dynamic report headers is to use the SetBizProperty7 and GetBizProperty7 BizInsight functions to create dynamic report headers. The value is stored in your metadata for use across multiple reports.

A versatile way to accomplish a dynamic report title is to use the BizInsight SetBizProperty7 and GetBizProperty7 functions.

The following example illustrates how to create a dynamic report title such as "For the X Months Ended January 31, 2014" where the number of month's changes as does the date.

- 1. Open your existing Account Definitions workbook or if you do not already have one, create one. BizNet Software recommends keeping all Account Definitions in a single, separate workbook from your reports.
- 2. Create a property matrix like the following where the PropertyName will be the Period Number and the PropertyValue is the variable title you would like to use.

А	В	С	D	E	F
	Dura and a Dara and				
	Dynamic Report	t Header Definitions			
	PropertyName	PropertyVersion	PropertyValue	SetBizProperty7	
	1	ReportHeader	For The One Month Ended	For The One Month Ended	
	2	ReportHeader	For The Two Months Ended	For The Two Months Ended	
	3	ReportHeader	For The Three Months Ended	For The Three Months Ended	
	4	ReportHeader	For The Four Months Ended	For The Four Months Ended	
	5	ReportHeader	For The Five Months Ended	For The Five Months Ended	
	6	ReportHeader	For The Six Months Ended	For The Six Months Ended	
	7	ReportHeader	For The Seven Months Ended	For The Seven Months Ended	
	8	ReportHeader	For The Eight Months Ended	For The Eight Months Ended	
	9	ReportHeader	For The Nine Months Ended	For The Nine Months Ended	
	10	ReportHeader	For The Ten Months Ended	For The Ten Months Ended	
	11	ReportHeader	For The Eleven Months Ended	For The Eleven Months Ended	
	12	ReportHeader	For The Twelve Months Ended	For The Twelve Months Ended	

Dynamic Repor	t Header Definitions							
PropertyName	PropertyVersion	PropertyValue		SetBizProperty7				
1	ReportHeader	For The One Month	Ended	=SetBizProperty7(\$B5,\$C5,\$D5	)			
2	ReportHeader	For The Two Month	- Ended	For The Two Months Ended				
3	ReportHeader	For The Three Mon		Function Arg	ument	S	?	>
4	ReportHeader	For The Four Montł	SetBizProperty7					
5	ReportHeader	For The Five Month	PropertyNam		=	1		
6	ReportHeader	For The Six Months		-	_			
7	ReportHeader	For The Seven Mor	PropertyVersio			"ReportHea		
8	ReportHeader	For The Eight Mont	PropertyValu	e \$D5	=	"For The Or	ne Month Ended	
9	ReportHeader	For The Nine Mont			=			
10	ReportHeader	For The Ten Month	No help available	е.				
11	ReportHeader	For The Eleven Moi		PropertyName				
12	ReportHeader	For The Twelve Mo						
			Formula result =					
			Help on this fun	ction			ок с	ancel
								_

3. Add a SetBizProp function and pass in the parameters.

4. Copy your SetBizProp formula down for each period. Save your Account Definition workbook.

A	В	С	D	E	
	Dynamic Report	t Header Definitions			
	PropertyName	PropertyVersion	PropertyValue	SetBizProp	
	1	ReportHeader	For The One Month Ended	For The One Month Ended	
	2	ReportHeader	For The Two Months Ended	For The Two Months Ended	
	3	ReportHeader	For The Three Months Ended	For The Three Months Ended	
	4	ReportHeader	For The Four Months Ended	For The Four Months Ended	
	5	ReportHeader	For The Five Months Ended	For The Five Months Ended	
	6	ReportHeader	For The Six Months Ended	For The Six Months Ended	
	7	ReportHeader	For The Seven Months Ended	For The Seven Months Ended	
	8	ReportHeader	For The Eight Months Ended	For The Eight Months Ended	
	9	ReportHeader	For The Nine Months Ended	For The Nine Months Ended	
	10	ReportHeader	For The Ten Months Ended	For The Ten Months Ended	
	11	ReportHeader	For The Eleven Months Ended	For The Eleven Months Ended	
	12	ReportHeader	For The Twelve Months Ended	For The Twelve Months Ended	

5. Open your report. Make sure your report has a cell with the Year and Period that can be referenced by the dynamic header function. TIP: Assign Excel range names to these cells for easier referencing.

	А	В		С	D	E
1	BNE	BizM	Vet En	terprises		
2	2013	Т	rial B	alance		
3	4					
4	-	170				
5				MTD		YTD
7	1100	Cash-Checking	\$	(13,468.30)	\$	357,477.24
8	1110	Money Market (Short-Term)		-		129,423.00
9	1200	Accounts Receivable		7,829.03		237,469.77
10	1205	Allowance for Bad Debt		(117.42)		(3,562.66)
11	1309	Due from BNC		783.66		10,138.91
10	1310	Inventory		84,331.57		1,645,610.34

6. Type the following function into the cell in which you want your dynamic report header.

```
=CONCATENATE(GetBizProp(RPT_PERIOD),"
",TEXT(DATE(RPT_YEAR,RPT_PERIOD+1,0),"MMMM DD, YYYY"))
```

	•	_				
4	А	В		с	D	E
1	BNE	Biz	Vet En	terprises		
2	2013	1	rial B	alance		
3	4	For The Fou	r Months	Ended April 30,	2013	
4						1915
5				MTD		YTD
7 11	00	Cash-Checking	\$	(13,468.30)	\$	357,477.24
8 11	10	Money Market (Short-Term)		-		129,423.00
		Accounts Receivable		7,829.03		237,469.77

### Suppressing Zero Rows

A common need in a report is to suppress the display of rows that are all zero. You can use the Excel<sup>™</sup> filter capability to accomplish this task.

1. The following data contains a row that needs to be suppressed. You can see that there are rows that have no data across all three columns.

	Α	С	D	E	F	G	н
1		Company	BNE				
2		Year	2014				
3							
4							
5		SegmentCode	SegmentDesc	1	2	3	
6		1100	Cash-Checking	\$ 19,562.00	\$ 7,092.00	\$ 20,591.00	
7		1110	Money Market (Short-Term)	\$ 228.00	\$ 229.00	\$ 230.00	
8		1200	Accounts Receivable	\$ 3,010.00	\$ 3,070.00	\$ 3,132.00	
9		1205	Allowance for Bad Debt	\$ (78.00)	\$ (41.00)	\$ (40.00)	
10		1309	Due from BNC	\$ 503.00	\$ 518.09	\$ 533.63	
11		1310	Inventory	\$ 131,832.66	\$ 83,480.32	\$ 80,192.80	
12		1350	Inventory Supplies	\$ (43.00)	\$ (44.00)	\$ (43.00)	
13		1430	Prepaid Other	\$ (212.00)	\$ (202.00)	\$ (192.00)	
14		1510	Leasehold Improvements	\$ -	\$ -	\$ -	
15		1515	Accum. Depr Lease Imprvmnts	\$ (2,400.00)	\$ (2,400.00)	\$ (2,400.00)	
16		1520	Office Furniture & Fixtures	\$ -	\$ -	\$ -	
17		1525	Accum. Depr OF&F	\$ (1,190.00)	\$ (1,190.00)	\$ (1,190.00)	
18		1540	Office Equipment	\$ -	\$ -	\$ -	
19		1545	Accum. Depr Office Equip	\$ (1,265.00)	\$ (1,265.00)	\$ (1,265.00)	
20		1600	Money Market (Long-Term)	\$ -	\$ -	\$ -	
21		1809	Investment in BNC	\$ 3,562.00	\$ 4,455.00	\$ 4,843.00	
22		2100	Accounts Payable	\$ -	\$ -	\$ -	
23							

### 2. Create a column to check whether rows are all zeros

С	D	E	F	G	н	1.00
Company	BNE					
Year	2014					
			2			china
SegmentCode	SegmentDesc	 1	2	3		ChkRows
1100	Cash-Checking	\$ 19,562.00	\$ 7,092.00	\$ 20,591.00		
1110	Money Market (Short-Term)	\$ 228.00	\$ 229.00	\$ 230.00		
1200	Accounts Receivable	\$ 3,010.00	\$ 3,070.00	\$ 3,132.00		
1205	Allowance for Bad Debt	\$ (78.00)	\$ (41.00)	\$ (40.00)		
1309	Due from BNC	\$ 503.00	\$ 518.09	\$ 533.63		
1310	Inventory	\$ 131,832.66	\$ 83,480.32	\$ 80,192.80		
1350	Inventory Supplies	\$ (43.00)	\$ (44.00)	\$ (43.00)		

3. In the check column, enter the formula:

=IF(AND(MIN(\$D8:\$F8)=0,MAX(\$D8:\$F8)=0),0,1)

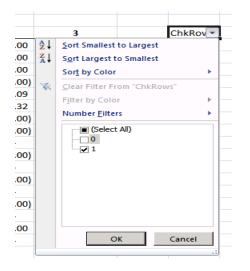
and copy that formula to each cell in the check column.

_		D8:\$F8)=0,MAX(\$D8:\$F8)=0),0,1)	-							
А	C	D		E		F		G	н	1 - C
	Company	BNE								
	Year	2014								
	SegmentCode	SegmentDesc		1		2		3		ChkRows
	1100	Cash-Checking	\$	19,562.00	\$	7,092.00	\$	20,591.00		1
	1110	Money Market (Short-Term)	\$	228.00	\$	229.00	\$	230.00		:
	1200	Accounts Receivable	\$	3,010.00	\$	3,070.00	\$	3,132.00		1
	1205	Allowance for Bad Debt	\$	(78.00)	\$	(41.00)	\$	(40.00)		1
	1309	Due from BNC	\$	503.00	\$	518.09	\$	533.63		1
	1310	Inventory	\$	131,832.66	\$	83,480.32	\$	80,192.80		
	1350	Inventory Supplies	Ś	(43.00)	Ś	(44.00)	Ś	(43.00)		(

Create a filter on column H. Select your ChkRows cell and then click on Home > Sort
 & Filter > Filter

Σ - 		_	Find & Select *								
	₽↓	<u>s</u>	ort A to Z	. L							
	Ă↑	s	<u>o</u> rt Z to A	*							
н	<b>₩</b> ↑	C	C <u>u</u> stom Sort								
	<b>7</b> =	E	ilter								
	$\mathbb{K}$	<u>c</u>	lear								
	P	R	eapply								
ChkRov											

5. Click on the drop down next to ChkRows and uncheck the "0" from the filter list.



	С	D	E	F	G	н	1.1
1	Company	BNE					
2	Year	2014					
3							
4							
5	SegmentCode	SegmentDesc	1	2	3		ChkRov 🗐
6	1100	Cash-Checking	\$ 19,562.00	\$ 7,092.00	\$ 20,591.00		1
7	1110	Money Market (Short-Term)	\$ 228.00	\$ 229.00	\$ 230.00		1
8	1200	Accounts Receivable	\$ 3,010.00	\$ 3,070.00	\$ 3,132.00		1
9	1205	Allowance for Bad Debt	\$ (78.00)	\$ (41.00)	\$ (40.00)		1
10	1309	Due from BNC	\$ 503.00	\$ 518.09	\$ 533.63		1
11	1310	Inventory	\$ 131,832.66	\$ 83,480.32	\$ 80,192.80		1
13	1430	Prepaid Other	\$ (212.00)	\$ (202.00)	\$ (192.00)		1
15	1515	Accum. Depr Lease Imprvmnts	\$ (2,400.00)	\$ (2,400.00)	\$ (2,400.00)		1
17	1525	Accum. Depr OF&F	\$ (1,190.00)	\$ (1,190.00)	\$ (1,190.00)		1
19	1545	Accum. Depr Office Equip	\$ (1,265.00)	\$ (1,265.00)	\$ (1,265.00)		1

6. Check your sample data table to confirm that the rows that have no data are no longer displayed.

When you have Total rows or blank rows that you want to always display, hard code the ChkRows value for those rows to "1".



Don't forget that as you work with BizInsight, you have all of Excel's capabilities at your disposal. It is possible to create a macro that will reapply the filter after Excel re-calculates. There are many web sites with information on creating macros and using the AutoFilter method in Excel.

### Protecting Worksheets

Excel provides the ability to protect worksheets so that users cannot change them. This capability can be very useful for protecting BizInsight reports from inadvertent changes by users but even more importantly, it can be used in conjunction with cell references to restrict the data that other users can see in a report.

Below is an example report that will be used to illustrate how to protect a report from being changed.

1	A	В	C	D	E	F	G
1							
2		Company	BNE				
3		Year	2010				
4		Department	000				
5							
6		Segment1Code	SegmentDesc	1	2	3	
7		1100	Cash-Checking	1824	1872	-13333.6	
8		1110	Money Market (Short-Term)	0	0	0	
9		1200	Accounts Receivable	7105	7348	7750.74	
10		1205	Allowance for Bad Debt	-106	-111	-116.24	
11		1809	Investment ip FWC	8887	9837	11122.11	
12		8009	Earnings/(Loss) from FWC	-8887	-9837	-11122.1	
13		1309	Due from BNC	717.16	738.67	760.83	
14		1310	Inventory	-3304.16	5320.33	82249.65	
15		1350	Inventory Supplies	-208	-199	-194.76	
16		1430	Prepaid Other	-93	-89	-86.67	
17		1510	Leasehold Improvements	0	0	0	
18		1515	Accum. Depr Lease Imprvmnts	~2400	-2400	-2447.29	
19		1520	Office Furniture & Fixtures	0	0	0	
20		1525	Accum. Depr OF&F	-1490	-1490	-1519.35	
21		1540	Office Equipment	0	0	0	
22		1545	Accum. Depr Office Equip	-1265	-1265	-1289.92	
23		1600	Money Market (Long-Term)	0	0	0	
24		2100	Accounts Payable	8047	-1792	12412.8	

In this example report, we want non-Designer users to be able to drilldown on the functions but not be able to change the Location value, the Company or any of the accounts listed in column B in the report. To accomplish this, you would do the following:

- 1. Design the report so that the functions in the report use cell references with appropriate anchoring for the input parameters, in this case:
  - a. CompanyCode (\$C\$2)
  - b. FiscalYear (\$C\$3)
  - c. FiscalPeriod (D\$6)
  - d. Segment1 (\$B7)
  - e. Location which is Segment3 (\$C\$4)

	A	8	c	D	E	F	G	н	1	1	K.	L
1												
2		Company	BNE									
3		Year	2010									
4		Department	000									
5												
6		Segment1Code	SegmentDesc	1	2	3						
7		1100	Cash-Checking	1,,\$C\$4)	1872	-13333.6						
8		1110	Money Market (Short-Term)		0 0	n	_					
9		1200	Accounts Receivable	71	Function Args	ments	_					? ×
10		1205	Allowance for Bad Debt	-1	MIDNET							
11		1809	Investment in FWC	88	Company	188		18	- "245"			-
12		8009	Earnings/(Loss) from FWC	-88	Year	\$C\$3	_	16	= 2010			100
13		1309	Due from BNC	717.	Period			EN.	- 1			
14		1310	Inventory	-3304.	Segment1			5	- "1100	23		
15		1350	Inventory Supplies	-2	1	A		1000				
16		1430	Prepaid Other		Segment2	1		14	•			-
17		1510	Leasehold Improvements						= 1824			
18		1515	Accum. Depr Lease Imprvmnts	-24	Month To Date	Net Amount.						
19		1520	Office Furniture & Fixtures				Company	Establish con	pany code (	required).		
20		1525	Accum. Depr OF&F	-14								
21		1540	Office Equipment									
22		1545	Accum. Depr Office Equip	-12	Formula result	- 1824						
23		1600	Money Market (Long-Term)			and the				1		
24		2100	Accounts Payable	80	Help on this fur	1 1000				OR		Cancel

2. For each cell that you want users to be able to change, right-click on the cell and choose Format Cells (Note: these are Excel 2007 instructions).

4	A	В	C		D	E	F	G
1								
2		Company		BNE				
3		Year	2	010				
4		Department		0 *	Cut			
5		22		u a	⊆ору			
6		Segment1Code	SegmentDesc	2	Paste			
7		1100	Cash-Checking		Paste Sp	ecial		5
8		1110	Money Market (Short-Term)		Insert			)
9		1200	Accounts Receivable		Delete			1
10		1205	Allowance for Bad Debt		Clear Co	ntents		i
11		1809	Investment in FWC		Filter	-		
12		8009	Earnings/(Loss) from FWC		10.076			
13		1309	Due from BNC	-	Sort			3
14		1310	Inventory		Insert Co	mment		5
15		1350	Inventory Supplies	1	Eormat C	ells		5
16		1430	Prepaid Other		Pick From	n Drop-dow	n List	7
17		1510	Leasehold Improvements		Name a F	Bange		)
18		1515	Accum Denr - Lease Impromote	0		Construction in	0	3

3. Uncheck the **Locked** checkbox on the **Protection** tab.

istom Lis	its					<u>? ×</u>
Number	Alignment	Font	Border	Fill	Protection	
Locking ce		rmulas has itect Shee	no effect t button).	until you p	rotect the workshe	et (Review
					ОК	Cancel

In the example report, we want users to be able to change only the year and be able to drilldown on the functions. So we need to turn off the Locked property for the cell containing the Fiscal Year (B3) and for each of the cells that contain functions (D7 through F51).

4. After unlocking all the cells that you want your users to be able to change, click on the **Protect Sheet** button on the **Review** tab.

Show/Hide Comment Show All Comments	Protect Protect Share Workbook Workbook Workbook Workbook * Workbo
Comments	Changes

į.	В	C	D	E	F	G
	Company Year Department	2010				
	Segment1Code	SegmentDesc	1	2	3	
	1100	Cash-Checking	1824	1872	-13333.6	
	1110	Money Market (Short-Term)	0	0	0	

5. In the Protect Sheet dialog, uncheck the **Select locked cells** checkbox and enter a password to prevent users from being able to unprotect the report. Click **OK**.



Users will not be able to select any cells except those that have been unlocked. This report can now be distributed to other BizInsight users and they will only be able to refresh and change the year parameter for functions.

# Appendix

## **BizInsight Query Settings Button**

The Application Settings dialog can be accessed by clicking on the gear icon in the BizInsight Query dialog.

BizInsight Query		× ×
What would you like to create?	Where is your data?	What action would you like to take? 🌔 🔹
Table	Excel	Sum ·
$f_{x}$ Function	Which data set?	What information would you like returned
Law marta V Viscon		

This dialog allows you to adjust some default settings.

Your Preferred Results:	⊙ SuperFunctio	n O Tabl	e	
Data Synchronization				
Automatic (Synchroniz	e data on startup a	and during t	the session)	
O Session Only (When d	ata changes in the	workbook)		
O Startup Only (When op	pening the Excel W	orkbook)		
O Manual (Disabled)				
🗆 Refresh Desktop Cache	es Twice (Nested)			Sync Now
		lerator/ O Advar	nced	
		() Advar		
	e: ③ Basic	() Advar	king	
Drag-and-drop Query Sty	e: ③ Basic	O Advar ument Lin	king	
Drag-and-drop Query Sty Choose your pr	e: ③ Basic	O Advar ument Lin	king	
Company Name	e: ③ Basic	O Advar ument Lin	king	

The **Your Preferred Results** section allows you to specify whether you want the BizInsight Query dialog to default to **Function** or **Table**.

BizInsight Query		<del>~</del> ×
What would you like to create?	Where is your data? Excel × Which data set?	What action would you like to take?
Data Validation		Reverse sign
<b>Σ</b> Expression		

This default selection will be used when using the **Start Over** button.

BizInsight Query		▼ X
What would you like to create?	Where is your data? Excel v	What action would you like to take?
$f_{x}$ Function	Which data set?	What information would you like returned
Data Validation		Reverse sign
Σ Expression		
Add Filter Copy Filter Delete Fi	lter Reset Filters	
Save		OK Cancel Start Over

The **Desktop Data Sync** section pertains to BizInsight Tables that use Excel data sets (as opposed to data retrieved by a Connector) that reside in a workbook. These settings do NOT run "Refresh Workbook" or "Calculate Formulas".

1. Automatic – BizInsight Excel workbooks contain stored data ("Excel data"). When a BizInsight workbook is opened in Excel, BizInsight checks if the caches are present in memory and loads them if they are not. During report design, if a table is modified, the associated cached table will be automatically synced. (e.g., if I add a new row to a table, that data will be updated in the cache table). The downside to using this setting is the cached tables are syncing at startup and every time you make a table change in the workbook, which impacts performance.

# 🔰 Note

Any Functions referencing the stored data will not update. Users will need to select "Refresh Workbooks" to return the new values.

- 2. Session Only When a BizInsight workbook is launched in Excel, BizInsight does not check if the table data is cached in memory. During report design, if a table is modified, the associated cached table will be automatically synced. (e.g., if I add a new row to a table, that data will be updated in the cache table). The downside to using this setting is the cached tables are syncing every time you make a table change in the workbook.
- 3. **Startup Only** –When a BizInsight workbook is launched in Excel, BizInsight checks if the table data is already cached in memory and if not found, recreates the in memory cached copy of the table. This purpose of this setting is to keep the cached data tables from resyncing each time the BizInsight tables change resulting in performance issues.
- 4. **Manual (Disabled)** When a BizInsight workbook is launched in Excel, BizInsight does not check if the data is already cached in memory. During report design, if a table is modified, the associated cached table is not updated. You will need to manually click "Refresh Workbook" to sync the tables with the in memory cached tables.
- 5. Refresh Desktop Caches Twice (Nested) This feature is designed for the BizInsight 7 trial version. Users may create a table with Superfunctions. When Superfunc tables are committed into Excel cache, the Superfunctions contained in the tables need to be refreshed twice in order to properly display the aggregated result.
- 6. **Sync Now** This feature is for BizInsight 7 trial version. The "Refresh Workbook" button refreshes, recalculates, and syncs all Excel caches in the workbook. Clicking the Sync Now button shortens the process by syncing only the Excel caches without refresh and recalculation. Users can specifically target and modify a table or function without having to update the entire workbook.
- PaperSave and DocLink This integration allows you to establish a link between BizInsight and your document management system. Users simply supply the URL link in fx Query Data > Application Settings.

**BizCloud Accelerator URL**: This setting should not be adjusted except when instructed to do so by a BizNet Support Technician.

### **Table Parameters**

The Table Parameters dialog is accessible from the right-click menu when a user right-clicks on a BizInsight Table object:

Account	AccountD	AccountG	B Refre	sh		Company	Companyl	CreditAm
130910000			-	sight Table (			h Table	0
180900000	Investmer	1	Assets	340	357854	Table	Parameters	N 0
505000000	Officers C	5	Expenses	30	0	Edit Q	lan/	v 100282
550000000	Income Ta	5	Expenses	39	0	Lerve	l <del>ererses ern</del>	101000
565000000	Interest F	5	Exnenses	40	Π	BNE	<b>BizNet Ent</b>	-48497.5

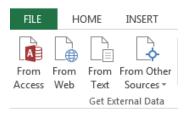
BizInsight Parameters	~	×
Parameters DataSourceID TableName Expression Columns RemoveDups	How parameter value is obtained  Use the following value BizNet GL  Get the value from the following cell	
	OK Cancel	

Parameters	Parameter Options		
DataSourceID	This parameter's option allows the user to change the data source for the BizInsight table. The parameter can be changed to get its value from a cell which allows for dynamic updates. This parameter property will not commonly need to be changed.		
TableName	This parameter's option allows the user to change the table name from which values are being retrieved as well as change the parameter to get its value from a cell. These parameter properties will not commonly need to be changed.		
Expression	This parameter allows the user to change or modify the filters for the table or change the table to get its filter values from a cell. The pipe character " " is used to separate filter values. Of the parameter properties, this one is likely to be used.		
Columns	During table creation, the user has the option to select which columns to display. After the table is created, this parameter can be adjusted to add or remove columns without having to recreate the table. Use the grid button, to the right of the Use the following value field, to reopen the Column Select list.		
RemoveDups	If the table needs to be changed to allow or remove duplicate records, that option can be changed in this parameter.		

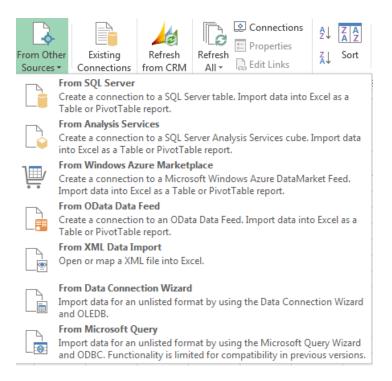
## **Get External Data**

BizInsight Query can be used to create Tables or Functions from your ERP system but can also be used against any Excel range containing the desired data. The first thing to do is to get your data into Excel memory.

The most robust method to get your data into Excel is via the **Get External Data** options in Excel because these connections can be refreshed to bring in updated information. You can find the **Get External Data** group on the **Data** tab in Excel.



### The From Other Sources option includes:



Below is a link to an Excel article that explains how to utilize Excel's Get External Data:

https://support.office.com/en-in/article/Connect-external-data-to-your-workbook-945f2cbbd50b-4ee2-bae8-c4c9381000c6

## **Adjusting Data Cache Management**

BizInsight provides more granular control of data caches. You can manage what data to cache and what data not to cache. In the details of the data cache, you can change the "Check for new Data" from YES to NO. This will notify the service to skip the refresh command for the specific data cache.

GL Balances for Years 2012 and 2013 are not going to change so they are good candidates for changing the **Check for new Data** option to **NO**.

GL T	ransaction [	Detail (1)				¥
GL E	Balances Yea	r to Date (2)				*
	Name	GL Balances Year to Date			Check for new Data:	No
	Rows Cache Type	141 Serial	Filter(s)	CompanyCode='BNE'		
	Created	6/7/2016 3:10:09 PM		FiscalPeriod='1'	alYear='2013' alPeriod='1'	
	Created For	Default_BizNet GL				
				1		
	Name	GL Balances Year to Date			Check for new Data:	No
	Rows	141	Filter(s) CompanyCode='BNE'			
	Cache Type	Serial				
	Created	6/7/2016 3:10:09 PM		FiscalPeriod='1'		
	Created For	Default_BizNet GL				

### **Refresh Interval**

The Refresh Interval specifies the minimum amount of time data caches can be re-used. The default refresh interval is 30 minutes but can be increased to a maximum of 24 hours.

The Refresh Interval can be accessed from two places:

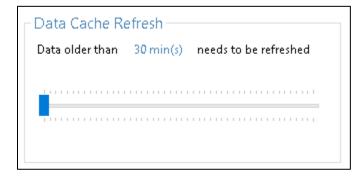
A. View Data by clicking on the Change refresh interval link.



🕸 BizInsight7	<			
HOME				
BizInsight7	<			
SETTINGS				
600	e Startup Page sections in your Navigation pane			
Connect to Data Set your connection type and information				
Preference Display, noti	es fication and data preferences			

By clicking on the Settings button on the Navigation Pane and then choosing **Preferences**.

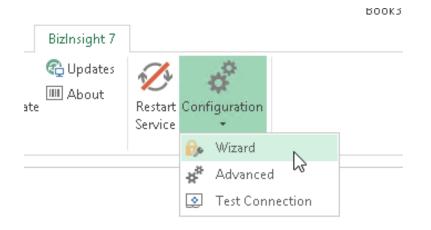
You can also specify how often you want data to be cached by setting the Data cache interval. This can be accessed via the View Data button on the BizInisght ribbon through the Navigation Pane Settings > Preferences.



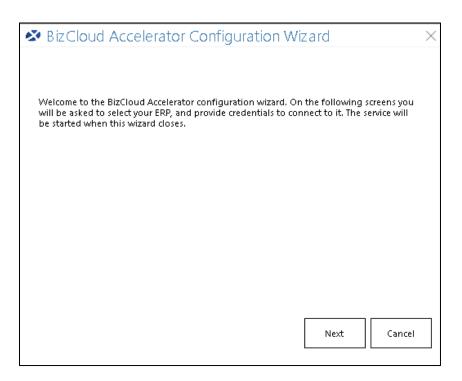
## **Changing User Credentials**

BizInsight uses your ERP login and password to connect to your ERP system and retrieve the data you request for your report. When your ERP system password changes, you must change that password for BizInsight. Following are the steps to change your password:

1. In Excel, click on **Configuration** > **Wizard** from the BizInsight tab.



#### 2. Click Next.



3. Click the drop down and select the ERP system for which you need to change the password.

BizCloud Accelerator Configuration Wizard	×
Select the BizNet Content Pack to proceed to the connection information.	
<b></b>	
Next	Cancel

4. In the dialog that opens, type in your new password and then confirm it.

🕸 Intacct Settings	×
Your Profile will be stored as	Default ~ _Intacct
What Company ID to use?	biznet-DEV
Intacct Login Name	mmonroe
Password	water water
Confirm Password	*****
Add Another	OK Cancel



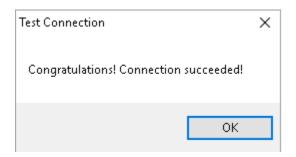
## IMPORTANT

Make sure the asterisks for the Confirm Password field are **green**. If they are red, the passwords do not match each other.

- 5. Click **OK** once the passwords are re-entered.
- 6. Click Test Connection on the next dialog.

BizCloud Accelerator Configuration Wizard	$\times$
BizCloud has started. Press 'OK' to continue.	
Test Connection	
Start Over OK	

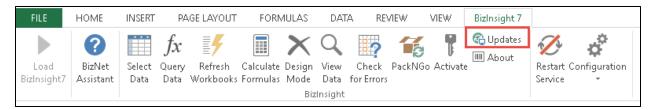
7. If the test connection succeeds, the following dialog will display.



If the test connection fails, use the **Start Over** button to go back and re-enter your credentials.

## **Checking for Updates**

Click on the **Updates** button to check for updates.



#### Click Start.

FreshBiz	
Settings	
Checking BizNet Update Service for the latest version of FreshBiz update program. Currently running the latest version of BizNet Update Engine. Checking BizNet Server for latest software version information. Searching for installed BizNet applications that may need updating.	<ul> <li>Start</li> <li>Close</li> </ul>

#### Click Update.

Connector Updates Available			
Program:	New Version	Update Information:	
BizInsight For BizNet Sample Data		No information is currently available.	
Update			Don't Update

## The following screens will appear.

Connector Installer	
Save to: C:\Users\support\Documents\BizNet Update\BizNetAPIInstall.zip	
File Size: 9843.52 KB	
	Cancel
Downloaded 2844.52 KB of 9843.52KB (29%)	

FreshBiz		
Settings		
Checking BizNet Update Service for the latest version of FreshBiz update program. Currently running the latest version of BizNet Update Engine. Checking BizNet Server for latest software version information. Searching for installed BizNet applications that may need updating. Updating BizNet API. This process may take a few minutes. Updating for BizNet API has completed. Updating BizInsight For BizNet Sample Data. Updating BizInsight For BizNet Sample Data's Installation Engine	^	Start
	~	Close

FreshBiz Settings		
Checking BizNet Update Service for the latest version of FreshBiz update program. Currently running the latest version of BizNet Update Engine. Checking BizNet Server for latest software version information. Searching for installed BizNet applications that may need updating. Updating BizNet API. This process may take a few minutes. Updating for BizNet API has completed. Updating BizInsight For BizNet Sample Data. Updating BizInsight For BizNet Sample Data's Installation Engine Completed Updating BizInsight For BizNet Sample Data's Installation Engine	▲ Start	
Updating File Asset BizNet API Completed Updating File Asset BizNet API	Ø	×
Updating File Asset BizCloud Accelerator Completed Updating File Asset BizCloud Accelerator	Now In	nplementing Updates

Once completed, click **Close**.