

# **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

<b>Preface</b> .....	<b>vi</b>
Who Should Read this Training Guide .....	vii
Available Product Documentation .....	vii
Conventions Used in this Guide .....	viii
How to Contact Us .....	viii
<b>Chapter 1: Overview and Introduction</b> .....	<b>1</b>
About FRx Software Products .....	2
Terminology .....	4
About Account Structures .....	6
Sample Report .....	8
Sample Report Building Blocks .....	11
<b>Chapter 2: Creating a Trial Balance</b> .....	<b>15</b>
Exercise 1 - Create a Detailed Trial Balance .....	16
Building Block Solutions .....	18
Exercise 2 - Create a Summary Trial Balance .....	22
Building Block Solutions .....	26
<b>Chapter 3: Creating an Income Statement</b> .....	<b>29</b>
Exercise 3 - Detailed Income Statement .....	30
Working with TOTs and CALs .....	32
Special Format Masks .....	34
Adding Custom Fonts .....	36
Building Block Solutions .....	38
<b>Chapter 4: Reporting Trees</b> .....	<b>41</b>
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

<b>Chapter 5: Review</b> .....	<b>67</b>
Exercise 6 - What's Wrong? .....	68
<b>Chapter 6: More on Reporting Trees</b> .....	<b>71</b>
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
<b>Chapter 7: Transaction Detail Level</b> .....	<b>87</b>
Exercise 9 - Cash Transaction Details .....	88
Building Block Solutions .....	90
Exercise 10 – Debit/Credit Details .....	92
Building Block Solutions .....	95
<b>Chapter 8: Using FRx® DrillDown Viewer™</b> .....	<b>97</b>
Exercise 11 – Viewing/Printing Account Detail .....	98
Exercise 12 - Using the Send Feature .....	102
Exercise 13 - Export Options .....	104
<b>Chapter 9: Working with Specification Sets</b> .....	<b>113</b>
About Specification Sets .....	114
Exercise 14 - Saving between Spec Sets .....	118
Building Block Solutions .....	120
Exercise 15 - Export and Import between Specification Sets .....	121
<b>Chapter 10: What We Know</b> .....	<b>125</b>
Exercise 16 - Concept Quiz .....	126
Tutorial 1 – Modifying Building Blocks .....	130
<b>Chapter 11: Creating a Balance Sheet</b> .....	<b>135</b>
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
<b>Chapter 12: Income Statement Variations</b> .....	<b>153</b>

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
<b>Chapter 13: Relational Reporting .....</b>	<b>179</b>
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
<b>Chapter 14: Side by Side Reporting .....</b>	<b>189</b>
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
<b>Chapter 15: Report Distribution .....</b>	<b>199</b>
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
<b>Chapter 16: What's Wrong? .....</b>	<b>215</b>
Tutorial 2 – Broken Income Statement .....	216
<b>Chapter 17: Troubleshooting .....</b>	<b>219</b>
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

<b>Chapter 18: Advanced Concepts .....</b>	<b>229</b>
Reporting in Microsoft® Office Outlook® .....	230
Linking to Microsoft® FRx® data .....	232
Complex Report Design .....	235
<b>Appendix A: Solutions .....</b>	<b>239</b>
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
<b>Appendix B: Using FRx® Report Launcher .....</b>	<b>253</b>
FRx Report Launcher .....	254
<b>Appendix C: Concept Review .....</b>	<b>259</b>
Row Formats .....	260
Column Layouts .....	264
Reporting Trees .....	266
Catalogs .....	268
<b>Appendix D: Security Overview .....</b>	<b>275</b>
Network Security .....	276
Padlock Security .....	276
Microsoft® FRx® Security .....	277
Users .....	279
Groups .....	281
Securing Components .....	282
<b>Appendix E: FRx® Report Manager .....</b>	<b>285</b>
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
<b>Bold</b>	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](http://www.frxsoftware.com)

*Main Telephone:*

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

*Software Support Telephone:*

(800) 379-7658

*E-mail:*

Microsoft FRx training:	<a href="mailto:frxtrain@microsoft.com">frxtrain@microsoft.com</a>
Microsoft FRx software support:	<a href="mailto:frxhelp@microsoft.com">frxhelp@microsoft.com</a>
Documentation:	<a href="mailto:frxdoco@microsoft.com">frxdoco@microsoft.com</a>
General information:	<a href="mailto:frxinfo@microsoft.com">frxinfo@microsoft.com</a>