

Summary

BizInsight 7 provides pre-loaded plug and play modules and connectors. Each Connector 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.

BizInsight 7 can be purchased with and without a Connector. When sold without a Connector, BizInsight 7 uses the same User Interface tools, but without connectivity to an ERP System. BizInsight 7 without a Connector can also be used with PackNGo output or with any data that can be retrieved into Excel.

This Guide will introduce the new elements that you will see in Excel after installing BizInsight 7 and will provide information on how to use these products to build the reports you need.

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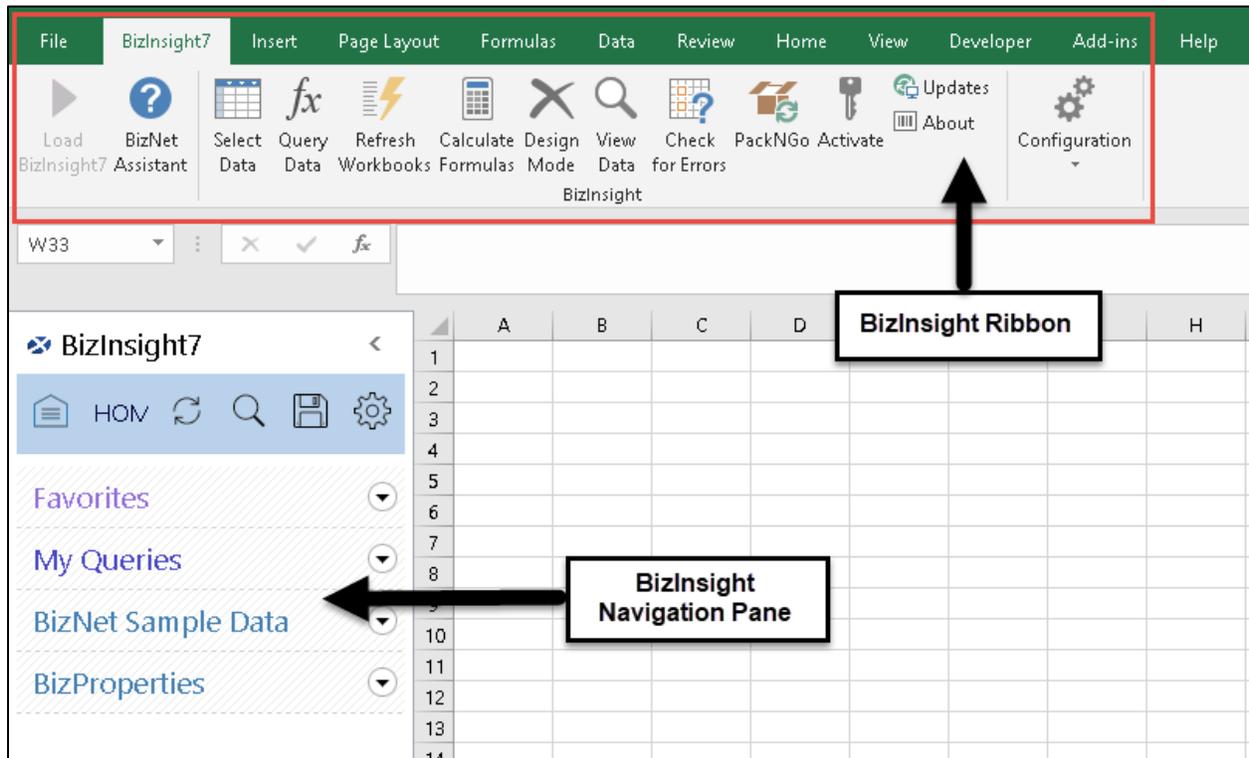
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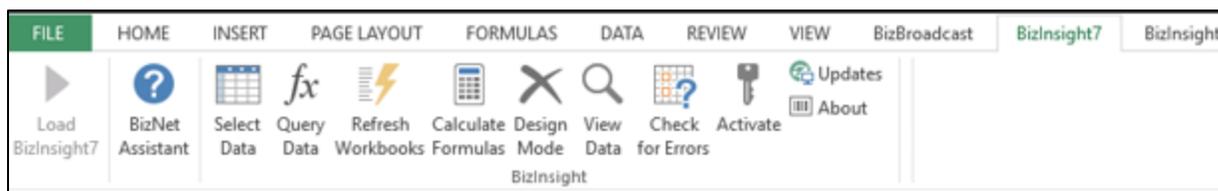
BizInsight User Interface Additions

After BizInsight is installed, you'll notice the addition of a BizInsight 7 tab to the Excel ribbon and a Navigation Pane.

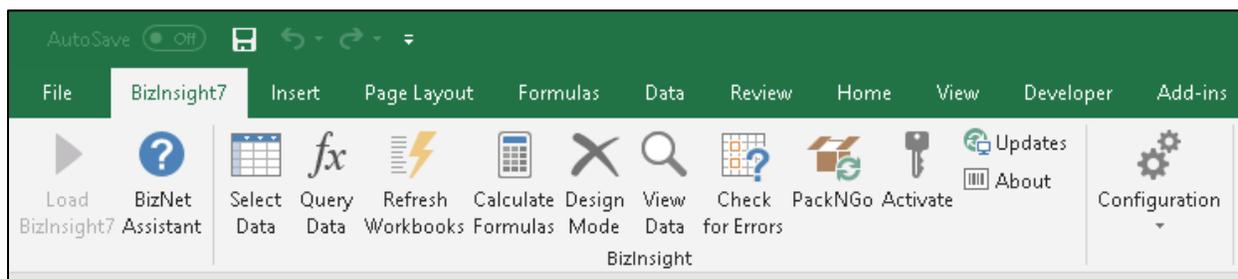


Exploring the BizInsight Ribbon

When BizInsight is installed, a new tab is added to the Excel ribbon. The buttons available on the ribbon vary depending on whether a Connector is also installed.



BizInsight without a connector



BizInsight with a connector

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.
fx Query Data	Allows the user to create a Functions, Tables, Data Validation lists or Expressions using Excel Data or Service Data.

Button	Description
Refresh Workbooks	<p>This button recalculates all objects, Functions and Tables, in all open workbooks. When clicked, the following events will occur:</p> <ul style="list-style-type: none"> • 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. <p>All of the above will occur on all open workbook(s). The latest data will be extracted from the ERP system if the data is older than the refresh interval. See Data Cache Management for more information about data caching and how it works.</p>
Calculate Formulas	<p>Calculates all Excel and BizInsight Functions found in all open workbook(s).</p> <p>All of the above will occur on all open workbook(s). The latest data will be extracted from the ERP system if the data is older than the refresh interval. See Data Cache Management for more information about data caching and how it works.</p>
Design Mode	<p>Working in Design Mode refers to working without a connection to the caching service. When in Design Mode, all functions will display #DESIGN. See the Design Mode section for more information.</p>
View Data	<p>The View Data dialog displays information about the current Excel and Service data caches. See the Data Cache Management section for more details.</p>
Check for Errors	<p>Reviews workbooks and locates any Excel recognized error(s).</p>
PackNGo	<p>Allows users to send BizInsight workbooks to other Excel users who do not have connectivity to the ERP system. See PackNGo for more information.</p> <p> IMPORTANT</p> <p>This button is only displayed when a Connector is installed.</p>
Activate	<p>Allows users to activate their new license key or deactivate an existing license key.</p> <p> IMPORTANT</p> <p>To complete a license deactivation, you must deactivate the license key, then close and reopen Excel.</p>

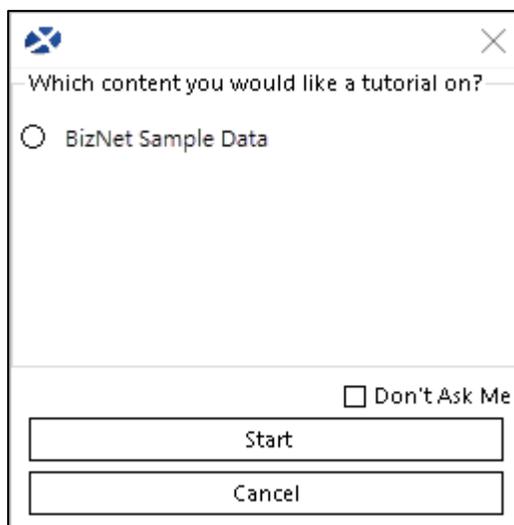
Button	Description
Updates	Checks for the latest updates for all BizNet products installed on the workstation. The update allows the user to upgrade to the latest version of each component without uninstalling and reinstalling.
About and Support Tools	<p>About: Provides information about the BizInsight product version and licensing expiration information.</p> <p>System Information button: Provides Operating System Information.</p> <p>View Custom XML button: This option is for Support use and provides access to BizInsight application information stored in the workbook.</p> <p>View Events button: Opens a Notepad document containing all BizInsight logged events.</p> <p>Delete Events button: Clears all entries in the BizInsight Event Log.</p> <p>Allow Minutes for Cache Interval option: This option is for Support use only and is provided for troubleshooting purposes.</p> <p>ReadyCache Service data: ReadyCache Service data checkbox converts the ReadyCache from Service to Excel memory. This is an experimental feature designed to improve performance in calculation time but is not fully supported yet.</p> <p>Serialize Data Cache on Close option: Data Cache is created from SuperFunctions. Checking this option will serialize the ready cache data to disk. This feature is designed to improve performance in calculation time.</p> <p>Serialize Ready Cache on Close option: Ready Cache is created from SuperFunctions. Checking this option will serialize the ready cache data to disk. This feature is designed to improve performance in calculation time.</p> <p>Refresh now deletes cache option: If this option is checked, and you right-click on a table, and select 'Refresh table data NOW', the associated cache will automatically be deleted. This prevents the user from selecting the cache and deleting it via the View Data on the ribbon.</p> <p>Get Vaults with Ready Cache option: When Excel is closed, both ready cache and data cache are detected. Ready cache is deleted and Data Cache is serialized to disk.</p> <p> Note</p> <p>This option overrides the Serialize Ready Cache option and will delete the ready cache even when the Serialized Ready Cache option is checked.</p>

Button	Description
Configuration	<p>The Configuration button allows access to the Configuration Wizard and other settings.</p> <p> IMPORTANT</p> <p>This button is only displayed when a Connector is installed.</p> <p>Wizard –This button launches the Configuration 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 Changing User Credentials for instructions.</p> <p>Advanced- Opens a dialog with key configuration paths and options of the BizInsight product.</p> <ul style="list-style-type: none"> - 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.

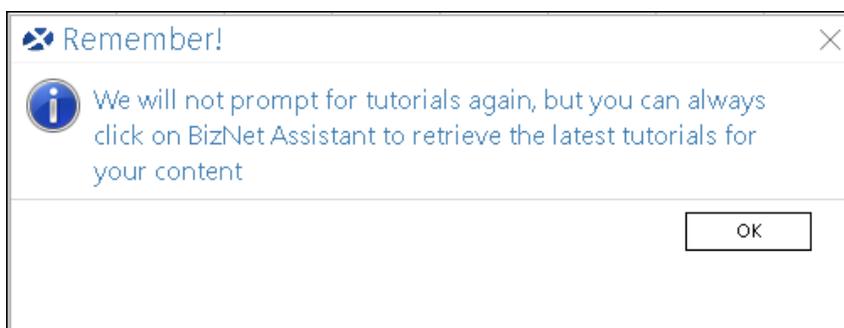
Getting Started

The first-time Excel is launched and BizInsight is loaded, a dialog box will appear offering a tutorial. The tutorial covers a wide variety of subjects on how to use BizInsight 7.

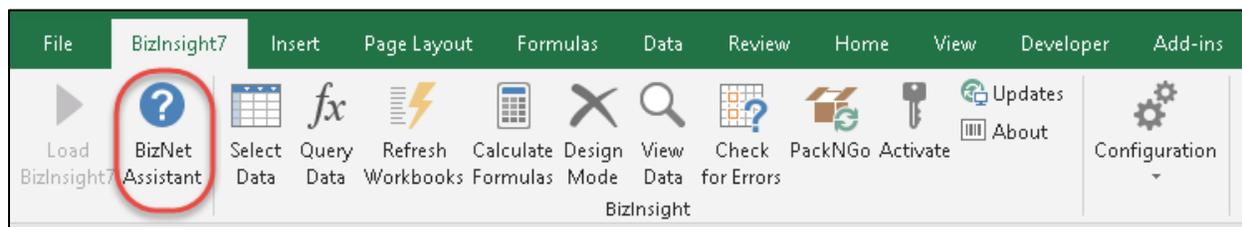
You can choose to view the tutorial by clicking the radio button and then click **Start** or you can skip this step by simply clicking **Cancel**. The tutorial prompt will occur once a day at the first startup of Excel.



Check the **Don't Ask Me** checkbox and **Cancel** to stop the prompt from occurring again. The prompt can be re-enabled using the Reset User Preferences option in the Navigation Pane settings > Customize Startup Page Menu. See [Navigation Pane Settings](#) for instructions on accessing the Reset User Preferences option.



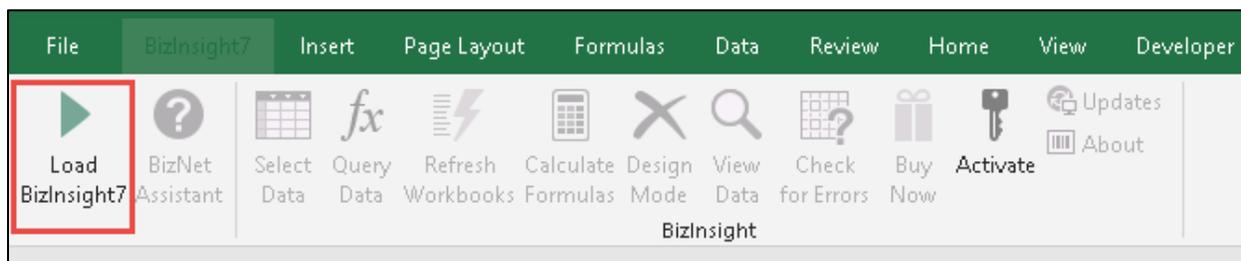
The tutorials can also be accessed via the BizNet Assistant button on the ribbon.



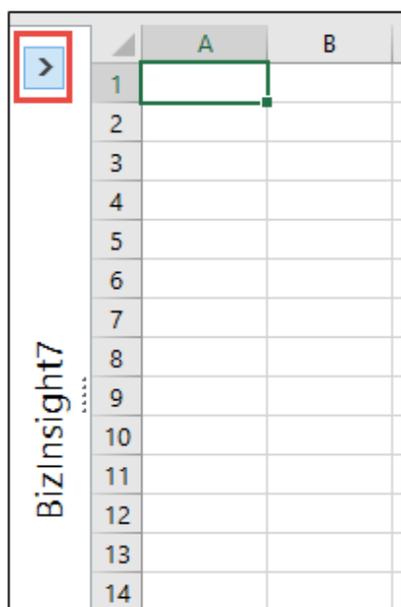
Navigation Pane

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

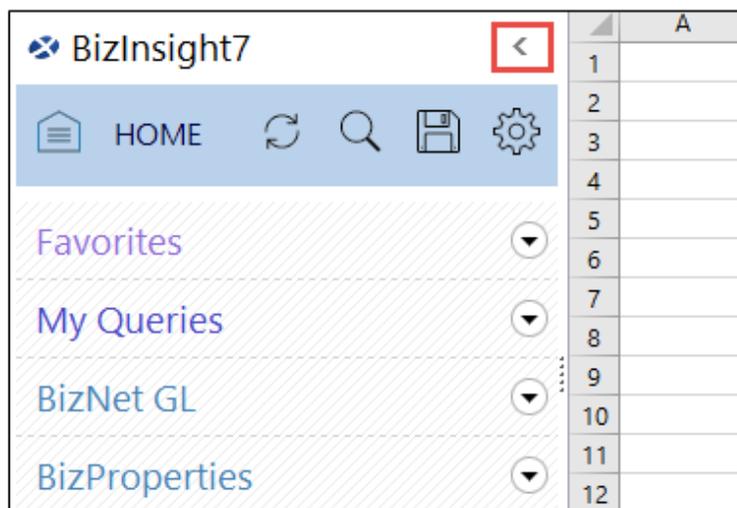
The Navigation Pane is not displayed when Excel is opened. Use the **Load BizInsight7** button to display the Navigation Pane.



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



Collapsed View

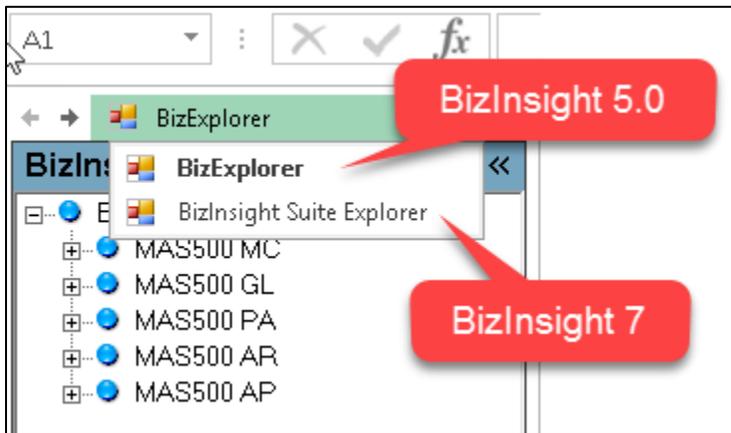


Expanded View

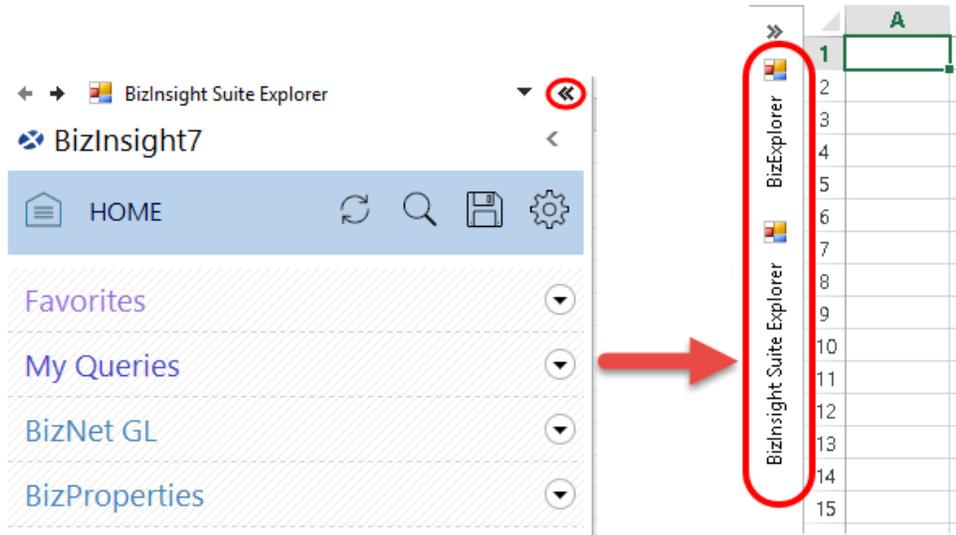
The ellipsis on the right side of the Navigation Pane performs the same function as the chevron arrow:



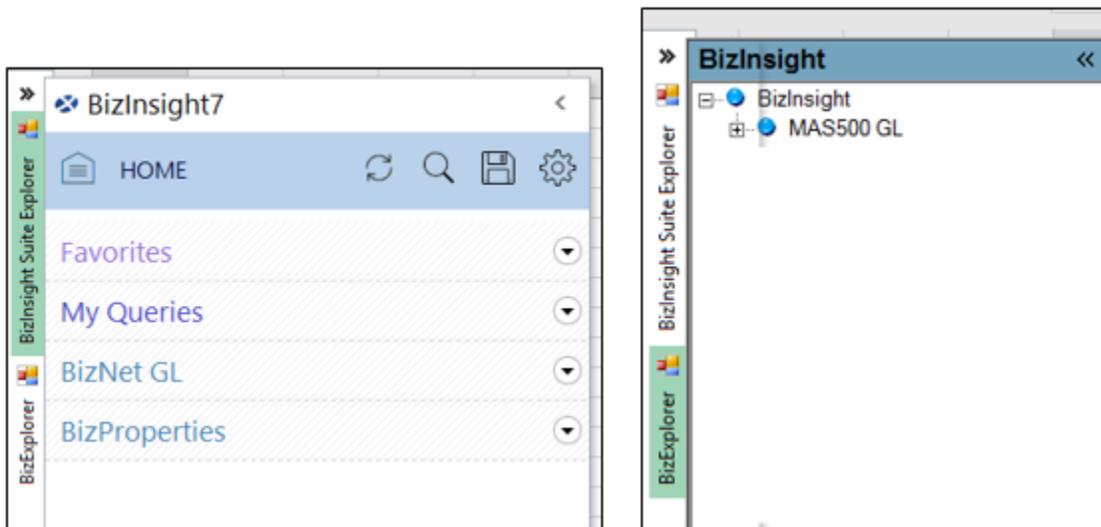
When BizInsight 5.0 is installed on the same workstation as BizInsight 7 with a Connector, the BizInsight 5.0 Navigation Pane is accessible when that product is loaded. When the Navigation Pane is expanded using the chevron, a drop-down list is accessible that can be used to switch between the two product Navigation Panes.



The chevron to the right of the drop-down list will collapse the currently displayed Navigation Pane and will display the two drop-down list elements as buttons on the left.

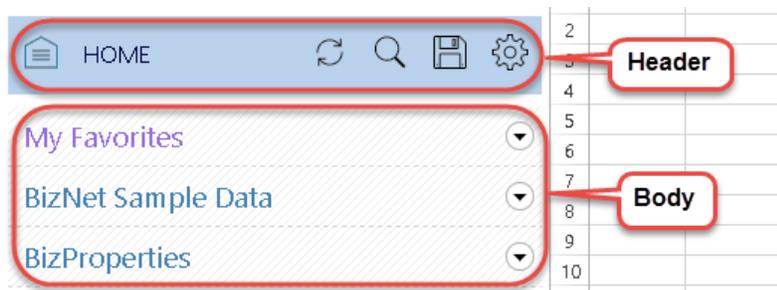


Left-click on either button to display the desired Navigation Pane.

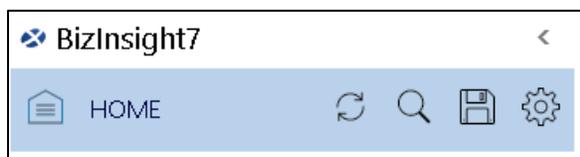


BizInsight 7 Navigation Pane Header

The BizInsight 7 Navigation Pane contains two sections:

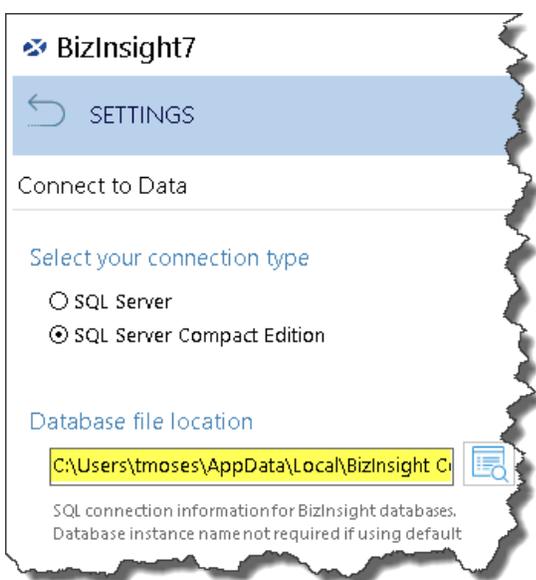


The Navigation Pane Header allows you to search the Navigation Pane, refresh, save changes to the Navigation Pane and manage BizInsight settings.



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.

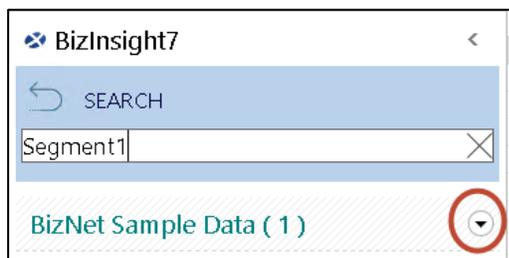


Search

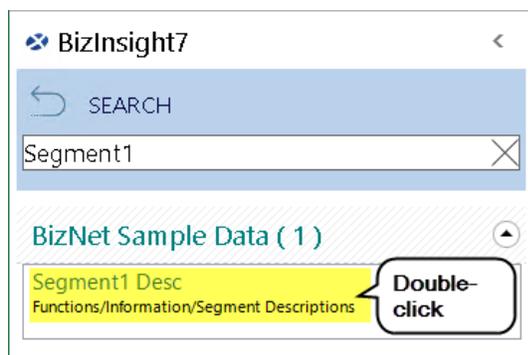
Click the **Magnifying Glass** to search the Navigation Pane.



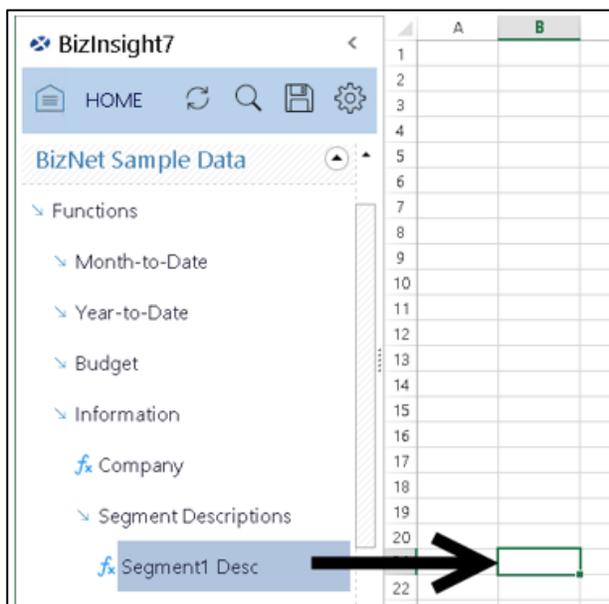
Type the keyword in the search text box, i.e. 'Segment 1'. Notice Segment 1 was found one (1) time under BizNet GL. Click the dropdown arrow in the BizNet GL section to expand.



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



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



Save

When a BizProperty is removed from the BizProperties menu of the Navigation Pane Body, clicking the **Save** button commits the deletion. For more information on Properties, see [BizInsight Properties](#).

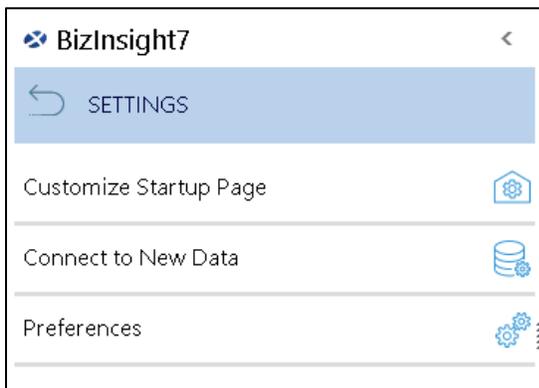


Settings

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:

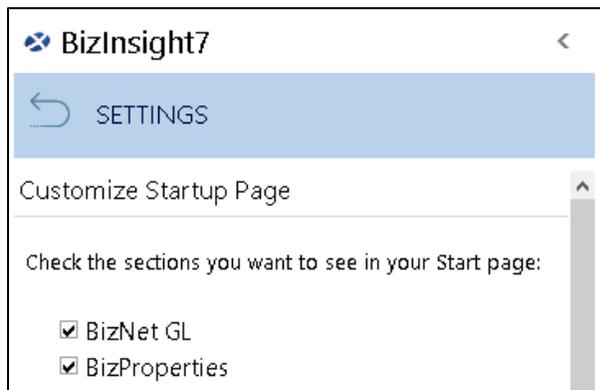


To return to the main Navigation Pane, click the back button on the Settings header button:

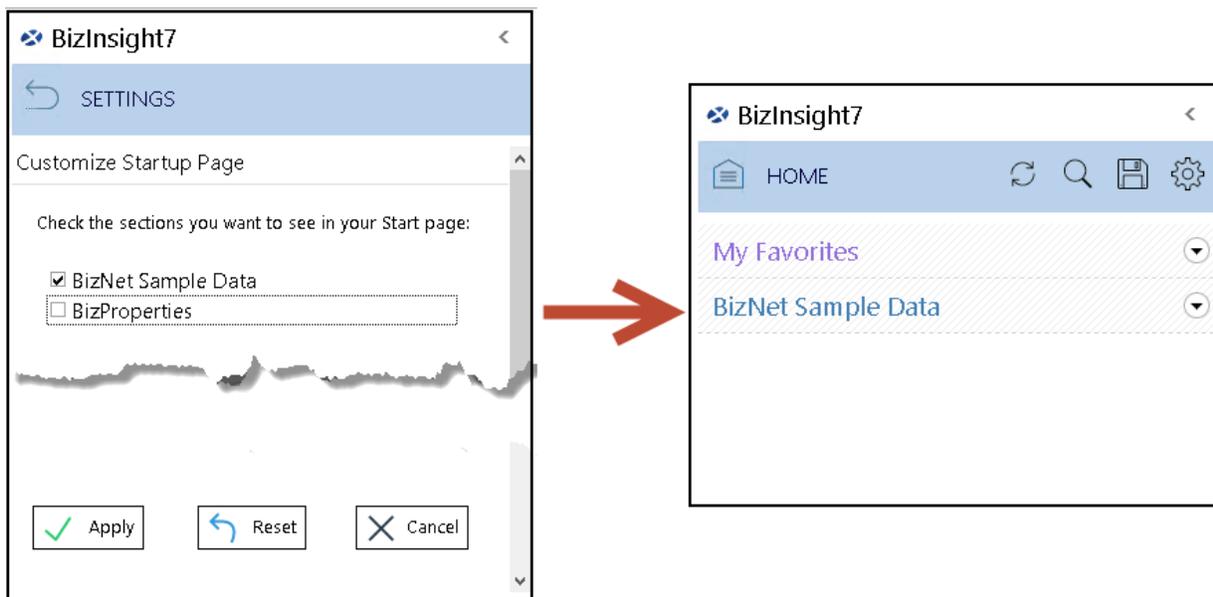


CUSTOMIZE STARTUP PAGE MENU

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



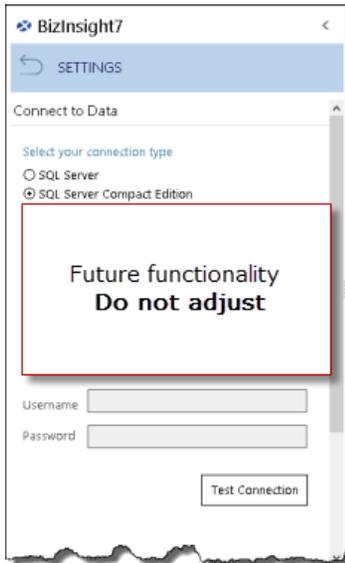
Uncheck any menus you do not want to see then click **Apply**. For example, if the BizProperties checkbox is unchecked and applied, the Navigation Pane will no longer display the BizProperties menu:



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.

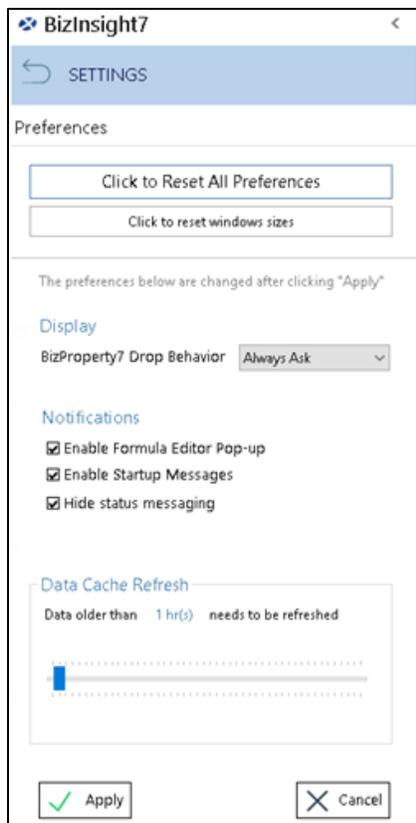
CONNECT TO DATA

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



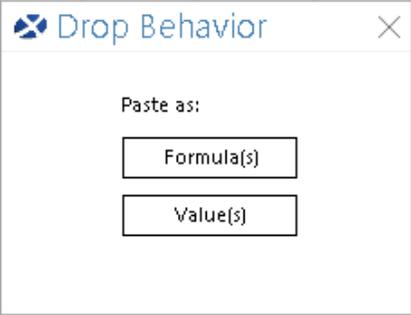
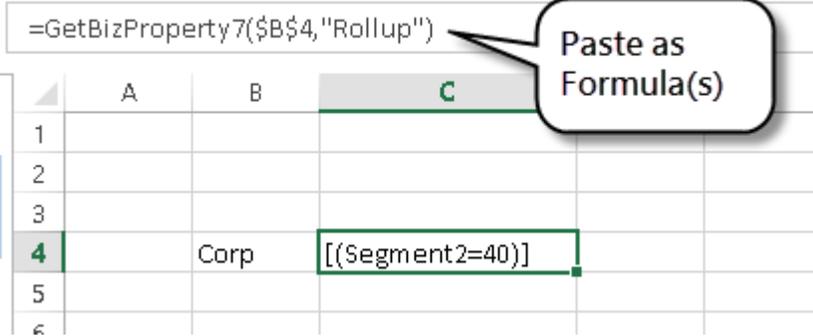
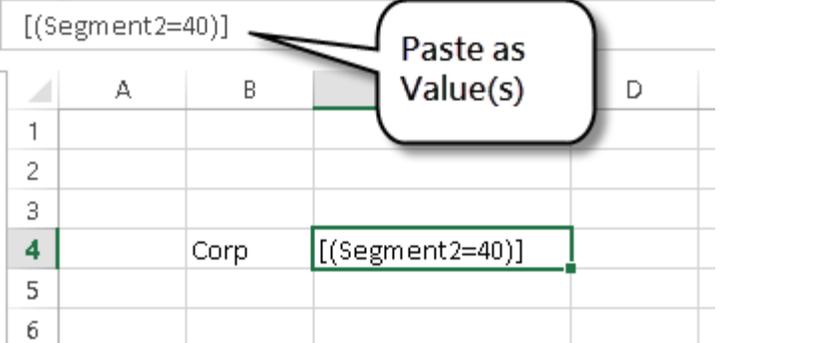
PREFERENCES

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



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:

Option	Description
<p>Always Ask</p>	<p>When a BizInsight Property is dragged and dropped, a dialog displays with both options:</p> 
<p>Formula(s)</p>	<p>Choosing Formula(s) will result in a dynamic function being inserted into the worksheet.</p> 
<p>Values(s)</p>	<p>The Value(s) option will result in a static version of the Property being added to the worksheet.</p>  <p>For more information, see BizInsight Properties.</p>

Notifications

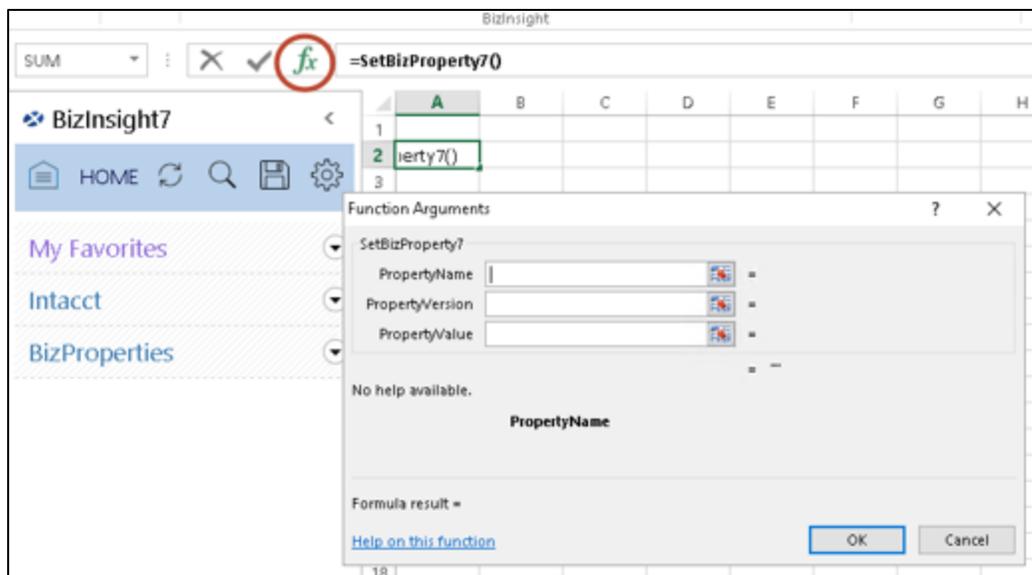
Use this section to control which notifications display when using BizInsight.

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. This option does not apply to any functions or objects that use the *BizInsight Query* dialog.

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.

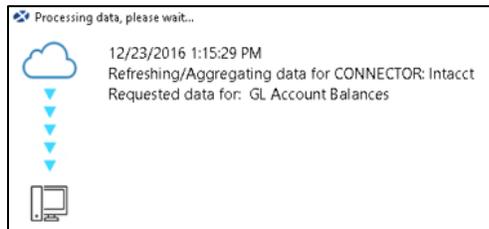
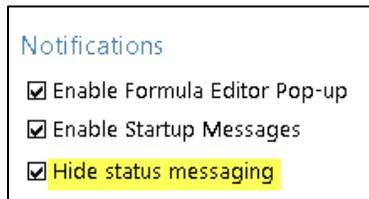


Enable Startup Messages – This setting is not currently used and is for future functionality.

Notifications

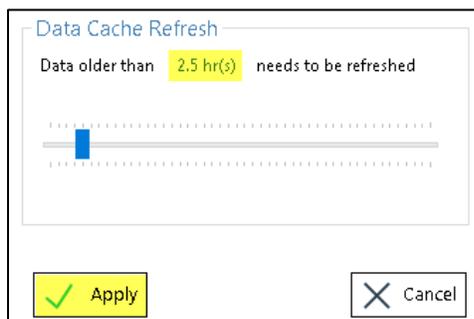
- Enable Formula Editor Pop-up
- Enable Startup Messages**
- Hide status messaging

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

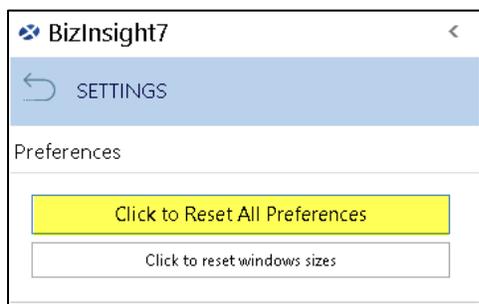


The message includes the total rows, remaining record count, and time elapsed in seconds. This option is beneficial for customers using Cloud ERP systems where data retrieval can be slower. For on-premise database connector implementations, status messaging is disabled by default.

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 [Data Cache Management](#) for more details.



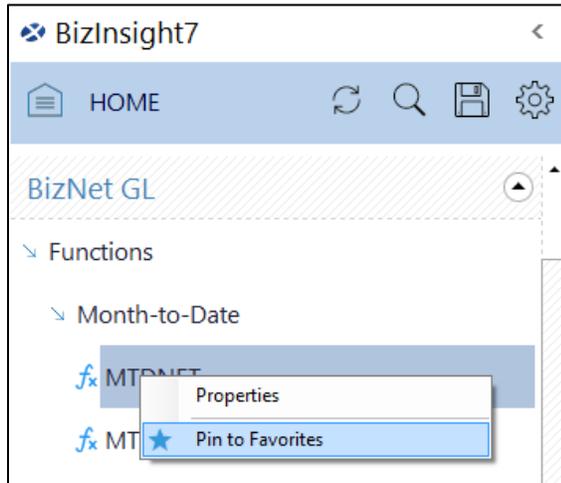
To reset BizInsight preferences back to the default, use the **Click to Reset All Preferences** button.



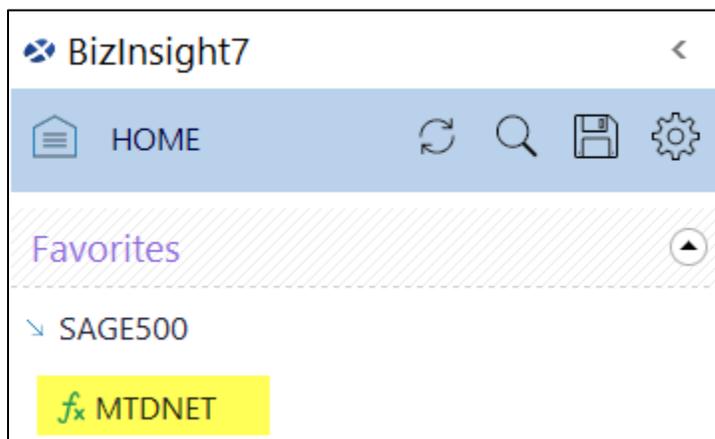
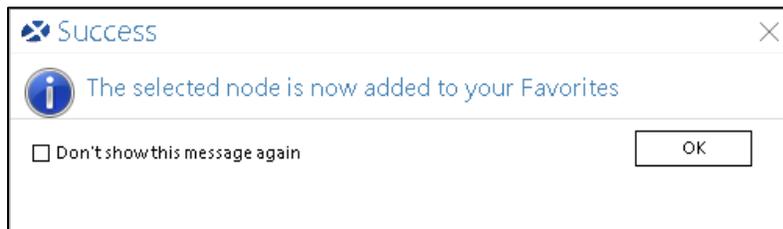
Navigation Pane Body

Favorites

The Favorites section is where you can pin existing nodes for easy re-access. To pin a node, right-click on the node and click **Pin to Favorites**.

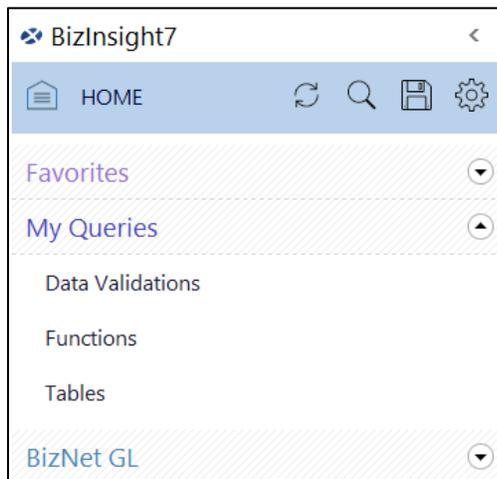


Click **OK** or check the box to not show this dialog again.

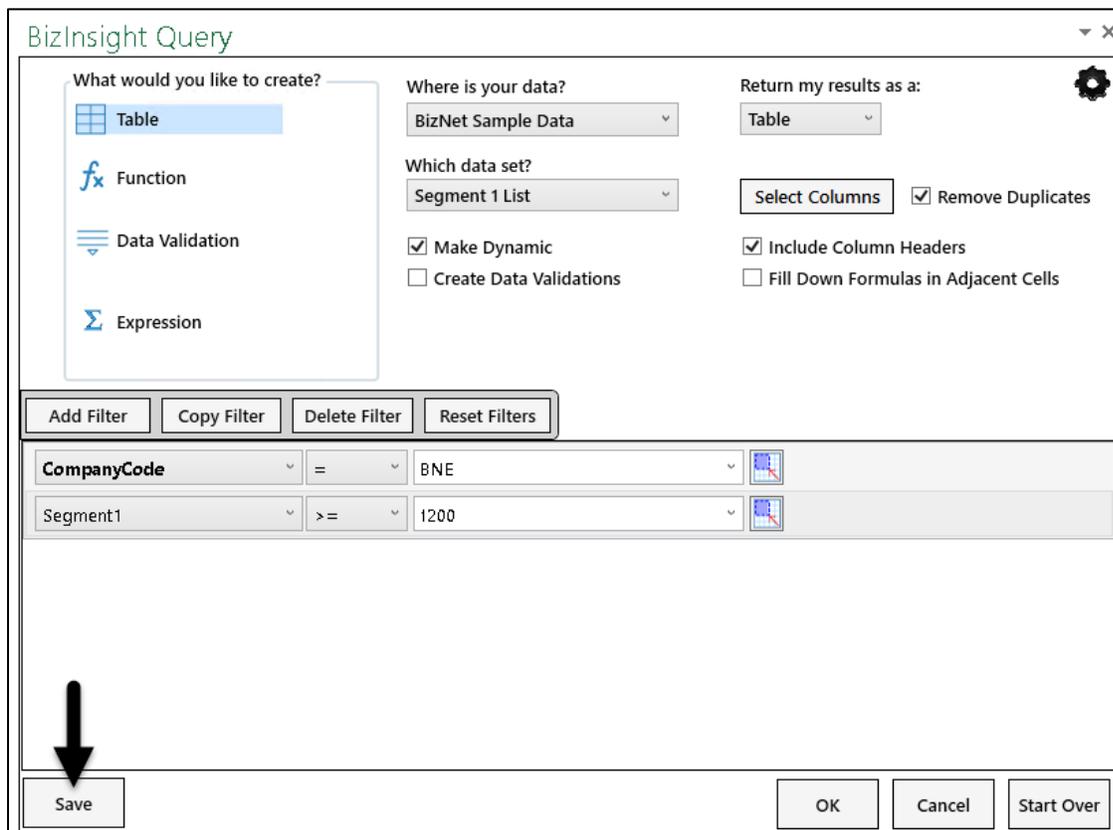


My Queries

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



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



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 Delete Filter Reset Filters

CompanyCode	=		
FiscalYear	=		
FiscalPeriod	=		

When Keep values is unchecked

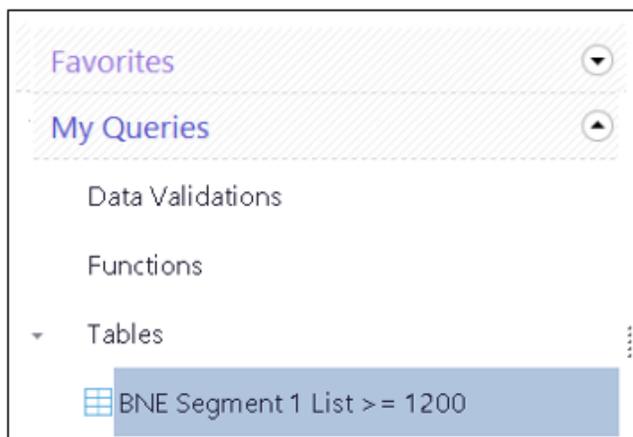
Add Filter Copy Filter Delete Filter Reset Filters

CompanyCode	=	BNE	
FiscalYear	=	2015	
FiscalPeriod	=	Sheet!\$A\$1	

When Keep values is checked

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

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

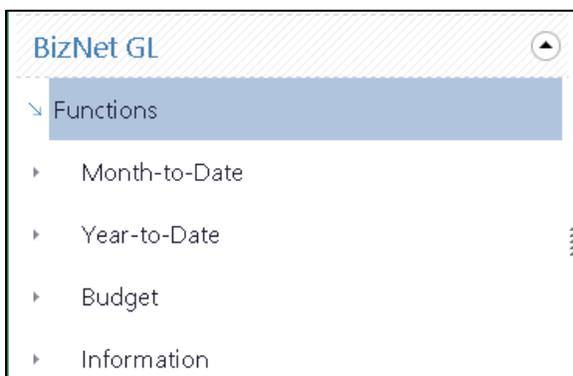


Connector Menu(s)

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.



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.



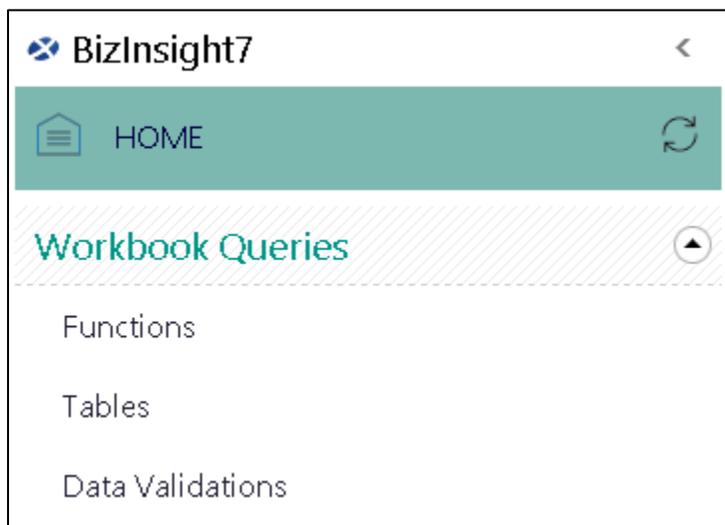
Properties will display the built-in BizProperty functions as well as user-defined Properties. Tables (also known as “Analysis Sets”) are also provided and will return a list of all Properties that have been defined.



BizInsight 7 Navigation Pane without a Connector

Workbook Queries

When BizInsight 7 is installed without a Connector, the Navigation Pane will display a Workbook Queries section instead of Connector menus. The Workbook Queries section will display saved Functions and Tables that were created from data sets brought into Excel by a method other than a BizInsight 7 Connector.



IMPORTANT

All Workbook Query objects exist only within the workbook. They do not persist across workbooks like My Queries do for the BizInsight7 Connector version.

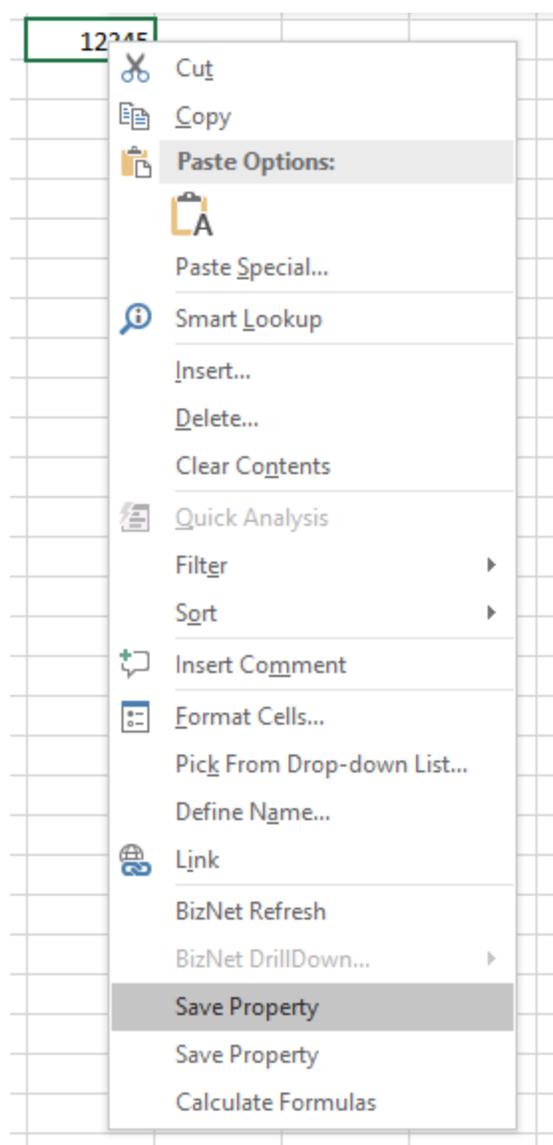
Right-Click Menu

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

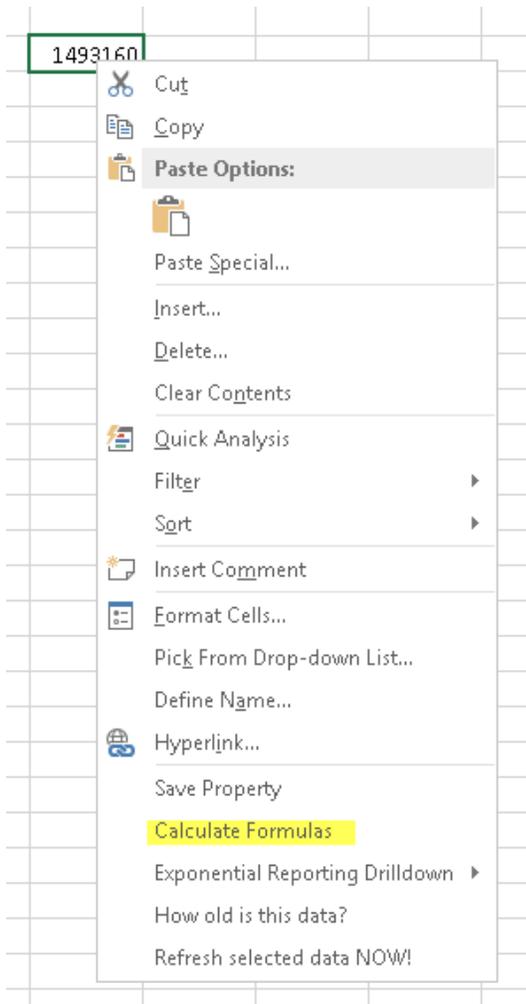
Any Cell

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 provides the ability to save the contents of the selected cell as an Account Definition. You must be Online when using this option in order for the definition to be saved.  **WARNING** This option will clear the contents of the elected cell.



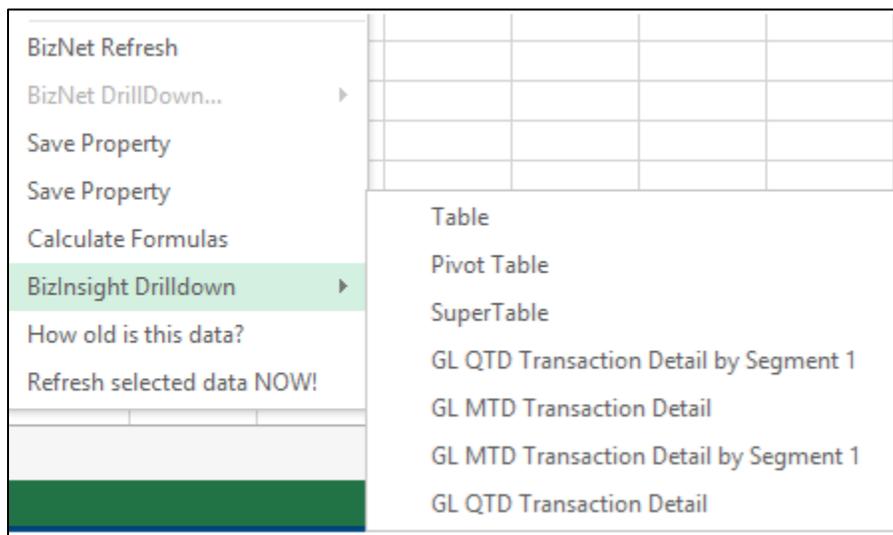
Calculate Formulas – This option recalculates all formulas in all active workbook(s). It will retrieve data from the ERP system for any data sets that are expired (see [Data Cache Management](#) for more information on data set expiration). The Calculate Formulas option does not refresh any Tables in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



Function Right-Click Menu

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

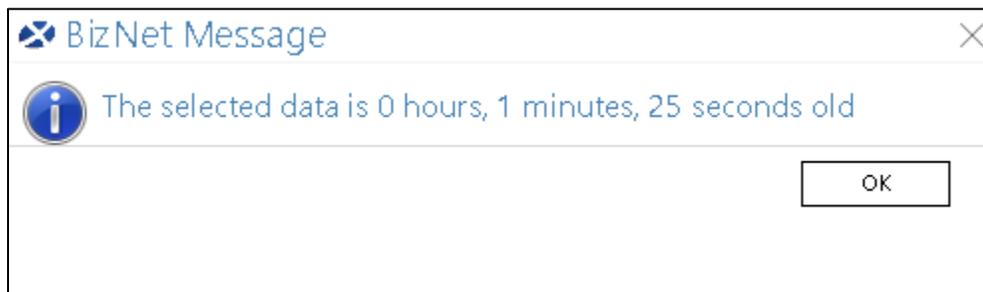
BizInsight DrillDown - This option presents you with the list of available drilldown targets for the function you have right-clicked on. To drilldown on a Function, right-click the Function, select **BizInsight Drilldown**, and select the desired drilldown target. A new tab will be created within the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



Note

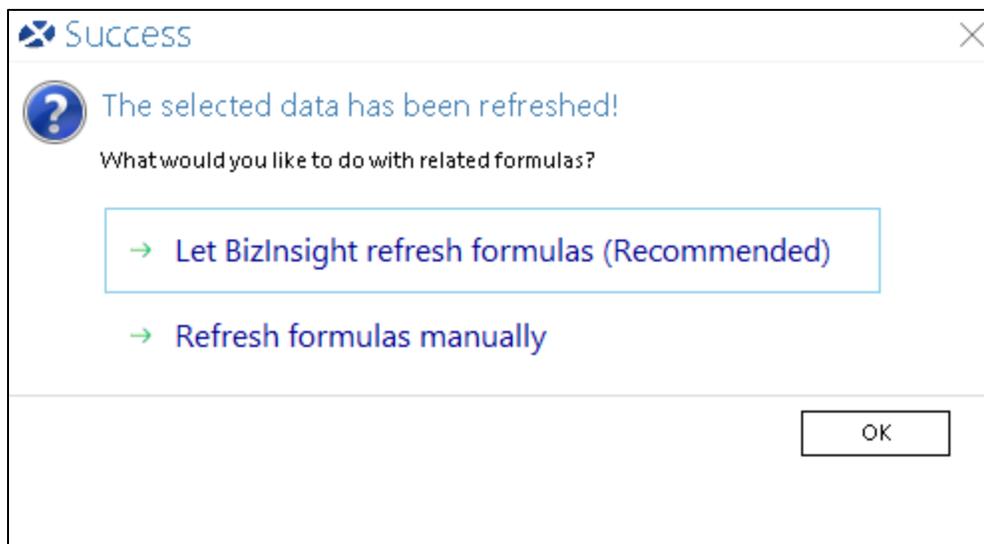
For more details on the drilldown options, please see the [Drilldown](#) section of this document.

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



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 strongly recommends recalculating all functions to avoid other functions that use the same data set displaying incorrect amounts.



 **IMPORTANT**

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 [Data Cache Management](#).

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

BizInsight Query
⌵ ⌵



Create a Table

Return my results as a: Table ⌵ Select Columns

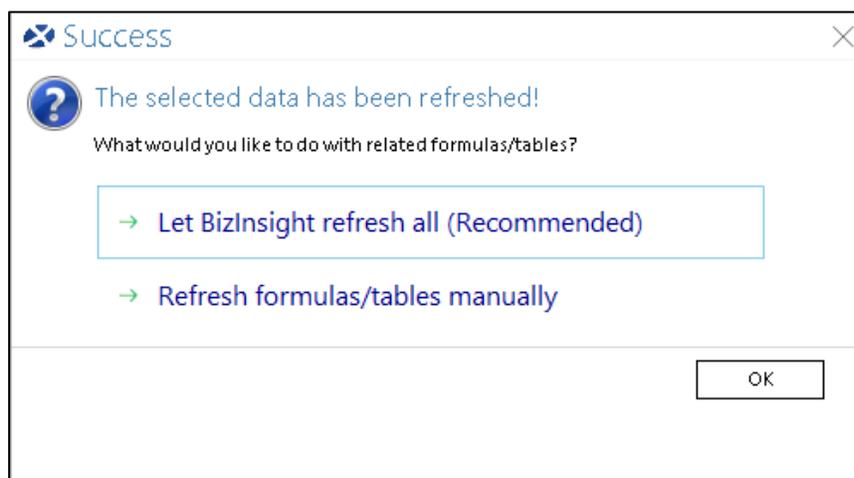
Remove Duplicates Make Dynamic

Add Filter
Copy Filter
Delete Filter
Reset Filters

CompanyCode	=	BNE	⌵ 
FiscalYear	=	2012	⌵ 

Save
OK
Cancel
Start Over
Advanced

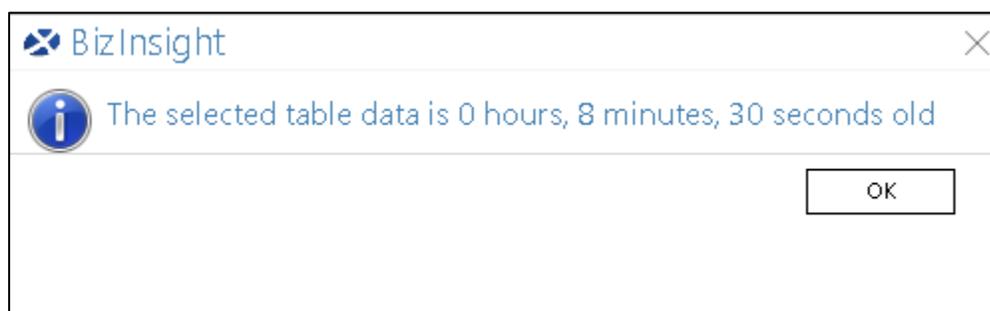
Refresh table data NOW! – This option will refresh the data set being used by the selected Table. Once the data set has been refreshed, you will be asked whether to have BizInsight recalculate all functions and tables or just the selected table. BizNet strongly recommends recalculating all objects to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



 **IMPORTANT**

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.

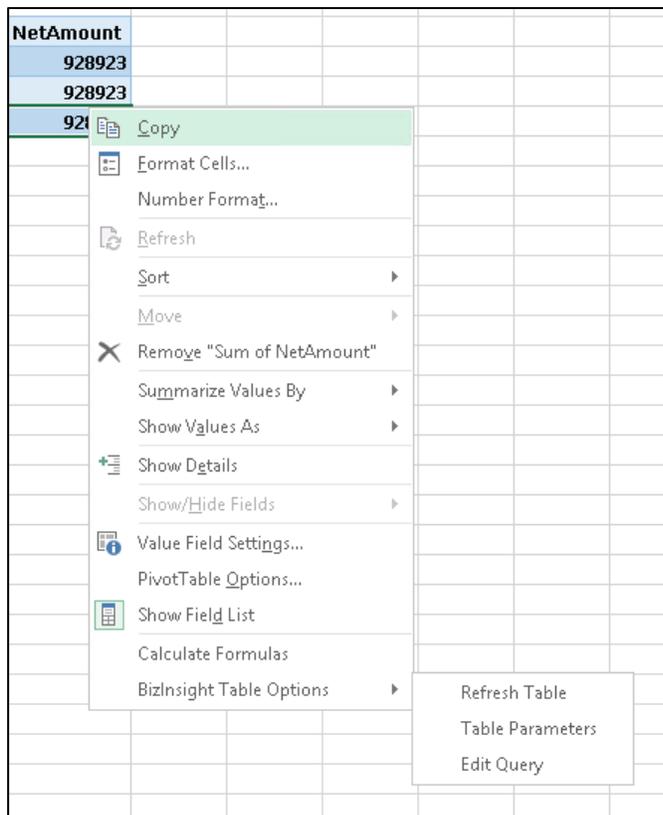
How old is this data? – This option will let you know how old the data is that is displayed in the Table.



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 [Data Cache Management](#) 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.



Reminder

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.

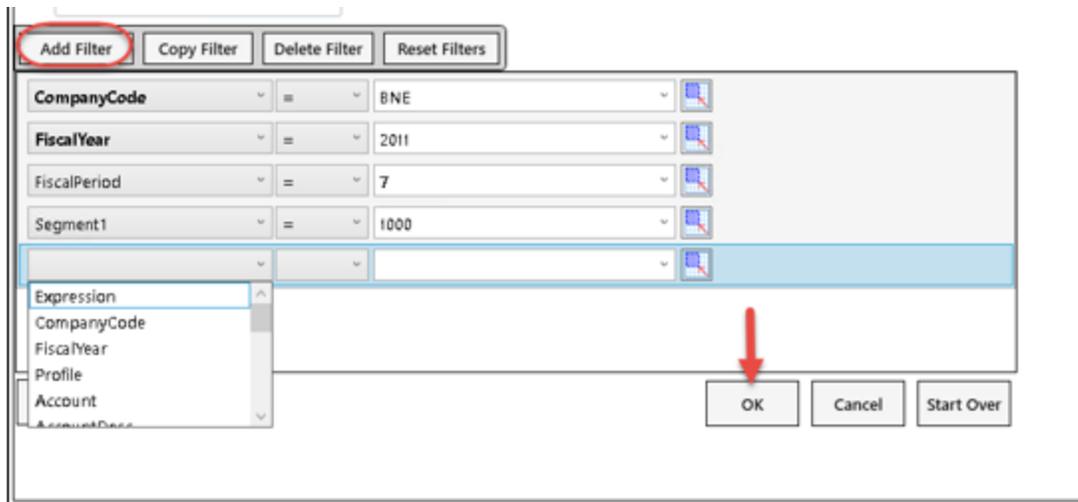
The BizInsight Query dialog defaults to “Function” when the object being dragged and dropped is a Function and Table when the object being dropped is a Table. If you dragged the wrong object, you can always change the selection to the object type you want. All pre-built functions can be adjusted on the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

IMPORTANT

When a parameter is required, a single 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.



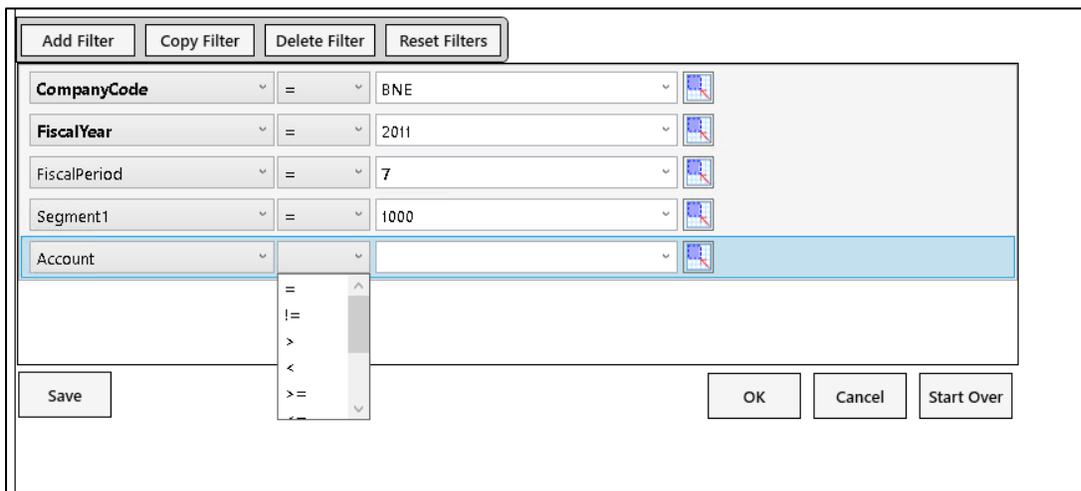
Use **Delete Filter** to delete an unwanted filter or simply leave them blank. **Reset Filters** clears out ALL filters.



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 the available operators:



Note

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

Filter parameter values can be manually typed into the available combo box field, selected from the drop down list when populated or pointed to a cell for its 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.



IMPORTANT

1. Once a parameter has been configured to use a cell reference, a hard coded value cannot be used. Delete the parameter and add it again if it needs to be changed back to a hard coded value.
2. Available values are dictated by the ERP design. For example, ERP systems that store company data in separate databases will not have values listed in the filter parameter combo box.

BizInsight Query

What would you like to create?

- Table
- Function**
- Data Validation
- Expression

Where is your data?
BizNet GL

Which data set?
GL Balances Year to Date

What action would you like to take?

What information would you like returned?
NetAmount

Add Filter Copy Filter Delete Filter Reset Filters

CompanyCode	=	BNE	
FiscalPeriod	=	7	
FiscalYear	=	2013	
Account	>=	'Sheet1!\$A\$29	1309

Save OK Cancel Start Over

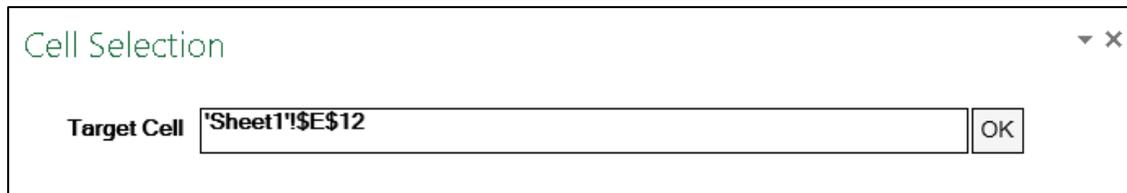


Note

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**.



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

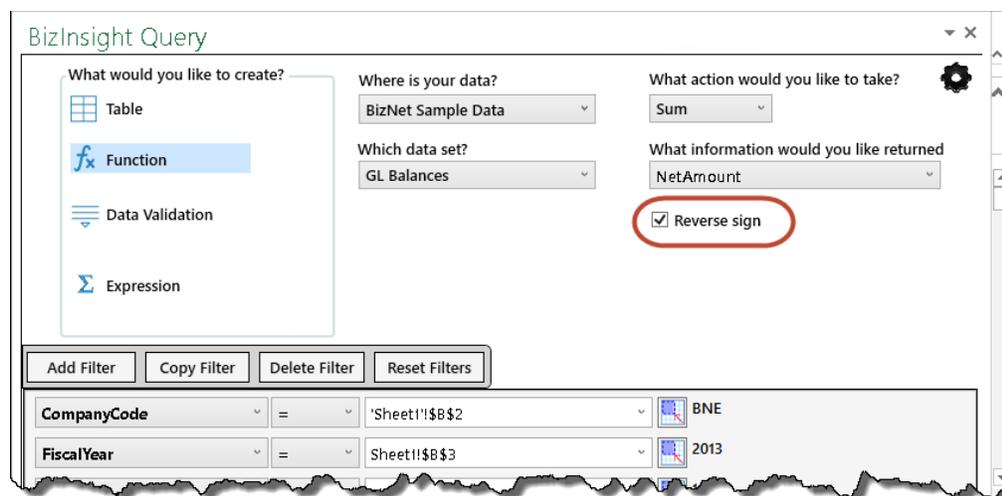
=BizSuperFunc("BizNet Sample Data","GL Balances","Sum(NetAmount)","@CompanyCode|=" & ",@FiscalYear|=" & ",FiscalPeriod|=" & ",Segment1|=",Sheet1!\$B\$2,Sheet1!\$B\$3,Sheet1!\$B\$4,Sheet1!\$A7)*-1

	A	B	C	D	E	F	G	H	I	J	K
1											
2	Company	BNE									
3	Year	2013									
4	Period	1									
5											
6		MTDNET									
7	1310	3,304.16									
8											
9											



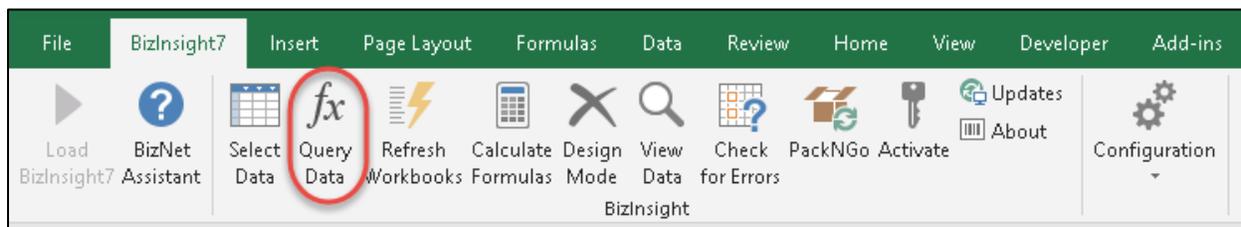
Note

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



Editing an Existing Function

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



The Query Data dialog will display the current filter parameters and settings for the selected function.

IMPORTANT

If the parameter is designed to provide available values, those values will not display when the filter parameter is a cell reference.

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

Using Operators

BizInsight supports the following 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 (“*”).  Note LIKE is the only operator that can be used with a wildcard.
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'.

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 [Expressions](#)).

The screenshot displays the BizInsight Query configuration window. On the left, a portion of an Excel spreadsheet is visible, showing columns for 'Year', 'Period', 'Account', and 'Segment1'. The 'Account' column contains the value '1309' in row 13, and the 'Segment1' column contains the values '1100', '1110', and '1200' in rows 16, 17, and 18 respectively. A red arrow points from the 'Segment1' cell in row 16 to the filter configuration for 'Segment1' in the query window.

The query configuration is as follows:

- What would you like to create?:** Function
- Where is your data?:** BizNet GL
- What action would you want to perform?:** Sum
- Which data set?:** GL Balances Year to Date
- What information would you like to return?:** NetAmount

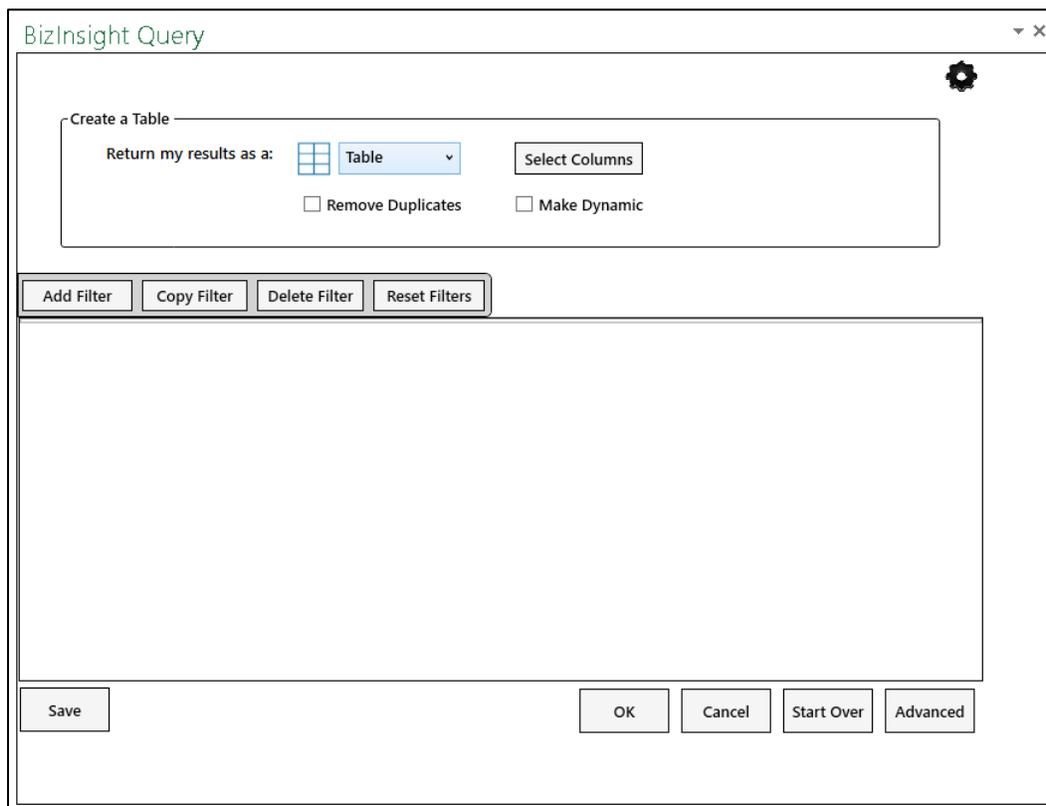
Filters are configured in the following table:

Field	Operator	Value
CompanyCode	=	BNE
FiscalPeriod	=	7
FiscalYear	=	2013
Account	>=	'Sheet1!\$A\$13'
Segment1	IN	'Sheet1!\$A\$16'

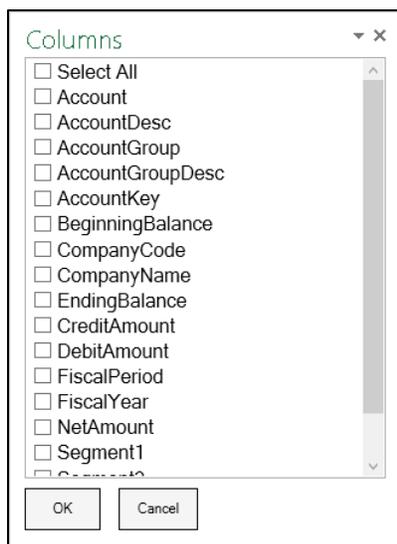
BizInsight Tables

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.

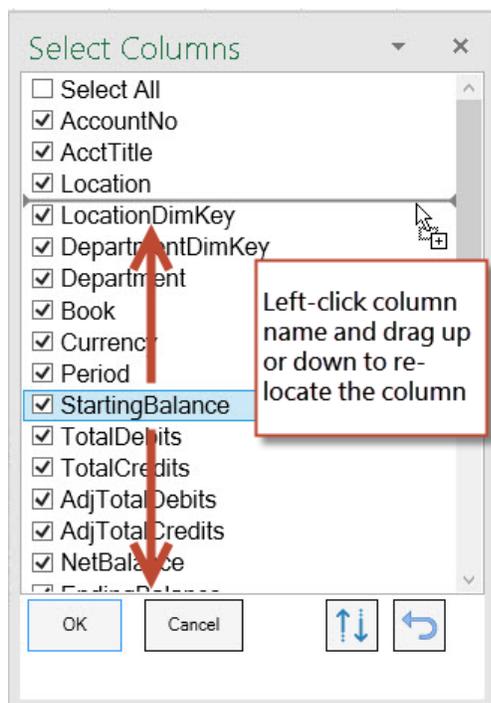
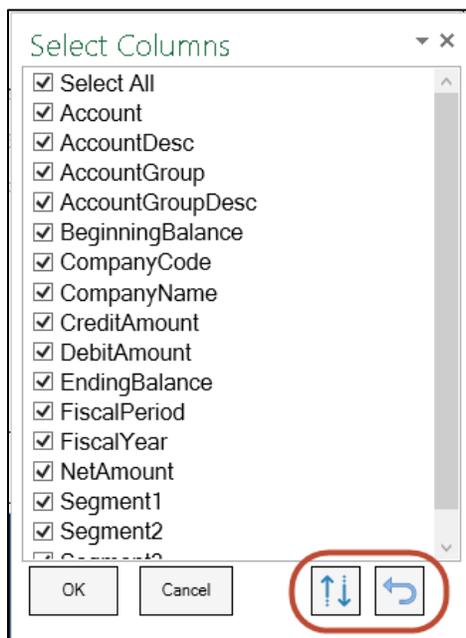


Use the **Select Columns** button to select which columns to return from the data set.



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.

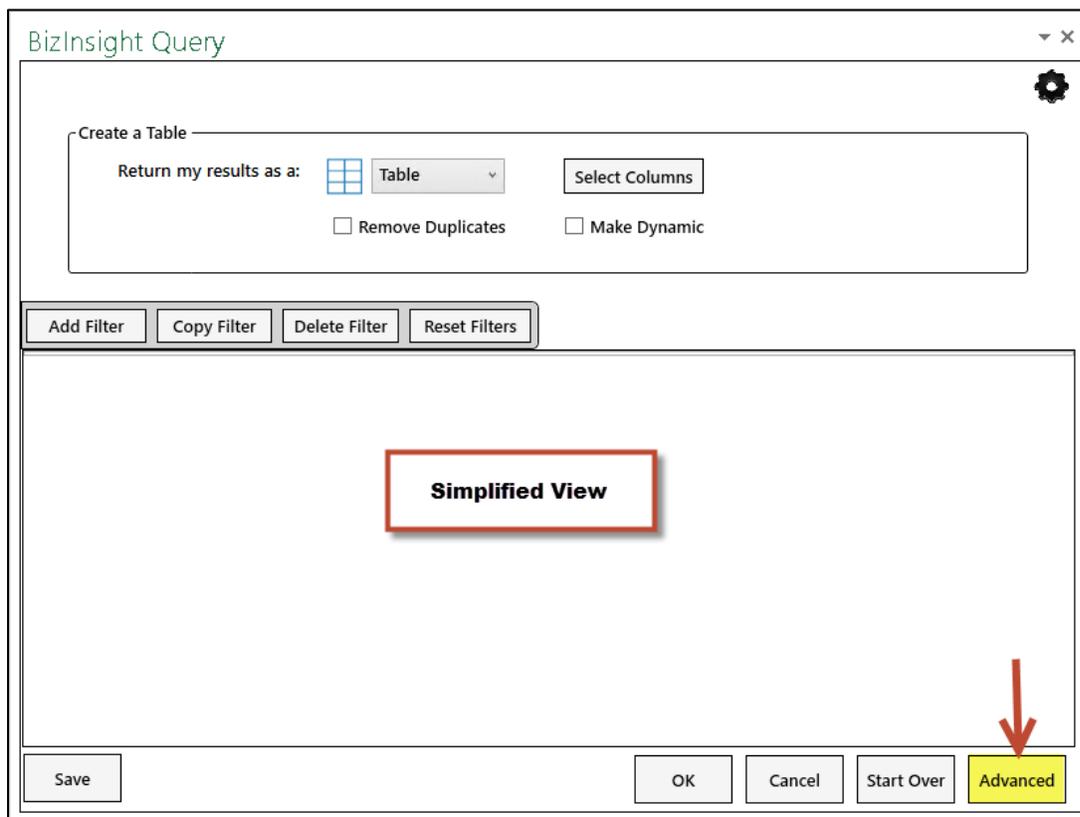


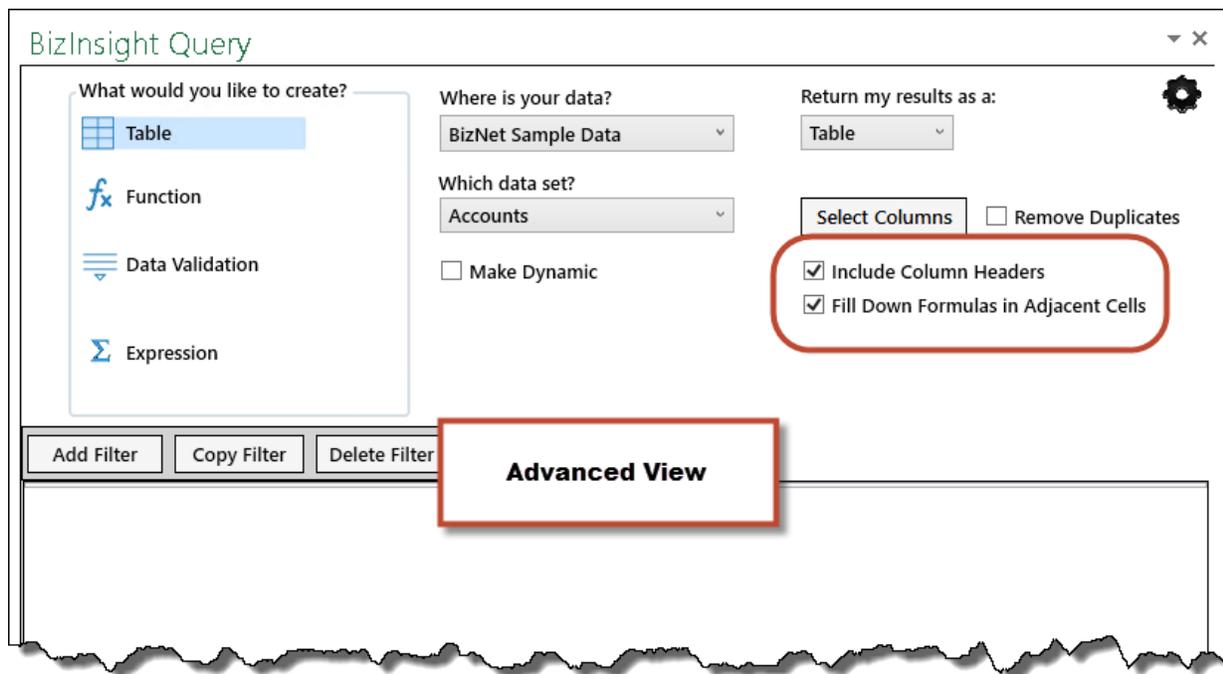
Use cell references to get values in your workbook so that the table can be updated by changing an input parameter's value located elsewhere in the workbook.

= "@CompanyCode=" & Sheet1!\$A\$1 & " | @FiscalYear=" & Sheet1!\$A\$2 & " | (#[FiscalPeriod]=" & Sheet1!\$A\$3 & ")"

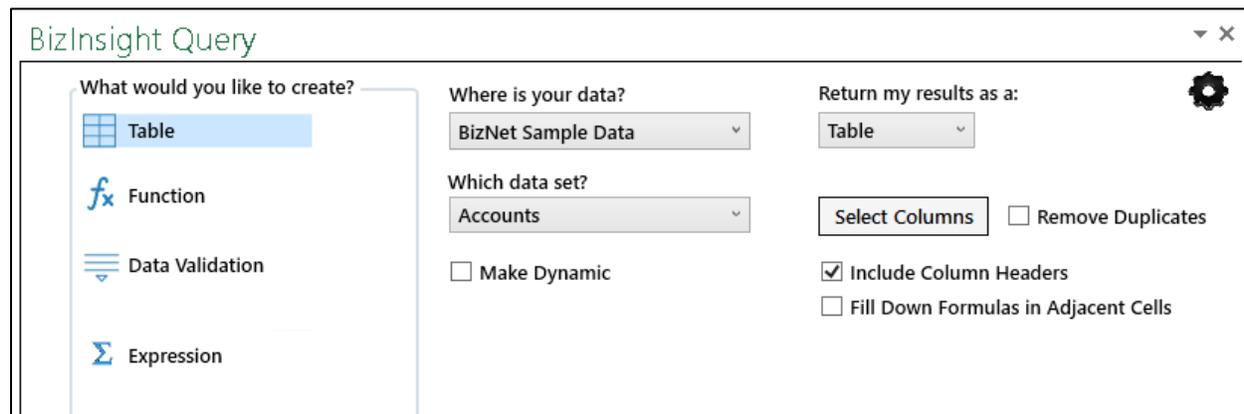
	A	B	C	D	E	F	G
1	BNE						
2		2015					
3		1					
4							
5							
6							
7	@CompanyCode= 'BNE' @FiscalYear= '2015' (#[FiscalPeriod]= '1')						
8							
9	AccountDesc	Account	CreditAmount	DebitAmount	NetAmount		
10	Due from BNC	13091000000	0	717.16	717.16		
11	Investment in BNC	18090000000	0	8887	8887		
12	Officers Comp-BizNet Ent	50500000000	-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.

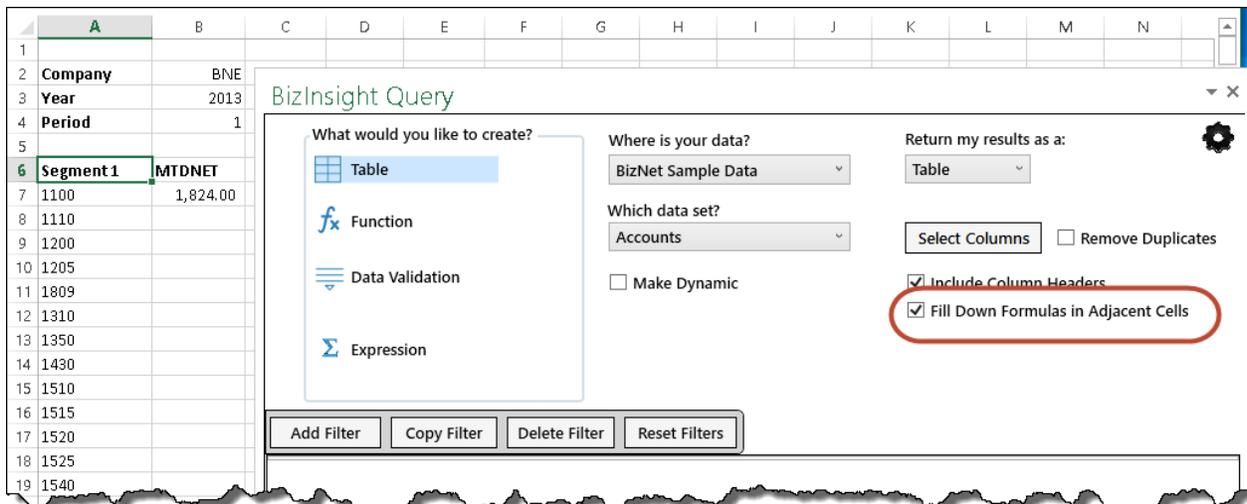




The **Include Column Headers** option is checked by default and ensures that column headers are displayed when the table is added to the workbook. Unchecking this option will prevent column headers from displaying.



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	B	C	D	E	F	G	H
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						
10	1205	(106.00)						
11	1809	8,887.00						
12	1310	(3,304.16)						
13	1350	(208.00)						
14	1430	(93.00)						
15	1510	-						
16	1515	(2,400.00)						



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**.

Company	Segment1	Segment2	Segment3	Account	AccountD	Company	Account
BNE	1525	1000	000	15251000	Acc Depr-	BizNet	Ent 1
BNE	1			15252000	Acc Depr-	BizNet	Ent 1
BNE	1			15451000	Acc Depr-	BizNet	Ent 1
BNE	1			15452000	Acc Depr-	BizNet	Ent 1
BNE	5			51002000	Depreciat	BizNet	Ent 5
BNE	5			52001100	Office Exp	BizNet	Ent 5
BNE	5			52001100	Office Exp	BizNet	Ent 5
BNE	5			52001100	Office Exp	BizNet	Ent 5
BNE	5			52001100	Office Exp	BizNet	Ent 5
BNE	5			52001200	Office Exp	BizNet	Ent 5
BNE	5			52001200	Office Exp	BizNet	Ent 5
BNE	5			52002100	Office Exp	BizNet	Ent 5
BNE	5			52002100	Office Exp	BizNet	Ent 5
BNE	5			52002100	Office Exp	BizNet	Ent 5
BNE	5			52002100	Office Exp	BizNet	Ent 5
BNE	5			52002200	Office Exp	BizNet	Ent 5
BNE	5			52002200	Office Exp	BizNet	Ent 5
BNE	5			52251000	Supplies-	BizNet	Ent 5
BNE	5			52252000	Supplies-	BizNet	Ent 5
BNE	5			52401000	Maintenai	BizNet	Ent 5
BNE	5			52402000	Maintenai	BizNet	Ent 5
BNE	5			52501100	Rent-Stor	BizNet	Ent 5
BNE	5			52502200	Rent-Gall	BizNet	Ent 5



WARNING

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.

AccountDesc	CompanyCode	FiscalYear
0 Due from BNC	BNE	2015
1 Investment in BNC	BNE	2015
2 Officers Comp-BizNet Ent	BNE	2015
3 Income Tax Expense-Biz	BNE	2015

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, [Expressions](#) 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

Segment1	>=	1000	
Segment1	<=	1199	

- Lists of accounts

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

- Exclusion of account(s)

Segment1	>=	1000	
Segment1	<=	1999	
Segment1	!=	1100	

- Wildcard

Segment1	LIKE	1*	
----------	------	----	--

The logical operator being used by the **fx Function** is the AND operator. This means that records must satisfy all 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

What would you like to create?

- Table
- Function
- Data Validation
- Expression**

Include required parameters?

Where is your data?
BizNet GL

Which data set?
Accounts

Add Filter Copy Filter Delete Filter Reset Filters

CompanyCode = BNE

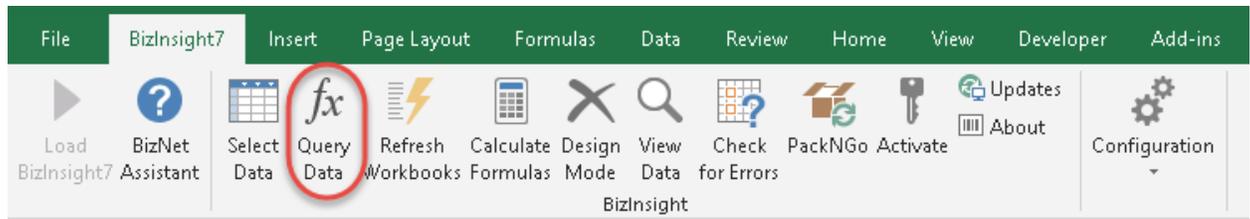
Save OK Cancel Start Over

Examples of situations where an OR operator is needed:

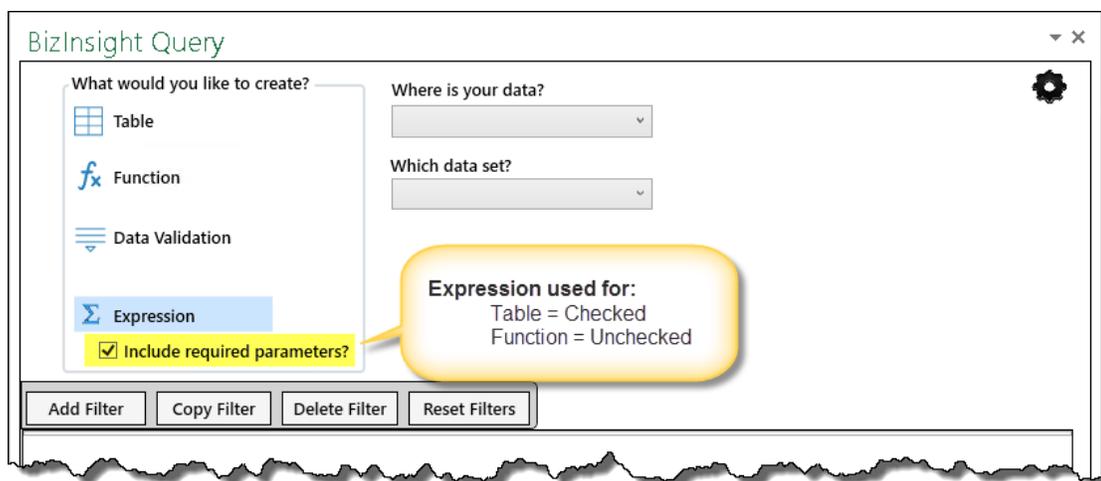
- (Segment1>=1000 and Segment1<=1050) **OR** (Segment1=1200)
- (Segment1='1100' and Segment2='00') **OR** (Segment1 LIKE '21*')

Creating Expressions

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



2. Select **Expression**.



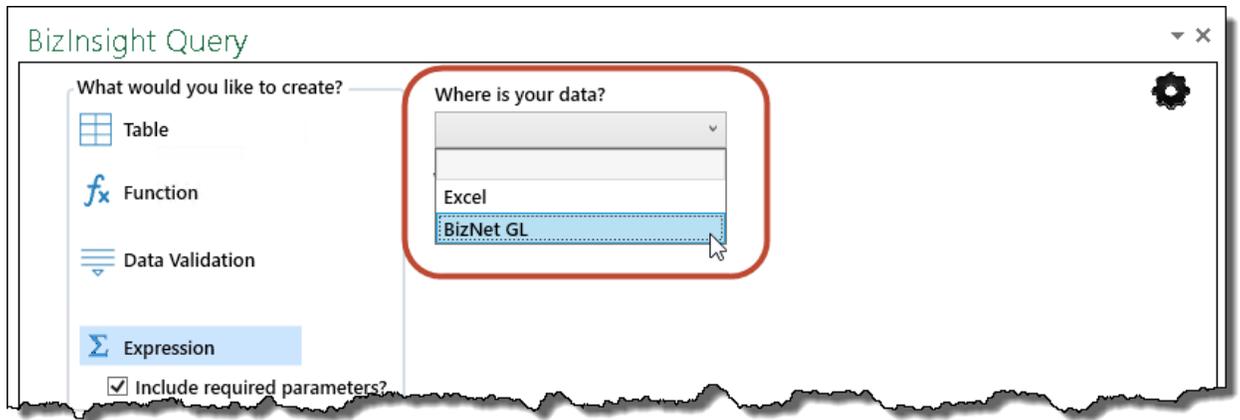
3. If the expression will be used for filtering a Table, leave the **Include required parameters** checkbox checked. If the expression will be used for a Function, uncheck this checkbox.



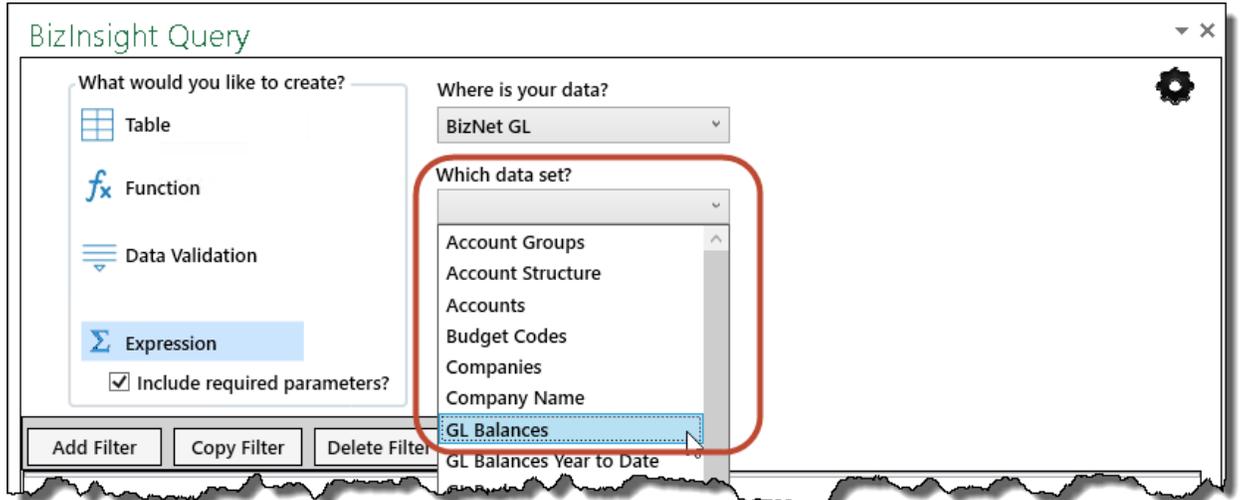
Reminder

When creating a Table object, the [Make Dynamic](#) 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.



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

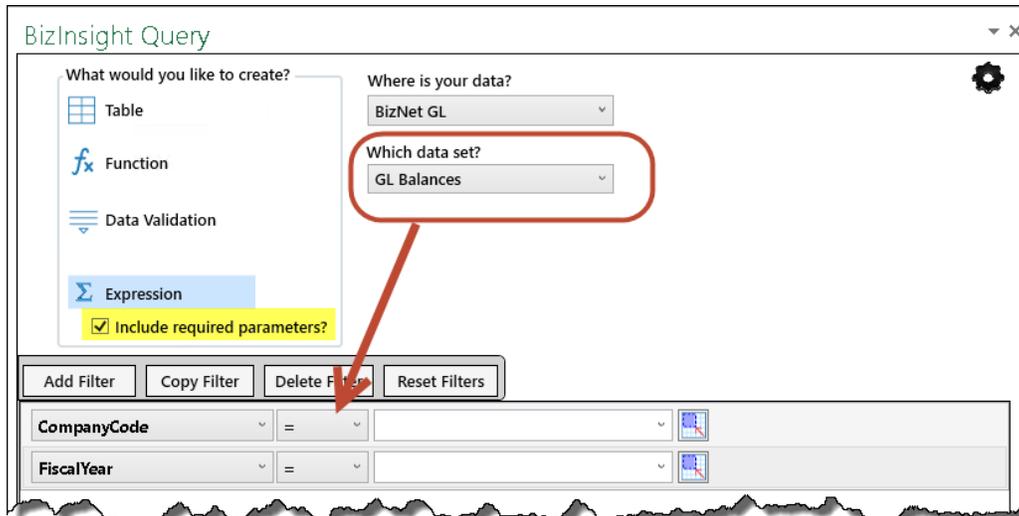


- If the **Include required parameters** checkbox is checked, the data set's required parameters will be added to the filter section. Provide values for those parameters or use cell references.

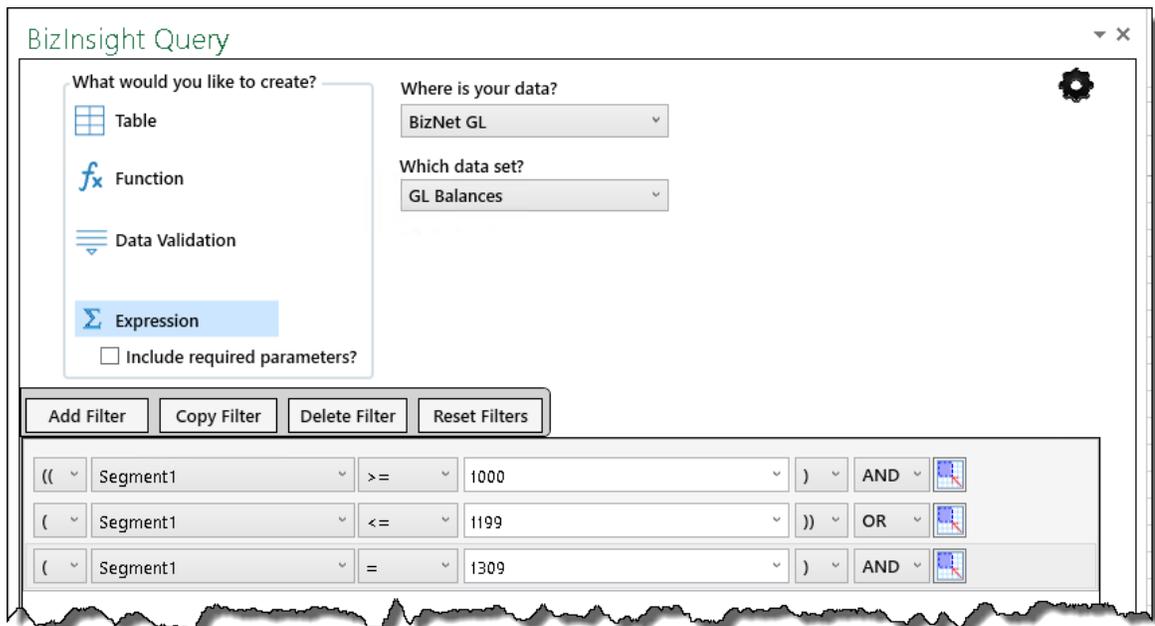


Reminder

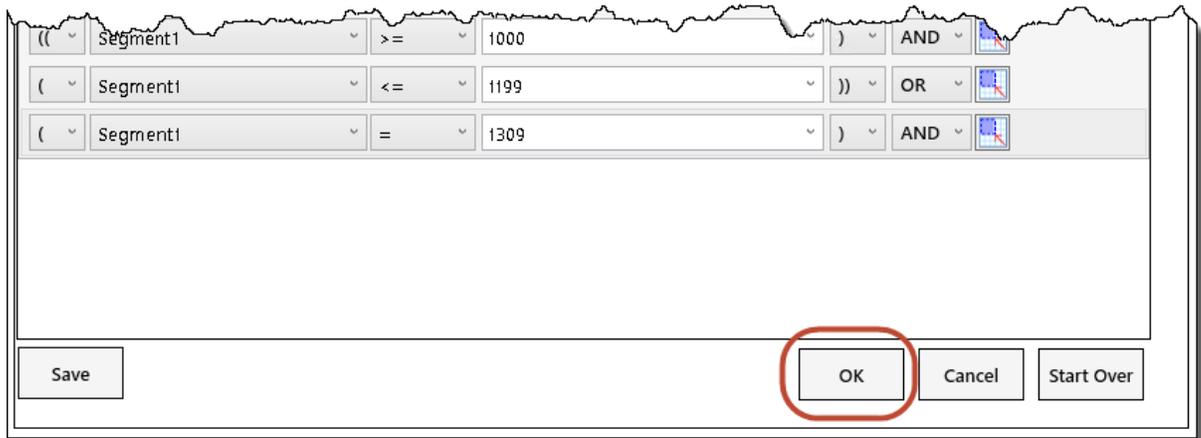
Leave **Include required parameters** checked if the expression will be used with a Table.



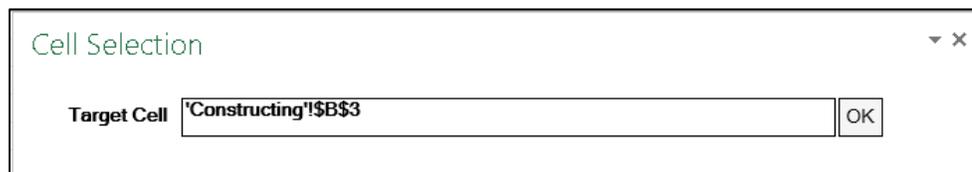
- Add all other parameters needed for filtering. Select the OR operator and add parentheses where needed.



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



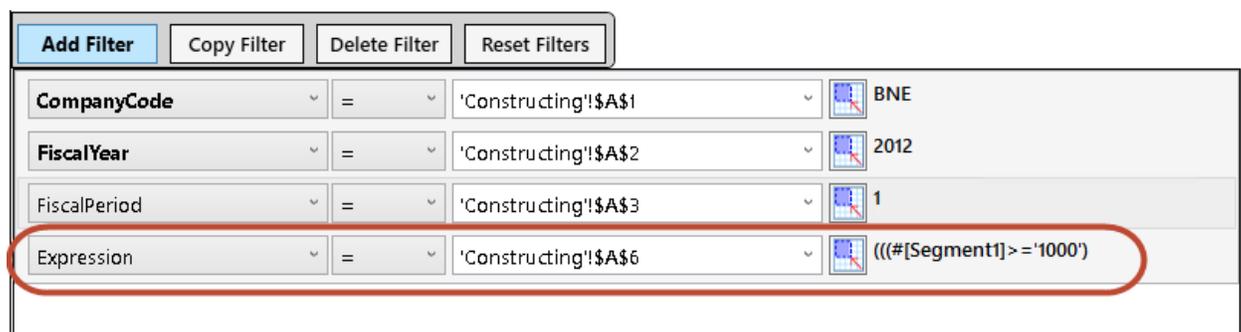
- Select the cell you want the expression dropped into and click **OK**.



The expression will be dropped into that cell.

	A	B	C	D	E	F	G	H	I
1									
2									
3	Example Expression								
4									
-									

- 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.

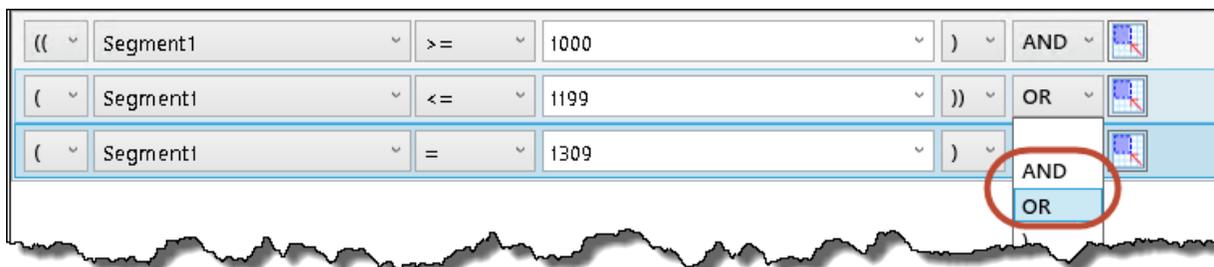


Expression Fundamentals

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**



These two operators and what they mean are described below.

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

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:

A	B	C	D
10	20	15	30
A + B - C + D	=	45	
(A+B) - (C+D)	=	-15	

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 write it out! 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:

Expression 1

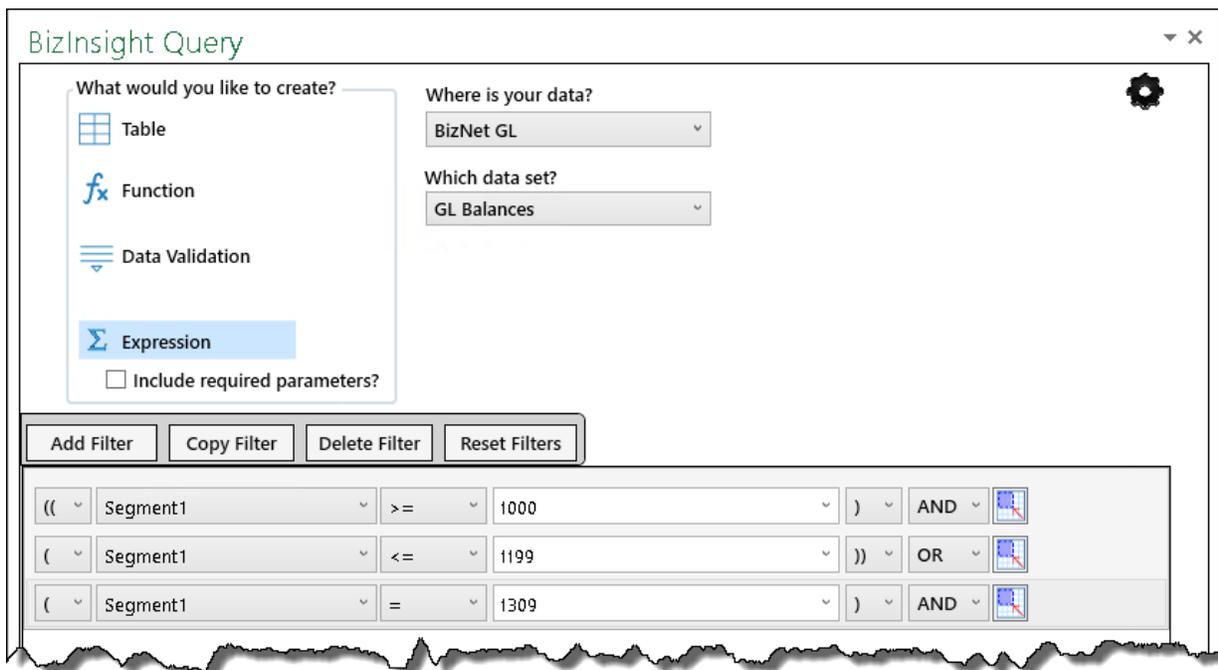
Segment1 >= 1000 AND Segment1 <= 1199

Expression 2

Segment1 = 1309

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.

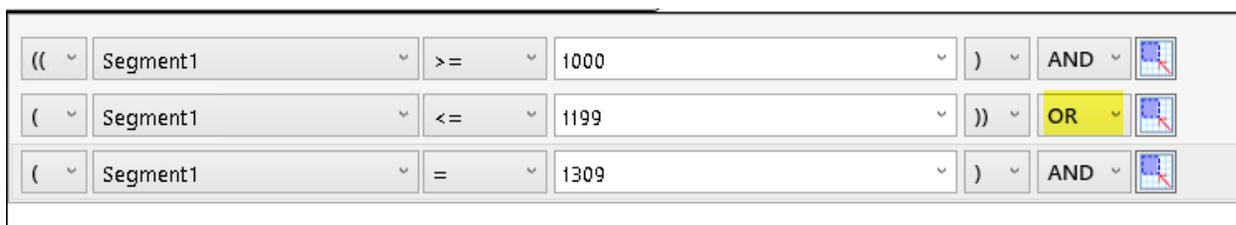
Once the Expression is written out, you're ready to build it in the **BizInsight Query** dialog.



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



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



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:

Segment1	MTDNET
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.

Step 3.

Add the Expression to a Function.

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

(((#[Segment1]>='1000') AND #[Segment1]<='1199')) OR #[Segment1]='1309'

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

Example 2: Two different ranges

Step 1.

Identify your subexpressions:

Segment1	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.

Step 3.

Add the Expression to a Function.

```

(((#[Segment1]>='1000') AND
#[Segment1]<='1199')) OR
((#[Segment1]>='1400') AND
#[Segment1]<='1499'))
(147,226.47)
    
```

Example 3: A range of Segment1 values that excludes an account in that range

Step 1.

Identify your subexpressions:

Segment1	MTDNET
1000 1999	2,559,411.58
1310	1,477,012.95
Sum	1,082,398.63

Step 2.

Build your expression:

(Segment1	>=	1000)	AND
(Segment1	<=	1999)	AND
(Segment1	!=	1310)	AND

Step 3.

Add the expression to a function.

<pre>((#[Segment1] >= '1000') AND #[Segment1] <= '1999') AND #[Segment1] <> '1310')</pre>	1,082,398.63
---	--------------



IMPORTANT

When an account is being excluded from a range, the exclusion must directly follow the range that picks up the account. The following would not be valid:

((Segment1	>=	1000)	AND
(Segment1	<=	1999))	OR
((Segment1	>=	2000)	AND
(Segment1	<=	2200))	AND
(Segment1	!=	1310)	AND

Example 4: Two different ranges of Segment1 values with different Segment2 for each range

Step 3.

Identify your subexpressions:

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

Step 4.

Build your expression:

Step 4.

Add the expression to a function.

<pre>((#[Segment1]>='1000') AND #[Segment1]<='1199') AND #[Segment2]='1000')) OR ((#[Segment1]>='1400') AND #[Segment1]<='1499') AND #[Segment2]='2000'))</pre>	(157,230.76)
---	--------------

Example 5: Two ranges and list of accounts

Step 1.

Identify your subexpressions:

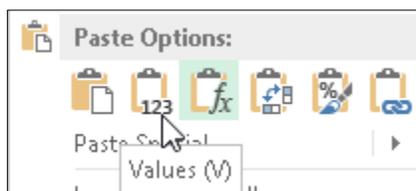
Segment1	Segment2	MTDNET
1000	1199	1000
1200		
1309		
1350		
1400	1499	2000
Sum		(48,135.89)

Step 2.

Build your expression:

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 5.

Add the Expression to a Function.

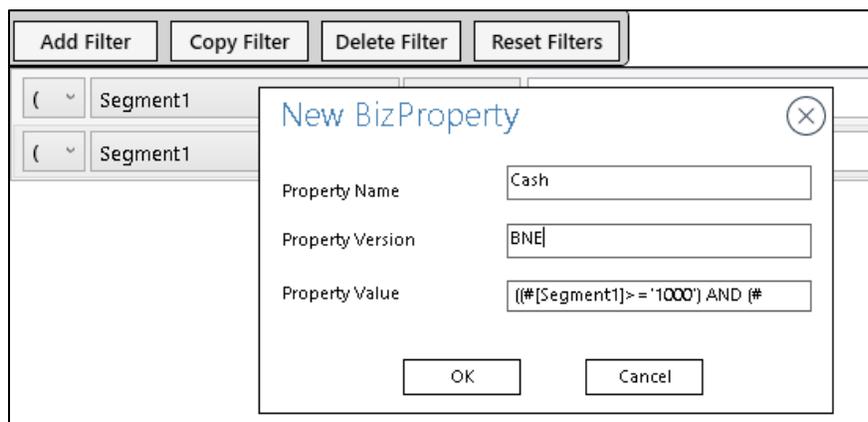
<pre>(((#[Segment1]>='1000') AND #[Segment1]<='1199') AND #[Segment2]='1000')) OR #[Segment1]IN ('1200','1309','1350')) OR (((#[Segment1]>='1400') AND #[Segment1]<='1499') AND #[Segment2]='2000'))</pre>	(48,135.89)
--	-------------

Saving Expressions

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

The screenshot shows the BizInsight Query dialog box. On the left, under "What would you like to create?", the "Expression" option is selected. On the right, "Where is your data?" is set to "BizNet GL" and "Which data set?" is set to "GL Balances". Below these are buttons for "Add Filter", "Copy Filter", "Delete Filter", and "Reset Filters". The main area displays a filter bar with two conditions: "(Segment1 >= 1000) AND (Segment1 <= 1199)". At the bottom left, the "Save" button is circled in red. Other buttons at the bottom include "OK", "Cancel", and "Start Over".

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

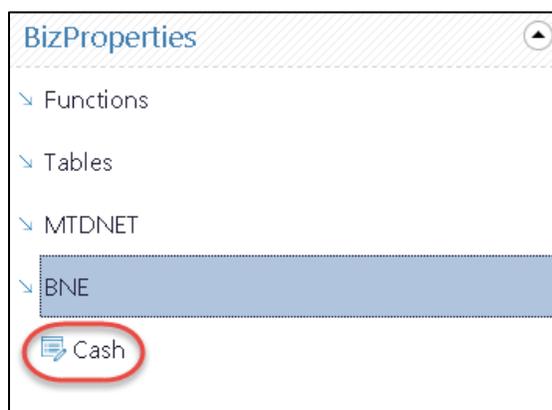


The screenshot shows a 'New BizProperty' dialog box overlaid on a filter configuration interface. The dialog box contains the following fields and values:

- Property Name: Cash
- Property Version: BNE
- Property Value: ([#[Segment1]>='1000') AND (#

Buttons for 'OK' and 'Cancel' are located at the bottom of the dialog.

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



Once added as a property, it can be used across reports. For more information about creating and using Properties, see [BizInsight Properties](#).

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.

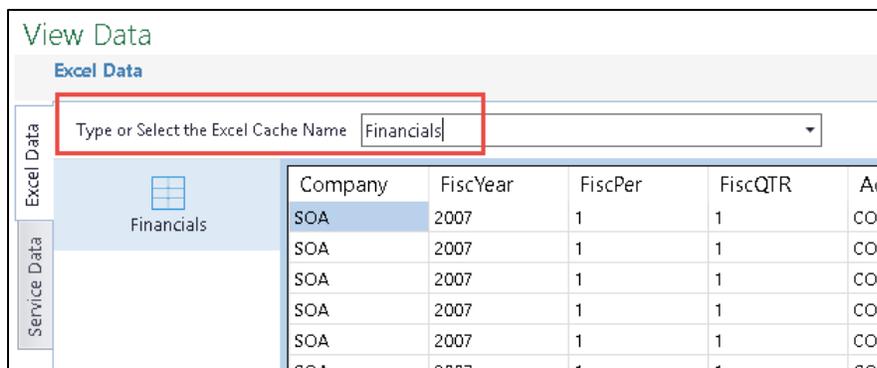
The amount of data retrieved is dictated by the BizInsight Connector design, or if data is stored in a Cloud based system, the API (“Application Programming Interface”) provided by that Cloud system’s provider. For most General Ledger data calls, but not all, BizInsight will return balances for the entire 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:

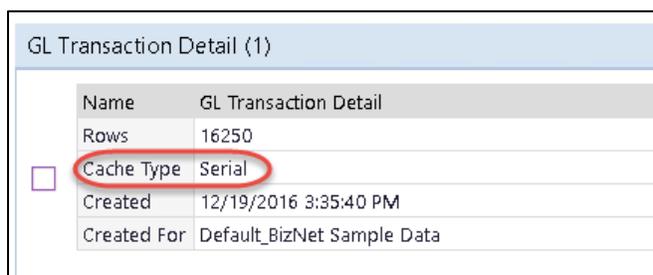
Service Data Cache – The Service Data Cache contains data that is retrieved by a BizInsight Connector. This data is retrieved by and stored in your local workstation’s memory (“RAM”). BizInsight Connectors have been developed for many different ERP systems such as Intacct, Blackbaud, Sage 500, etc.;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

Year and Periods (1)	
Name	Year and Periods
Rows	28
<input type="checkbox"/> Cache Type	DataCache
Created	12/20/2016 7:52:34 AM
Created For	Default_BizNet Sample Data

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 [Get External Data](#).



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 data is requested again. Whether the data is updated at that time depends on your [Data Cache Refresh](#) setting and that data set's Check for New Data selection.

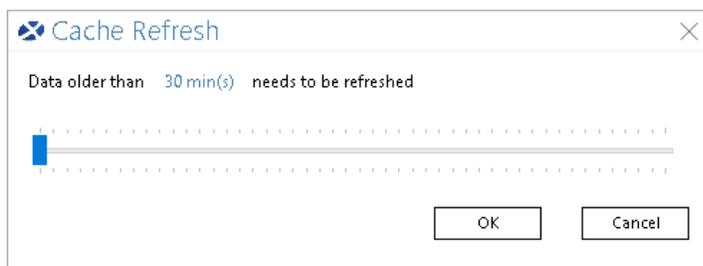


Smart Data Cache Management



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.

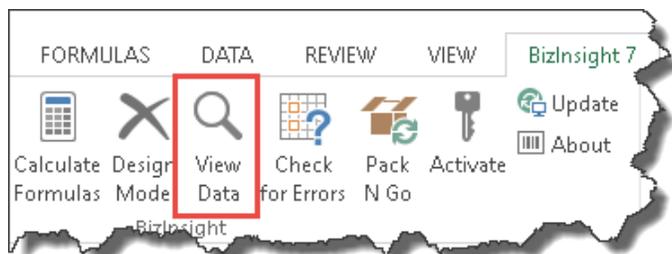
BizInsight checks the timestamp of the currently cached data against a user-defined refresh interval to determine whether it needs to be updated. If the data is older than the defined refresh interval, the service will update the data cache.



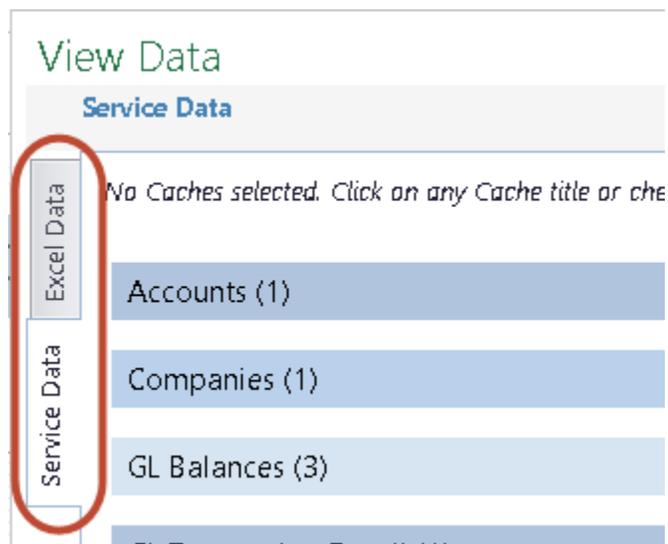
GL Transaction Detail (1)	
Name	GL Transaction Detail
Rows	16250
Cache Type	Serial
Created	12/19/2016 3:35:40 PM
Created For	Default_BizNet Sample Data

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 and 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 dropdown arrow.

The screenshot shows the 'View Data' dialog box with the following content:

Service Data

No Data Caches selected. Click on any Data Cache title to select. [Select All](#)

Local Data

- Companies (1)

Service Data

- Year and Periods (1)
- GL Balances (2)** (highlighted with a red circle)

For each 'GL Balances' cache, the following information is displayed:

Name	GL Balances
Rows	1263
Cache Type	Serial
Created	7/1/2016 6:21:00 AM
Created For	Default_BizNet GL

Check for new Data: Yes

CompanyCode='BNE'
FiscalYear='2015'

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.



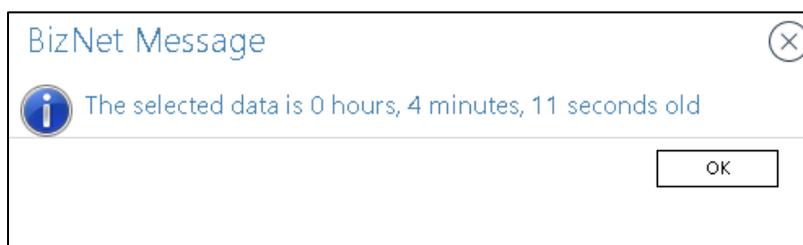
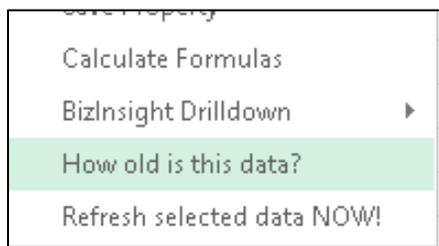
Note

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.

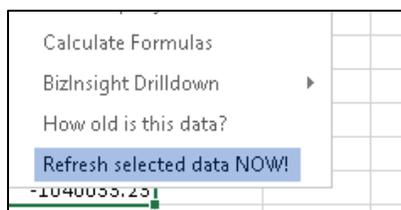
For more details on data cache management, see [Adjusting Data Cache Management](#).

Right-click Menu Options

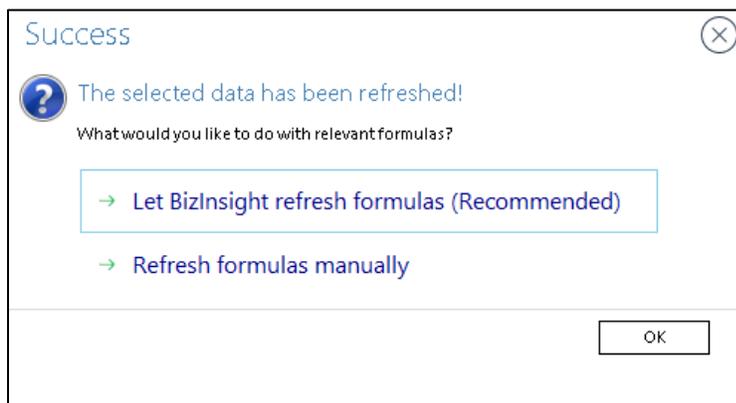
BizInsight provides additional data cache management right-click menu options for functions. The **How old is this data?** right-click option will return the age of the data cache used by the function.



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

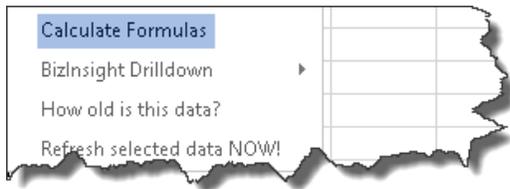


When using the **Refresh selected data NOW** option, the following prompt will display after the data cache is refreshed. Choosing the recommended option ensures that all formulas are recalculated with the updated data set.

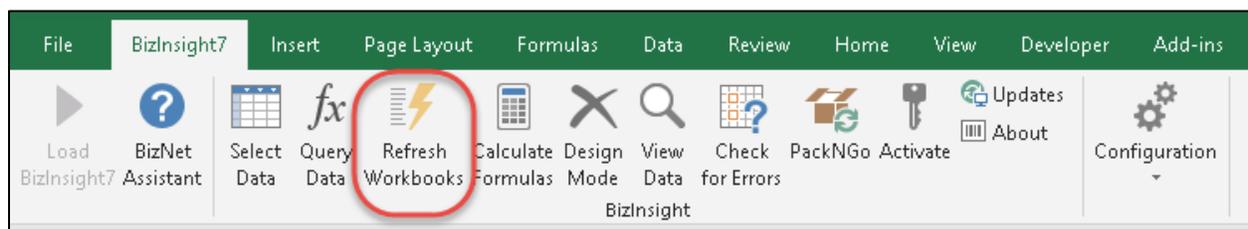


Refreshing Reports

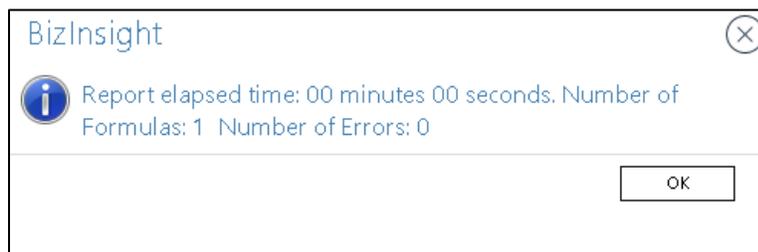
To refresh all functions in an existing report, right-click anywhere in the report and choose **Calculate Formulas**.



To refresh all functions and tables 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:

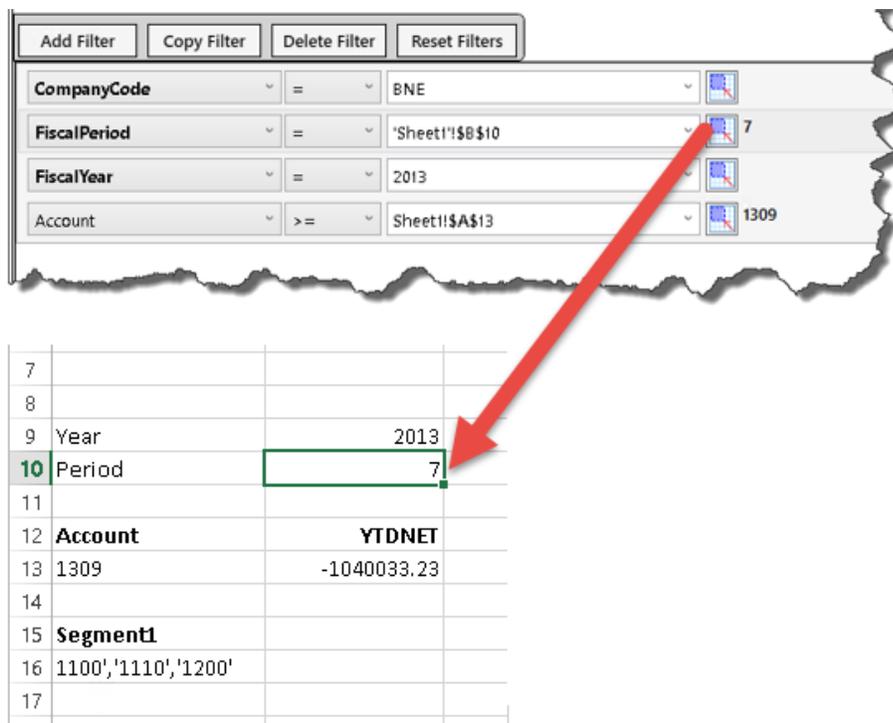


Cell Referencing

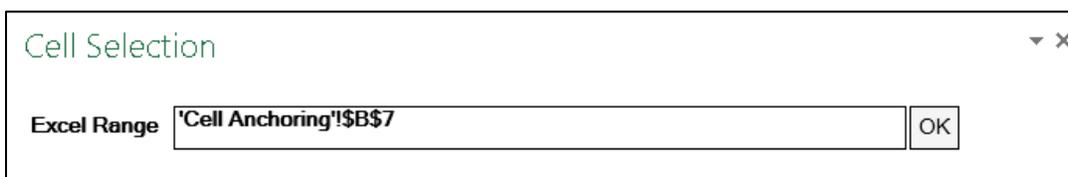
Input parameters that are expected to change often (such as company, period or year) should be placed in cells in your worksheet and references to those cells used in the BizInsight functions. Using cell references for your parameters makes your BizInsight report more flexible and re-usable.

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.



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



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:

	A	B	C	D
1				
2	Company	BNE		
3	Year	2013		
4				
5				
6	Segment1	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
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\$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



Note

If anchoring while cell referencing, make certain your cursor 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				
6	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 Filter	Reset Filters
CompanyCode	=	'Cell Anchoring'!\$B\$2	BNE
FiscalYear	=	'Cell Anchoring'!\$B\$3	2013
FiscalPeriod	=	'Cell Anchoring'!B\$6	7
Segment1	=	'Cell Anchoring'!\$A7	1100



Note

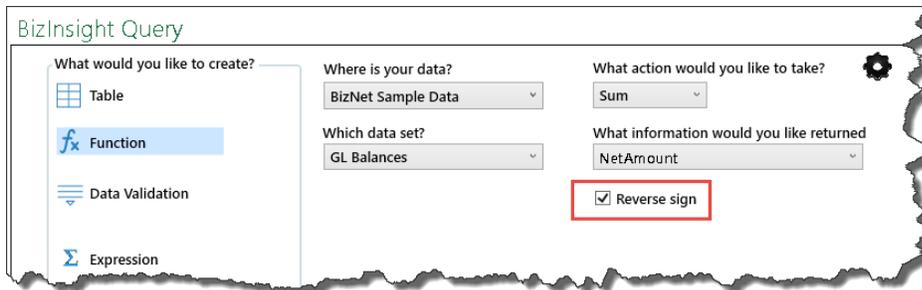
If cell referencing is used to anchor cells, make certain the cursor is in the Cell Selection text box before pressing F4.

Cell Selection ▼ ×

Excel Local Range

Adjusting the Sign of Data

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



=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.

⊖=BizSuperFunc("BizNet GL","GL Balances Year to Date","Sum(NetAmount)","@CompanyCode|=" & ",@FiscalYear|=" & ",@FiscalPeriod|=","BNE","2013","7")*-1

	A	B	C	D	E	F	G	H	I
1	Company	BN	Calibri	11	A	\$	%		
2	Year	201	B	I					
3	Period								
4	YTDNET	-105188							
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									

Drilldown is missing

BizInsight Properties

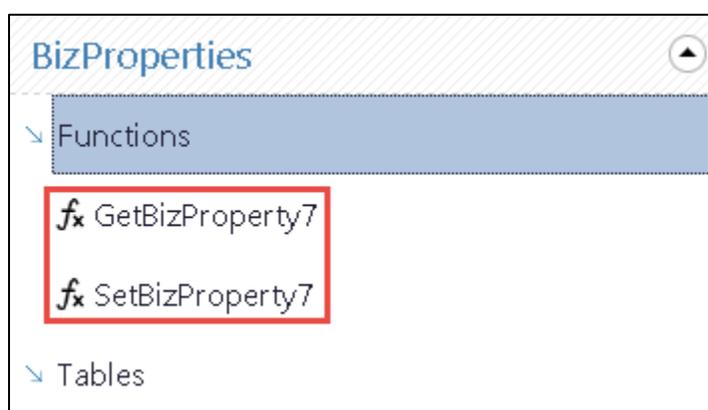
BizInsight comes with two built-in functions that can be used to store and retrieve frequently used values for easy reference across workbooks.



IMPORTANT

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:



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.

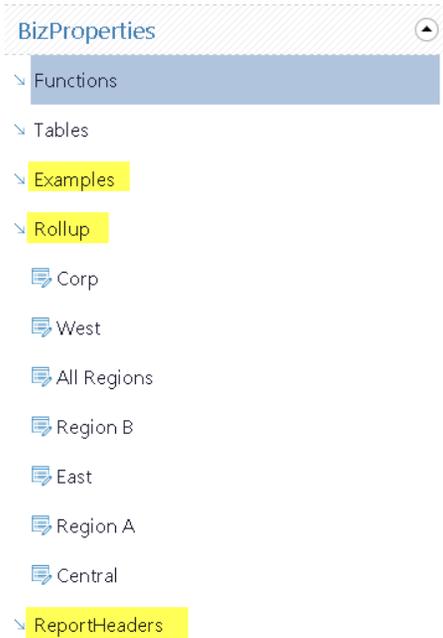


Note

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:

Field Name	Purpose										
Property Name	<p>Assign a name to the property that describes its purpose.</p> <p>Properties are great for department or location rollups. For example:</p> <table border="1"> <thead> <tr> <th>PropertyName</th> <th>PropertyValue</th> </tr> </thead> <tbody> <tr> <td>All Regions</td> <td>[(Segment2 IN ('00', '10', '20', '30', '40'))]</td> </tr> <tr> <td>Corp</td> <td>[(Segment2 = '00')]</td> </tr> <tr> <td>Region A</td> <td>[(Segment2 IN ('10', '30'))]</td> </tr> <tr> <td>Region B</td> <td>[(Segment2 IN ('20', '40'))]</td> </tr> </tbody> </table>	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'))]
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'))]										
Property Version	<p>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.</p>  <p>Another example where Property Version can be helpful is if you have two different charts of account to represent. The charts can be organized by company.</p>										

Creating Properties

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.

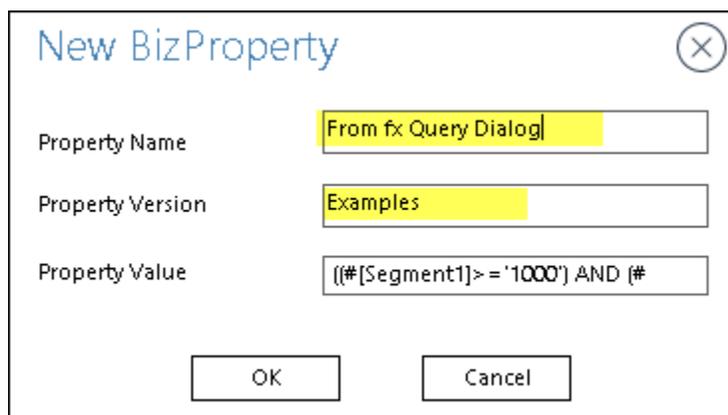
To save a Property using the **BizInsight Query** dialog, create your Expression and then click the **Save** button:



IMPORTANT

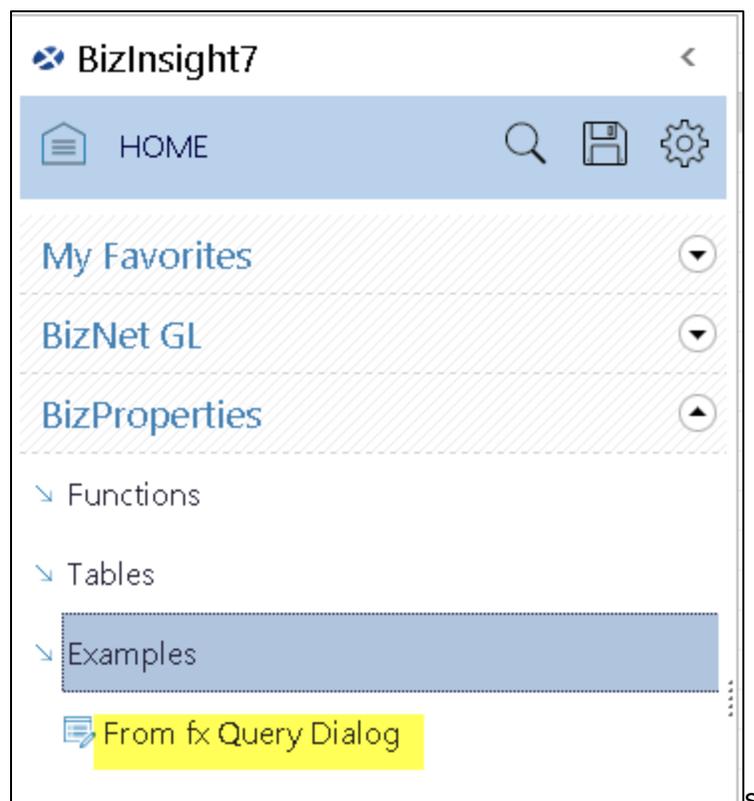
The **Save** button is only present when a Connector is installed. If the workstation only has BizInsight 7 installed, this button is not present.

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



The image shows a dialog box titled "New BizProperty" with a close button in the top right corner. It contains three input fields: "Property Name" with the text "From fx Query Dialog", "Property Version" with the text "Examples", and "Property Value" with the text "[#[Segment1]>='1000'] AND (#". At the bottom, there are two buttons: "OK" and "Cancel".

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

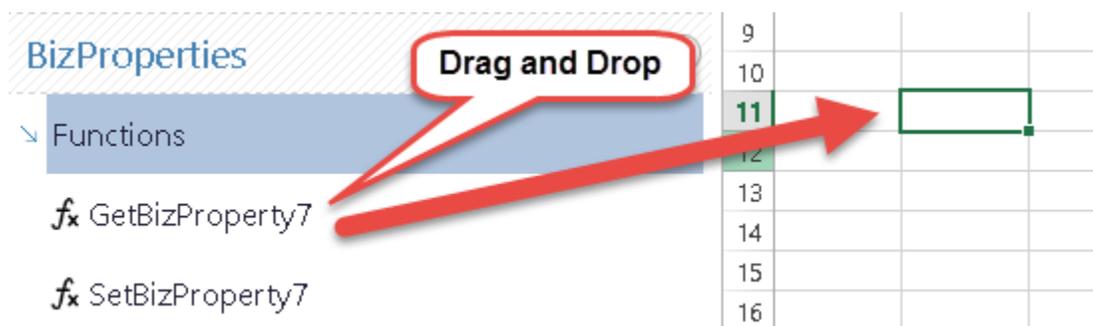


Notice that the Property is located under its Property Version in the Navigation Pane.

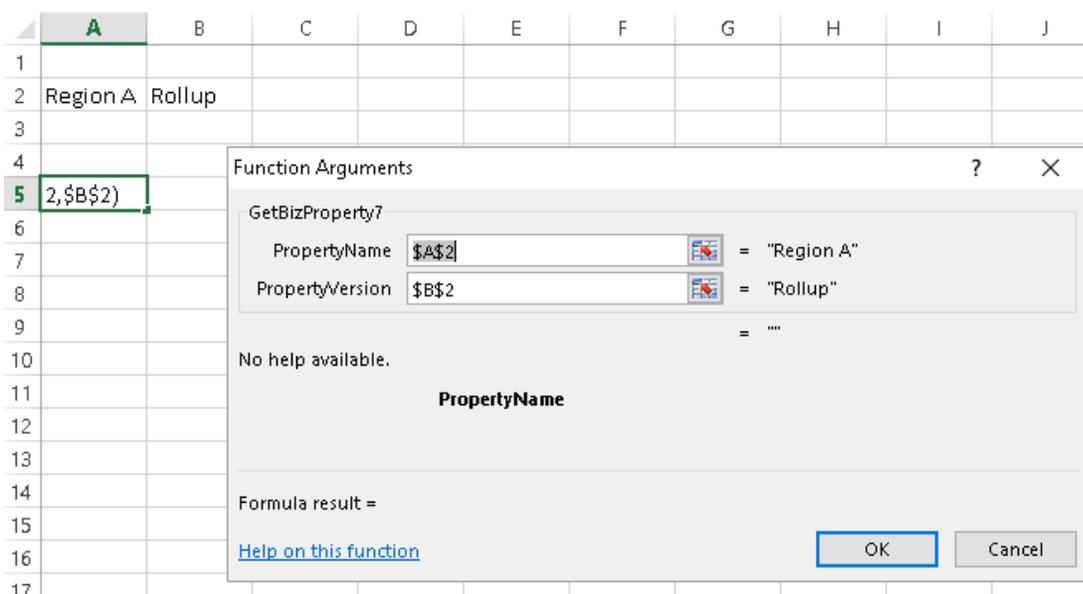
Retrieving Properties

Once a Property has been created, use the **GetBizProperty7** function to retrieve it.

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

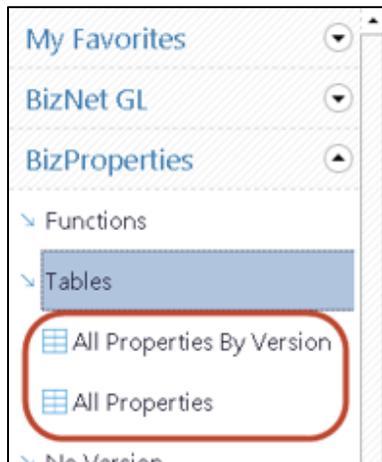


2. Type in a PropertyName and, if applicable, a PropertyVersion. Or, best practice, point to cells containing those values.



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.



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.

All Properties with
PropertyVersion="Rollup"

1	PropertyName	PropertyVersion	PropertyValue
2	All Regions	Rollup	[(Segment2 IN ('00', '10', '20', '30','40'))]
3	Central	Rollup	[(Segment2 = '30')]
4	Corp	Rollup	[(Segment2 = '00')]
5	East	Rollup	[(Segment2 = '10')]
6	Region A	Rollup	[(Segment2 IN ('10', '30'))]
7	Region B	Rollup	[(Segment2 IN ('20', '40'))]
8	West	Rollup	[(Segment2 = 20)]
9			
10			
11			

2. All Properties

This analysis will return all existing Account Definitions

	A	B	C
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	[(Segment2 IN ('00', '10', '20', '30','40'))]
16	Central	Rollup	[(Segment2 = '30')]
17	Corp	Rollup	[(Segment2 = '00')]
18	East	Rollup	[(Segment2 = '10')]
19	Region A	Rollup	[(Segment2 IN ('10', '30'))]
20	Region B	Rollup	[(Segment2 IN ('20', '40'))]
21	West	Rollup	[(Segment2 = 20)]
22			

Property Known Issues

1. 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 [Creating Expressions](#) for instructions.

	A	B	C	D	E
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:

The screenshot displays the BizInsight Query interface. On the left is a table with columns A and B. The table contains the following data:

	A	B
1	Company	BNE
2	Year	2013
3	Period	12
4		
5	Account Begins With	
6	1*	\$ 106,431.43
7	2*	18,271.42
8	3*	-
9	4*	(382,501.94)
10	5*	269,213.32
11	6*	-
12	7*	-
13	8*	(11,414.23)
14	9*	-
15		\$ 0.00

On the right is the BizInsight Query configuration panel. It includes the following sections:

- What would you like to create?**
 - Table
 - Function** (selected)
 - Data Validation
 - Expression
- Where is your data?** BizNet Sample Data
- What action would you like to perform?** Sum
- Which data set?** GL Balances
- What information would you like to display?** NetAmount
- Reverse sign

Below the configuration panel are buttons: Add Filter, Copy Filter, Delete Filter, and Reset Filters. The filter configuration table is as follows:

Field	Operator	Value	Source
CompanyCode	=	'Sheet1'!\$B\$1	BNE
FiscalYear	=	Sheet1!\$B\$2	2013
FiscalPeriod	=	Sheet1!\$B\$3	12
Segment1	LIKE	Sheet1!\$A6	1*

The filter configuration table is highlighted with a red border.

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.

Lists

When supplying a list of non-contiguous values to a function, there are three possible approaches:

- 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.

The screenshot shows the BizInsight Query configuration window. The query is titled 'BizInsight Query' and is set to create a 'Table' from 'BizNet Sample Data'. The action is 'Sum' and the data set is 'GL Balances'. The 'What information would you like returned' is 'NetAmount'. The 'Reverse sign' checkbox is unchecked. The query is configured with the following filters:

Field	Operator	Value
CompanyCode	=	'Available Values:\$B\$1' (BNE)
FiscalYear	=	'Available Values:\$B\$2' (2013)
FiscalPeriod	=	'Available Values:\$B\$3' (12)
Segment1	IN	Select All (List: 990, 1100, 1110, 1200, 1205, 1300, 1309)

The 'Segment1' filter dropdown is open, showing a list of values. The values 1100 and 1200 are selected, indicated by checkmarks and yellow highlights.

- Enter the values in individual cells and select those cells for the parameter.

The screenshot shows a spreadsheet with the following data in row 6:

	A	B	C	D	E	F	G	H	I	J	K
1	Company	BNE									
2	Year	2013									
3	Period	12									
4											
5					Amount						
6	SegtValue	1100	1200		(7,167.95)						

The BizInsight Query panel below the spreadsheet shows the following configuration:

- What would you like to create? Function
- Where is your data? BizNet Sample Data
- What action would you like to take? Sum
- Which data set? GL Balances
- What information would you like returned? NetAmount
- Reverse sign:

Filters:

- CompanyCode = Sheet!\$B\$1 BNE
- FiscalYear = Sheet!\$B\$2 2013
- FiscalPeriod = Sheet!\$B\$3 12
- Segment1 IN Sheet!\$B\$6:\$C\$6 1100,1200

- Create an expression and use the expression parameter. See Expressions for information on creating an expression.

The screenshot shows a spreadsheet with the following data in row 6:

	A	B	C	D	E	F	G	H	I	J	K
1	Company	BNE									
2	Year	2013									
3	Period	12									
4											
5					Amount						
6	SegtValue	{#[Segment1]IN ('1100','1200')}			(7,167.95)						

The BizInsight Query panel below the spreadsheet shows the following configuration:

- What would you like to create? Expression
- Where is your data? BizNet Sample Data
- What action would you like to take? Sum
- Which data set? GL Balances
- What information would you like returned? NetAmount
- Reverse sign:

Filters:

- CompanyCode = Expression!\$B\$1 BNE
- FiscalYear = Expression!\$B\$2 2013
- FiscalPeriod = Expression!\$B\$3 12
- Expression = Expression!\$B\$6 {#[Segment1]IN ('1100','1200')}

Ranges

To retrieve data for a range of accounts, use the \geq and \leq operators.

<input type="button" value="Add Filter"/> <input type="button" value="Copy Filter"/> <input type="button" value="Delete Filter"/> <input type="button" value="Reset Filters"/>			
CompanyCode	=	BNE	
FiscalYear	=	2013	
FiscalPeriod	=	3	
Segment1	\geq	1100	
Segment1	\leq	1200	

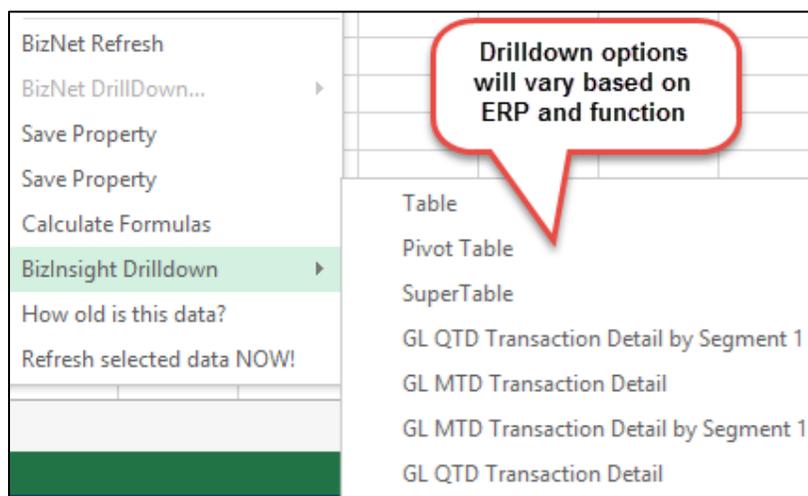
As with lists, the parameter values can be placed in cells and referenced instead of being hard-coded in the function:

<input type="button" value="Add Filter"/> <input type="button" value="Copy Filter"/> <input type="button" value="Delete Filter"/> <input type="button" value="Reset Filters"/>			
CompanyCode	=	'Sheet1'!\$B\$4	BNE
FiscalYear	=	'Sheet1'!\$B\$5	2013
FiscalPeriod	=	'Sheet1'!\$B\$6	1
Segment1	\geq	'Sheet1'!\$A\$11	1100
Segment1	\leq	'Sheet1'!\$A\$12	2400

Drilldown

BizInsight provides the ability to drilldown to view the records that comprise the amount being returned by the function in three different layouts as well as drilldown to transaction detail.

To drilldown on a function, right-click the function, select **BizInsight DrillDown** and select the desired drilldown target: Table, Pivot Table, SuperTable or Transaction Detail.



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

	A	B	C	D	E	F	G	H	I	J	K	L
1	Account	AccountD	AccountG	AccountG	AccountK	Beginning Company	Company	CreditAm	DebitAm	EndingBal	Fiscal	
2	130910000	Due from 1		Assets	335	16323.79	BNE	BizNet Ent	0	992.71	17316.5	
3	180900000	Investmer1		Assets	340	569114.3	BNE	BizNet Ent	0	11414.23	580528.5	
4	111000000	Money M&1		Assets	2	129423	BNE	BizNet Ent	0	0	129423	
5	160000000	Money M&1		Assets	15	0	BNE	BizNet Ent	0	0	0	
6	110010000	Cash-Che1		Assets	42	212618.2	BNE	BizNet Ent	-2.4E+07	23735971	194480.3	
7	120010000	Account R1		Assets	43	150712	BNE	BizNet Ent	-1747855	1752952	155808.8	
8	120510000	Allow. for1		Assets	44	-2408.97	BNE	BizNet Ent	-479.84	398.67	-2490.14	
9	131010000	Inventory 1		Assets	46	2148547	BNE	BizNet Ent	-9741907	9861910	2268551	
		Inventory		Assets		1209.42	BNE	BizNet Ent	-77753	146		

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

Row Labels	Sum of NetAmount
BNE	106431.43
1100	-17119.3
2013	-17119.3
12	-17119.3
1110	0
2013	0
12	0
1200	9951.35
2013	9951.35
12	9951.35
1205	-149.25
2013	-149.25
12	-149.25
1309	992.71
2013	992.71
12	992.71
1310	108452.05
2013	108452.05

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.

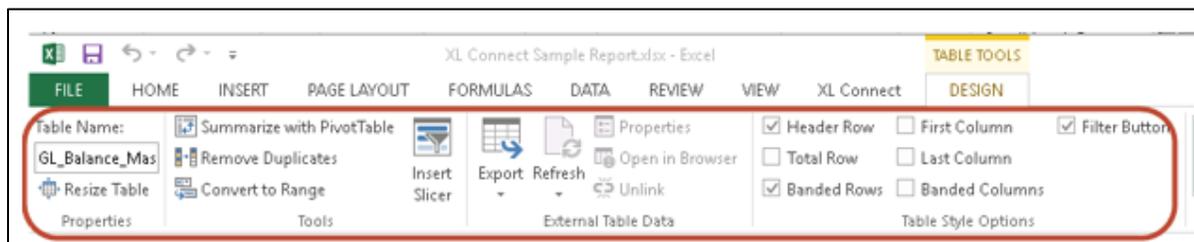
To add a field to a row, column or the values section, select the field from the top pane and drag it into the appropriate lower quadrant of the Pivot Table Field List.

The screenshot shows the BizInsight7 interface with an Excel PivotTable on the left and the PivotTable Fields task pane on the right. The PivotTable has 'Row Labels' and 'Sum of NetAmount' columns. The task pane lists various fields, with 'CompanyCode' checked. A red arrow points from 'CompanyCode' to the 'ROWS' section of the task pane, which currently contains 'CompanyCode' and 'Segment1'. The 'VALUES' section contains 'Sum of NetAmount'. The 'FILTERS' and 'COLUMNS' sections are empty.

IMPORTANT

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

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



	A	B	C	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
3	1.809E+10	Investment in B	1	Assets	340	569114.3	BNE
4	1.11E+10	Money Market (1	Assets	2	129423	BNE
5	1.6E+10	Money Market (1	Assets	15	0	BNE
6	1.1E+10	Cash-Checking-I	1	Assets	42	212618.2	BNE

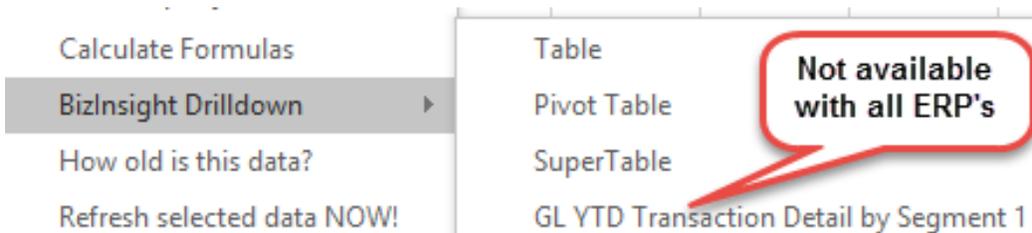
When drilling down on a function, the drilldown data will be placed in a new Excel worksheet named "DrillDown (n)", "PivotTable(n)" or "SuperTable(n)" depending on which drilldown target was selected.



Note

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

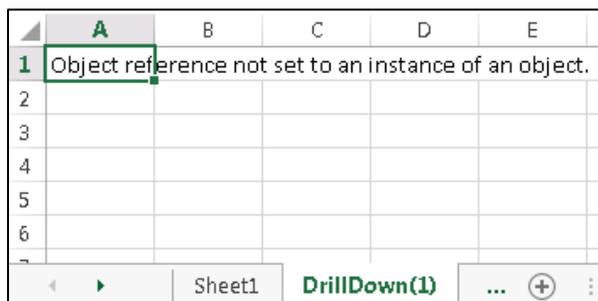
Drilldown to transaction detail is restricted to viewing the transaction detail for a specific period. For some ERPs drilldown to transaction detail for multiple periods on a YTD function is available but in these cases, there is usually an additional requirement that the data be filtered on the natural account parameter (Segment1 or MainAccountCode) to reduce the amount of data being retrieved. This restriction is to ensure optimal performance for users. As an example, a YTD function may have the following drilldown options:



Notice the by 'Segment 1' on the transaction detail entry. This means that this drilldown is available only for a single natural account segment value or a list of natural account segment values.

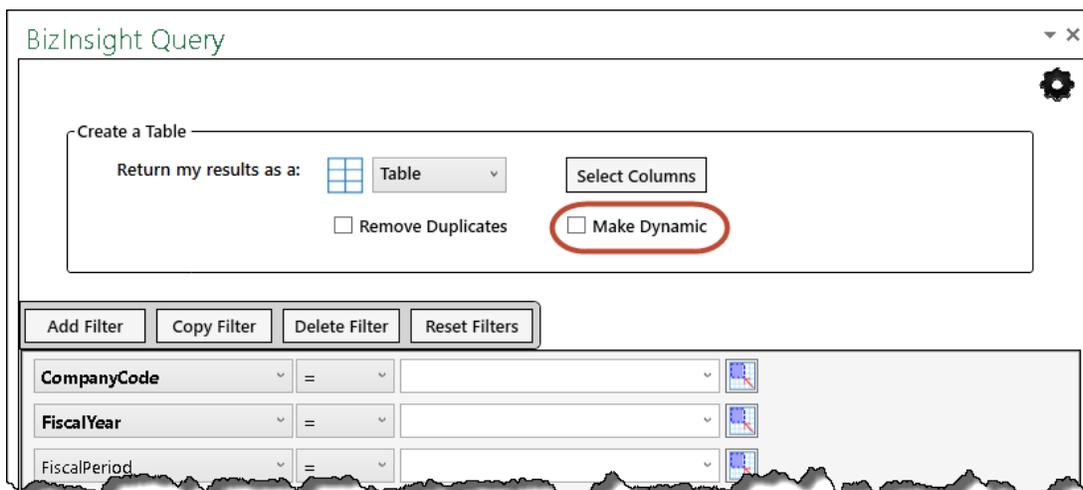
**IMPORTANT**

The 'By' drilldown option will not work if a range of account values, wildcards or a complex expression is used for the natural account segment. The follow error will occur using a 'By' drilldown option with a range or complete expression for the natural account segment:



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.





Reminder

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.

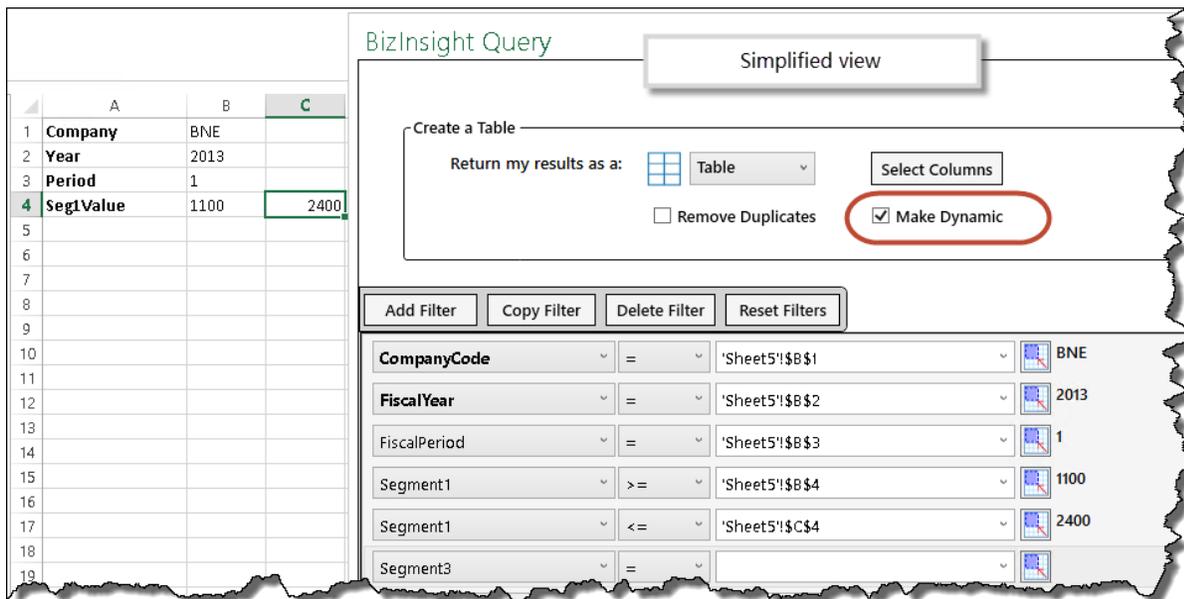


In the below example, a Table retrieving balances for a range of Segment1 values is being added to a workbook with the Make Dynamic option selected.



IMPORTANT

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



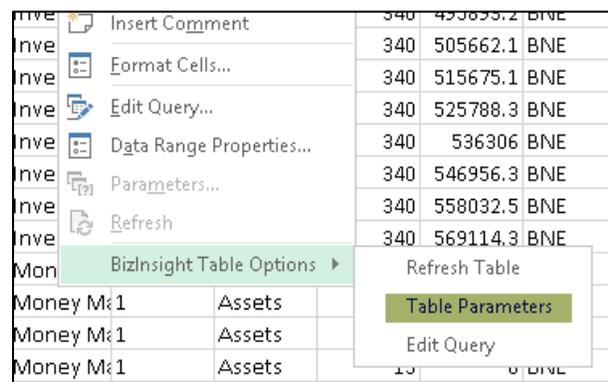
Notice the **expression** that has been added above the table. If any of the filter parameters are changed and the Table is refreshed, the Table will update to reflect the new data.

= "@CompanyCode=" & Sheet5!\$B\$1 & "" | @FiscalYear=" & Sheet5!\$B\$2 & "" | (#[FiscalPeriod]=" & Sheet5!\$B\$3 & "" AND #[Segment1] >=" & Sheet5!\$B\$4 & "" AND #[Segment1] <=" & Sheet5!\$C\$4 & "")"

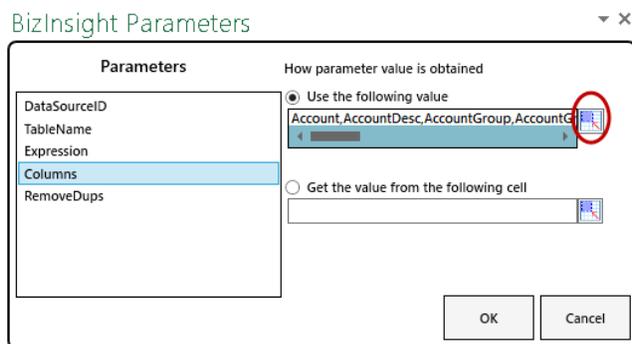
	A	B	C	D	E	F	G	H	I	J	K	L
1	Company	BNE										
2	Year	2013										
3	Period	1										
4	Seg1Value	1100	2400									
5												
6												
7	@CompanyCode='BNE' @FiscalYear='2013' (#[FiscalPeriod]='1' AND #[Segment1] >='1100' AND #[Segment1] <='2400')											
8												
9	CompanyCode	Segment1	Segment2	Segment3	Account	AccountD	Company1	AccountG	AccountG	FiscalYear	FiscalPeri	Beginning D
10	BNE	1309	1000	000	13091000C	Due from	BizNet En1	Assets	Assets	2013	1	7138.59
11	BNE	1809	0000	000	18090000C	Investmer	BizNet En1	Assets	Assets	2013	1	456078.9
12	BNE	1110	0000	000	11100000C	Money M	BizNet En1	Assets	Assets	2013	1	129423
13	BNE	1000	0000	000	16000000C	Money M	BizNet En1	Assets	Assets	2013	1	

Removing Extra Columns

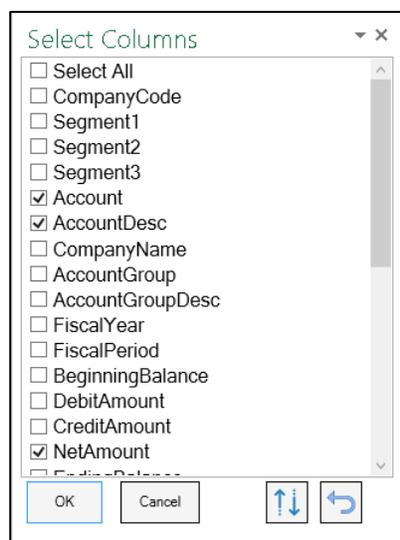
In the event, the columns displayed in a table need to be changed after it has been added to a report, right-click anywhere in the table and choose **BizInsight Table Options > Table Parameters**.



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



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.

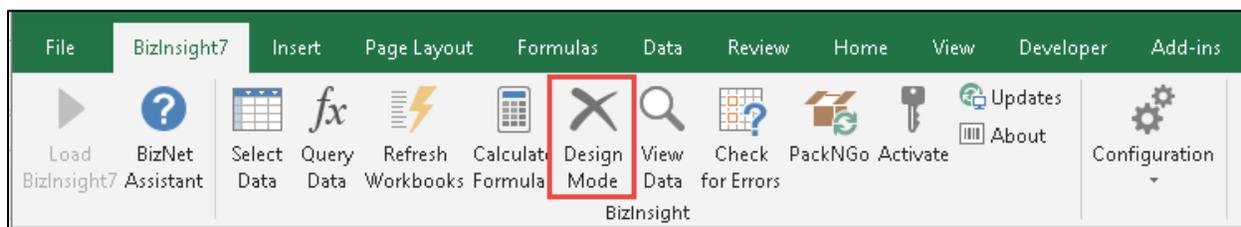


	A	B	C	D
1	Company	BNE		
2	Year	2013		
3	Period	1		
4	Seg1Value	1100	2400	
5				
6				
7	@CompanyCode='BNE' @FiscalYear='2013' #[FiscalPeriod]='1' AND #[Segment1]			
8				
9	Account	AccountDesc	NetAmount	
10	13091000000	Due from BNC	717.16	
11	18090000000	Investment in BNC	8887	
12	11100000000	Money Market (Short-Term)-BizNet Ent	0	

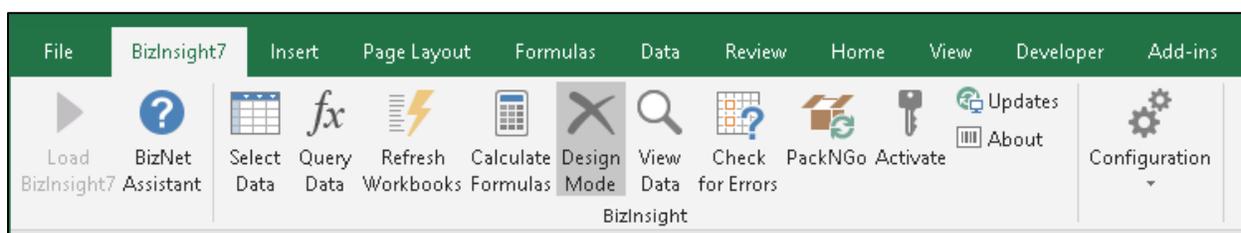
Design Mode

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.

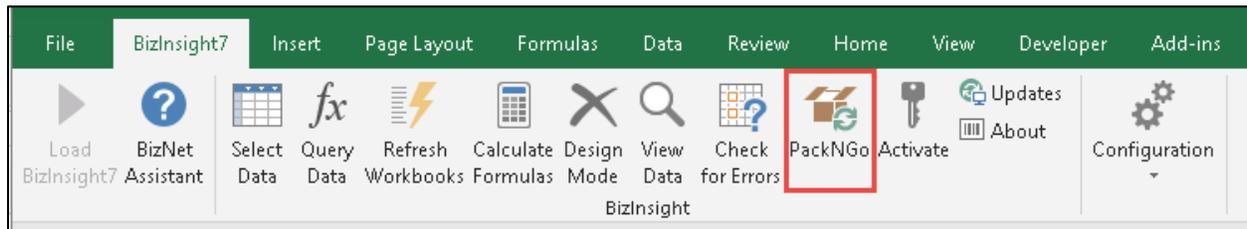


When BizInsight is in Design Mode, the **Design Mode** button will be highlighted as shown below:



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!**

PackNGo



PackNGo 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.



Note

The user producing the PackNGo report must have BizInsight 7 with a Connector installed. The PackNGo option does not display on the BizInsight 7 ribbon when BizInsight 7 is the only product installed.

To use the PackNGo 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.

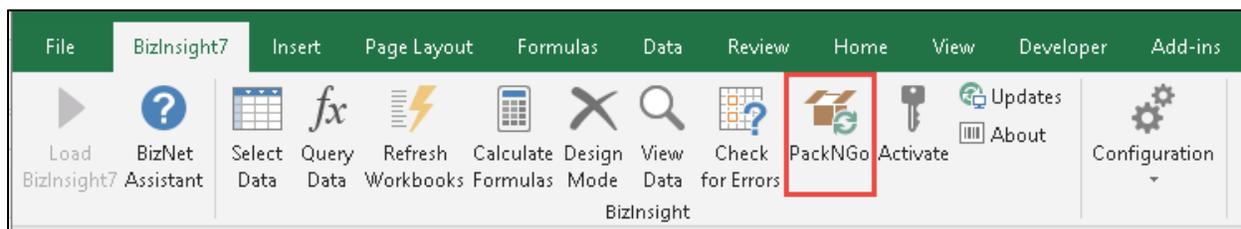
	A	B	C	D	E
1	BNE				
2	2013				
3	1				
4					
5					
6		MTD	YTD		
7	1309	717.16	14,994.34		
8	1809	8,887.00	921,044.82		
9	5050	30,074.00	30,074.00		
10	5500	6,910.00	6,910.00		
11	5650	999.00	999.00		
12	5100	5,155.00	5,155.00		
13	5225	3,024.00	3,024.00		
14	5240	1,237.00	1,237.00		

Basic Transactions (+)

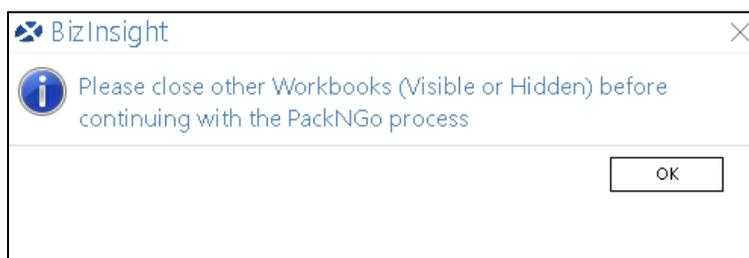


Users must explicitly reference the parameter value with a SuperFunction or Table, within the workbook, or else the cache does not transfer.

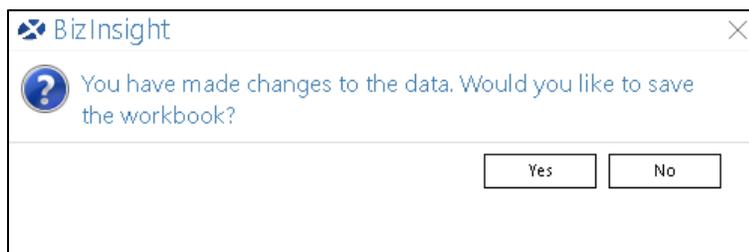
- Click on the **PackNGo** button on the BizInsight ribbon.



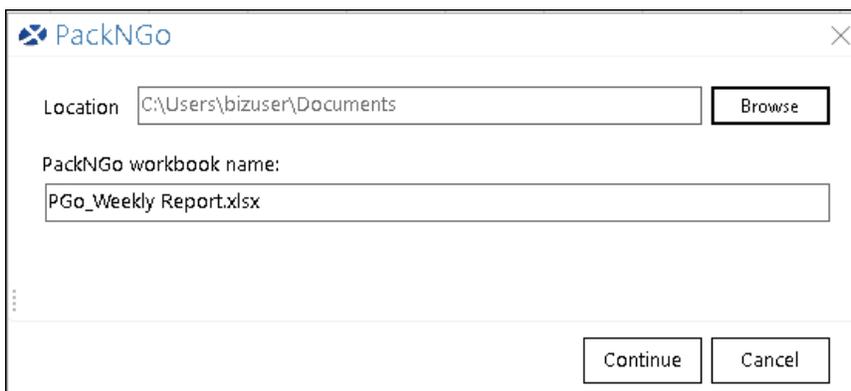
If other workbooks are open, the following message will display. Click **OK** and close all other open workbooks and then click on the PackNGo button again.



- If the workbook has not been saved the following message will appear. Click **Yes** to save.



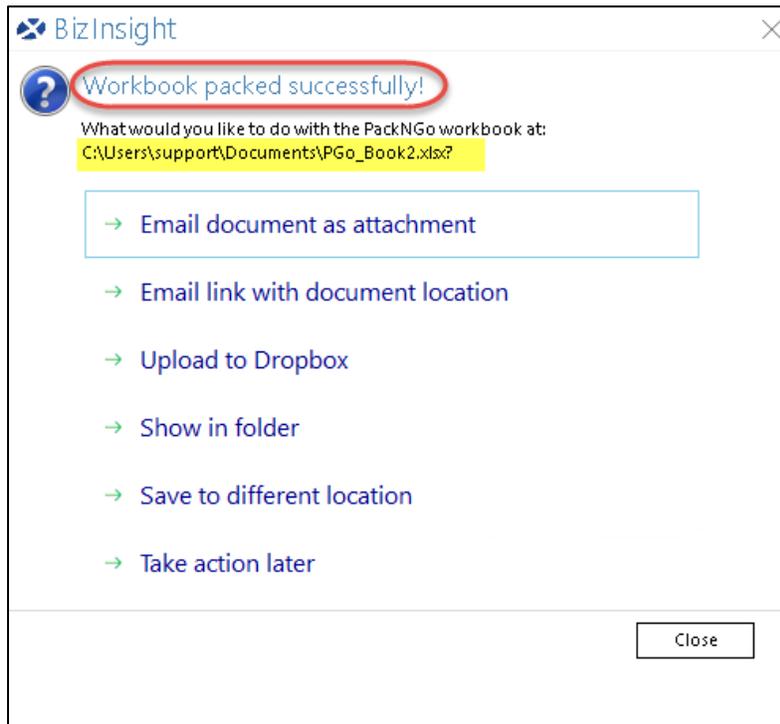
- The **PackNGo** dialog will open.



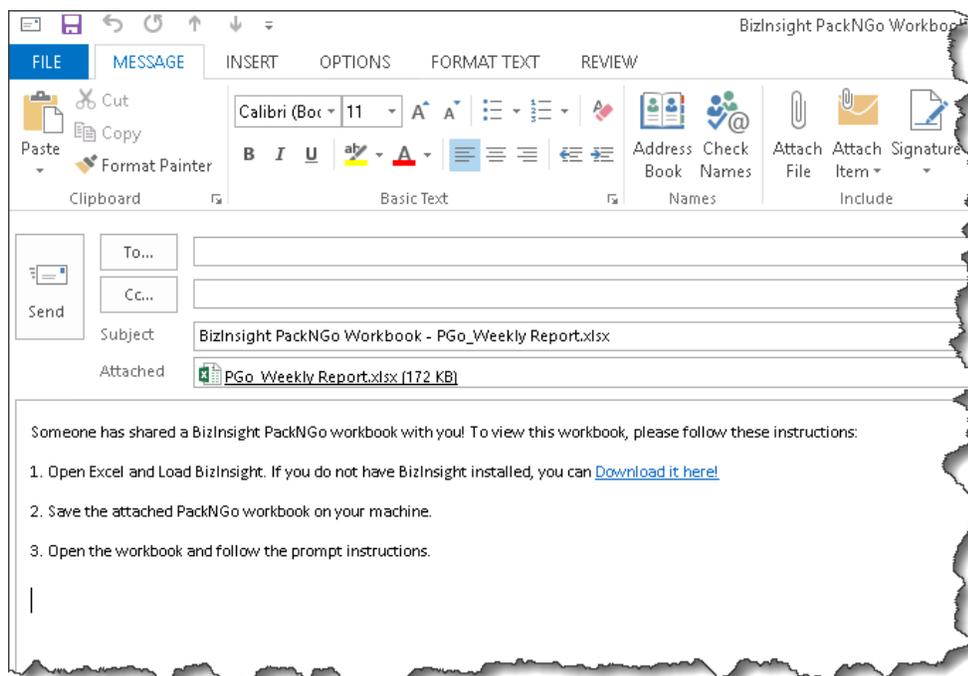
For the **Location** field, enter the path to which you would like to save the PackNGo output file.

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

- The Distribution Menu dialog will open when the packing process is complete and provides several distribution options.

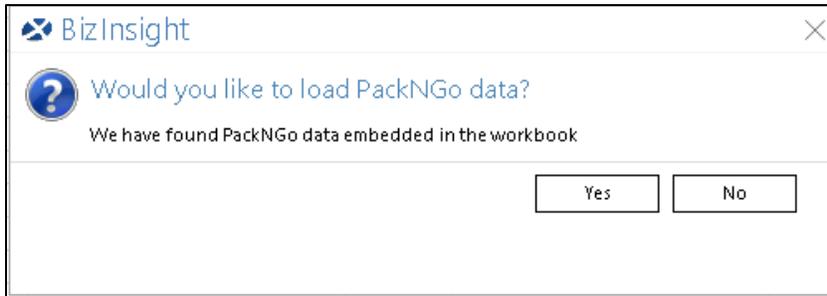


Email Document as attachment: This option will create an email with a default subject and the workbook attached. Any BizInsight user can open this PackNGo workbook. Non-BizInsight users need to follow the steps that are provided in the email to download and install BizInsight 7.

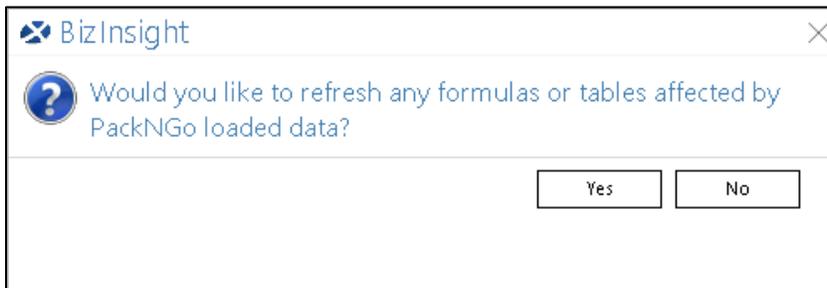


The following dialog will appear when the recipient opens the attached Pack-N-Go workbook.

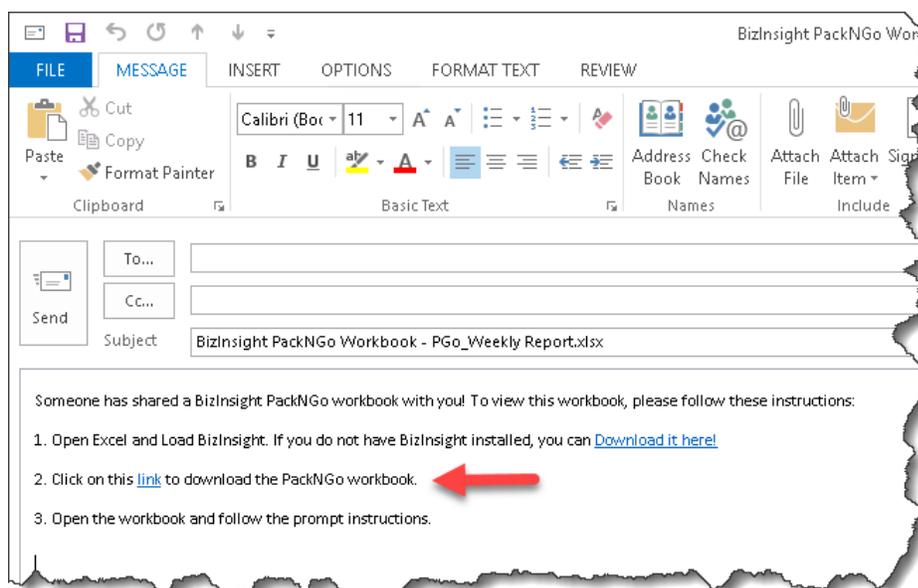
Click **Yes**



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



Email Link with Document Location: An email will open with a default subject and instructions for accessing the PackNGo workbook. Any BizInsight user can click the link to download the workbook, (Step 2), after they have loaded BizInsight. Non-BizInsight users need to follow the steps that are provided in the email to download and install BizInsight 7.



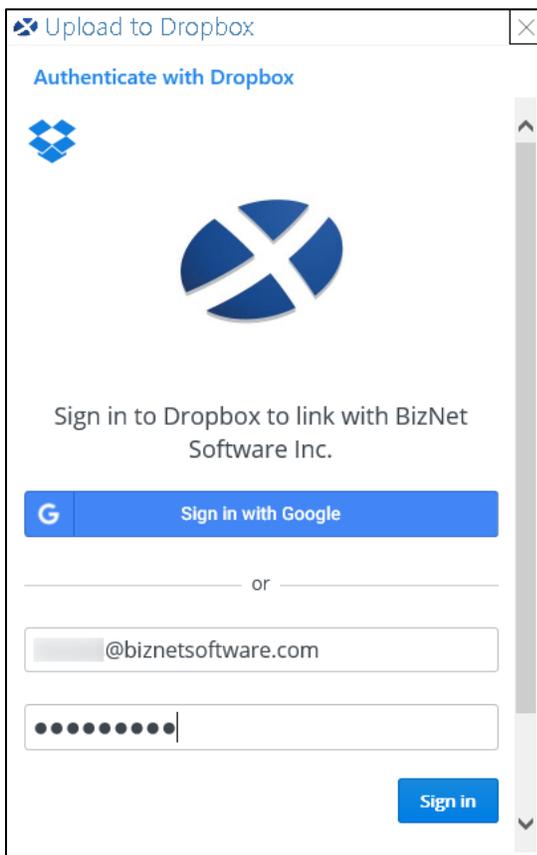
 **IMPORTANT**

When using this option, be sure to save the PackNGo workbook to a directory the recipients can access.



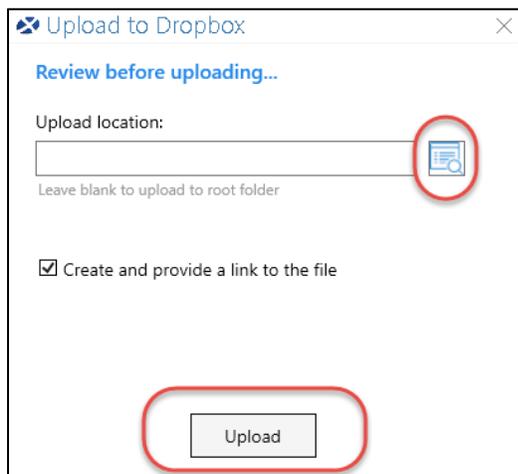
The screenshot shows a PackNGo configuration window with a white background and a blue header. The PackNGo logo is in the top left. Below it, there is a 'Location' field containing the text '\\SERVER2012-LD\Reports', which is highlighted in yellow. To the right of this field is a 'Browse' button. Below the location field is the text 'PackNGo workbook name:' followed by a text input field containing 'PGo_Weekly Report.xlsx'.

Upload to Dropbox: **Users must have a Dropbox account to use this functionality.** You can authenticate your Dropbox account via a Microsoft Outlook account or a Gmail account.



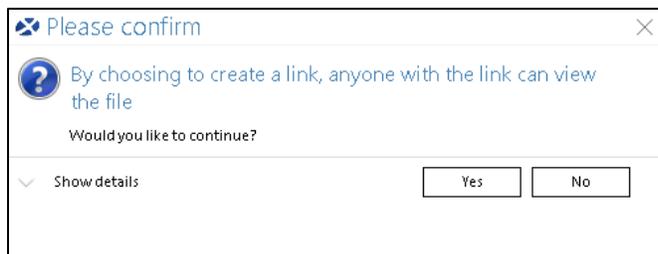
The screenshot shows a 'Upload to Dropbox' dialog box. At the top, it says 'Authenticate with Dropbox' with the Dropbox logo. Below that is a large BizNet Software Inc. logo. The text reads 'Sign in to Dropbox to link with BizNet Software Inc.'. There are two main options: 'Sign in with Google' (with a Google 'G' icon) and a text input field for an email address (pre-filled with '@biznetsoftware.com'). Below the email field is a password field with masked characters. A 'Sign in' button is at the bottom right.

Browse to the file location in Dropbox or, if left blank, it will upload to the root folder. Then click **Upload**.

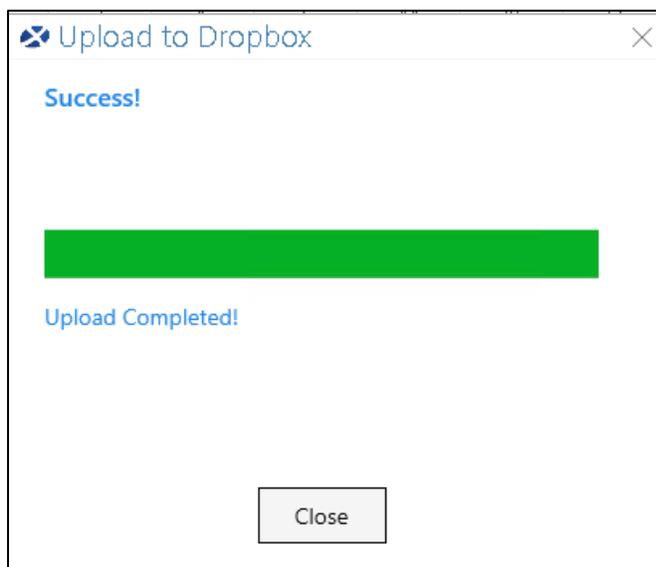


If you check the 'Create and provide a link to the file' box you will receive the following conformation:

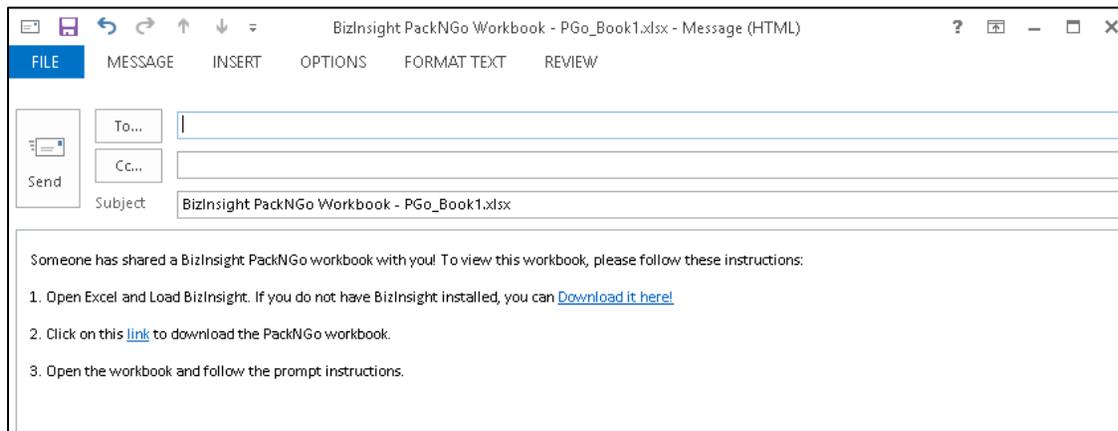
Choose **Yes** to create a link from your PackNGo workbook to your Dropbox account.



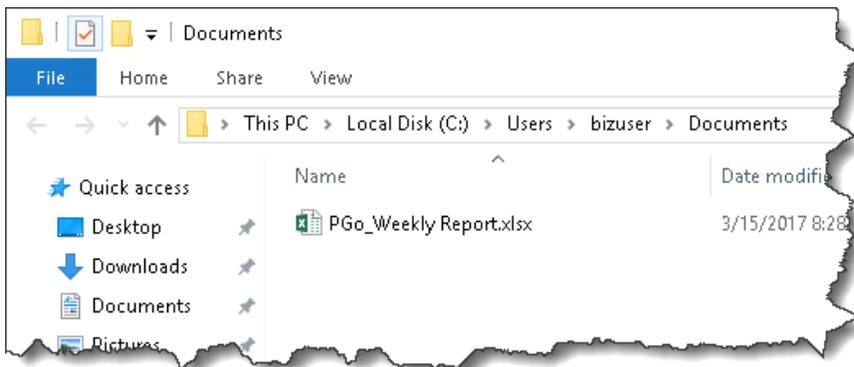
A dialog box will appear indicating the PackNGo workbook was uploaded to Dropbox successfully.



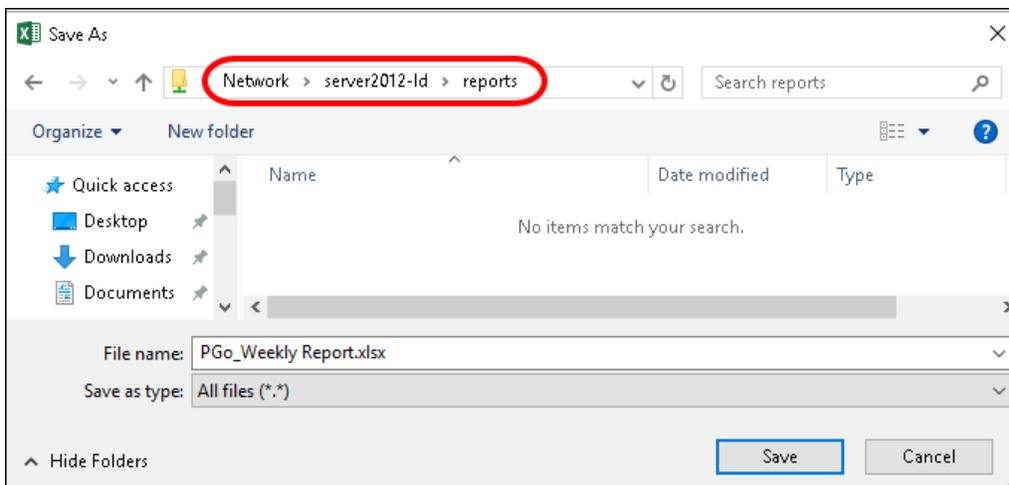
In addition, an Outlook email will be auto-created for you to address and send to the intended recipient(s). The email contents instruct the recipients on how to download the PackNGo workbook.



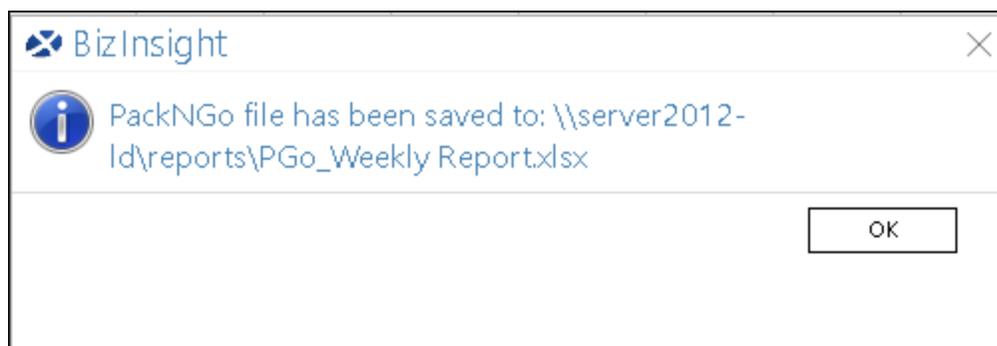
Show in Folder: A Windows Explorer window will open, navigated to the directory to which the PackNGo workbook was saved.



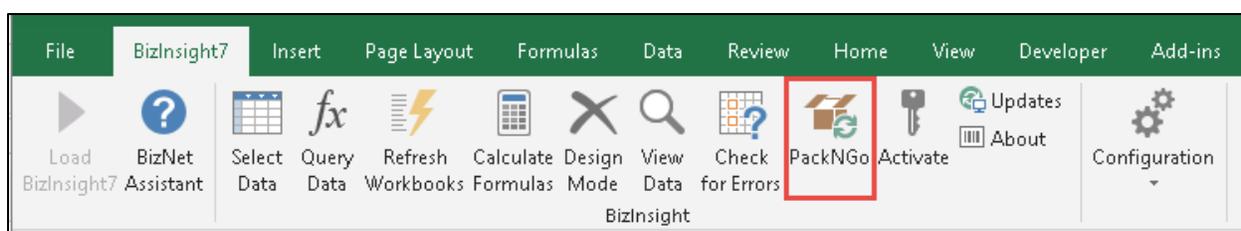
Save to a Different Location: This option allows you to browse to a location of your choice and save your workbook.



Click **OK**



Take Action Later: Closes the Distribution menu. To re-display the Distribution menu, click the PackNGo button again to repack the workbook.



Note

BizBroadcast has been updated to support the PackNGo feature.

PackNGo and BizBroadcast

A PackNGo workbook contains data that has been requested by the Functions and Tables in the workbook. It is common for a report design to use data validation lists of valid values. PackNGo will not include data for parameter values in these data validation lists unless that value is referenced by a Function or Table in the workbook. Therefore, users will have to ensure that every variation of the data is referenced by a Function or Table object in the workbook. A quick method for accomplishing this is to create a new worksheet in the workbook, create a Function for every parameter value, and hide the worksheet.

The BizBroadcast Tabbed Parameter capability provides another method for ensuring all variations of parameter values are represented in a PackNGo workbook. For example, in the situation where a user desires to send data for several Fiscal Years, the BizBroadcast Tabbed Parameters capability will substitute each Fiscal Year value, refresh the workbook automatically and ensure that the distributed PackNGo workbook contains all of the Fiscal Year data so the recipient can select different Fiscal Years and review the different data variations.

Distributing Reports to non-BizInsight Users

When non-BizInsight users 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:

- Send the recipient a PackNGo version of the workbook. They will need BizInsight 7 but will not need a connection to the ERP system.
- 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

In addition to the pre-defined Functions and Tables that retrieve data from your ERP system, BizInsight 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:

The screenshot shows the 'Select Data' dialog box with the following content:

Select Data (Title bar)

Where is your data?

Select a range of cells

'Sheet1!\$A\$7:\$AL\$1329' (Text box)

Name your selection

USA_Balances_1 (Text box)

Create as a table

Or

Select an existing range Name (Dropdown menu)

Select an existing table (Dropdown menu)

Back Next Cancel (Buttons)

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

Name your selection

Create as a table

Or

Select an existing range Name

USA_Balances_1

Back Next Cancel

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.



Note

Make sure to include Column Headers.

Select Data

Where is your data?

Select a range of cells

Name your selection

Create as a table

Or

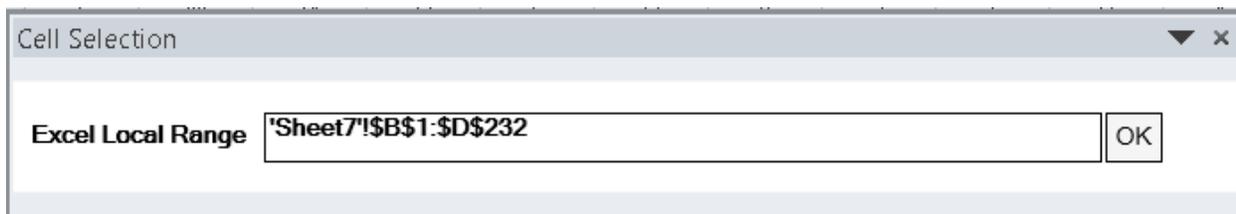
Select an existing range Name

Select an existing table

Back Next Cancel

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

Click **OK**.



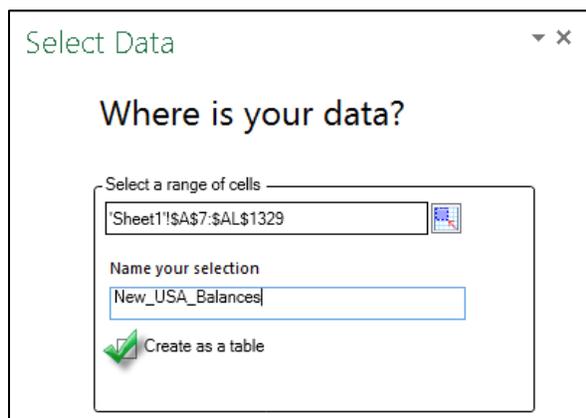
Give your range a name so you can refer to it later. This name will be referenced in all Functions and Lists created by BizInsight. BizInsight supports multiple data cache items.



Note

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.




IMPORTANT

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.



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.

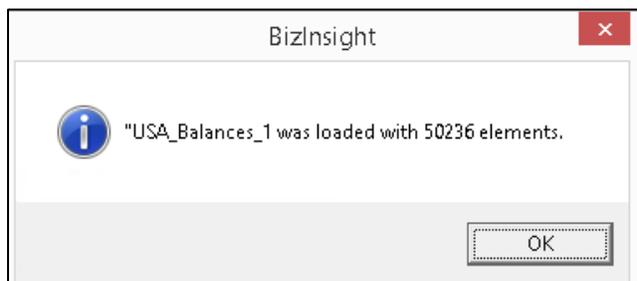
Column Name	Format
Company	Text
FiscYear	Text
FiscPer	Number
FiscQTR	Number
AcctGroupID	Text
AcctTypeID	Text
GLAcctNo	Text
FormattedGLAcctNo	Text
Segment1	Text

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.



Notice there are two existing Range Names saved to memory.

Select Data ▼ ×

Where is your data?

Select a range of cells _____

Name your selection

Create as a table

Or

Select an existing range Name

New_USA_Balances

USA_Balances_1

Back

Next

Cancel

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.



Note

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

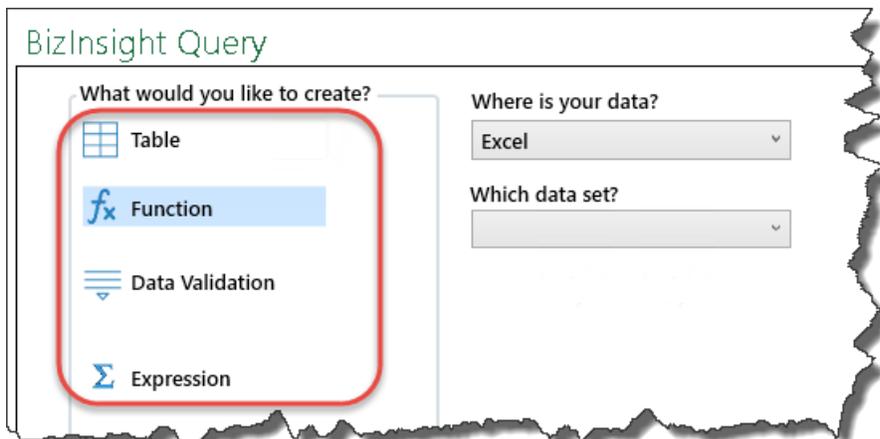
Declaration Section

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

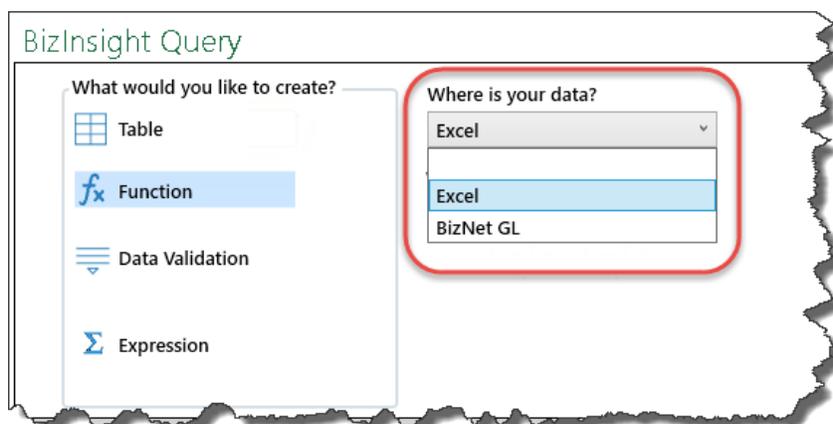
Functions return data to a single cell, representing a calculated value; an answer.

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

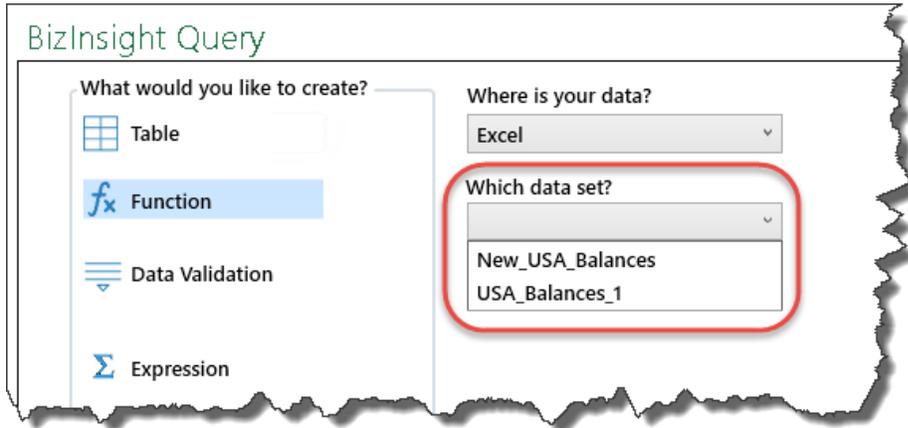
Expression - is a combination of some or all of the following: built-in or user-defined functions, identifiers, operators, and constants that evaluates to a single value.



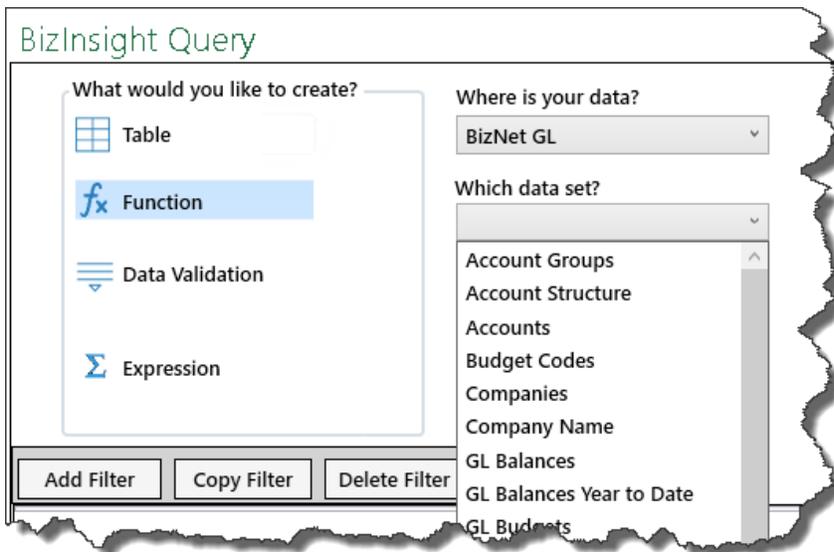
If you want to use data from your ERP system, change the **Where is Your Data** drop down to "BizNet GL". Otherwise, use "Excel" for data you've added to your workbook from a source other than Biznet.



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.

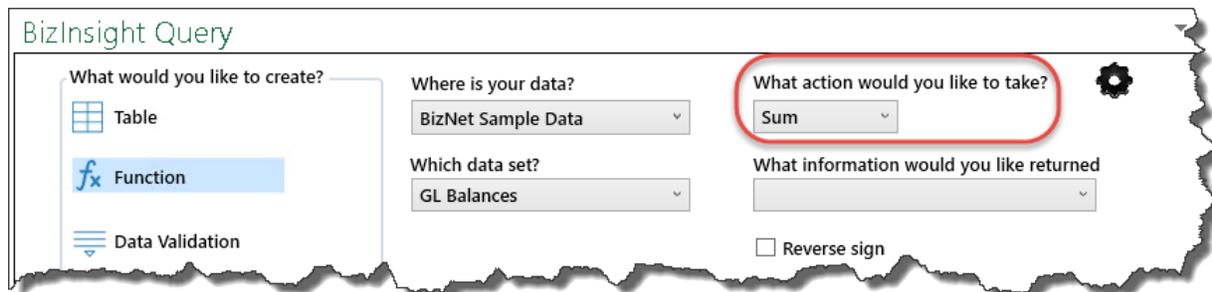


If the **Where is your data** drop down is set to "BizNet GL", the **Which data set** dropdown list will display all available data sources.

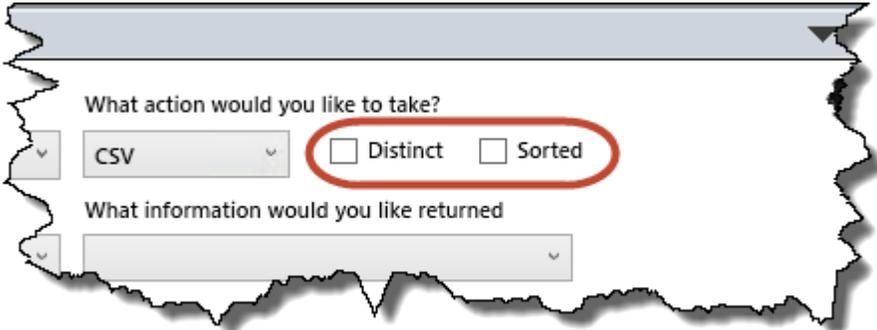


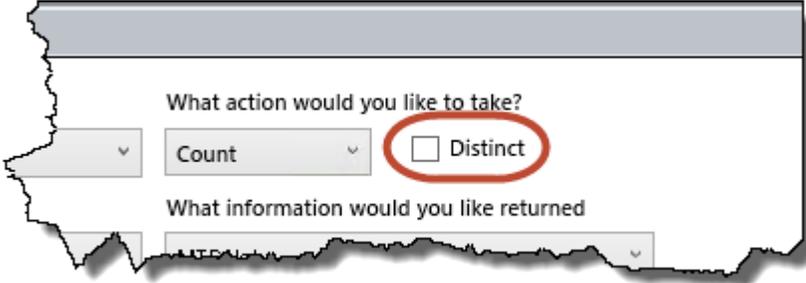
Function Options

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



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	<p>Comma Separated Value list of selected data. When CSV is selected, additional options are displayed.</p>  <p>Distinct removes duplicate values.</p> <p>Sorted returned values will be sorted in ascending order, [0-9] [A-Z].</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p> Note</p> <p>The CSV action is best used whenever building a query against a text field of data.</p> </div>

<p>Count</p>	<p>Count of data elements that fit the filter criteria. When Count is selected, an additional option is displayed.</p>  <p>Distinct duplicate values are not considered in the operation.</p>
<p>StDev</p>	<p>Standard deviation of selected data.</p>
<p>Var</p>	<p>Variance of selected data.</p>

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.

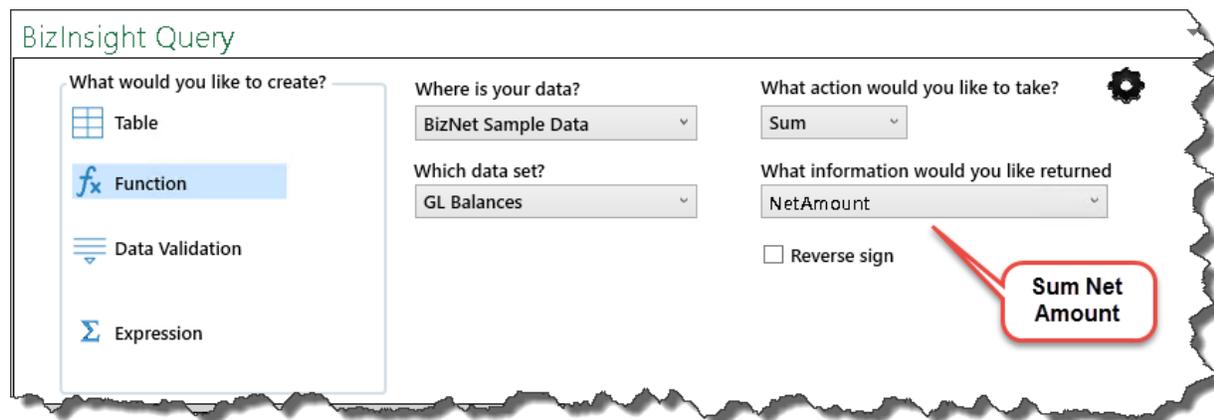
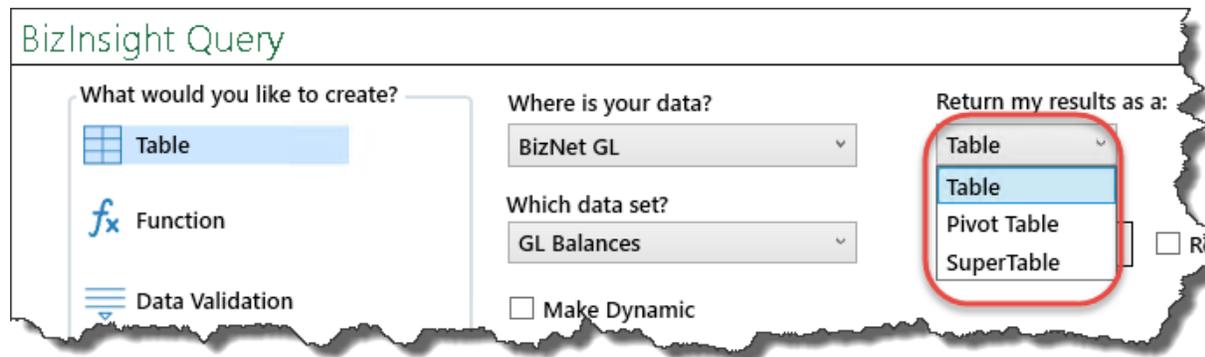
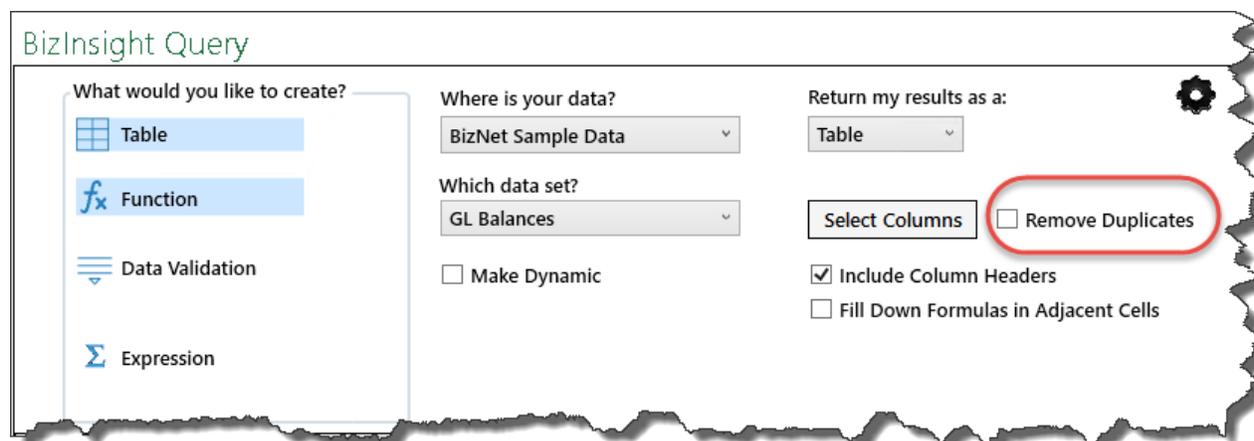


Table Options

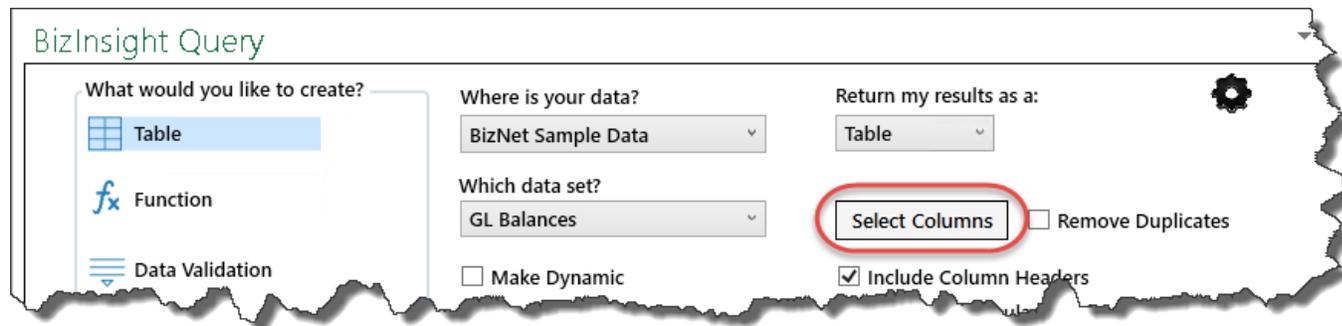
When the Table option is selected in the BizInsight Query dialog, you can specify whether to return the results as a Table, Pivot Table or Super Table. See [Drilldown](#) for more information about the differences between these Table options.



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

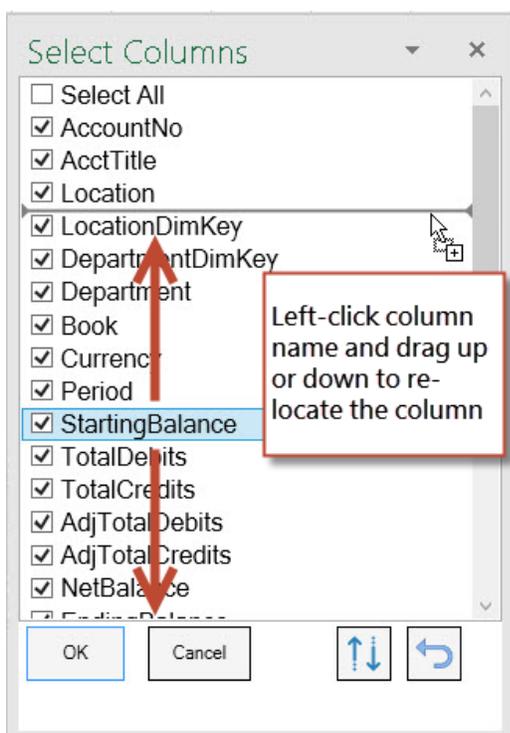
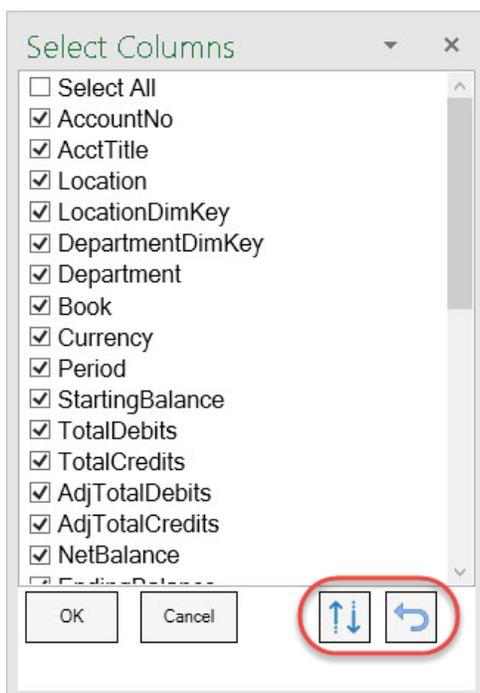


Click the **Select Columns** button to choose the column(s) to display in your list.

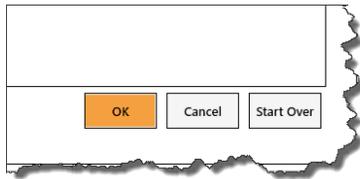


Uncheck the **Select All** box and check the column name(s) to include in the Table. Click **OK**.

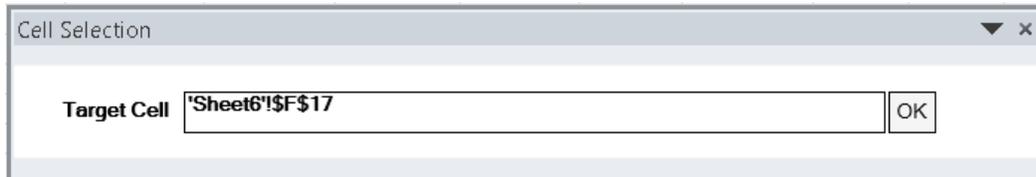
The available columns in the data set are presented in ascending or descending alphabetical order by toggling the up/down arrows. The curved arrow returns the columns to their default order.



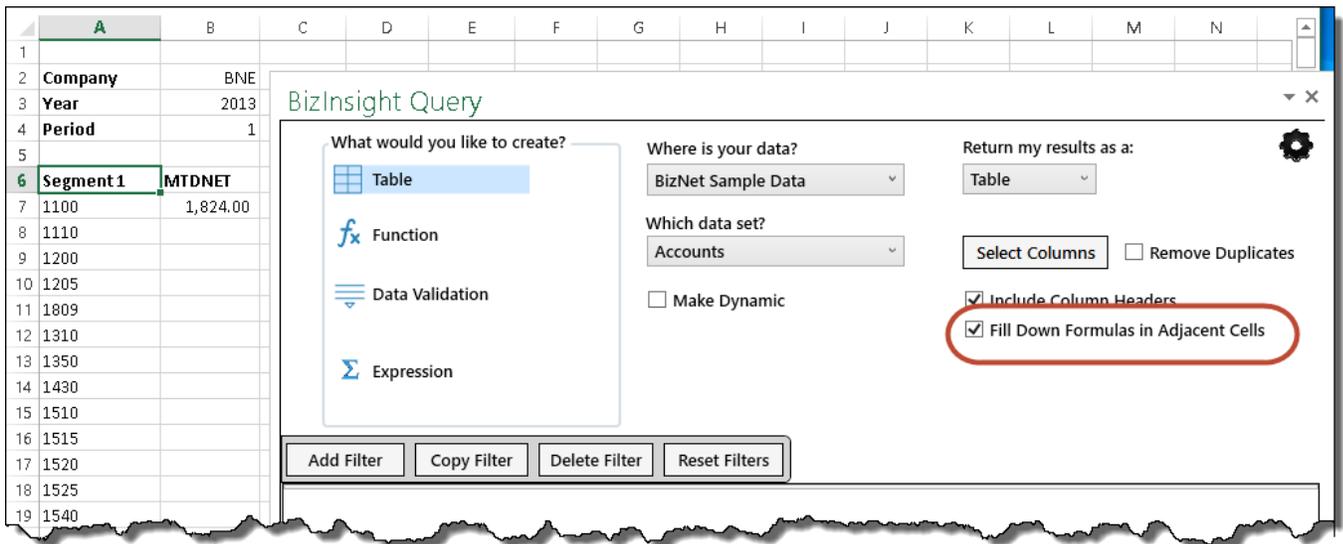
Click **OK** again to close the BizInsight Query dialog.



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

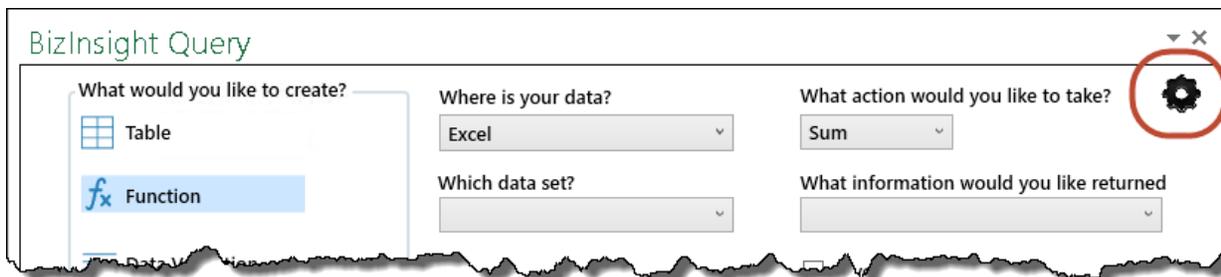


The **Fill Down Formulas in Adjacent Cells** option will ensure that formulas directly adjacent to the table are copied down to new rows that are inserted when the table is refreshed.



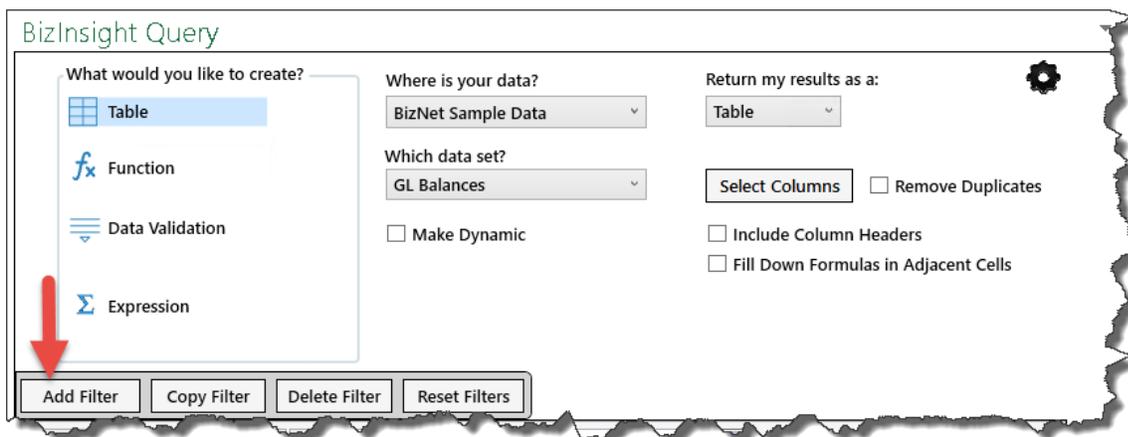
	A	B	C	D	E	F	G	H
1								
2	Company	BNE						
3	Year	2013						
4	Period	1						
5								
6	Segment1	MTDNET						
7	1100	1,824.00						
8	1110	-						
9	1200	7,105.00						
10	1205	(106.00)						
11	1809	8,887.00						
12	1310	(3,304.16)						
13	1350	(208.00)						
14	1430	(93.00)						
15	1510	-						
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 [BizInsight Query Settings Button](#) section for more information about the available options.



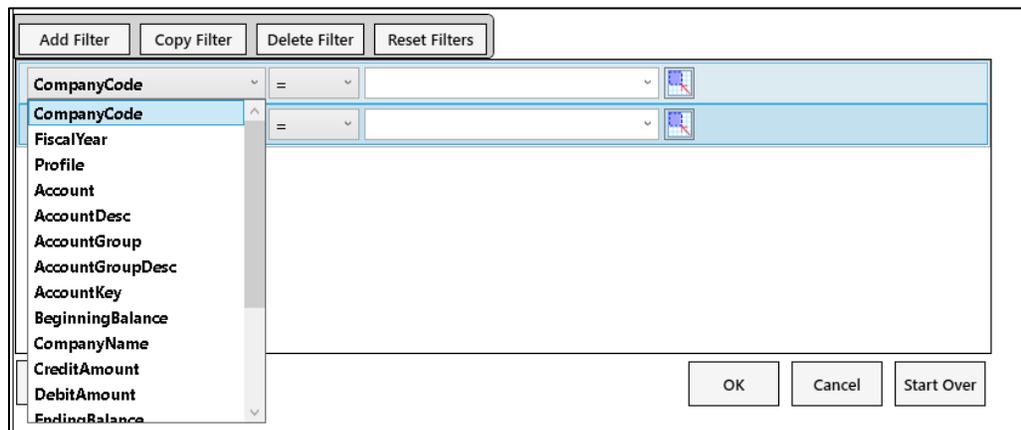
Filtering Section

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



There are three fields for creating a filter:

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



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

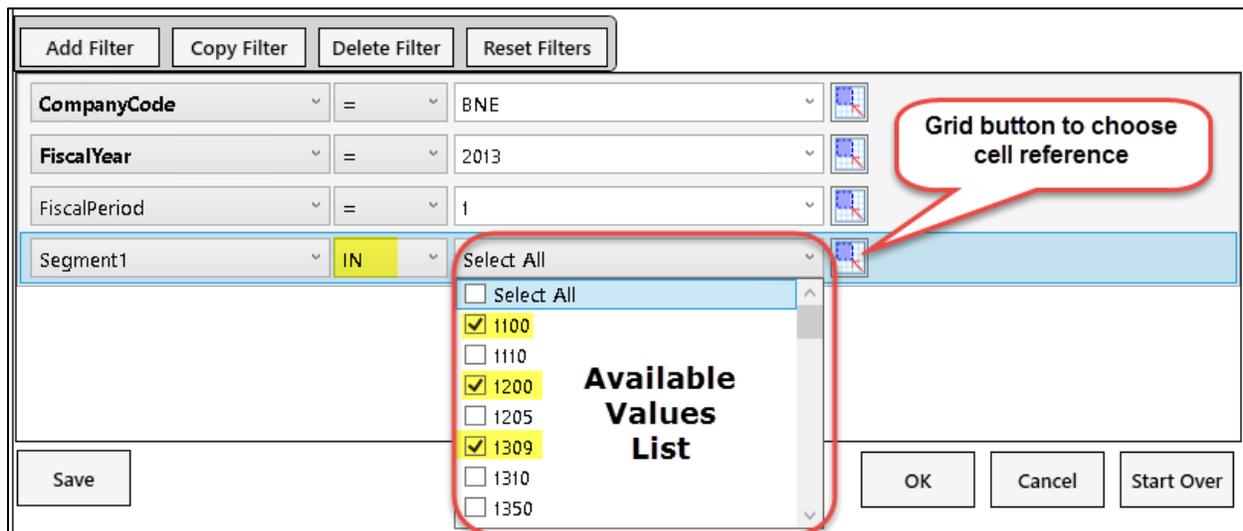
BizInsight provides the following logical operators for filter criteria:

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.

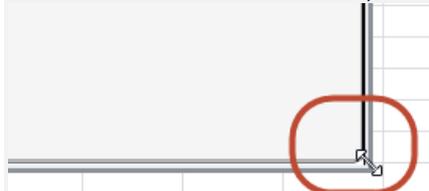


When you are finished adding filters, click the **OK** button at the bottom.

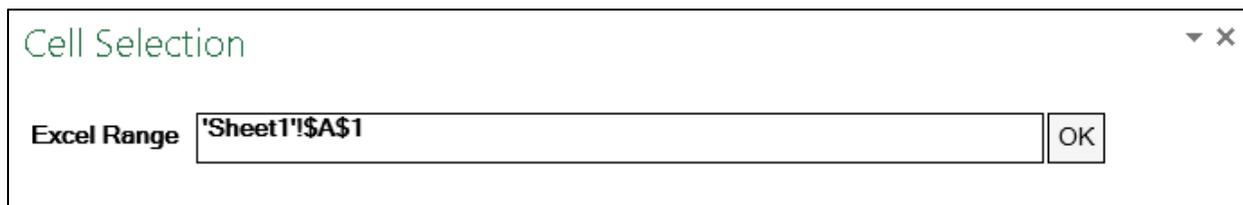


IMPORTANT

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.



Combining Biznet Data with External Data

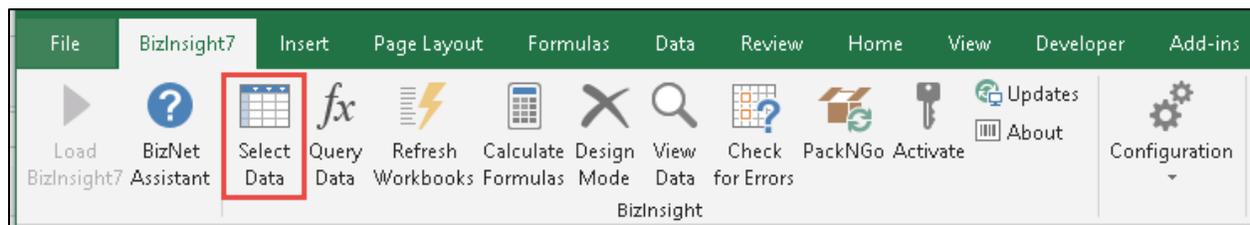
The following example illustrates how to use BizInsight to build a report using data that is not in your ERP system. The below example creates a consolidated Income Statement with data retrieved by a Connector (“BNE”) and a second company (“USA”) from a different ERP system.

<u>Company</u>	<u>EXD</u>		<u>USA</u>		<u>Consolidated</u>	
Revenue						
Sales	\$	1,483,280	\$	13,914,573	\$	15,397,853
Sales Returns	\$	13,057	\$	8,184	\$	21,241
Sales Discounts	\$	43,516	\$	27,279	\$	70,795
Net Sales	\$	1,426,708	\$	13,879,110	\$	15,305,817
COGS						
Gross Profit	\$	1,045,198	\$	265,696	\$	1,310,894
<i>Gross Profit %</i>		27%		98%		91%
Expenses						

The USA company data was brought into Excel using one of the methods described in the [Get Data](#).

Company	FiscYear	FiscPer	Segment1	Segment2	Segment3	Segment4	MTDCredit	MTDDebit	MTDNet	MTDEndBal
USA	2015	1 4500	00	00	00		0	99421.1	99421.1	99421.1
USA	2015	1 4500	10	00	00		2185	13354605.37	13352420.37	13352420.37
USA	2015	1 4500	10	00	NE		15500	277299.03	261799.03	261799.03
USA	2015	1 4500	10	00	NW		0	17502	17502	17502
USA	2015	1 4500	10	00	SE		0	27369.05	27369.05	27369.05
USA	2015	1 4500	10	00	SW		1739	93911.01	92172.01	92172.01
USA	2015	1 4500	20	00	NE		300	12084	11784	11784
USA	2015	1 4500	20	00	NW		0	1576	1576	1576
USA	2015	1 4500	20	00	SE		0	2196	2196	2196
USA	2015	1 4500	20	00	SW		1264.25	28598	27333.75	27333.75
USA	2015	1 4500	30	00	NW		0	4750	4750	4750

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.



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 ▼ ×

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

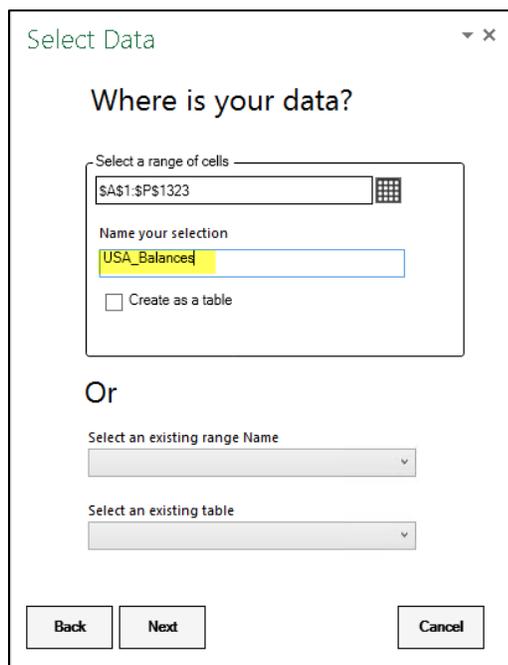
Back
Next
Cancel

	A	B	C	D	E	F	
1	Company	FiscYear	FiscPer	Segment1	Segment2	Segment3	Segm
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	NW
6	USA	2015	1	4500	10	00	SE
7	USA	2015	1	4500	10	00	SW
8	USA	2015	1	4500	20	00	NE
9	USA	2015	1	4500	20	00	NW

 **IMPORTANT**

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

\$A\$1:\$P\$1323

Name your selection

USA_Balances

Create as a table

Or

Select an existing range Name

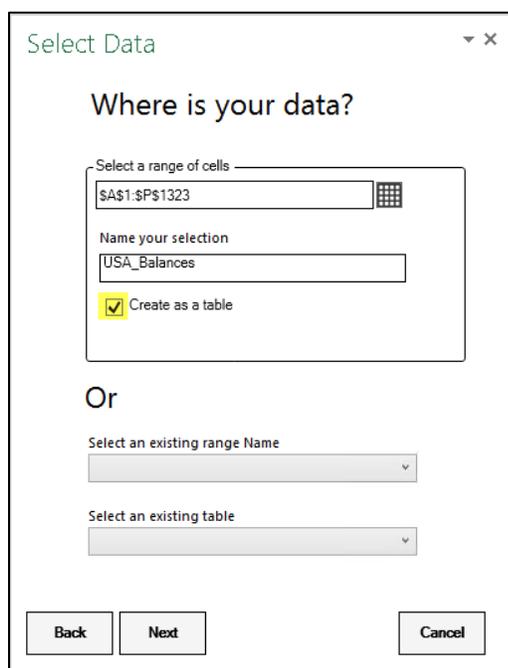
Select an existing table

Back Next Cancel

**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 Cancel



IMPORTANT

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

Check for errors in data

Back Next Cancel

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

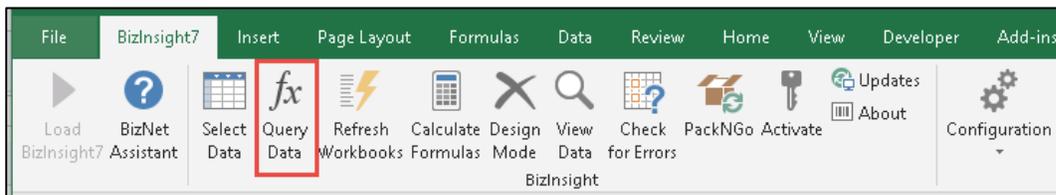
XL Connect

 "USA_Balances" was loaded with 21152 elements.

OK

	A	B	C	D	E	F	G	H	I	J	K
1	Company	FiscYear	FiscPer	Segment1	Segment2	Segment3	Segment4	MTDCredit	MTDDebit	MTDNet	MTDEndBal
2	USA	2015	1	4500	00	00	00	0	99421.1	99421.1	99421.1
3	USA	2015	1	4500	10	00	00	2185	13354605.37	13352420	13352420.2
4	USA	2015	1	4500	10	00	NE	15500	277299.03	261799.03	261799.03
5	USA	2015	1	4500	10	00	NW	0	17502	17502	17502
6	USA	2015	1	4500	10	00	SE	0	27369.05	27369.05	27369.05
7	USA	2015	1	4500	10	00	SW	1739	93911.01	92172.01	92172.01
8	USA	2015	1	4500	20	00	NE	300	12084	11784	11784
9	USA	2015	1	4500	20	00	NW	0	1576	1576	1576
10	USA	2015	1	4500	20	00	SE	0	2196	2196	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:

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

BizInsight Query

What would you like to create?
 Table
 Function
 Data Validation
 Expression

Where is your data?
 Excel

Which data set?
 USA_Balances

What action would you like to take?
 Sum

What information would you like returned?
 MTDNet

FiscYear	=	'Sheet1'!B\$8	2007
Company	=	'Sheet1'!\$A8	SOA
Segment1	=	'Sheet1'!G8	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 [Excel Cell Anchoring](#) in the Appendix.

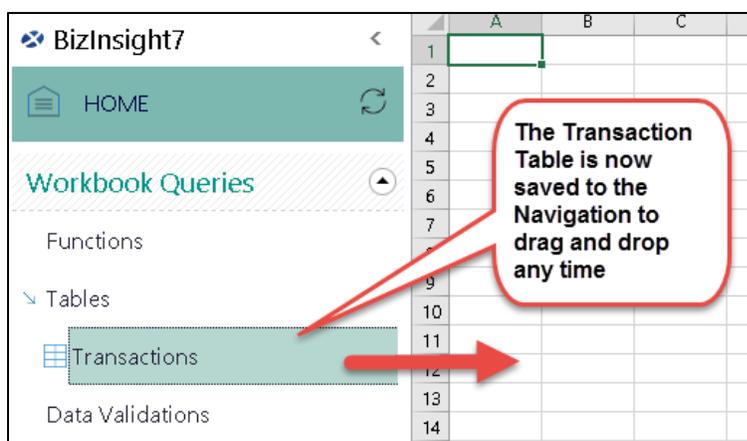
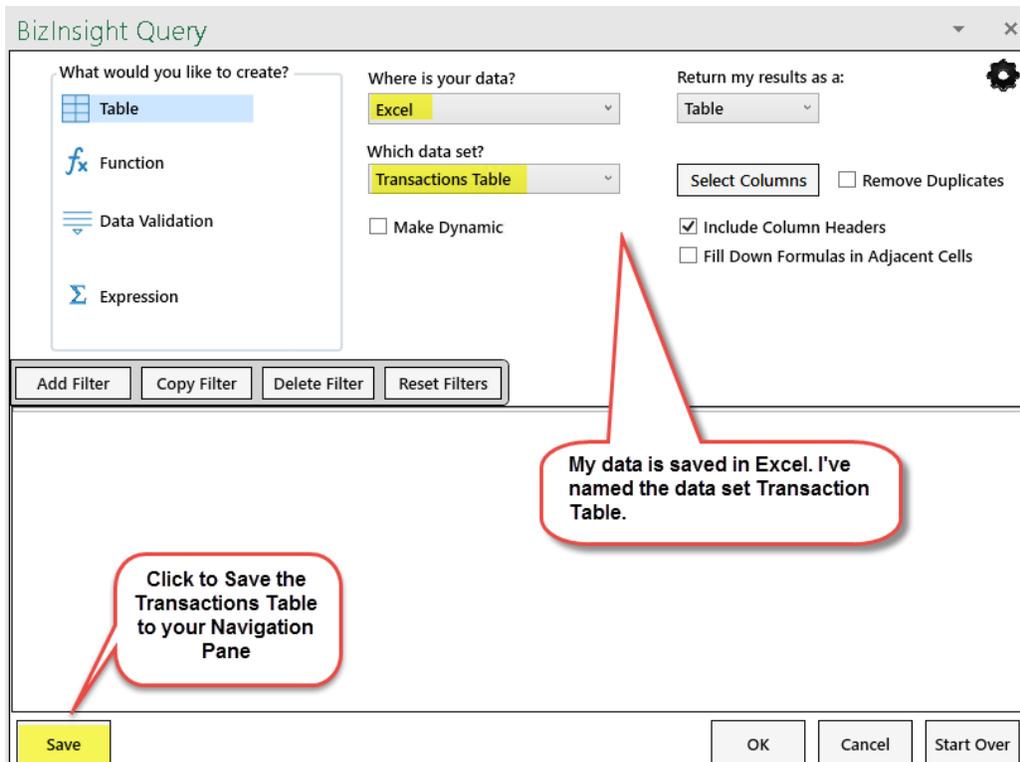
Once one Function has been built, it can be copied down for the entire USA column. Below is the completed Consolidated Income statement for both EXD and USA data. Keep in mind that the USA data was imported from an outside source and incorporated into the Consolidated Income statement using BizInsight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

	B	C	D	E	F
Company			EXD	USA	Consolidated
Revenue					
Sales	\$	1,483,280	\$	-	\$ 1,483,280
Sales Returns	\$	13,057	\$	8,184	\$ 21,241
Sales Discounts	\$	43,516	\$	27,279	\$ 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
<i>Gross Profit %</i>		27%		849%	6%
Expenses					
Salary Expense	\$	116,082	\$	74,065	\$ 190,147
Officers Comp	\$	40,165	\$	14,421	\$ 54,586
Depreciation Expense	\$	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 Expense	\$	23,205	\$	19,548	\$ 42,753
Income Tax Expense	\$	9,310	\$	4,220	\$ 13,530
Interest Expense	\$	1,282	\$	789	\$ 2,071
Total Expenses	\$	269,214	\$	150,084	\$ 419,298
Net Income	\$	112,295	\$	(451,243)	\$ (338,948)

Saving Data to the Navigation Pane in BizInsight 7 without a Connector

Data can also be saved to the Navigation Pane in the form of a function, table or Data Validation list. For example, I've created a dataset in Excel and named it Transactions. I saved this dataset because I will be using it often.

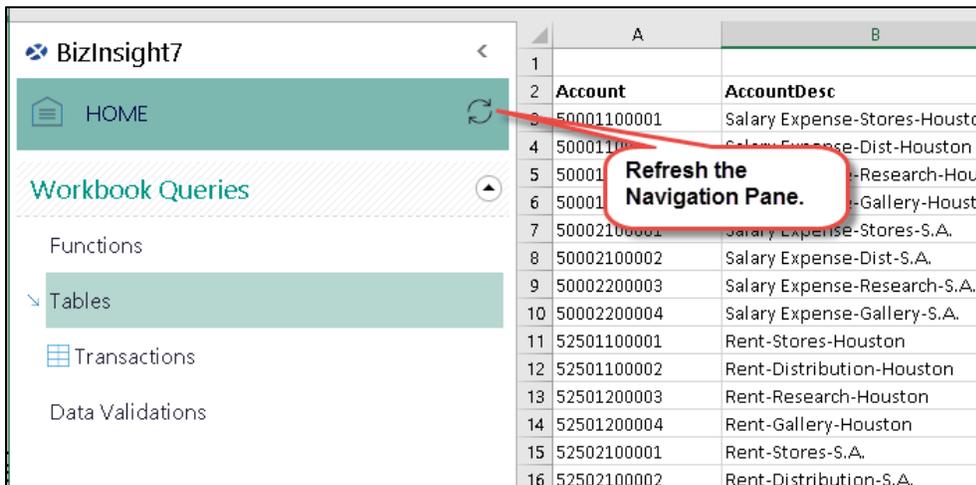
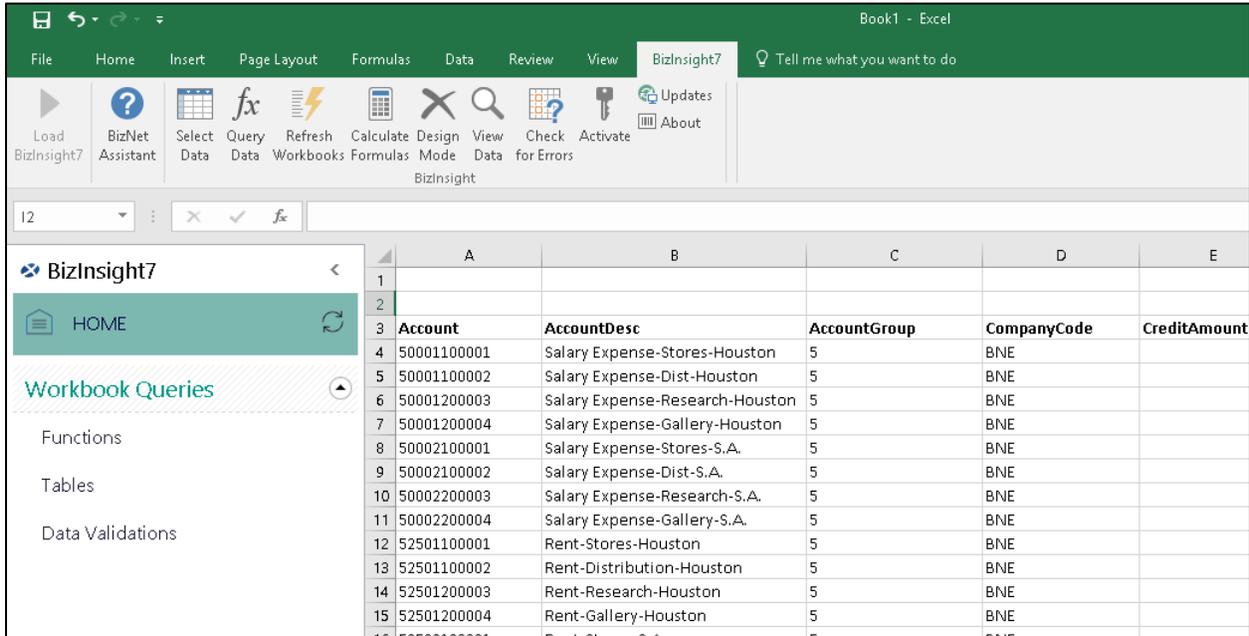
Click on the **fx Query Data** button to open the BizInsight Query editor.



! IMPORTANT

All Workbook Query objects exist only within the workbook. They do not persist across workbooks like Favorites do for BizInsight 7 installations with a Connector.

If Excel has been restarted, I must open my Transactions Workbook to see my Transactions Table that I saved to the Navigation Pane.



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.

- In the check column, enter the formula:

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

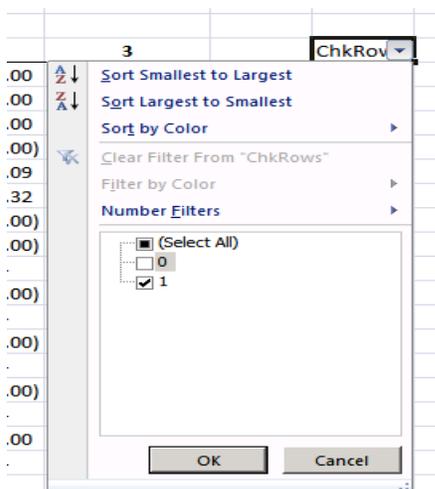
and copy that formula to each cell in the check column.

=IF(AND(MIN(\$D8:\$F8)=0,MAX(\$D8:\$F8)=0),0,1)							
A	C	D	E	F	G	H	I
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	1		
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	1		
1350	Inventory Supplies	\$ (43.00)	\$ (44.00)	\$ (43.00)	0		

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



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



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

	C	D	E	F	G	H	I
1	Company	BNE					
2	Year	2014					
3							
4							
5	SegmentCode	SegmentDesc	1	2	3		ChkRov=1
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

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



Reminder

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

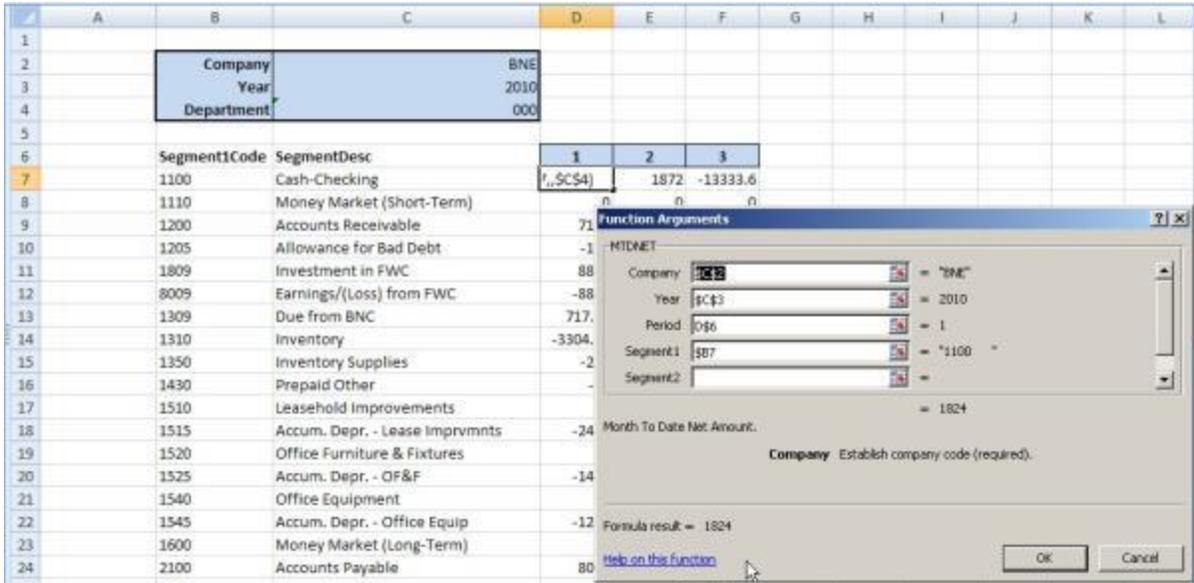
Excel provides the ability to protect worksheets so that users cannot change them. This capability can be very useful for protecting BizInsight reports from inadvertent changes by users but even more importantly, it can be used in conjunction with cell references to restrict the data that other users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

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

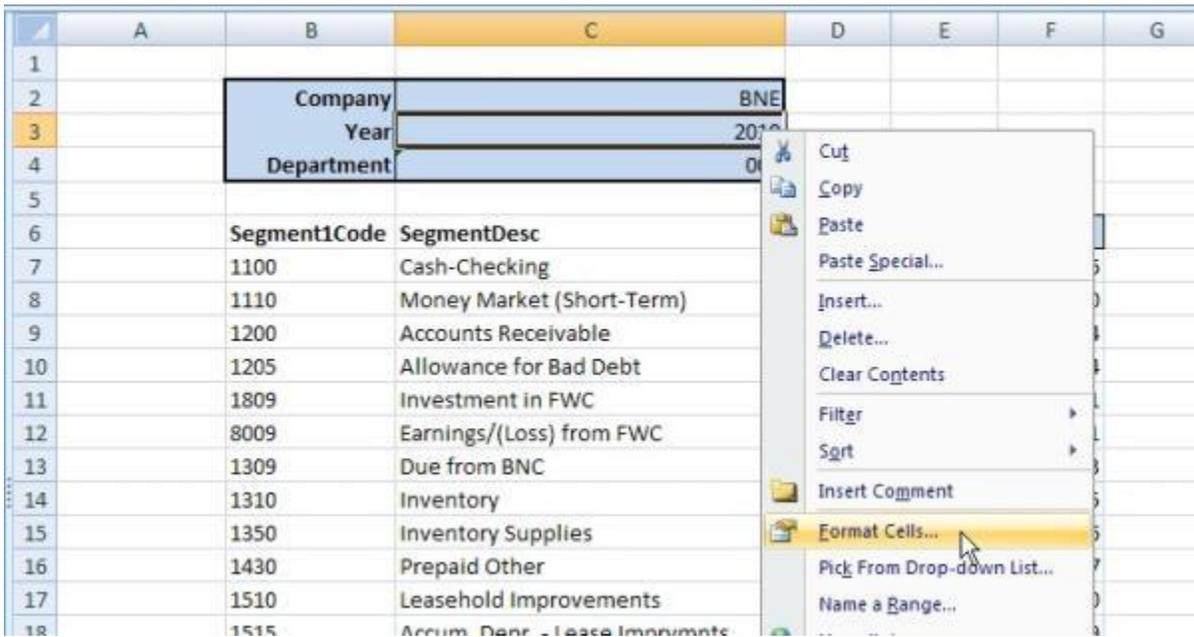
	A	B	C	D	E	F	G
1							
2		Company					
3		Year					
4		Department					
5							
6		Segment1Code	SegmentDesc	1	2	3	
7		1100	Cash-Checking	1824	1872	-13333.6	
8		1110	Money Market (Short-Term)	0	0	0	
9		1200	Accounts Receivable	7105	7348	7750.74	
10		1205	Allowance for Bad Debt	-106	-111	-116.24	
11		1809	Investment in 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:

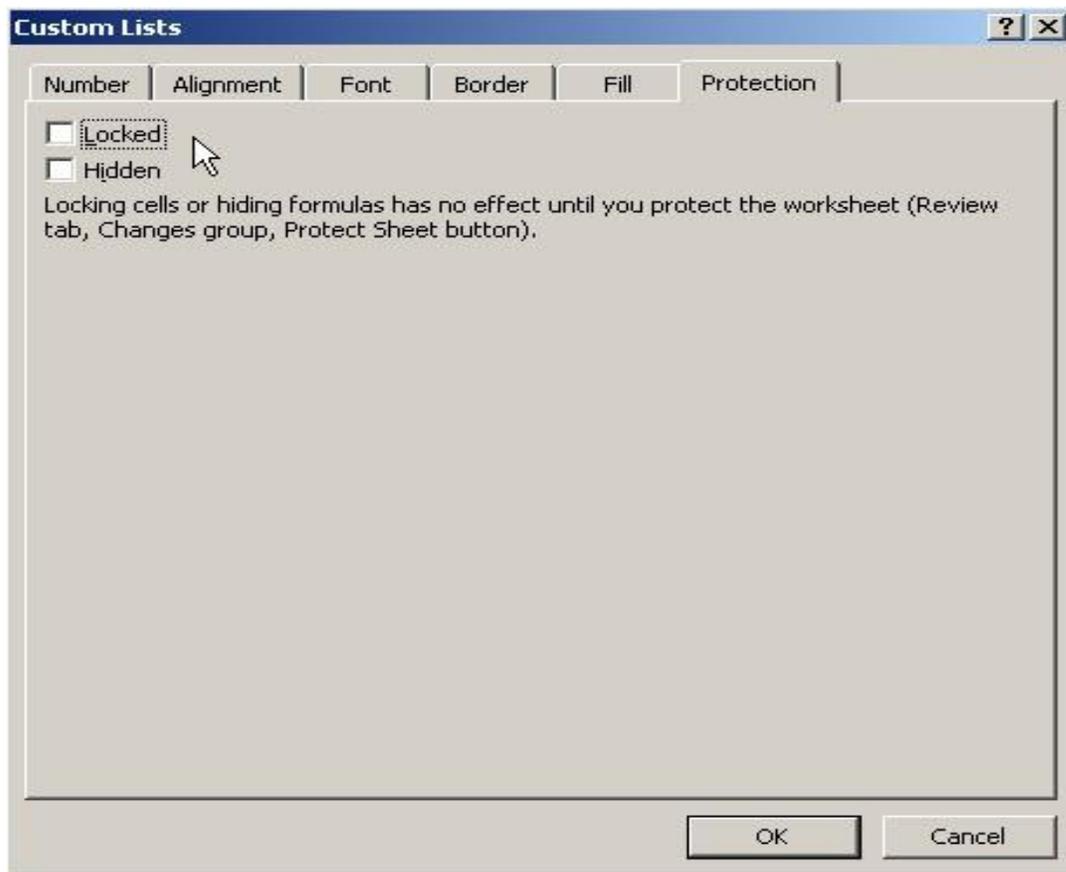
1. Design the report so that the functions in the report use cell references with appropriate anchoring for the input parameters, in this case:
 - a. CompanyCode (\$C\$2)
 - b. FiscalYear (\$C\$3)
 - c. FiscalPeriod (D\$6)
 - d. Segment1 (\$B7)
 - e. Location which is Segment3 (\$C\$4)



- 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).

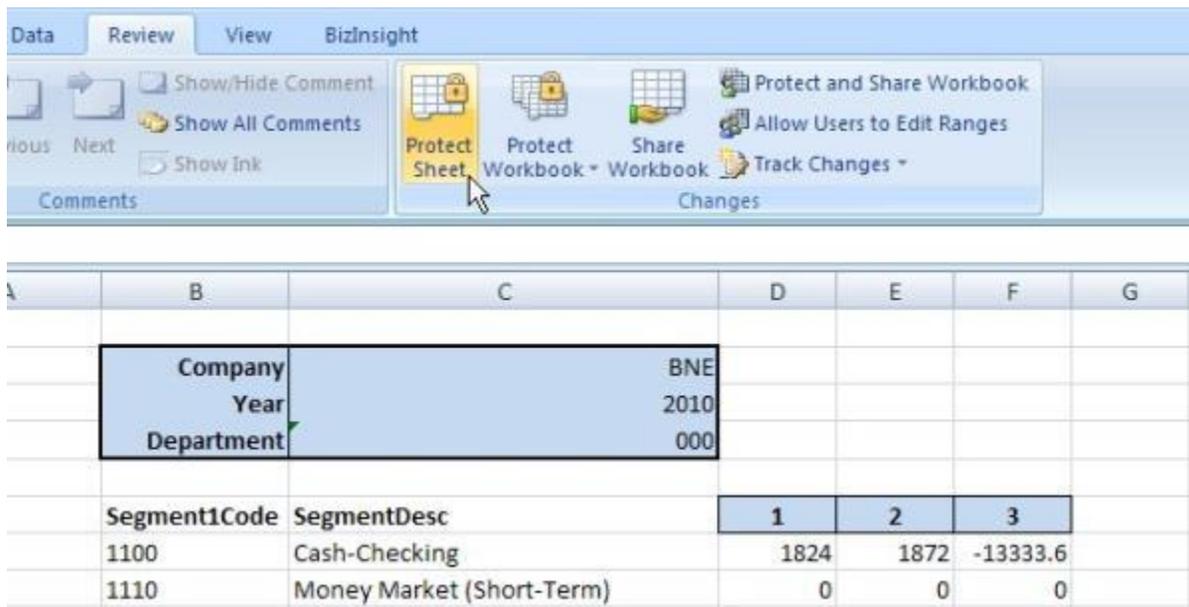


3. Uncheck the **Locked** checkbox on the **Protection** tab.

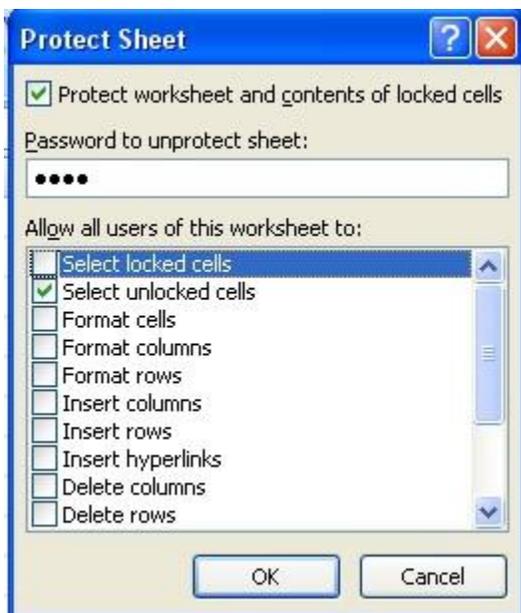


In the example report, we want users to be able to change only the year and be able to drilldown on the functions. So, we need to turn off the Locked property for the cell containing the Fiscal Year (B3) and for each of the cells that contain functions (D7 through F51).

- 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.



- 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.

Dynamic Report Titles

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.

A	B	C	D	E	F
Dynamic Report 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	

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

Dynamic Report Header Definitions			
PropertyName	PropertyVersion	PropertyValue	SetBizProperty7
1	ReportHeader	For The One Month Ended	=SetBizProperty7(\$B5,\$C5,\$D5)
2	ReportHeader	For The Two Months Ended	For The Two Months Ended
3	ReportHeader	For The Three Months Ended	
4	ReportHeader	For The Four Months Ended	
5	ReportHeader	For The Five Months Ended	
6	ReportHeader	For The Six Months Ended	
7	ReportHeader	For The Seven Months Ended	
8	ReportHeader	For The Eight Months Ended	
9	ReportHeader	For The Nine Months Ended	
10	ReportHeader	For The Ten Months Ended	
11	ReportHeader	For The Eleven Months Ended	
12	ReportHeader	For The Twelve Months Ended	

Function Arguments

SetBizProperty7

PropertyName: \$B5 = 1

PropertyVersion: \$C5 = "ReportHeader"

PropertyValue: \$D5 = "For The One Month Ended"

No help available.

Formula result =

[Help on this function](#)

OK Cancel

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

Dynamic Report 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

- 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.

	A	B	C	D	E
1	BNE	BizNet Enterprises Trial Balance			
2	2013				
3	4				
4					
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
12	1310	Inventory	84,331.57		1,645,610.34

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

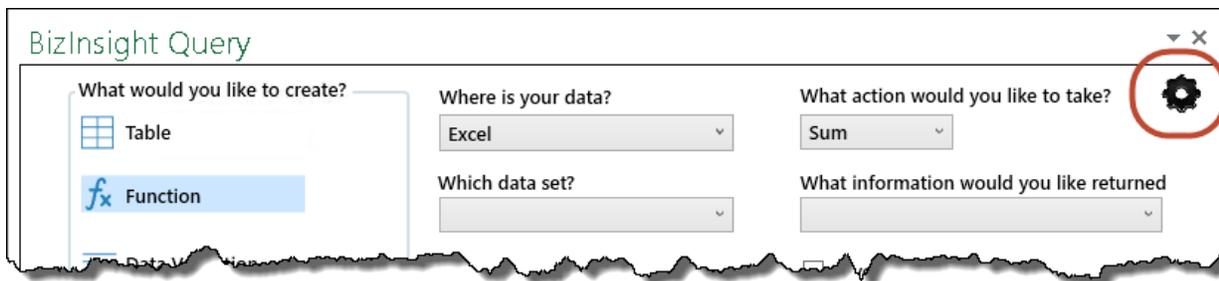
```
=CONCATENATE(GetBizProp(RPT_PERIOD),"
",TEXT(DATE(RPT_YEAR,RPT_PERIOD+1,0),"MMMM DD, YYYY"))
```

=CONCATENATE(GetAcctDef(RPT_PERIOD)," ",TEXT(DATE(RPT_YEAR,RPT_PERIOD+1,0),"MMMM DD, YYYY"))					
1					
2	.				
	A	B	C	D	E
1	BNE	BizNet Enterprises Trial Balance			
2	2013				
3	4	For The Four Months Ended April 30, 2013			
4					
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

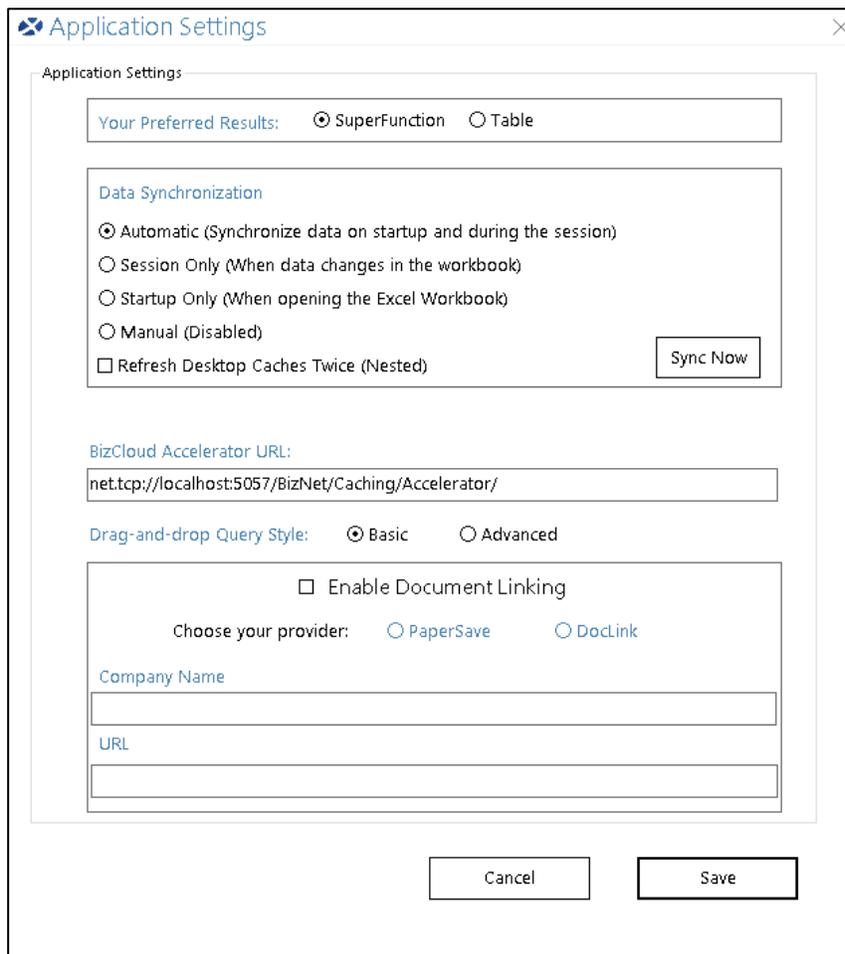
Appendix

BizInsight Query Settings Button

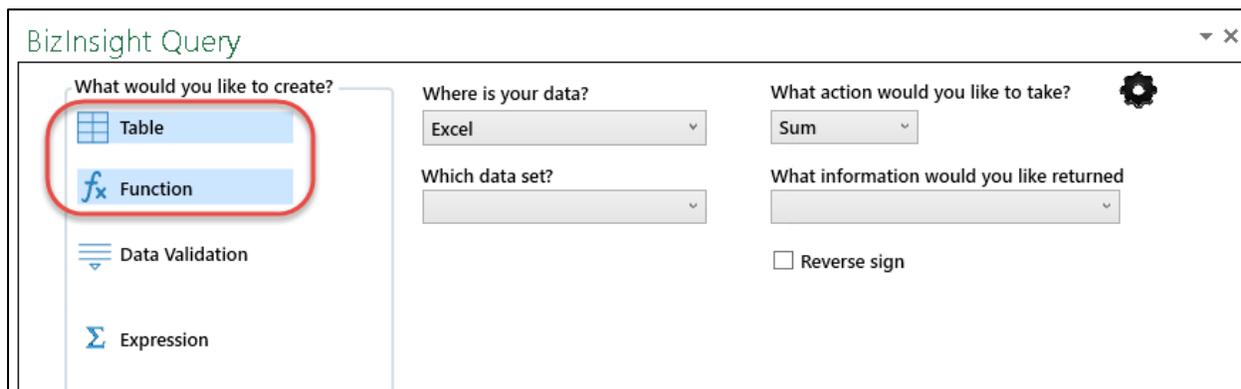
The Application Settings dialog can be accessed by clicking on the gear icon in the BizInsight Query dialog.



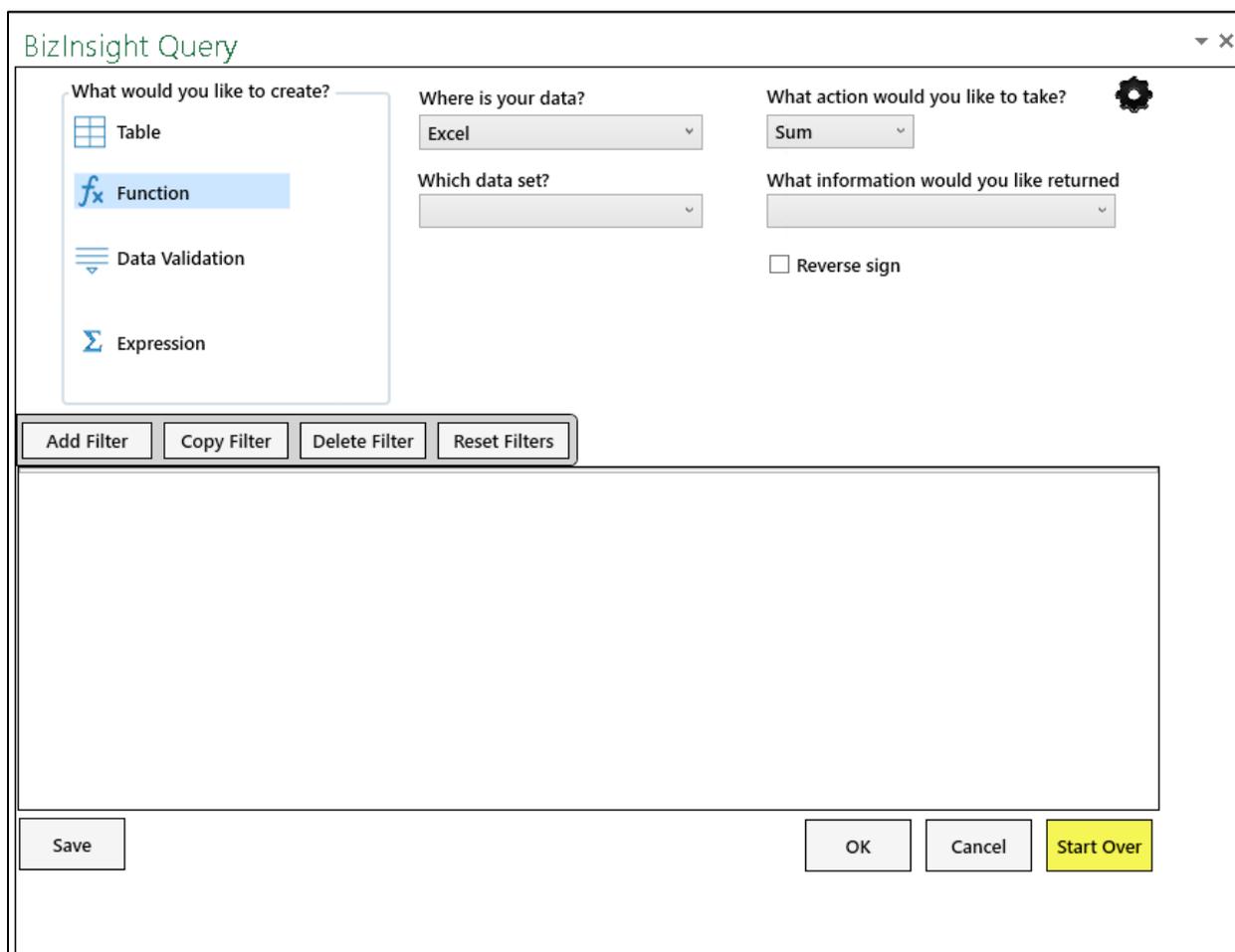
This dialog allows you to adjust some default settings.



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



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



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.
7. **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.

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		Company	Company	CreditAm
130910000	Due from	1				0
180900000	Investmer	1	Assets	340	357854	0
505000000	Officers C	5	Expenses	30	0	100282
550000000	Income Ta	5	Expenses	39	0	101000
565000000	Interest F	5	Expenses	40	0	-48497.5

BizInsight Parameters

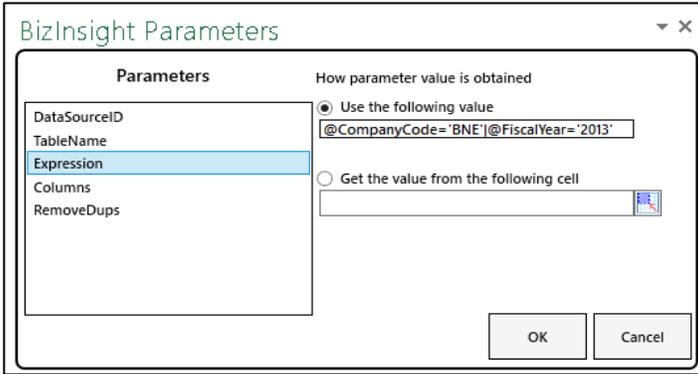
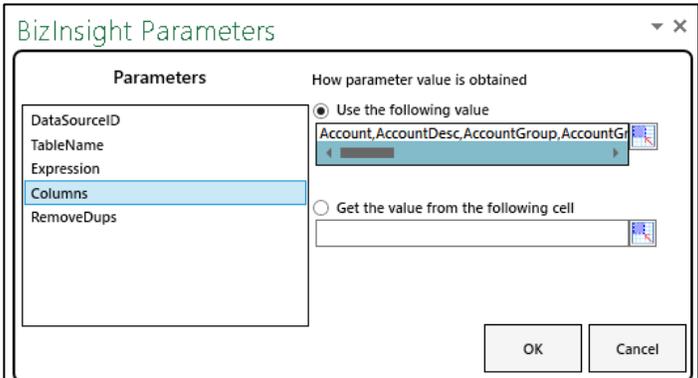
Parameters

- DataSourceID
- TableName
- Expression
- Columns
- RemoveDups

How parameter value is obtained

Use the following value

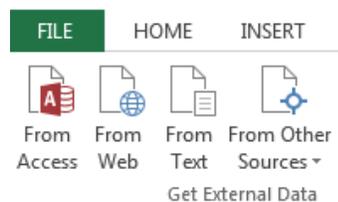
Get the value from the following cell

Parameters	Parameter Options
DataSourceID	<p>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.</p>
TableName	<p>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.</p>
Expression	<p>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.</p>  <p>The screenshot shows the 'BizInsight Parameters' dialog box. On the left, a list of parameters includes 'Expression', which is selected. On the right, under 'How parameter value is obtained', the radio button for 'Use the following value' is selected. The text field next to it contains the expression '@CompanyCode='BNE' @FiscalYear='2013''. There are 'OK' and 'Cancel' buttons at the bottom right.</p>
Columns	<p>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.</p>  <p>The screenshot shows the 'BizInsight Parameters' dialog box. On the left, a list of parameters includes 'Columns', which is selected. On the right, under 'How parameter value is obtained', the radio button for 'Use the following value' is selected. The text field next to it contains the column list 'Account,AccountDesc,AccountGroup,AccountGi'. A grid icon is visible to the right of the text field. There are 'OK' and 'Cancel' buttons at the bottom right.</p>
RemoveDups	<p>If the table needs to be changed to allow or remove duplicate records, that option can be changed in this parameter.</p>

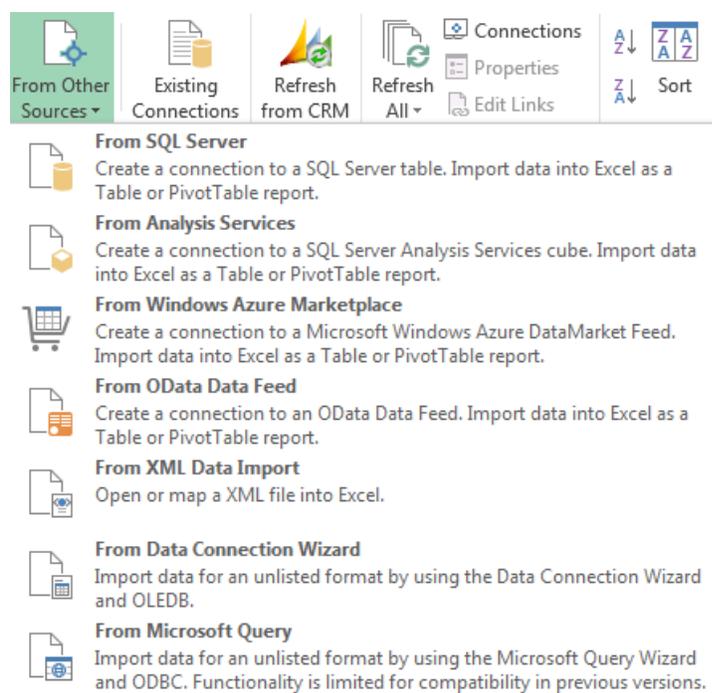
Get External Data

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-945f2cbb-d50b-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**.

The screenshot displays two data cache entries for 'GL Balances Year to Date'. Each entry includes a table with the following details:

Name	GL Balances Year to Date
Rows	141
Cache Type	Serial
Created	6/7/2016 3:10:09 PM
Created For	Default_BizNet GL

To the right of each table is a 'Filter(s)' box containing the following text:

```
CompanyCode='BNE'
FiscalYear='2013'
FiscalPeriod='1'
```

At the top right of each entry is a 'Check for new Data:' toggle, which is currently set to 'No'.

Refresh Interval

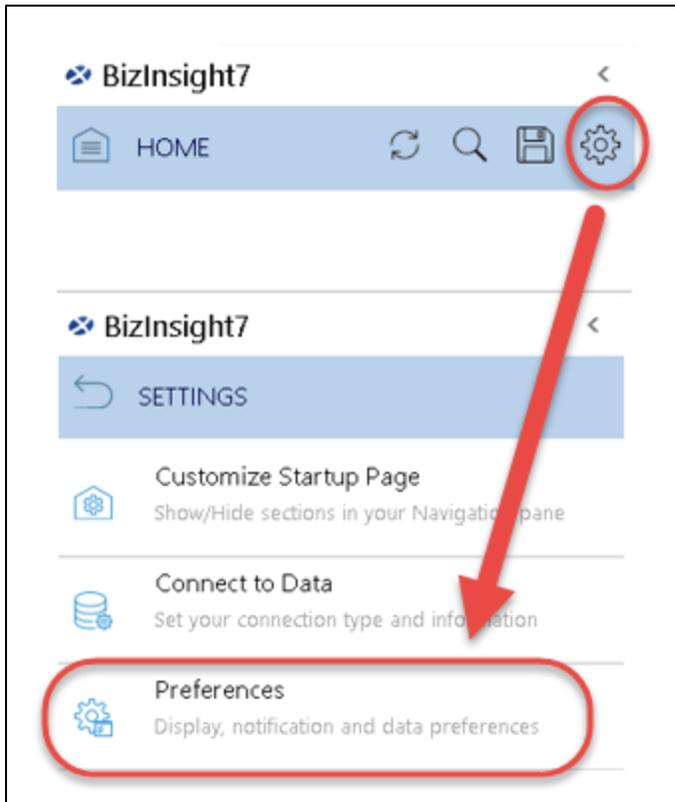
The Refresh Interval specifies the minimum amount of time data caches can be re-used. The default refresh interval is 30 minutes but can be increased to a maximum of 24 hours.

The Refresh Interval can be accessed from two places:

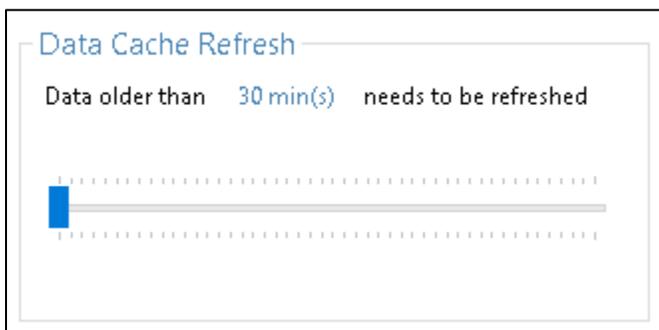
- A. **View Data** by clicking on the **Change refresh interval** link.

The screenshot shows a 'View Data' window with a toolbar at the top. The toolbar contains the following items from left to right: 'Service Data', a 'Change Refresh Interval' link (circled in red), 'Export All to CSV', and 'Delete selected'. Below the toolbar, the main area of the window is empty, displaying the text: 'No Data Caches selected. Click on any Data Cache title to select. [Select All](#)'.

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



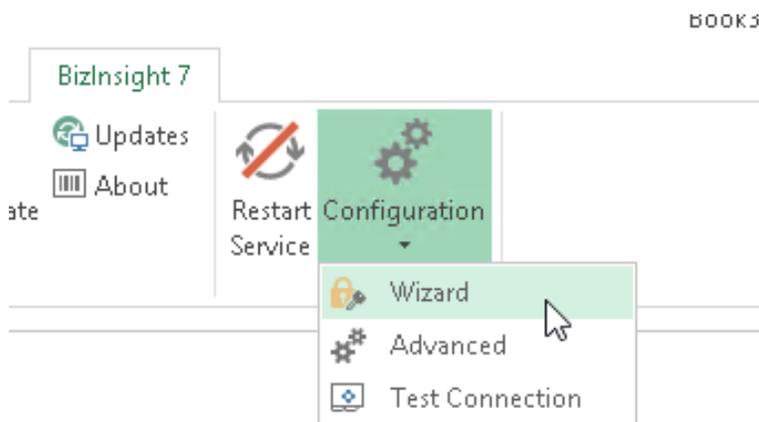
You can also specify how often you want data to be cached by setting the Data cache interval. This can be accessed via the View Data button on the BizInsight ribbon through the Navigation Pane Settings > Preferences.



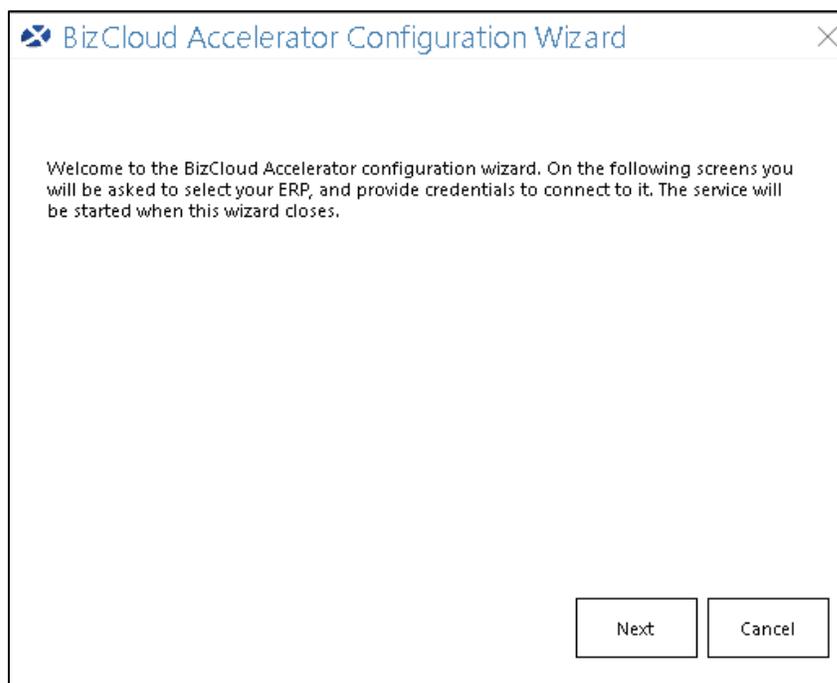
Changing User Credentials

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:

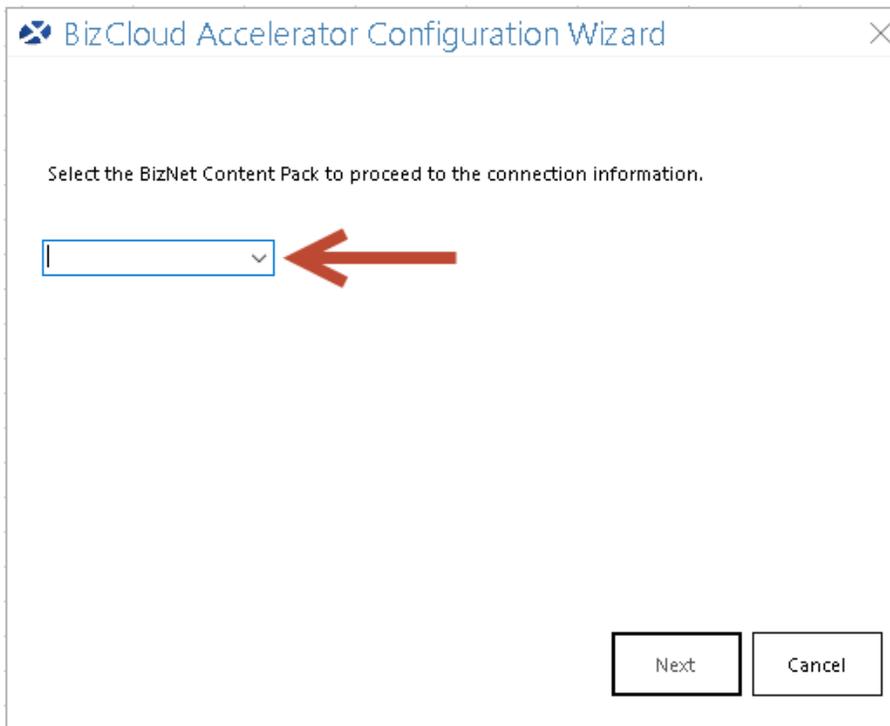
1. In Excel, click on **Configuration > Wizard** from the BizInsight tab.



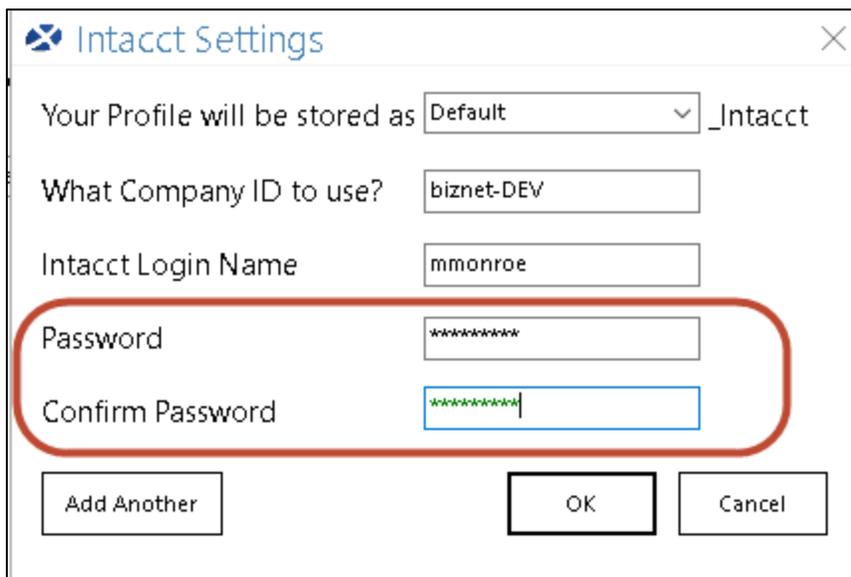
2. Click **Next**.



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



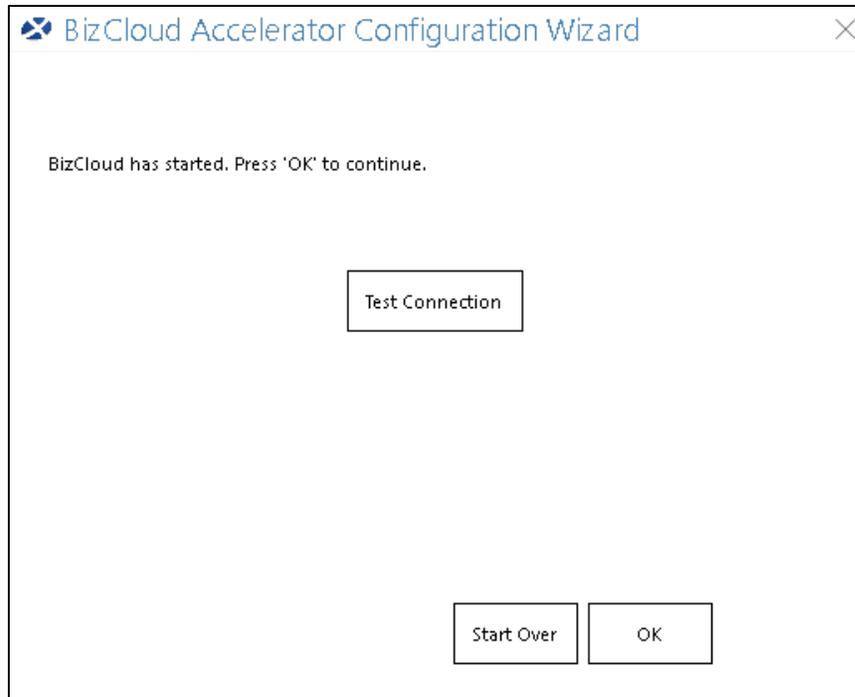
4. In the dialog that opens, type in your new password and then confirm it.



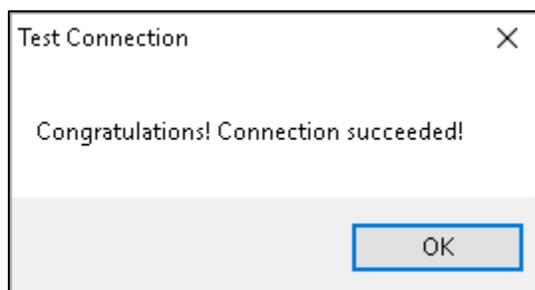
 **IMPORTANT**

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.



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.