

REPORTING ON CURRENT AND PRIOR YEAR

When creating comparison reporting often it is necessary to bring in prior year information. If the value for the year is placed in each column, BizInsight functions will read a different value for each year. To make this dynamic, the year value would be a formula referencing the Report Year Parameter. The current year would be equal to the value of the report parameter and the prior year would equal the report parameter minus one. Details are shown below.

Shown below is the completed report.

BizNet Enterprises Income Statement As of April 30, 2017						
April Activity			Year-To-Date Activity			
2017	2016	Change		2017	2016	Change
			Expenses			
\$ 92,314	\$ 76,684	\$ 15,630	Salary Expense	\$ 361,826	\$ 294,373	\$ 67,453
31,599	26,789	4,810	Officers Comp	123,332	102,968	20,364
5,310	4,855	455	Depreciation Expense	20,876	19,420	1,456
4,727	3,837	890	Office Expense	18,381	14,878	3,503
21,662	713	20,949	Supplies	57,861	2,755	55,106
1,258	1,253	5	Maintenance	4,970	4,845	125
11,340	9,831	1,509	Rent	44,340	38,003	6,337
7,204	8,332	(1,128)	Travel	28,148	32,205	(4,057)
10,785	7,482	3,303	Advertising	37,976	29,007	8,969
18,256	13,660	4,596	Commissions Expense	71,115	78,596	(7,481)
7,324	29,441	(22,117)	Income Tax Expense	28,497	109,314	(80,817)
1,008	1,125	(117)	Interest Expense	3,995	4,500	(505)
\$ 212,787	\$ 184,002	\$ 28,785	Total Expenses	\$ 801,317	\$ 730,864	\$ 70,453

Step 1 – Layout the report (the demo data in this company is 2017 and 2016)

	A	B	C	D	E	F	G	H	I	J
1	BNE		BizNet Enterprises Income Statement As of April 30, 2017							
2	2017									
3	4									
4										
5			April Activity							
7						Expenses				
8	5000					Salary Expense				
9	5050					Officers Comp				
10	5100					Depreciation Expense				
11	5200					Office Expense				
12	5225					Supplies				
13	5240					Maintenance				
14	5250					Rent				
15	5300					Travel				
16	5350					Advertising				
17	5400					Commissions Expense				
18	5500					Income Tax Expense				
19	5650					Interest Expense				
20						Total Expenses				

The Values in A1, A2 and A3 will be the **report parameters** for this report. Changing these values will impact all the cells on this worksheet that use a BizInsight function.

Step 2 – **KEY STEP**: Set the value for the year for column C (current year – Cell C6) to equal the Report Year in A2 (notice the fixed anchor). This will return the value of 2017 for C6.

	A	B	C	D	E		A	B	C	D	E
1	BNE					1	BNE				
2	2017										
3	4										
4											
5			April Activity			5			April Activity		
6			=A\$2	=A\$2-1	Change	6			2017	2016	Change
7						7					

Step 3 – **KEY STEP**: Set the value for the year for column D (prior year – Cell D6) to equal the Report Year in A2 and subtract 1. This will return the value of 2016 for D6..

If the parameter in A2 is changed to 2015, C6 becomes 2015 and D6 becomes 2014.

Step 5 – Copy this function down column C (to row 19), and add a Sum to C20.

Step 6 – Copy C8 to C20 to D8 to D20

Step 7 – In E8, subtract C8-D8 and copy down to row 20

	A	B	C	D	E	F	G
1	BNE		BizNet Enterprises Income Statement As of April 30, 2017				
2	2017						
3	4						
4							
5			April Activity				
6			<u>2017</u>	<u>2016</u>	<u>Change</u>		
7						Expenses	
8	5000		\$ 92,314	\$ 76,684	\$ 15,630	Salary Expense	
9	5050		31,599	26,789	4,810	Officers Comp	
10	5100		5,310	4,855	455	Depreciation Expense	
11	5200		4,727	3,837	890	Office Expense	
12	5225		21,662	713	20,949	Supplies	
13	5240		1,258	1,253	5	Maintenance	
14	5250		11,340	9,831	1,509	Rent	
15	5300		7,204	8,332	(1,128)	Travel	
16	5350		10,785	7,482	3,303	Advertising	
17	5400		18,256	13,660	4,596	Commissions Expense	
18	5500		7,324	29,441	(22,117)	Income Tax Expense	
19	5650		1,008	1,125	(117)	Interest Expense	
20			\$ 212,787	\$ 184,002	\$ 28,785	Total Expenses	
21							

QUICKLY MAKE CURRENT MONTH COLUMNS BECOME YEAR-TO-DATE

There is one more trick. Both the Month and Year-To-Date actual functions in BizInsight have the same parameters, so columns can easily be created by copying the Month columns to the Year To Date columns and performing a find and replace.

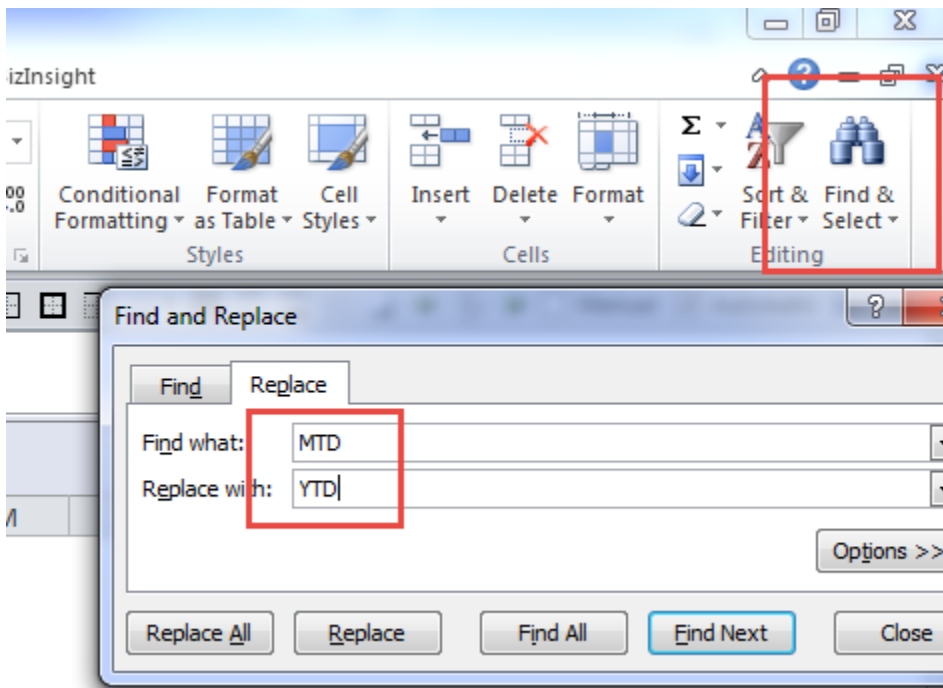
Copy the current month section to the year to date section (C5 to E20 to G5-I20)

	A	B	C	D	E	F	G	H	I
1	BNE		BizNet Enterprises						
2	2017		Income Statement						
3	4		As of April 30, 2017						
4									
5			April Activity				April Activity		
6			<u>2017</u>	<u>2016</u>	<u>Change</u>		<u>2017</u>	<u>2016</u>	<u>Change</u>
7						Expenses			
8	5000		\$ 92,314	\$ 76,684	\$15,630	Salary Expense	\$ 92,314	\$ 76,684	\$15,630
9	5050		31,599	26,789	4,810	Officers Comp	31,599	26,789	4,810
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14	5250		11,340	9,831	1,509	Rent	11,340	9,831	1,509
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16	5350		10,785	7,482	3,303	Advertising	10,785	7,482	3,303
17	5400		18,256	13,660	4,596	Commissions Expense	18,256	13,660	4,596
18	5500		7,324	29,441	(22,117)	Income Tax Expense	7,324	29,441	(22,117)
19	5650		1,008	1,125	(117)	Interest Expense	1,008	1,125	(117)
20			\$ 212,787	\$ 184,002	\$ 28,785	Total Expenses	\$ 212,787	\$ 184,002	\$ 28,785
21									

Highlight G8 to I19

	F	G	H	I
1				
2				
3				
4				
5		April Activity		
		2017	2016	Change
7	Expenses			
8	Salary Expense	\$ 92,314	\$ 76,684	\$15,630
9	Officers Comp	31,599	26,789	4,810
10	Depreciation Expense	5,310	4,855	455
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19	Interest Expense	1,008	1,125	(117)
20	Total Expenses	\$ 212,787	\$ 184,002	\$ 28,785

On the Home Ribbon, choose Find & Select and find MTD and replace it with YTD. Replace All.


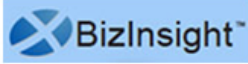



Change the Header in G5 to read Year-To-Date and the report is complete.

		BizNet Enterprises Income Statement As of April 30, 2017					
		April Activity			Year - To - Date		
		2017	2016	Change	2017	2016	Change
					Expenses		
5000		\$ 92,314	\$ 76,684	\$15,630	Salary Expense	\$361,826	\$294,373 \$67,453
5050		31,599	26,789	4,810	Officers Comp	123,332	102,968 20,364
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5500		7,324	29,441	(22,117)	Income Tax Expense	28,497	109,314 (80,817)
5650		1,008	1,125	(117)	Interest Expense	3,995	4,500 (505)
		\$212,787	\$184,002	\$28,785	Total Expenses	\$801,317	\$730,864 \$70,453

These are the types of topics covered in the Intermediate /Advanced Class, and hopefully you can join a future class.

Here is a list of upcoming training classes:

  				
Upcoming Schedule				
Reporting Basics	Thu - Aug 13	Wed - Aug 26	Thu - Sep 17	Thu - Oct 15
Intermediate/Advanced	Wed - Jul 29	Thu - Aug 20	Thu - Sep 24	Wed - Oct 21
BizBroadcast	Fri - Aug 21		Wed - Oct 28	
Class Time	9AM - 1PM (PST) / Noon - 4PM (EST)			

Feel free to pass this email on to any colleagues. **We really appreciate your referrals.**

If this schedule does not work, we can easily put together a class if we have two people or we can organize a private class for your organization.

If you have time, please check out our new [website](#) for more information on class content. I am also offering **private training classes** and am available for any assistance that you may need with BizInsight or BizBroadcast.

Please don't hesitate to contact me with any questions or comments. **We love to talk BizNet.**

Take care,
Lloyd