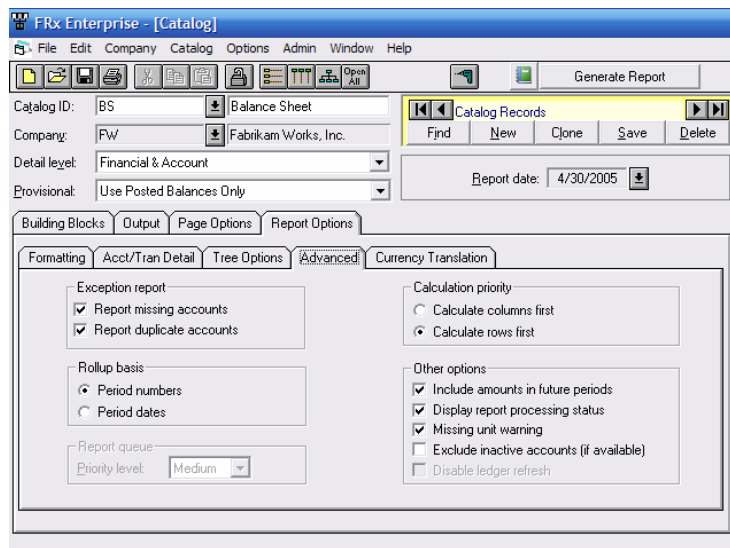


Report Maintenance

When running your reports there may be times when you discover they no longer reconcile to your Accounting System. There is ultimately one reason for this occurring; you've added new accounts. New accounts can cause issues, in two places within FRx; Row Formats, and Reporting Trees.

Exception Report

A great tool built into FRx is the Exception Report. One of the exception reports is called the Missing Account Report. This report, will review your entire General Ledger and compare it to the accounts coming into the report, to determine what is missing. To run the Exception Report, simply check the box on the Report Options/Advanced Tab.



Once you generate your report you can view the Exception Report from the Drilldown Viewer, by selecting it from the View menu.

The screenshot shows the FRx DrillDown Viewer software interface. The main window is titled "FRx DrillDown Viewer - [Report]". The menu bar includes File, View, Window, and Help. The "View" menu is open, showing the following options: "Drill Down" (F3), "Exception Report", "Status Bar", "Close" (Ctrl+L), "Close All" (Ctrl+A), "100%" (checked), "Other ...", and "Subtotals". The main area displays a balance sheet for Fabrikam Works, Inc. as of April 30, 2005. The balance sheet is as follows:

| Fabrikam Works, Inc. | |
|-----------------------|----------------|
| Balance Sheet | |
| April 30, 2005 | |
| Cash - Checking | \$357,477 |
| Money Market Accounts | 129,423 |
| Total Cash | 486,900 |
| Net Trade A/R | 233,907 |
| Due from FWC | 10,139 |
| Inventories | 1,649,803 |
| Prepaid Other | 7,173 |

Financial & Account

Running your FRx Reports with Financial & Account detail, will give you the capability of seeing the full Account Numbers coming into each row of the report. One of the best ways to know what you're not including in an FRx Report is to know what you are including in an FRx Report. Drilldown will give you this capability.

Row Formats

When Row Formats are designed and accounts are specified, using Wildcards and Account Ranges, we ensure new accounts will automatically be included. Some lines though, will simply be one account, and in the event that a new GL account was added to that account type, it would need to be added individually.

For example, Accounts Payable is 20??. All Accounts from 2000 to 2099 will automatically be included in this line.

Notes Payable is 2110. Another Notes Payable account is created, account 2115. This account will need to be added to the line. This could be done simply by adding the two accounts, 2110+2115, or using Wildcards, 211?

Reporting Trees

Reporting Trees define specific business units that you want to report on for your company. If your company decides to create a new business unit it will need to be added to the Reporting Tree, otherwise it will not be included. This is a very common problem for many companies. Reporting Trees are exclusive, and will only include the information defined within them. The best way to check if this is an issue, is to run your FRx report with out a tree and see if the report Reconciles.

Column Layouts

If you are doing side by side reporting, it is possible, Reporting Units, or Account Filters are restricting all of the data you require in the report, from coming into the report. This is a very specific situation, and easily resolved by adding a new column or changing your filters.