

Financial Reporter

Duration: ½ day

Entrance Requirements

Computer literacy and Bookkeeping Knowledge.

Course Content:

What are Report specifications?
Opening a New Spreadsheet
Turning off Automatic Recalculation
Using Formulas to retrieve GL Data
Columns A-D
FRACCT Function
FRAMT Function
Adding Comments
Default Specification Row
Column Headings
Account Reference Lines
Specification Range
Consolidating
Print Financial Statements
Using Sample Reports