



BizInsight 5.0

INTERMEDIATE / ADVANCED BIZINSIGHT TRAINING GUIDE

Copyright © 2011 by Lloyd Kurzweil of Kurzweil & Associates.

All rights reserved. No part of this publication may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the prior written permission of the publisher, except in the case of brief quotations embodied in critical reviews and certain other noncommercial uses permitted by copyright law.

TABLE OF CONTENTS

Training Target Audience	5
Topics To Be Covered.....	5
Chart of Accounts.....	6
Summary Trial Balance	8
Report Processing Date & Time	9
Data Validation.....	10
Dynamic Columns – Cross Year	12
Company Name in Function.....	13
Trial Balance Exercise	15
Twelve Month Rolling Trend Report.....	16
Named Ranges.....	17
Dynamic Columns – Cross Year	18
Index & Match Functions	19
Values Sheet.....	20
Roling Trended Profit & Loss Exercise.....	21
Balance Sheet.....	22
Changing the Sign of Data	23
Account Lists, Ranges & Complex Expressions	24
Complex Expressions.....	27
VLOOKUP	29
Wildcards.....	30
Adding Proofs to Reports	32
Balance Sheet Exercise.....	32
Expression Editor	33
Balance Sheet Exercise – Expression Editor	40
Templates.....	41
Report Templates.....	41
Formula Templates	44
Template Exercises.....	46
Income Summary By Location / Business unit.....	47
Virtual Rollups – Part I.....	47
Income Summary By Location / Business Unit Exercise	50

Account Definition Functions – Set / Get.....	53
Account Definition Known Issues.....	55
SetAcctDef – Exercise	61
Virtual Rollups – Part 2.....	62
Virtual Rollups Exercise	62
Forecasted Actuals.....	65
Forecasted Actual Exercise	66
Forecasted Actuals – Dynamic Dates.....	67
Syntax to Make The Columns Dynamic	68
Conditional Formatting – Change Column to Blue for Budgets	69
Forecasted Actuals – Dynamic - Exercises.....	72
Consolidation	73
Consolidation – Exercise.....	75
Cash Flow	76
Current Month	77
Cash Flow Current Month Exercise	77
Cash Flow - Year – To – Date	78
Cash Flow YTD Exercise	79
Forecasted Actual – Virtual Rollup Exercise	80
Dynamic Departments	84
Conditional Formatting	88
Dynamic Departments Exercise	92
Report WorkBook	93
Input Sheet	93
Named Ranges on Input Sheet.....	93
Values Sheet	93
Virtual Rollups	95
Table Layout	95
Analysis Report.....	101
Index & Match Functions.....	102
Presentation of Date in Header	103
Row Suppression	104
Analysis Report Exercise	108

Current Year Trend	109
Current Year Trend – Exercise	113
Summary Profit & Loss – By Department & Location – TUTORIAL.....	114
IF ERROR	120
Summary P&L – Dept / Location Exercise	120