

Table of Contents

Copyright, Trademark, and Other Notices	2
Revision History	2
Introduction	6
Prerequisites.....	6
Using the FW Company.....	6
The Dates on These Reports	6
Print ONE Copy	6
Sharing this Document	6
Company Setup.....	6
Use the Same Names	6
Standard Windows Functionality	6
No Undo Button!	7
Using Your Own Row Codes	7
Use the Blog	7
Version of FRx Used in This Manual	7
Account Structure for the FW Company.....	7
Chart of Accounts.....	8
Segment 2 Location/Division.....	9
Segment 3 Department	9
Chapter 1—Setup and Review.....	10
Logging into the FW Company	10
Creating a Training Spec Set (Optional but Highly Recommended)	11
Review	14
Chapter 2—Trend January Through December	15
Primary Concepts in This Chapter	15
Income Statement Trend 1st Glance	15
Create a Row Format.....	16
Create the Trend Column Layout	17
Create the Catalog	18
Default Base Period	19
Edit the Page Layout	19
Change the Default Report Header	20
Add a Report Footer.....	21
Results.....	22
Other Ways to Use a Trend.....	22
Chapter 3—Income Statement with Percent Columns	23
Primary Concepts in This Chapter	23
Income Statement Percent of Sales 1 st Glance	24
Edit Existing IS Row Format	25
Specify the Total Revenue Row	25
Create the New Column Layout	26
Add the Column Calculations	26
Making the Report Look Better	27
Formatting Percentage Columns	28

Create a New Catalog	29
Cloning a Catalog	29
Cloning and the Output File Name	32
Changing Page Options.....	33
Results	34
Other Ways to Use CBR	34
Chapter 4—Budget Variance.....	35
Primary Concepts in This Chapter	35
Budget Variance 1 st Glance.....	36
The 3 Tricks to a Budget Variance Report	36
Use Existing IS Row Format	37
Create the New Column Layout	38
Editing the Column Headers Area	38
Formatting Column Headers	39
Creating Favorable/(Unfavorable) Variance Columns	39
Column Header Cosmetics.....	40
Spreading a Column Header Across Multiple Columns	41
Create a New Catalog	43
Results	44
Other Ways to Use Budget Variance	44
Chapter 5—Departmental Side by Side Using Account Filters.....	45
Primary Concepts in This Chapter	45
Overview	45
Departmental Side by Side Using Account Filters 1 st Glance	46
Use Existing IS Row Format	46
Create the New Column Layout	46
The Best Way to Add Account Filters.....	48
Create a New Catalog	50
When to Change the Calculation Priority	54
Column Widths	57
Rounding to Whole Dollars	58
Resolving Out of Balance Due to Rounding	58
One Last Accuracy Check—What a Check Total Won’t Find.....	61
Results	63
Chapter 6—Departmental Side by Side Using Reporting Units	64
Primary Concepts in This Chapter	64
Departmental Side by Side Using Reporting Units 1 st Glance	64
Use Existing IS Row Format	64
Create a New Reporting Tree	65
A Refresher on Reporting Tree Placeholders	66
Building a Tree Based Only on Departments	67
Modify an Existing Column Layout	69
Create a New Catalog	74
Getting Rid of @TITLE on a Side by Side Report	77
Results	78
Chapter 7—Consolidating Balance Sheet	79

Primary Concepts in This Chapter	79
Consolidating Balance Sheet 1 st Glance	80
Create a New Balance Sheet Row Format	81
Create a New Consolidation Reporting Tree	84
Create a New Column Layout	85
Using the Consolidation Tree's Reporting Units to Restrict Columns	86
Discussion on Different Ways to Handle Eliminations	89
Add Account Filters to the Eliminations Columns	89
Create a New Report Catalog	91
Changing Tree Options to Automate the Report	93
Results	95
Other Ideas For Consolidations	96
Chapter 8—Extras	97
Primary Concepts in This Chapter	97
Launcher	98
Run Multiple Reports At Once	98
Row Modifiers	100
Tree Caveat: Copy/Paste—What Not To Do	103
Virtual Rollups—Adding Summary Units for Managers' Departments	104
Additional Text Options for Reporting Units	107
Prior Year Comparison	109
Departments in Row Format	110
Yet Another Way to Do Departments in the Row Format	112
Company Font	112
The End!	112
Related Reading	113
How to Snag a Report from the FRx Demo Company	113
Most Requested FRx Reports: Sample Reporting Package	113
Executive Reporting: Using Excel Charts with FRx	113
How to Use Full Account Segments in the FRx Row	113
Shortcut: Using Excel During FRx Report Creation	113
How to Do Print Setup in FRx Without Losing Your Mind	113
Recreating Your Excel Financials in FRx	113
Color Coded Budget Variances Using FRx and Excel	113
Making Fonts Bigger in FRx Reports	113
Using View Subtotals: How to Get 2 FRx Reports In One	114
Preventative Maintenance in FRx	114
Link FRx to Excel to Calculate Statistics	114
Index	115
About the Author	118
Jan Harrigan CPA • jlh@jharrigan.com • FRxBuzz.com • 512-425-0600	118