

Microsoft FRx Report Design Essentials II

Course 8400B: Two days

About this Course

The two-day Report Design Essentials - II course builds on the basic report design skills learned in Report Design Essentials - I. Using Microsoft FRx you learn advanced report design including linking to external worksheet data, linking row formats, multi company consolidations, currency translation reporting and cash flow. A combination of instructor guided exercises and practice tutorials allow students to master their report design skills.

Audience

This class is intended for:

- Intermediate Microsoft FRx users
- Experienced Microsoft FRx users who would like to build upon their skills and master product proficiency

At Course Completion

After completing this course, students will be able to:

- Have a renewed understanding of basic Microsoft FRx report design concepts
- Explore ways to efficiently create and distribute many financial report designs including:
 - Trial balances
 - Reports linking to external worksheet data
 - Statements of Cash Flow
 - Reports using full accounts or multiple GL segments
 - Allocation reporting
 - Linking Row Formats
 - Relational reporting
 - Multi company consolidations
 - Currency Translation
 - OLAP (Online Analytical Processing) output
 - XBRL (eXtensible Business Reporting Language) output
 - Advanced formatting tips and tricks

Prerequisites

Before attending this course, students must have:

- Basic knowledge of accounting principles
- In addition, it is recommended, but not required, that students have completed:
 - Microsoft FRx Report Design Essentials I

Course Outline

Chapter 1: Overview and Introduction Topics

- About FRx Software Corporation products
- Terminology
- Demo company account structure
- Sample report demonstration

Chapter 2: Concept Overview Topics

- Basic Row Format review
- Working with TOTs and CALs in the Row Format
 - How C's affect TOT and CAL rows and why to use them
 - Defining a sort in the Row Format
 - Relating rows to other rows
- Basic Column Layout review
 - Defining a favorable/(unfavorable) variance Column Layout
 - Working with BASE periods and years in the Column Layout
- Using "Add Reporting Units from Chart of Accounts" to build a Reporting Tree
 - Using the split function to isolate a single account mask character
- Creating a new Reporting Catalog
 - Defining report headers and footers
 - Working with sub-totals in FRx DrillDown Viewer

Chapter 3: Linking to External Worksheets Topics

- Referencing external worksheet data
 - Optional row modifiers
 - Determining the period of data to be reported on
 - Using the combined GL+Worksheet link in the Row Format
- Calculation priority with working with intersecting row and column calculations
 - Adding an external worksheet link to the Row Format
- Proper syntax in combined vs. separate linking
 - Using the optional row modifiers /CPO and /RPO when referencing worksheet data
- Designing Column Layouts that report on either/or data (i.e. either Actual or Budget) depending on the report date

Chapter 4: Practice Topics

- Defining the GL+Worksheet link
 - Working with the /CPO and /RPO row modifiers
 - Using account and book code modifiers
 - Advanced calculations and non-printing rows
 - Modifying a Column Layout to link to worksheet data
- Chapter 5: Full Account Code & Multiple Segments Topics
 - Defining a fully qualified account in the Row Format

- • How a full account in the Row Format affects units in a Reporting Tree
- • Defining a range of periods in the Column Layout
- • Using conditional dates in the Column Layout
- • Using a range in a calculated column in the Column Layout
- • Chapter 6: Rotate the Building Blocks
- • Topics
- • Defining the Department segment in the Row Format
- • Defining a Reporting Tree that recognizes the Department in the Row Format
- • Using Account Filters in the Column Layout
- • Chapter 7: Statements of Cash Flow
- • Topics
- • Using "C" in the normal balance to properly state sources and uses of cash
- • Using the beginning balance and year to date account modifiers
- • Defining a non-printing check row
- • Using specific placement calculations in the Row Format
- • Designing Column Layout's that display the changes in activity for the time frame being reported on
- • Defining calculation priority for intersecting row and column calculations
- • Defining a Reporting Tree that relates to multiple Row Formats
- • Advanced formatting concepts
- • How rounding options work with Row Linking

Chapter 8: Practice Topics

- • Modifying an existing report design
- • Using a combined GL+Worksheet link
- • Using the /RPO row modifier
- • Using non-printing check rows to validate report accuracy

Chapter 9: Allocations Topics

- • Using specific column placement in Row Format calculation
- • Column G restrictions in the Row Format
- • Using Book Code modifiers in the Row Format
- • How to work with full accounts in the Row Format when using a Reporting Tree
- • Suppressing data from rolling up in the Reporting Tree
- • Using multiple GL Links in the Row Format and Reporting Tree
- • Presentation of external worksheet data in calculated columns
- • Advanced calculations in the Column Layout
- • Advanced formatting

Chapter 10: Practice Topics

- • Modifying existing building blocks
- • Use non-printing columns for period specific information
- • Using print controls to determine active columns
- • Using non-printing rows and specific column placement calculations in the Row Format

Chapter 11: Row Linking Topics

- • Adding a Row Format link to a Row Format
- • Using text labels for row codes

Chapter 12: Practice Topics

- • Linking to another Row Format
- • Defining a Reporting Tree that can access multiple Row Formats
- • Using the BASE+ concept in the Column Layout
- • Rounding options when using Row Linking

Chapter 14: Relational Reporting Topics

- • Defining the CBR or Base Row(s)
- • Defining Column Layout calculations that work with CBR in the Row Format
- • Using Reporting Unit restrictions in the Row Format vs. full account codes to restrict the data being reported on
- • Using Reporting Unit restrictions in the Column Layout vs. Account Filters to restrict the data being reported on

Chapter 15: Effective Dates Topics

- • Using save as to create multiple Column Layouts with simple updates to each
- • Defining effective dates in the catalog

Chapter 16: What's Wrong? Topics

- • IF/THEN/ELSE calculations in the Row Format
- • IF/THEN/ELSE calculations related to Reporting Tree Units
- • IF ABS (absolute value) calculations in the Column Layout

Chapter 17: Additional Formatting Concepts Topics

- • Using column Z (Additional Text) in the Reporting Tree
- • Working with Excel or Microsoft(Office Word(and Microsoft FRx
- • Defining International Formats

Chapter 18: Consolidations Topics

- • Overview of multiple company consolidations in Microsoft FRx
- • How to format amounts
- • Assigning an international format to a report
- • When is a Reporting Tree required
- • Side-by-side (consolidating) Column Layout design
- • Linking to external worksheet data

Chapter 19: OLAP Output Topics

- • Microsoft FRx and OLAP
- • Microsoft Local Cubes
- • Microsoft Server Cubes
- • Excel Pivot Chart and Excel Pivot Table output options
- • Terminology in OLAP and Microsoft FRx

Chapter 20: XBRL Topics

- • XBRL Overview
- • Adding an XBRL link and related taxonomy file
- • Assigning XBRL tags
- • The XBRL Instance Document output option

Chapter 21: Currency Translation Topics

- • Using an external worksheet link to pull in translation rates
- • Adding CTA (cumulative translation adjustment) to the Row Format
- • Using column restrictions in the Column Layout to define formatting
- • Defining the DAX rates path
- • Activating DAX in the Catalog and Column Layout
- • Assigning currency conversion format codes and related rate IDs