



Microsoft FRx Training I Agenda

OBJECTIVE	To gain an understanding of basic FRx reporting
DOCUMENT	A training manual will be provided upon registration
TECHNICAL REQUIREMENTS	Attendees will be required to have two computers available – one to follow the session using WebEx and one with the demo company Fabrikam installed to complete training exercises.
COST	\$400 per registrant
TIME ESTIMATE	TOPIC
Morning 9:00am to 10:15am	FRx Overview
Break 10:15am to 10:30am	Building Row Formats <ul style="list-style-type: none">• Understanding Row Format Options• Entering GL Codes• Using Wildcards• Account Ranges• Account Sets
Morning 10:30am to 11:30am	Column Formats <ul style="list-style-type: none">• Header/Detail Field Options• Calculations, Variance Columns• Special Format Mask Report Catalogues <ul style="list-style-type: none">• Understanding the Catalogue of Reports Running Reports <ul style="list-style-type: none">• Creating a Trial Balance• Generating Reports• Using the Drill Down Viewer• Exporting to Excel Basic Report Building <ul style="list-style-type: none">• Creating an Income Statement
Lunch 12:00pm to 1:00pm	
Afternoon 1:00pm to 2:30pm	Basic Report Building <ul style="list-style-type: none">• Row Format• Column Format• Reporting Trees• Report Catalogue and Basic Options

Please note that this session may be rescheduled if the minimum number of registrants is not met.