

# Microsoft FRx Training Essentials I - Course Outline E1

Course Outline FRx Report Design Essentials - I (Version 6.7 - 2 Day Class) [click for -> FRx Training Class Schedule \[Home Page\]](#)

FRx Report Design Essentials - I - Beginning/Intermediate Report Design has been enhanced to cover the basic report design skills you need to create, maintain and distribute presentation quality reports using 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 will learn about basic foundational skills, complex calculations, drag and drop reorganization, rounding adjustments and account sets. Course objectives:

- Learn basic navigation and report creation in FRx
  - Learn techniques to drill down, analyze, 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 (favorable/unfavorable)
    - 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
  - Understand security settings within FRx
  - Learn many ways to improve your company's financial reporting package This class is ideal for:
    - Intermediate and experienced FRx users who would like to refresh their skills or develop broader product proficiency
    - ACP Program participants (FRx – Report Design)
    - FRx Software product resellers
    - FRx Software Corporation Partners
  - After completing this course you will be able to:
    - Create new FRx Building Blocks
    - Modify an existing FRx Report
    - Distribute FRx Reports through your organization
    - Troubleshoot FRx Reports
  - This class is required for:
    - ACP Program participants (FRx – Report Design)
- Prerequisites:  
 Knowledge of Accounting and working knowledge of Excel  
 No advance preparation required for either course  
 Class Cost: \$995  
 CPE Credit: 16 CPE credits awarded for Classroom Training Only formats- (WebClass- Live are not available for CPE!)

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