

Microsoft® Business Solutions - FRx® Report Design Essentials I

IN BRIEF

Delivery: Instructor Led

Duration: 1 day

Cost: \$650+GST

Class size: 10 Students Max.

Inclusions: Microsoft expert instructor, comprehensive course manual, individual computer access and refreshments.

Prerequisites: Basic knowledge of accounting principles

Products Covered:
Microsoft FRx

Course Description

The one-day Report Design Essentials - I course covers the basic report design skills you need to create, maintain and distribute presentation quality reports using Microsoft FRx. It also includes coverage of additional functionality designed to help you create new reports, and distribute and analyze your company's financial information. You learn about basic foundational skills, complex calculations, drag and drop reorganization, rounding adjustments and account sets.

Audience

This class is intended for novice Microsoft FRx users and intermediate and experienced Microsoft FRx users who would like to refresh their skills or develop broader product proficiency.

Topics Covered

- Learn basic navigation and report creation in Microsoft FRx
- Learn techniques to drill down, analyse, print and export from the FRx Drilldown Viewer
- Explore ways to efficiently create and distribute many financial reports including:
 - Trial balances
 - Balance sheets
 - Transaction detail reporting
 - Trended
 - Side -by-side
 - Actual vs. Budget
 - Rolling quarters
- Examine tips and tricks for increasing speed and accuracy of month-end close
- Learn how to troubleshoot tough reports
- Create presentation quality reports
- Perform electronic distribution – including chaining, e-mail and sending reports to FRx WebView
- Understanding security settings within Microsoft FRx
- Learn many ways to improve your company's financial reporting package