



ACC Accounting Solutions, Inc.

Philadelphia Office:

1800 JFK Blvd,
Suite 300
Philadelphia, PA 19103

Fresno Office:

1959 N. Gateway Blvd,
Suite 103
Fresno, CA 93727

Office Line: 559-435-9000

Fax Line: 559-435-9014

www.4acc.com

Dear Student,

Thank you for attending our FRx Essentials 1 class. Today you will need to carve out some time and look at your FRx system. I have listed 5 items that you might want to do today:

- 1)** Make a clone of your Specification Set. Again the idea behind this is that if you make changes to existing reports that you have a copy available to fix it. Additionally look at chapter 10 in your book to help you remember how we did it in class.
- 2)** Open up your Catalog Of Reports and verify that on the OUTPUT tab "Output Options", the file name of the catalog is the same as the Catalog Name. The idea behind that was the issue with Two (2) reports pointing to the same file name, one (1) over ridding the other.
- 3)** Print out the Catalog Listing - From the Catalog Screen go to Print Catalog, and remember to select all and print Summary. This report will help you understand which reports use what rows, columns, and trees.
- 4)** Make several tree's today, do not save them unless you need them, but make trees for practice just so you get a good feel for how your account structure works with FRx.
- 5)** Have fun, do not take it to serious and you can always e-mail me if you have issues.

Hope to see you in Essentials 2. Take care best of luck,

Sean

Sean T. Atkins

President

satkins@4acc.com

We provide knowledge, so you have control!