



8399—FRx 6.7 Report Design Essentials- I

This two-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. A thorough understanding of these topics allows you to easily design and maintain standard and essential reports your organization needs to understand its financial position. You learn how to use templates or create customized report designs as well as how to setup self-maintaining reports that will dynamically include newly added GL accounts and newly closed periods. This course also teaches you how to generate and electronically distribute reports using your in-house email system. These skills enable you to take control of the financial reporting process, allowing you to be more productive and efficient in the way you create, generate and distribute financial information, which in turn help you to enable internal and external stakeholders to make well informed decisions to positively impact your organization.

Audience:

This course is essential to anyone who uses FRx to create financial reports.

Event Goals:

- Understand basic navigation and report creation in Microsoft FRx
- Drill down, analyze, print and export from FRx Drilldown Viewer
- Efficiently create and distribute many financial reports including trial balances, balance sheets, transaction detail reporting, trended reports, side-by-side presentation, relational reporting, actual vs. budget, and rolling quarters
- Learn tips and tricks for increasing speed and accuracy of month-end close
- Create presentation quality reports
- Understand security settings within Microsoft FRx
- Understand many ways to improve your company's financial reporting package

Event Prerequisites:

Experience in these areas is required

- Basic knowledge of accounting principles
- It is *recommended*, but not required, that students have completed Microsoft FRx Overview & Basic Reporting eCourses

Number of Days: 2

Accepted Payment Methods: Check, Visa, MasterCard, American Express

Prices: *Classroom*—\$995, *Online*—\$900