

## Financial Reporter

**Duration:** ½ day

**Entrance Requirements**

Computer literacy, Excel 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
Print Financial Statements
Using Sample Reports