

Report Design Essentials – I

Revision History

Document Number	Document Date	Software Release
DJH-703	8/30/2006	6.7.7032

Copyright and Trademark Notice

© 2006 Microsoft Corporation. All rights reserved. Microsoft, FRx, DrillDown Viewer and instant!OLAP are either registered trademarks or trademarks of Microsoft Corporation or FRx Software Corporation or their affiliates in the United States and/or other countries. The names of actual companies and products mentioned herein may be the trademarks of their respective owners. FRx Software Corporation is a subsidiary of Microsoft Corporation.

No part of this content may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or any information storage and retrieval system, without permission from Microsoft. Because Microsoft must respond to changing market conditions, it should not be interpreted to be a commitment on the part of Microsoft, and Microsoft cannot guarantee the accuracy of any information presented after the date of publication.

Contents

Preface	vi
Who Should Read this Training Guide	vii
Available Product Documentation	vii
Conventions Used in this Guide	viii
How to Contact Us	viii
Chapter 1: Overview and Introduction	1
About FRx Software Products	2
Terminology	4
About Account Structures	6
Sample Report	8
Sample Report Building Blocks	11
Chapter 2: Creating a Trial Balance	15
Exercise 1 - Create a Detailed Trial Balance	16
Building Block Solutions	18
Exercise 2 - Create a Summary Trial Balance	22
Building Block Solutions	26
Chapter 3: Creating an Income Statement	29
Exercise 3 - Detailed Income Statement	30
Working with TOTs and CALs	32
Special Format Masks	34
Adding Custom Fonts	36
Building Block Solutions	38
Chapter 4: Reporting Trees	41
What is a Reporting Tree?	42
Why use a Reporting Tree?	42
Exercise 4 - Creating Reporting Trees	44
Relating Reporting Trees to Row Formats	54
Exercise 5 - Departmental Income Statement	57
Exception Reporting	62
Building Block Solutions	63

Chapter 5: Review	67
Exercise 6 - What's Wrong?	68
Chapter 6: More on Reporting Trees	71
Exercise 7 – This Year vs. Last Year Income Statement	72
Generating Specific Tree Units	75
Building Block Solutions	77
Creating Virtual Reporting Units	80
Exercise 8 – Income Statement by Location	81
Building Block Solutions	84
Chapter 7: Transaction Detail Level	87
Exercise 9 - Cash Transaction Details	88
Building Block Solutions	90
Exercise 10 – Debit/Credit Details	92
Building Block Solutions	95
Chapter 8: Using FRx® DrillDown Viewer™	97
Exercise 11 – Viewing/Printing Account Detail	98
Exercise 12 - Using the Send Feature	102
Exercise 13 - Export Options	104
Chapter 9: Working with Specification Sets	113
About Specification Sets	114
Exercise 14 - Saving between Spec Sets	118
Building Block Solutions	120
Exercise 15 - Export and Import between Specification Sets	121
Chapter 10: What We Know	125
Exercise 16 - Concept Quiz	126
Tutorial 1 – Modifying Building Blocks	130
Chapter 11: Creating a Balance Sheet	135
Exercise 17 - Detailed Balance Sheet	136
Account Sets	138
Rounding Adjustments	139
Building Block Solutions	141
Exercise 18 - Comparative Balance Sheet	144
Building Block Solutions	146
Alternate Design Concept - Tabular Balance Sheet	148
Building Block Solutions	149
Chapter 12: Income Statement Variations	153

Exercise 19 – Create a Summary Income Statement	154
Building Block Solutions	156
Exercise 20 - Trended Income Statement	158
Building Block Solutions	160
Row Modifiers	163
Exercise 21 - Current and YTD Trended Income Statement	164
Building Block Solutions	166
Variance Reporting	167
Exercise 22 – Over/Under Budget Income Statement	168
Exercise 23 – Favorable/Unfavorable Budget Variances	170
Building Block Solutions	172
Sort Commands	174
Chapter 13: Relational Reporting	179
Exercise 24 – Defining a Base Row	180
Building Block Solutions	182
Exercise 25 – Multiple Base Row Definitions	184
Suppress CBR	187
Building Block Solutions	186
Chapter 14: Side by Side Reporting	189
Exercise 26 - Side by Side Reporting with Filters	190
Building Block Solutions	192
Exercise 27 - Side by Side Reporting with a Reporting Tree	194
Building Block Solutions	196
Chapter 15: Report Distribution	199
Naming Conventions	200
Exercise 28 - Chaining Report Catalogs	202
Building Block Solutions	203
Monthly Archive Options	205
E-mail Distribution via Microsoft® FRx®	207
Reporting Tree Distribution	209
FRx® WebPort Distribution	210
FRx® Report Manager	212
Sample Report Book	213
Chapter 16: What's Wrong?	215
Tutorial 2 – Broken Income Statement	216
Chapter 17: Troubleshooting	219
Exercise 29 - Rebuilding the GL Index (.G32 file)	220
Exercise 30 - Compacting the Microsoft® FRx® Databases	222
Getting Additional Help	224
Using Knowledge Point	224
Report Design Guidelines	226

Chapter 18: Advanced Concepts	229
Reporting in Microsoft® Office Outlook®	230
Linking to Microsoft® FRx® data	232
Complex Report Design	235
Appendix A: Solutions	239
Exercise 4 – Pop Quiz	240
Exercise 6 - What's Wrong?	240
Exercise 16 – Concept Quiz	243
Tutorial 1 – Modifying Building Blocks	245
Tutorial 2 – Broken Income Statement	249
Appendix B: Using FRx® Report Launcher	253
FRx Report Launcher	254
Appendix C: Concept Review	259
Row Formats	260
Column Layouts	264
Reporting Trees	266
Catalogs	268
Appendix D: Security Overview	275
Network Security	276
Padlock Security	276
Microsoft® FRx® Security	277
Users	279
Groups	281
Securing Components	282
Appendix E: FRx® Report Manager	285
Report Book Design	286
Properties – General	288
Headers and Footers	289
Security	290
Distribution	291
Publishing	292
File/Report Properties	293
Report Options	294
FRx® DrillDown Viewer™ display	295

Preface

Who Should Read this Training Guide

The purpose of this guide is to support students in the classroom training of Microsoft® FRx®. Included in this guide are high level steps for exercises that will be explained in detail by the instructor. Also included are practice tutorials to test the student's knowledge of the concepts covered within class.

This guide is written for individuals who have little or no knowledge of FRx® Report Designer, however, experienced users may also benefit from the step by step approach of explaining reporting concepts.

Available Product Documentation

The following documentation is available for this product.



- **User Guides** – Various user guides may be accessed in the Help folder of the installation directory. Included are FRx® DrillDown Viewer™, FRx® Report Designer Admin, FRx® Report Designer, FRx® Report Manager, FRx® Report Server and FRx® WebPort.
- **Getting Started Guide** – This guide describes system specific features such as creating companies for the accounting system.
- **Install Guide** – This guide describes installation procedures for Microsoft FRx 6.7.
- **System Requirements** – This guide outlines the system requirements when installing Microsoft FRx 6.7 and its components.
- **Readme file** – This file includes late-breaking information not covered in any other documentation.



Note: Microsoft® FRx® has formerly been known as FRx® Financial Reporting, FRx® Financial Reporter, Microsoft® Business Solutions for Analytics–FRx®, and Microsoft® Business Solutions–FRx®. Microsoft® Forecaster was formerly known as FRx® Forecaster, Microsoft® Business Solutions for Analytics–Forecaster, and Microsoft® Business Solutions–Forecaster.

Conventions Used in this Guide

The following conventions are used through this guide.

Convention	Description
Bold	Used in procedures to indicate an on-screen item, such as an icon name.
<i>Italics</i>	Used to indicate emphasis.
Command	Used to indicate a command, file name or path.
	Used to indicate information that supplements the main text.
	Used to indicate that a specific action or lack of a specific action could result in the loss of data.

How to Contact Us

Mailing Address:

FRx Software Corporation
 4700 S. Syracuse Parkway
 Suite 150
 Denver, CO 80237

Web site:

www.frxsoftware.com

Main Telephone:

(303) 741-8000
 (800) 379-8733

Software Support Telephone:

(800) 379-7658

E-mail:

Microsoft FRx training:	frxtrain@microsoft.com
Microsoft FRx software support:	frxhelp@microsoft.com
Documentation:	frxdoco@microsoft.com
General information:	frxinfo@microsoft.com