

# **F9 Readme for Professional**

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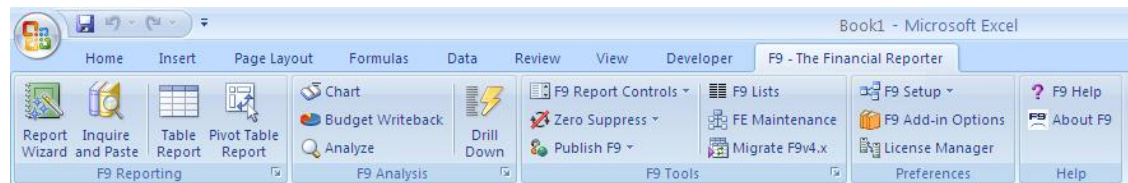


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# F9 Installation Instructions

## F9 Installation Instructions

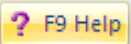


This document outlines important instructions to get F9 running and accessing your accounting system data quickly:

1. **Important!** Check Office 2007 settings
2. [Auto-Attach F9](#) to Excel
3. [F9 Setup](#) to access your data
4. If running older versions of F9 (v4.x)

Additional information is included to reference:

- [Data Accessed by F9](#)
- How to [Purchase F9](#)
- Sharing F9 Reports [for older Excel](#)
- [Contact F9](#)

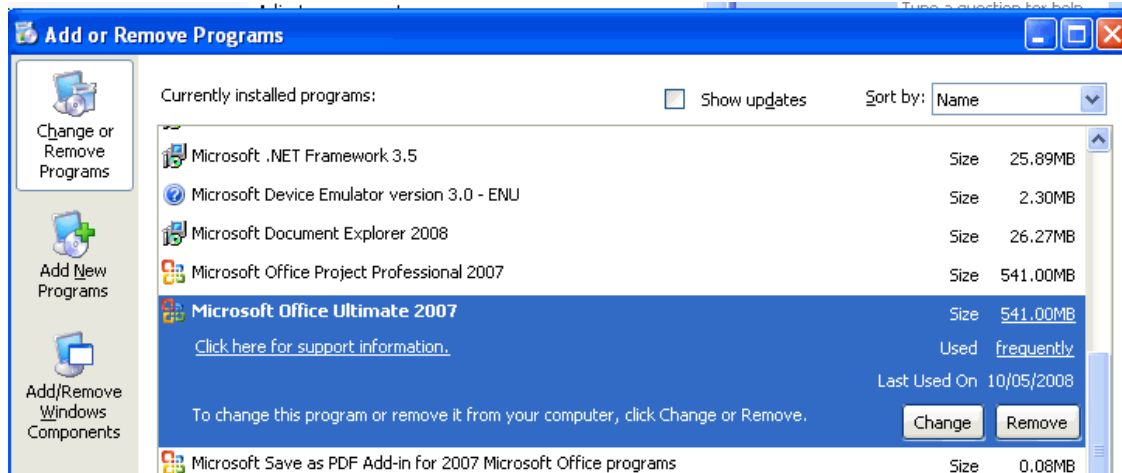
Once F9 is properly loaded in Excel and accessing your accounting system, we recommend viewing F9's new Help file invoked from the F9 Ribbon via: . Here you will find how to Get Started Using F9, What's New with F9 Version 5 as well as a detailed reference for all F9's Windows and Functions

## 1. Important! Check Office 2007 settings

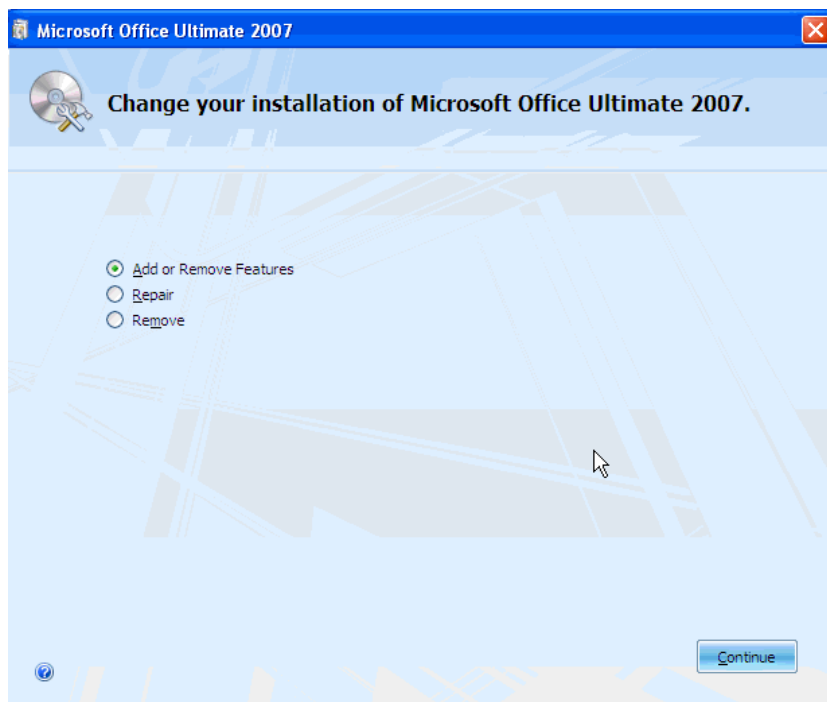
Because F9 Version 5 has been developed under a completely new technology, .NET, users need to ensure support for .NET Add-ins has been setup as part of their Office 2007 installation. Without this, F9 Version 5 will not attach in Excel 2007.

To check for this installation component:

1. Close Excel
2. Run **Control Panel, Add or Remove Programs**, select your **Microsoft Office 2007**

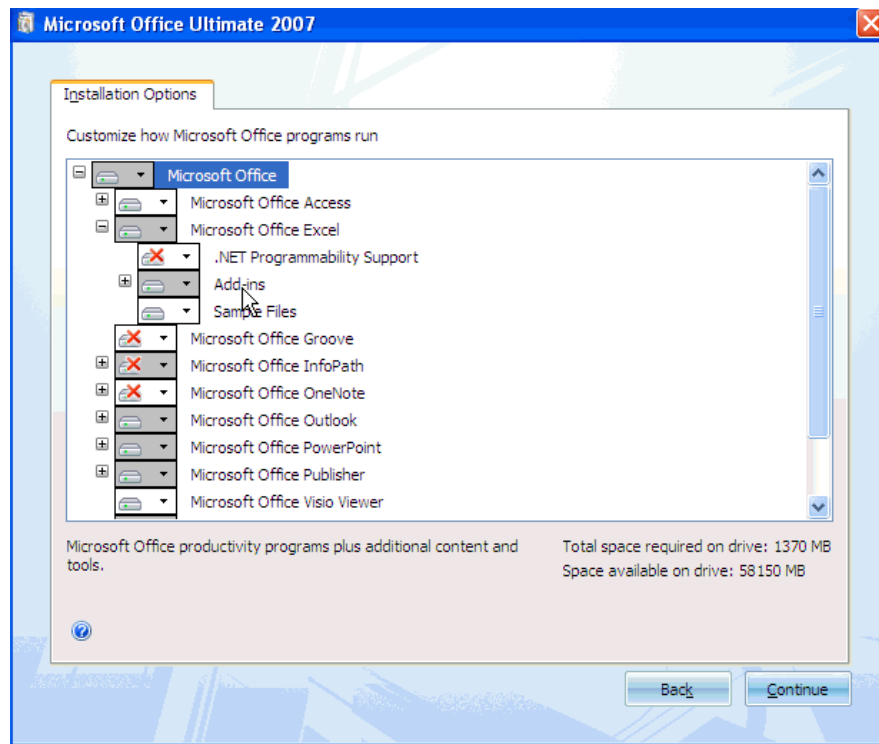


3. Select **Change**
4. The next window should display 3 options, check the first item: **Add or Remove Features**

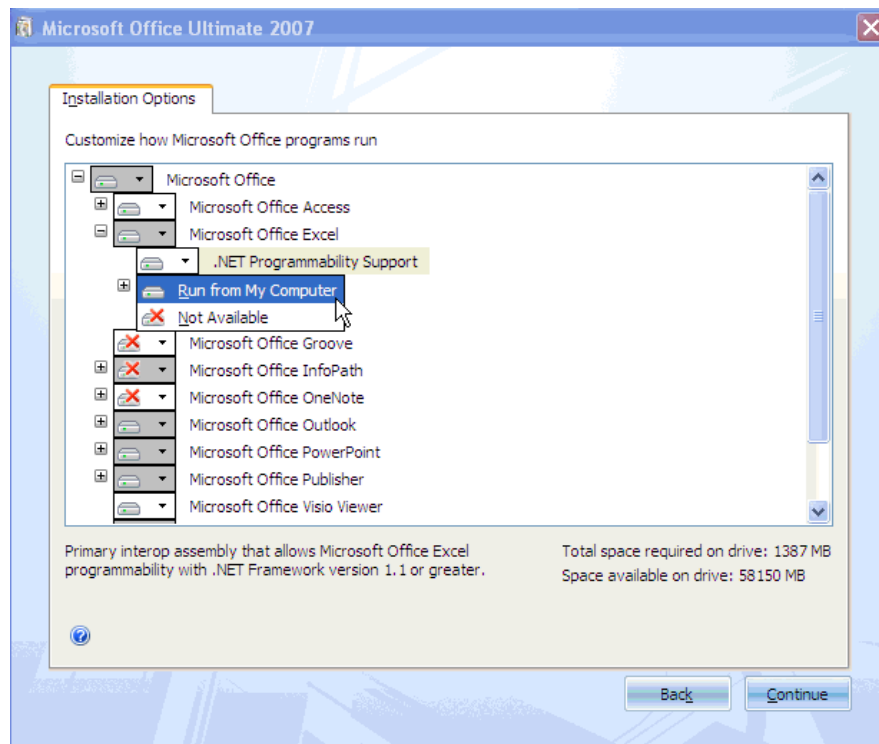


5. Click **Continue**
6. Within the tab **Installation Options**, expand **Microsoft Office Excel**
7. Click on the arrow for **.NET Programmability Support**. If the required component is not installed, you should see the following:

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8. Click the dropdown arrow for **.NET Programmability Support**
9. Select option: **Run from My Computer**

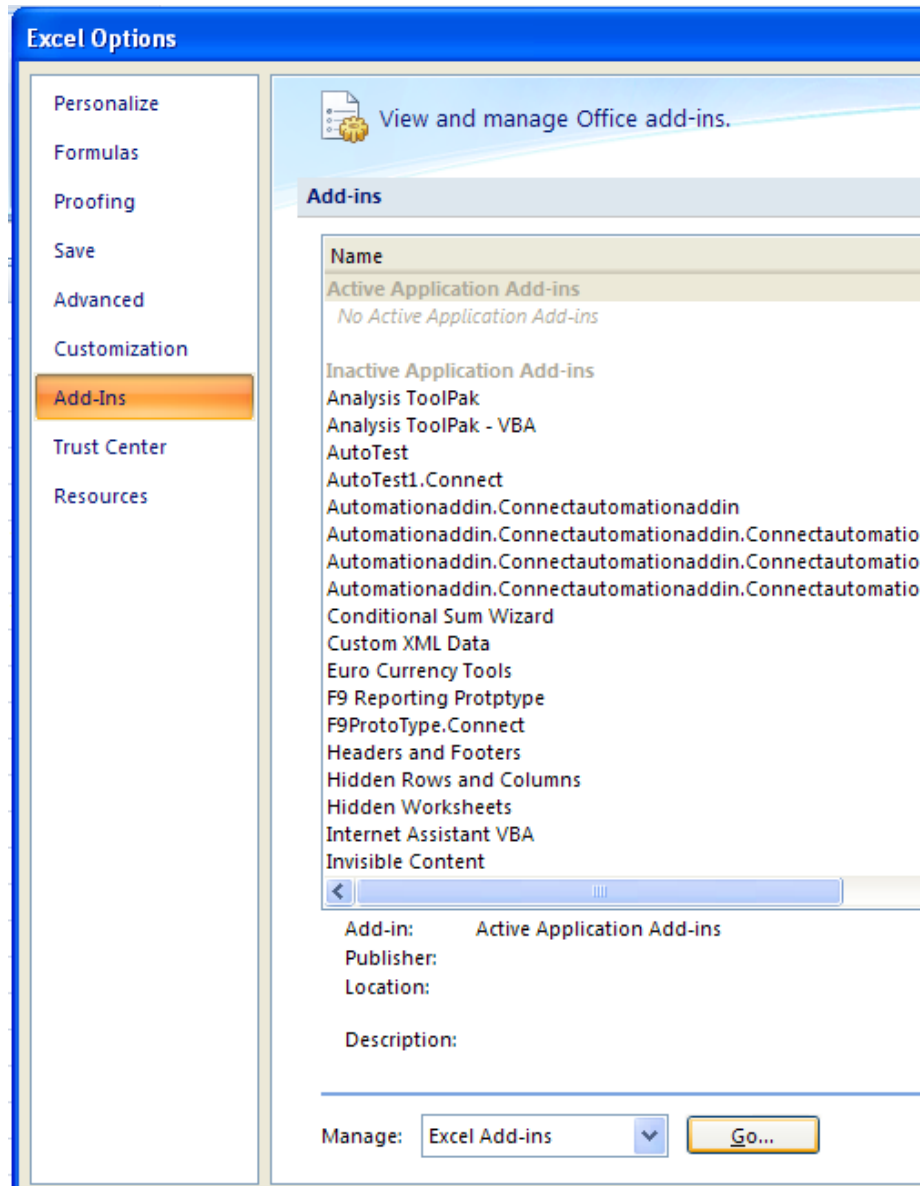


10. Click Continue to have the support installed.

## 2. Auto Attach F9 to Excel

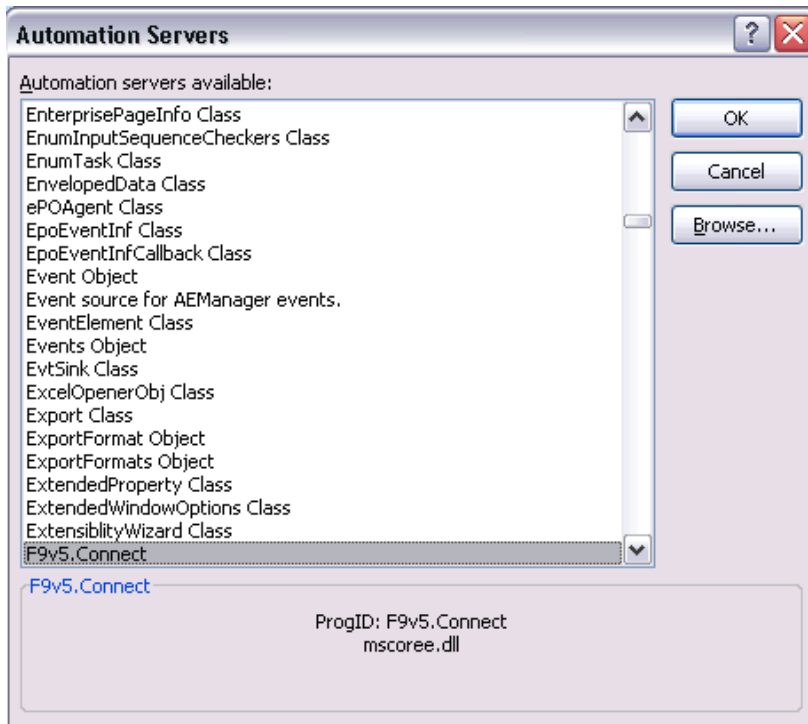
Attaching F9 Version 5 in Excel 2007:

1. Click the **Microsoft Office Button** , and then click **Excel Options**.
2. At the bottom of the window, choose **Excel Add-Ins** and click on **Go** button:

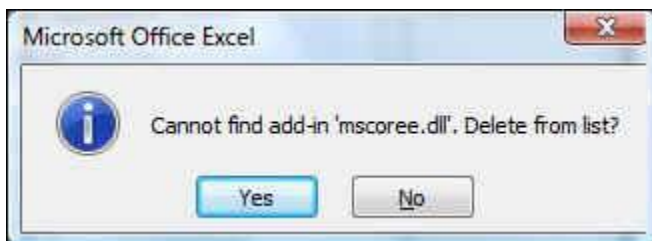


3. In the **Add-Ins** window, Select **Automation** and within the **Automation Servers** window, click on the letter F to quickly scroll down rows to the F9 Add-In. Select **F9v5.Connect** and **OK**.

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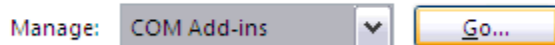


Please note that on some operating systems like Windows Vista when selecting F9v5.Connect you can get following message:

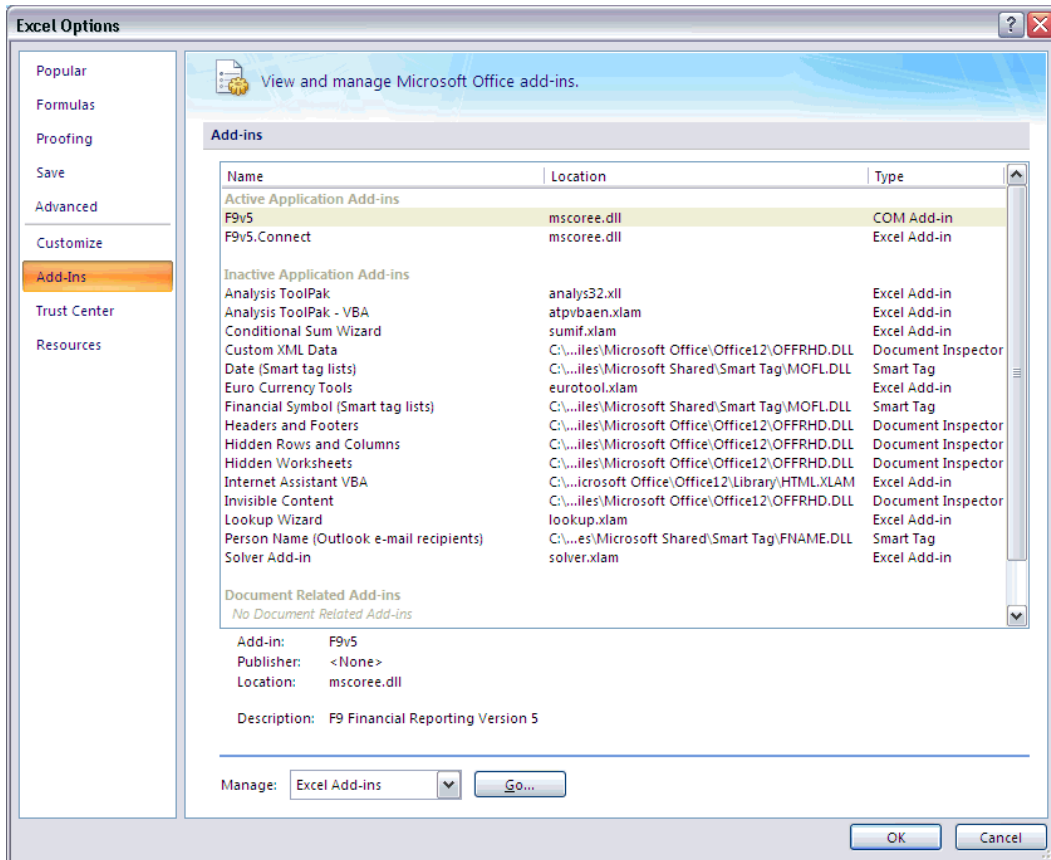


Select **No** and **OK**.

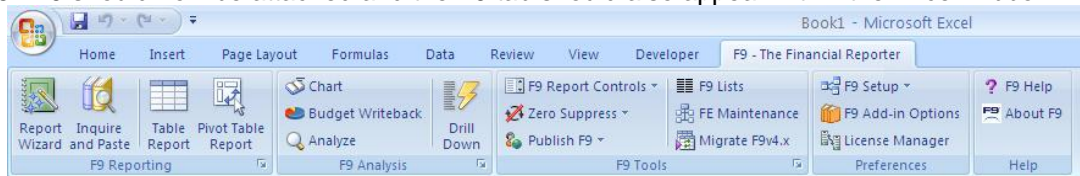
4. Back in the Add-Ins window, select **COM Add-ins** within the Manage list and **GO**.



Browse to the location of F9v5.dll, check **F9v5** and click **OK**. The next time when you open the Excel Options Add-Ins window, F9 will be listed twice under Active Applications Add-ins.



5. F9 should now be attached and the F9 tab should also appear within the Excel Ribbon:



6. Next time when you start Excel, F9 will attach automatically.

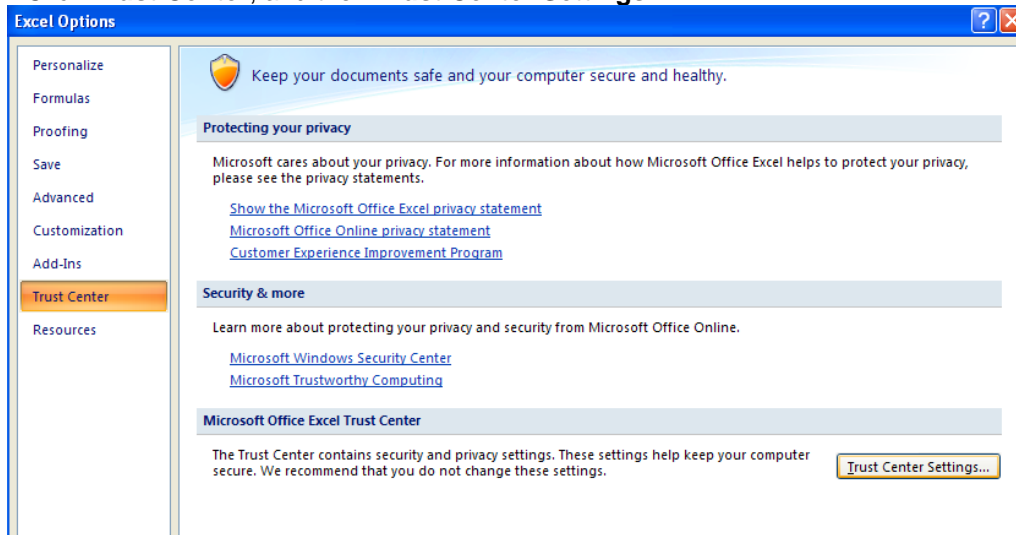
If this is the first time F9 Version 5 has been attached within Excel 2007, additional settings may or may not be required for F9 to work properly. Follow the steps under Troubleshooting Add-in Attach Issues, if required.

### 3. Troubleshooting Add-In Attach Issues

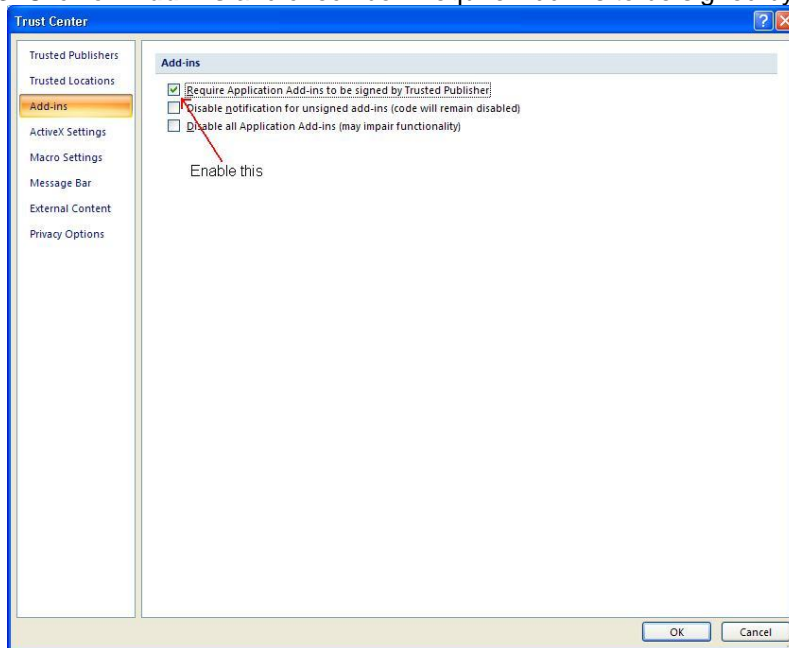
#### Adding F9 as a Trusted Publisher:

If F9 is not added to Trusted Publishers, you might get a message regarding a potential security problem. If that is the case, follow these steps:

1. Click the **Microsoft Office Button** , and then click **Excel Options**.
2. Click **Trust Center**, and then **Trust Center Settings**:



3. Click on **Add-ins** and check box **Require Add-Ins to be signed by Trusted Publishers**:



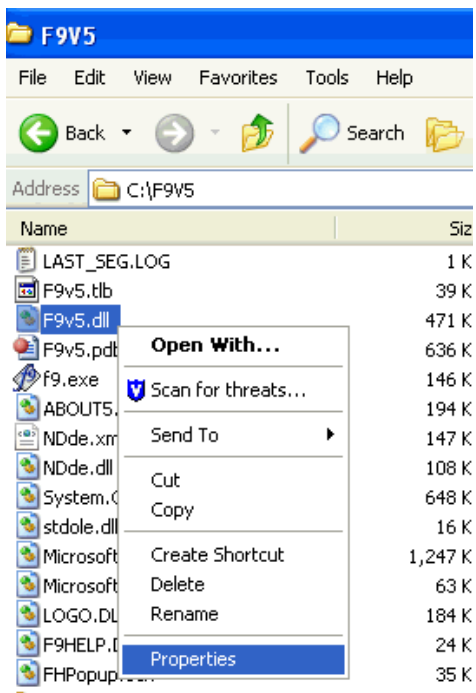
4. Close Excel and open it again, you will have to auto attach F9 now. Go to Excel Options /Add-Ins / Manage Automation Add-ins / Go...

5. You will get the same warning message as at the beginning, with a difference that Enable all code published with this publisher is enabled now. Click on that button, and that will add F9 to Trusted Publishers:

6. In **Trust Center** under **Trusted Publishers**, F9 should now be listed.

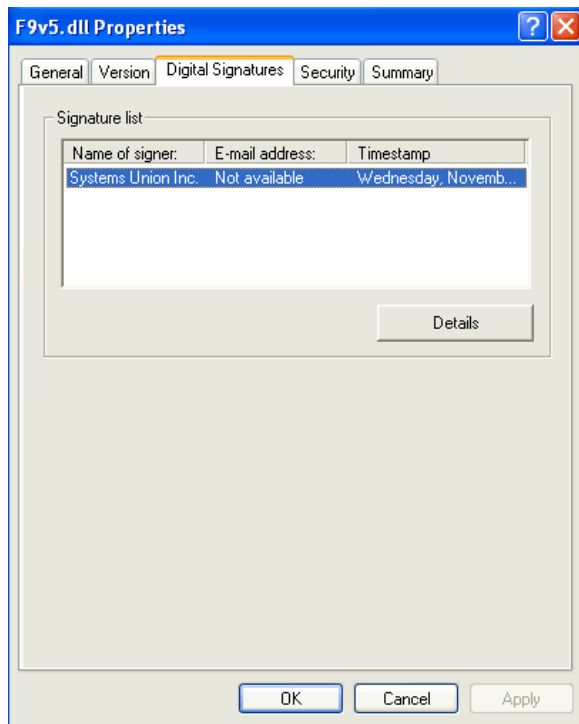
**IF F9 DOES NOT APPEAR** within **Trusted Publishers**- please follow these steps:

6-1: Close Excel and Open Windows Explorer to go to the F9v5 folder. Right-click on the F9 Add-in file **F9v5.dll** and click **Properties**.

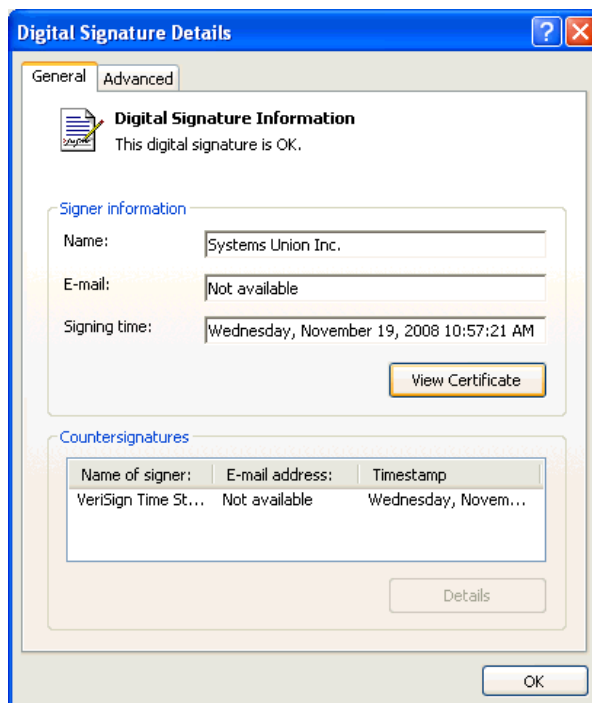


6-2: Select tab: **Digital Signatures**.

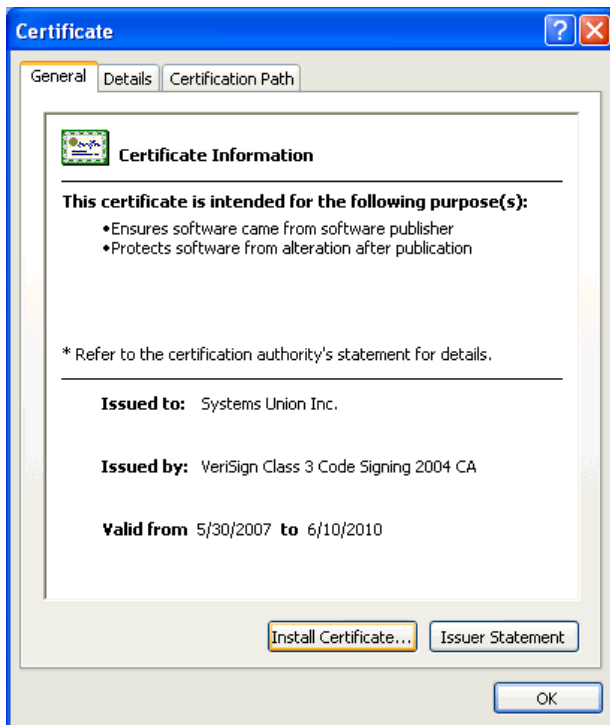
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6-3: Click **Details**.



6-4: Click **View Certificate**.

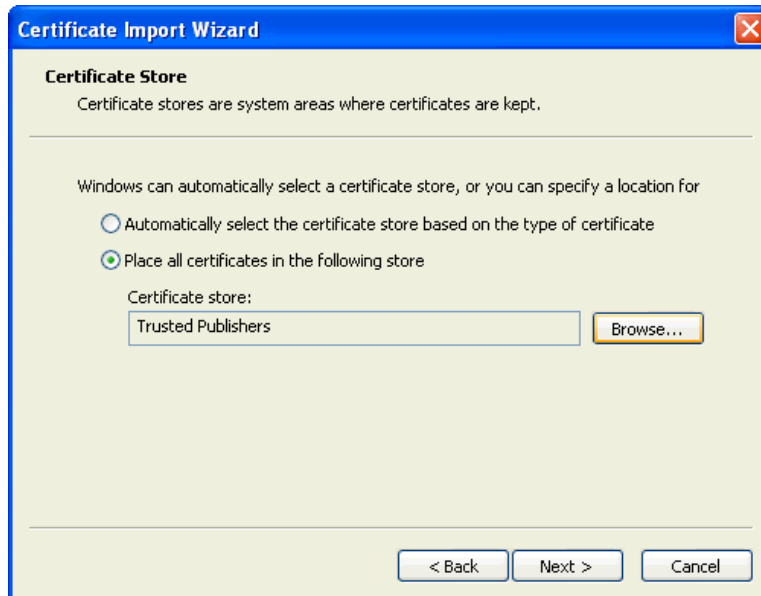


6-5: Click **Install Certificate** to have a Import Wizard display.



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6-6: Select option to Place all certificates to the store: **Trusted Publishers**.

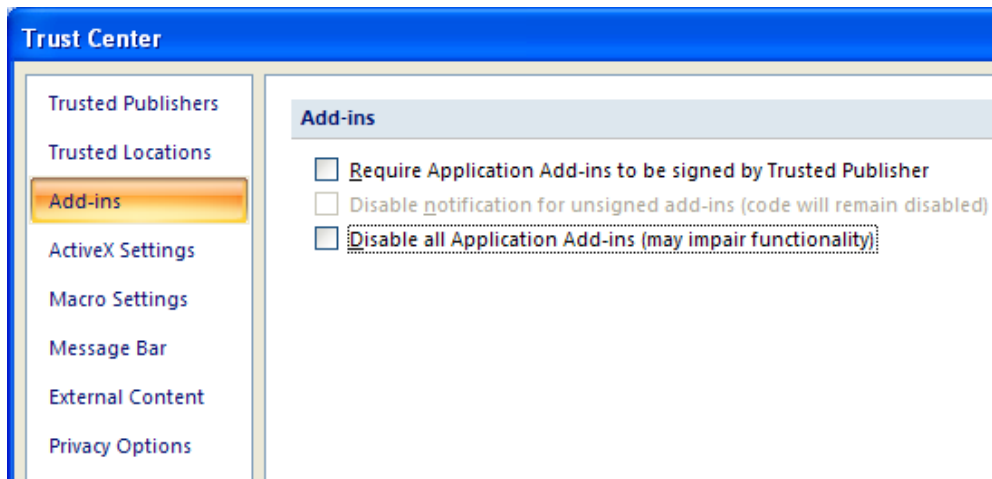


6-7: Click **Finish** to close the Wizard.



6-8: Open Excel and select Excel Options. In **Trust Center** under **Trusted Publishers**, **F9** should now be listed.

7. In the **Trust Center** window, click on Add-ins and make sure that the check box **Disable all Application Add-ins** is **not checked**:

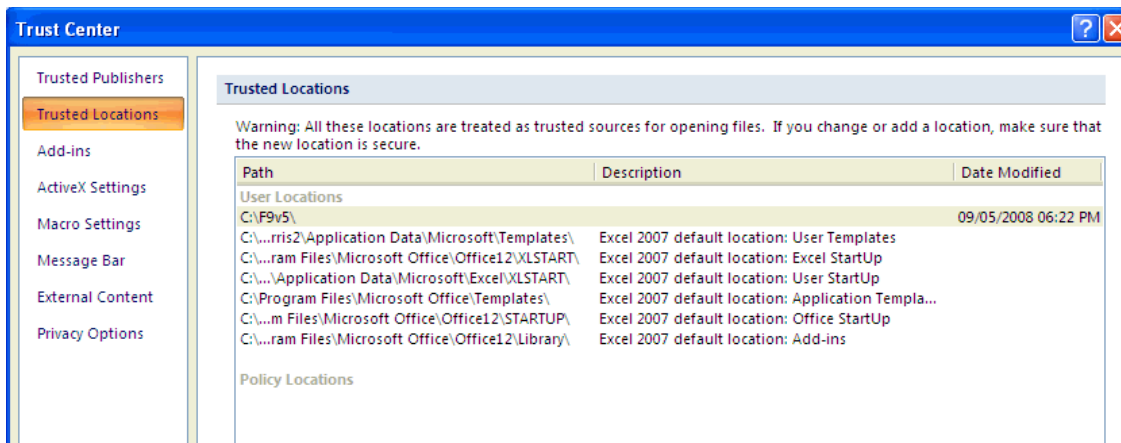


8) Close Excel.

### Trusted Locations:

You should also add the F9 folder to **Trusted Locations**.

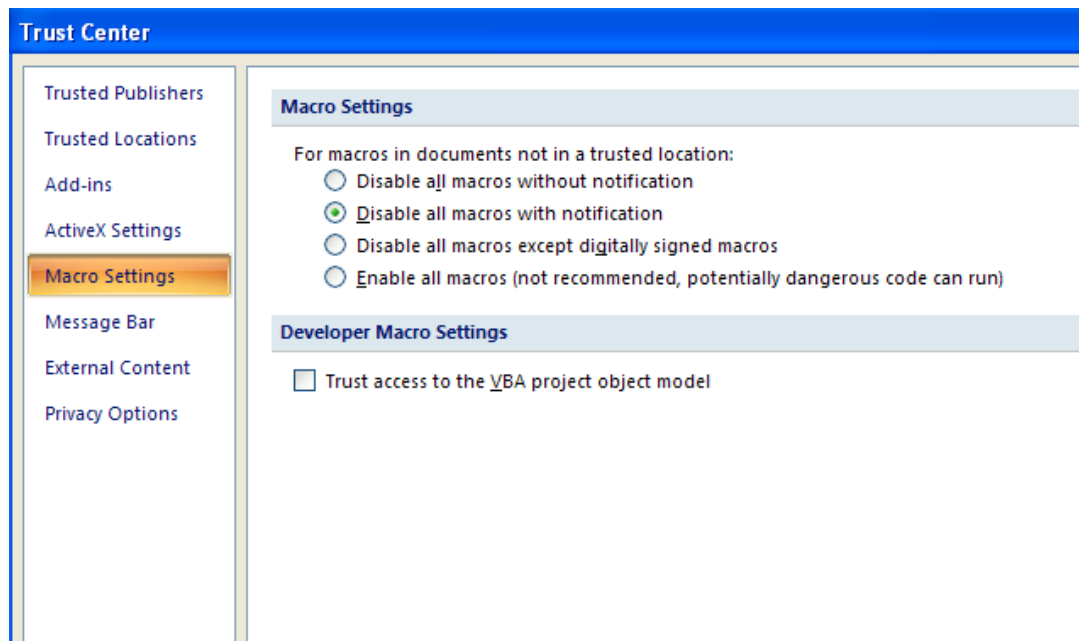
- 1) Click the **Microsoft Office Button** , and then click **Excel Options**.
- 2) Click **Trust Center**, and then **Trust Center Settings**.
- 3) Click on **Trusted Locations**, then **Add New Location** and browse to the F9 folder.



### Macro Settings:

- 1) It is not recommended to change **Macro Settings** to **Enable All Macros**.
- 2) F9 is working properly with **Macro Settings** for: (Default) **Disable all macros with notification** and **Disable all macros except digitally signed macros**:

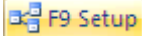
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With the Excel Add-in settings complete, you can now proceed to [Step 3 - Setup Access to your System](#).

## 4. Setup Access to your System

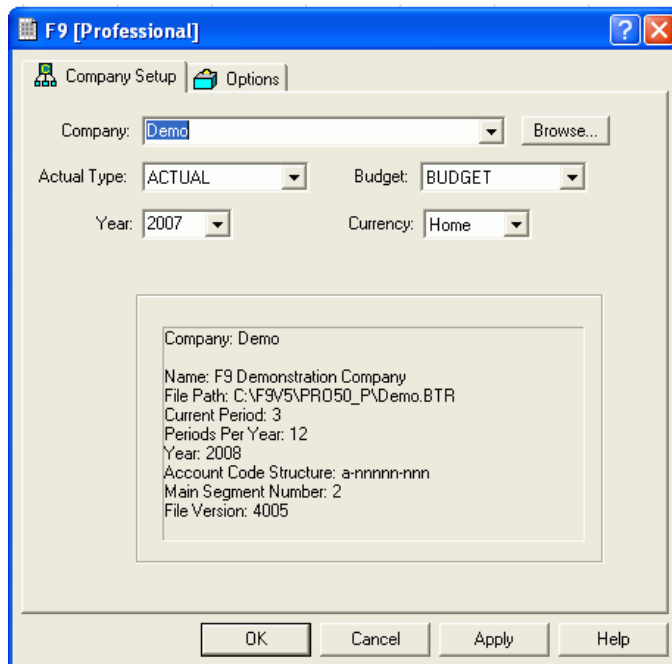
In order for F9 to access your data, you need to initially point to where your accounting system is installed.

From the F9 Ribbon, select Setup .

If this is the first time F9 has run, the Company dropdown list will likely be blank.

1. Click on the Browse button within F9 Setup.
2. Navigate to your data folder.
3. In that folder, select file: \*.btr or select Demo for the installed F9 Demo data (Demo.btr).

F9 will attempt to access the companies available in the system. If successful, you will see the F9 dropdown list refreshed in the F9 Setup window and information on the selected company displayed below.



Click OK to save the settings in Setup. Click on any cell in Excel to quit from the floating F9 menu bar.

You are now ready to use F9! If you are a new user, go to **F9 Help | Getting Started** or follow the steps of the **F9 Quick Tour** for a step-by-step introduction to F9. For more advanced users, view the installed **Sample Reports** or refer to **F9 Help | What's New in F9** and Excel 2007.

If you wish to also run an older version of F9 (v4.x), go to: [Step 4 - Auto Attach F9](#)

## 5. Running Older Versions of F9 (v4.x)

If you have both F9 Version 5 as well as older versions of F9 (v4.x) that you need to run on the same environment, there may be additional steps to properly manage which F9 Add-in recalculates your F9 reports.

Because F9 Version 5 supports all of the common F9's formulas, it is not possible to have both Version 4.x and 5.x attached in Office Excel 2007 at the same time. It is possible to control which F9 Add-in is attached at any given time and this is the means in which to run one or the other F9 Add-in correctly.

### Scenario 1: F9 v4.x for older Excel + F9 v5 for Excel 2007

#### To run F9 Version 4.x in older Excel (such as Office 2003)

- Setup the F9 4.x add-in to auto attach in Excel 2003
- Load Office Excel 2003

#### To run F9 Version 5.x in Excel 2007

- Setup the add-in to auto attach in Excel 2007
- Load Office Excel 2007

### Scenario 2: F9 v4.x and v5 both for Excel 2007

This is the more complex setup where only one F9 Add-in can be attached in Excel 2007 at any given time.

#### To run F9 Version 4.x in Excel 2007

- Detach the F9 Automation component of the F9 v5 Add-in
- Close Excel
- Run Start / Programs / F9 v4.x to the older F9 Add-in

#### To run F9 Version 5.x in Excel 2007

- Detach the F9 v4.x Add-in if attached
- Close Excel
- Attach the F9 v5 Automation component from Excel Options, Add-Ins, Automation

## 6. Information

### Files Accessed By F9

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The following information is provided primarily to allow you to "take F9 home". For example, if you wished to use F9 on a laptop machine away from your actual network installation, it is desirable to only move the data that F9 requires to the target machine. The following text describes what files you need to move and how to set them up.

You can store your F9 Professional data in different locations. Create a directory (e.g.: C:\F9DATA\) and place the F9 data mart files in it. Place each company's data in this directory. For example, for the installed F9 Demo Company, the data mart files consist of:

C:\F9DATA\

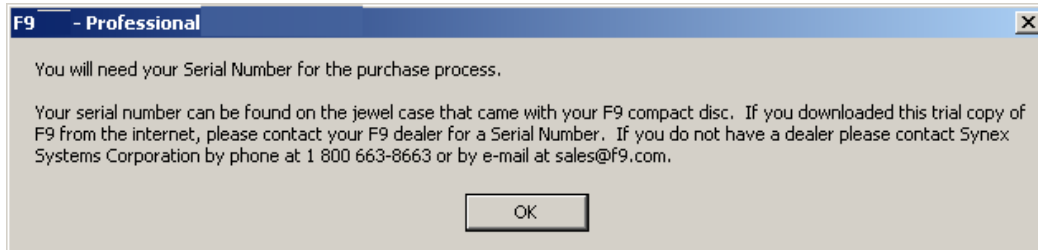
DEMO.CMP	<i>F9 Company file</i>
DEMO.BTR	<i>F9 Balances and Budgets file</i>
DEMO.TRX	<i>F9 Transactions file</i>
DEMO.SAD	<i>F9 Subaccounts file</i>

It is not unusual for the TRX transaction detail file to be very large. If you do not require access to this, you may omit this file.

## 7. Purchasing F9

To activate your installation of F9, click Purchase from the F9 Trial window.

First you will receive a reminder that you will need a Serial Number before you can purchase F9. The Serial Number will either be on your F9 CD or can be obtained from your F9 reseller or F9 Sales.



Click OK. At the Generate Activation Code screen, enter your Serial Number, Then select how you wish to purchase F9: by Web, Fax, or Phone.



Make sure you generate the Activation Code from the computer you will use to run F9. The Activation code is specific to one computer.

### Purchase F9 by Web

You will first see the Generate Activation Code - Web window.

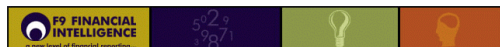


If the computer you wish to install F9 is connected to the Internet, click Generate to connect to the licensing website.

If the computer is not connected to the Internet, you can still purchase F9 over the Web by registering from another computer. Click Print URL.



The click Print to print the URL for the licensing website. Type this URL into the web browser on a computer that has Internet access to connect to the licensing website.



#### Registration

To generate an Activation Code, complete the required (\*) fields under Contact Information and click "Submit". An Activation Code will be generated

##### Product Information

Product 539363126 Single  
Serial Number 00101-00040-00000-00000

##### Contact Information

\* First Name

\* Last Name

\* Email

Company

\* Address 1

Address 2

\* City

\* State / Province

\* Country

\* ZIP / Postal Code

Phone

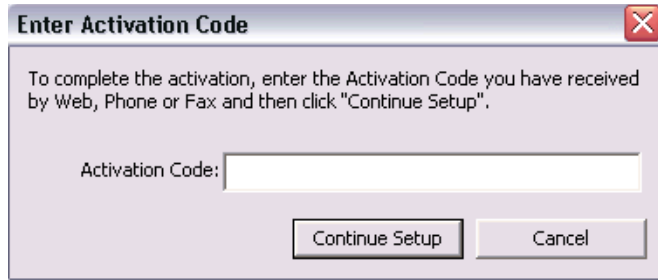
Fax

On the licensing web page, fill out the registration information and click Submit.

Within a few minutes, you will receive an Activation Code. The code will also be sent to you by email. When you receive your Activation Code, write it down, then close your browser to return to the Generate Activation Code screen. Click Enter Activation Code.

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If you registered F9 on a computer where F9 is not installed, return to the computer where F9 is installed. If you closed F9, reload and click on Purchase F9 once again to enter the Activation Code.

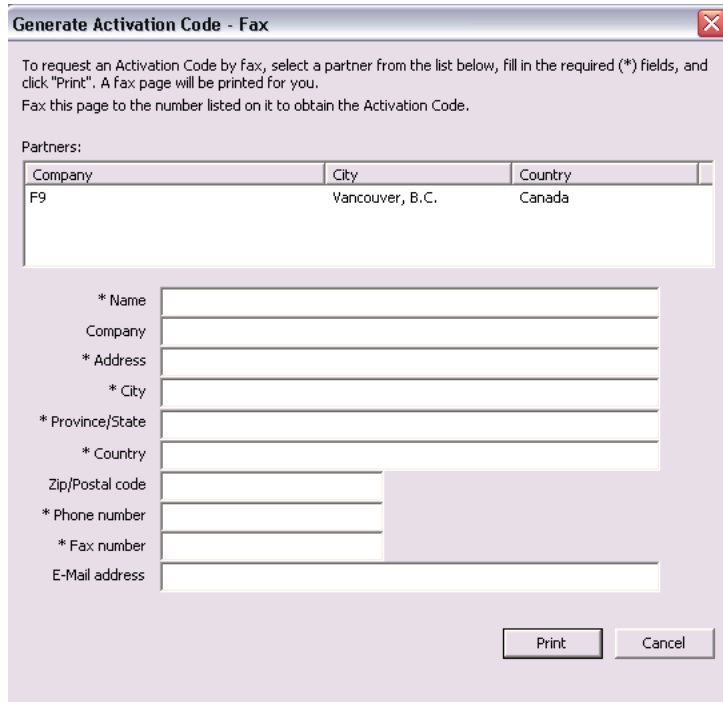


The dialog box is titled "Enter Activation Code" and contains the following text: "To complete the activation, enter the Activation Code you have received by Web, Phone or Fax and then click 'Continue Setup'." Below the text is a text input field labeled "Activation Code:". At the bottom of the dialog are two buttons: "Continue Setup" and "Cancel".

Enter the code and click Continue Setup to complete your purchase. You will now have a fully registered version of F9.

### Purchased by Fax

Select an F9 Partner from the list, then complete your information in the boxes available. Click Print and a fax page will be printed for you, including the contact information for the partner you selected. Fax this page to the partner to receive an Activation Code.

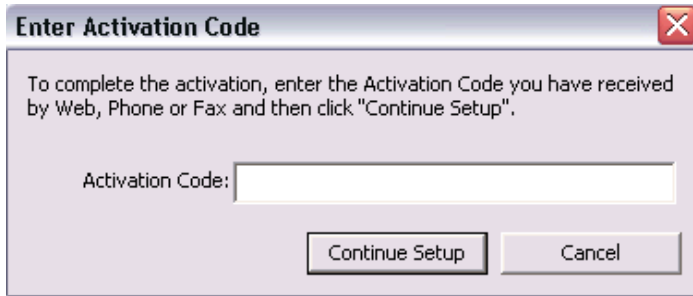


The dialog box is titled "Generate Activation Code - Fax" and contains the following text: "To request an Activation Code by fax, select a partner from the list below, fill in the required (\*) fields, and click 'Print'. A fax page will be printed for you. Fax this page to the number listed on it to obtain the Activation Code." Below the text is a table with the following data:

Company	City	Country
F9	Vancouver, B.C.	Canada

Below the table are several text input fields with labels: "\* Name", "Company", "\* Address", "\* City", "\* Province/State", "\* Country", "Zip/Postal code", "\* Phone number", "\* Fax number", and "E-Mail address". At the bottom of the dialog are two buttons: "Print" and "Cancel".

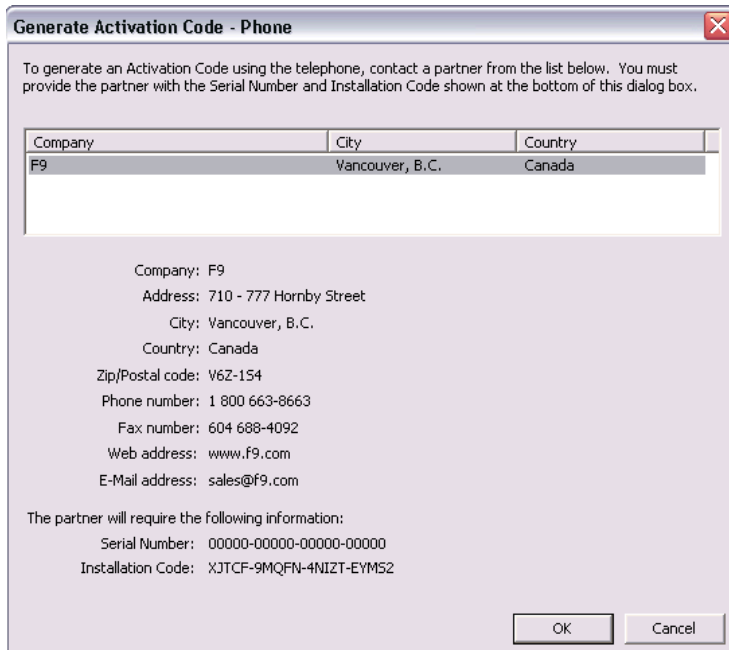
When you receive your Activation Code by phone or email, you will have to restart F9, and click Purchase F9 to return to the Generate Activation Code screen. Click Enter Activation Code.



Enter the code and click Continue Setup to complete your purchase. You will now have a fully registered version of F9.

### Purchase by Phone

Select an F9 Partner from the list. The company's contact details will be displayed for you, including the phone number. Before you call, write down the F9 Serial Number and Installation Code; your partner will require this information.



When you receive your Activation Code by phone or email, click OK to return to the Generate Activation Code screen. If you closed F9, reload and click Purchase F9. Click Enter Activation Code.



Enter the code and click Continue Setup to complete your purchase. You will now have a fully registered version of F9.

## 8. Sharing F9 Reports for older Excel

It is possible to create and share F9 reports in Excel 2007 with users who are on a previous releases of Excel.

### Save the F9 Excel 2007 (.xlsx) report to an earlier format:

1) Calculation is turned to Manual:

- Click the **Microsoft Office Button** , and then click **Excel Options**.
- At the bottom of the window choose **Excel Add-Ins** and click on Go button.
- Click on **Formulas** and choose **Manual** under **Calculation Options**.

2) Save the Workbook as a **Excel 97- 2003 Workbook**.

Now it is possible to open the same Workbook in the previous versions of Excel and work with F9 formulas.

### Download the Microsoft Office Compatibility Pack for Excel:

Alternatively, there is a downloadable Microsoft Office Compatibility Pack for Excel from [www.microsoft.com](http://www.microsoft.com). The software can be installed on sites with an earlier release of Excel to read Excel 2007 files (.xlsx).



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## Locations:

### Vancouver Office

Suite 200 – 1500 West Georgia Street  
Vancouver, BC, Canada  
V6G 2Z6

Toll Free: 1 800 663 8663  
Tel: +1 604 682 4570  
Fax: +1 604 688 4092

E-mail: [support@f9.com](mailto:support@f9.com)  
Web site: [www.f9.com](http://www.f9.com)

### Other Offices

Infor Global Solutions has offices in many major centres around the world.  
[www.infor.com](http://www.infor.com)

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## Technical Support, North America

Email: [support@f9.com](mailto:support@f9.com)

Tel : 1 800 663 8663 or +1 604 682 4570

Please include your contact information, accounting system and F9 version information in your email or voice mail. The F9 version information can be found by going to the F9 Ribbon in Excel, section Help and About F9.

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