



[F9 Quicktour F9 Manual](#)

## IMPORTANT SETUP INSTRUCTIONS!

Setup for F9 Version 4.5 for MAS 90 and MAS 200

**IMPORTANT: PRINT THIS DOCUMENT BEFORE PROCEEDING!**

This product is compatible with MAS 90 and MAS 200 General Ledger versions 4.x.

### Loading:

If you have any other F9 product installed, install F9 Version 4.5 for MAS 90 and MAS 200 to a separate folder.

To load F9:

Select **Start|Programs|F9 4.5|F9**

To create a shortcut on your desktop:

1. From **Start|Programs|F9 4.5**, right-click on **F9**
2. Select **Send To|Desktop (create shortcut)**

If you are using F9 with Excel 2007 please refer to the document [F9 and Excel 2007](#).

If you would like F9 to load each time you start Excel:

1. Open Excel
2. From the Excel menu, select **Tools|Addins**.
3. Do one of the following:
  - Click the **F9 – The Financial Reporter** checkbox
  - If **F9 – The Financial Reporter** is not listed, click **Browse** to locate the C:\F9v45 directory and select **F9.XLL**. **F9 – The Financial Reporter** will now appear checked in the Add-in list.
4. Click **OK**.

If you have other registered versions of F9:

1. Create shortcuts to the F9.EXE file in each of the F9 directories (right-click on the desktop, then select **New|Shortcut**). Name each shortcut for the version of F9 it will open.
2. Double-click the F9.EXE shortcut for the version of F9 you want to run.
3. Open Excel.
4. **Browse** to the F9 directory for the same version of F9, select **F9.XLL** and click **Open**.

When you load F9, you will first see a security window.



Check **Always trust macros from this source** if you don't want to see this screen when you load F9. Click **Enable Macros**.

If you are using Office XP with security set to High, you will have to check **Always trust macros from this source** before you can click **Enable Macros**. To run F9 you can either:

- Always trust this source, or
- Set your security to Medium and enable the macros

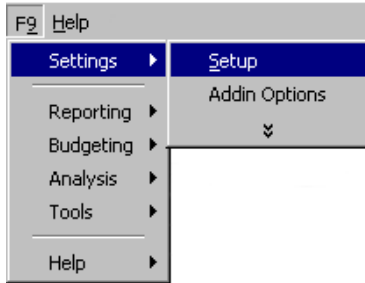
You will then see the F9 Trial screen.



To use F9 under the 30 day trial, click **OK**. Click **Purchase F9** if you wish to buy F9. See [Purchasing F9](#) below.

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

From the Excel Menu, select **F9|Settings|Setup**.

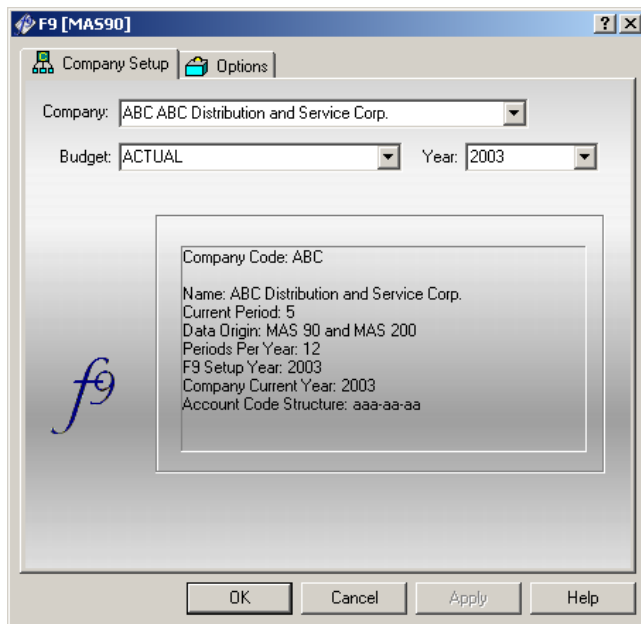


Because F9 has not yet accessed your GL data, you will likely see ??? in the **Company** Drop-down list.

1. Click on the **Browse** button on the Options tab.
2. Navigate to your MAS 90 or MAS 200 folder.
3. In that folder or in a Data subdirectory, choose the Sy\_Company.m4t file and click **Open**.

F9 will then attempt to access all companies available in the system. If successful, you will see your list of companies appear in the Company dropdown list on the Company Setup tab. Select one company.

If you see your company information, then F9 has successfully accessed your data.



Click **OK** to exit Setup.

You are now ready to use F9! If you are a new user, go to the **F9 Quick Tour** for a step-by-step introduction to F9. For more advanced users, view the installed **F9 Sample Reports** or see the **F9 Manual** for reference information. Find these at **Start|Programs|F9 4.5|Resources|F9 for MAS 90 and MAS 200**.

## Files Accessed by F9

In order for F9 to access your accounting data, F9 must first open the Sy\_Company.m4t file. This will usually be in your MAS\_System directory. F9 will then find all other companies in the MAS 90 or MAS 200 directory. The Program directory is usually C:\Program Files\Best\MAS xx\Version 4\MASxx.

MASxx\MAS_System	
Sy_Company.m4t	System File
MASxx\MAS_nnn\GLnnn	
GL_AccountCategory.m4t	Account Type Descriptions
GL_Options.m4t	Company Data File
GL_FiscalYear.m4t	Years File
GL_FiscalYearDetail.m4t	Dates File
GL_AccountHistory.m4t	Accounts File
GL_AccountStructure.m4t	Account Structure File
GL_PeriodPostingHistory.m4t	Balances File
GL_PeriodBudgetDetail.m4t	Budgets File
GL_MainAccount.m4t	Main Account Descriptions
GL_SubAccoun.m4t	Sub Account(s) Descriptions
GL_DetailPosting.m4t	Transactions File

where "nnn" is the company identifier and "MASxx" is either MAS 90 or MAS 200.

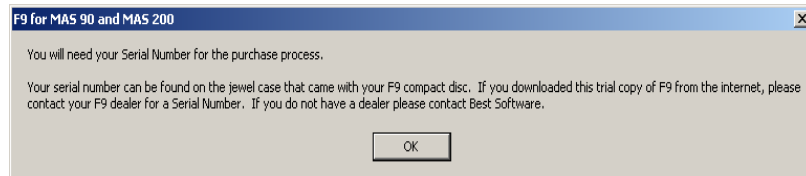
If F9 does not display companies in F9 Setup (i.e. is not able to read the Sy\_Company.m4t file) and/or errors occur when trying to retrieve accounting information, please ensure the following file resides in the F9v45\mas90 folder:

PVKIO32.DLL

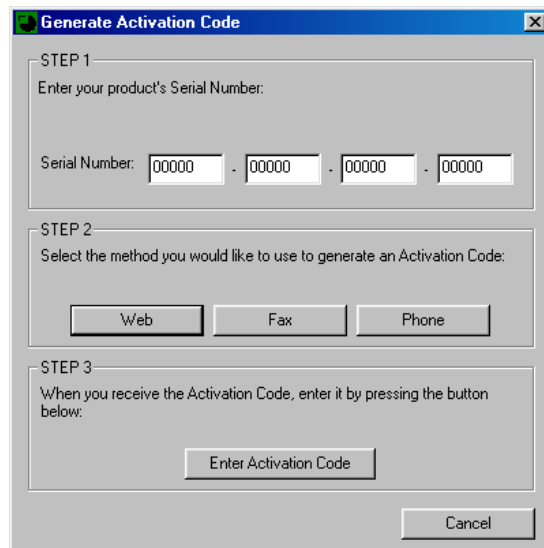
Also check that in F9 Setup the System Path is correctly pointing to your MAS 90 or MAS 200 folder.

## Purchasing F9

First you will receive a reminder that you will need a Serial Number before you can purchase F9. The Serial Number either came with your CD or can be obtained from 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 and cannot be transferred to another computer or workstation.

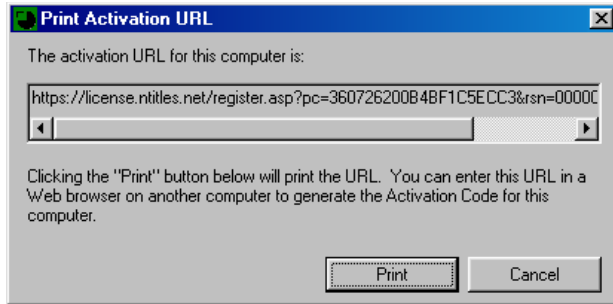
### Purchase F9 by Web

You will first see the Generate Activation Code – Web dialog box.



If the computer you wish to install F9 on 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**.

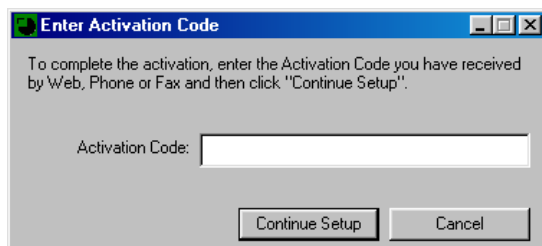


Then click **Print** to print the URL for the licensing website. Type this URL into the web browser on a computer that has Internet access to connect to the licensing website.

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**.

If you registered F9 on a computer where F9 is not installed, return to the computer where F9 is installed. If you closed F9, you will have to restart F9, and click **Purchase F9** again before you can 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.

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## Purchase F9 by Fax

Select an F9 partner from the list, then complete your own 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.

Generate Activation Code - Fax

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.

Partners:

Company	City	Country
Synex Systems Corporation	Vancouver	Canada

\* Name

Company

\* Address

\* City

\* Country

Zip/Postal code

\* Phone number

\* Fax number

E-mail address

Print Cancel

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

Enter Activation Code

To complete the activation, enter the Activation Code you have received by Web, Phone or Fax and then click "Continue Setup".

Activation Code:

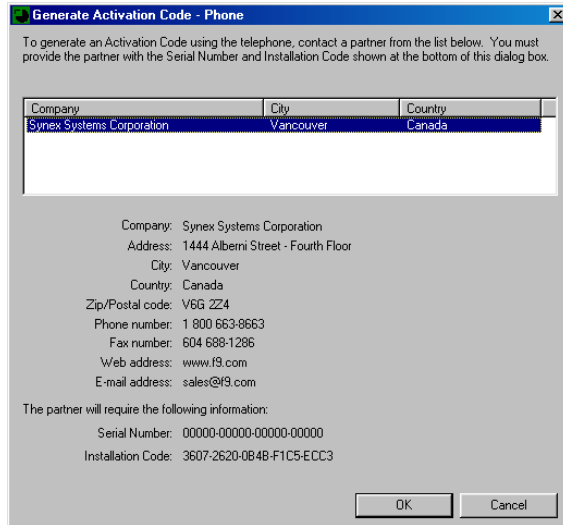
Continue Setup Cancel

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

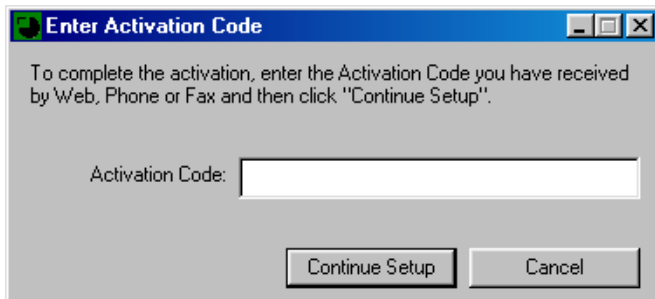
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## Purchase F9 by Phone

Select an F9 partner from the list. The company's contact information will be displayed for you, including the phone number. Before you call, write down the Serial Number and Installation Code; your F9 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, you will have to restart F9 and click **Purchase F9** again 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.

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Suite 710 - 777 Hornby Street

Vancouver BC

Canada V6Z 1S4

Ph: +1 604 682 4570

Fax: +1 604 688 4092

Web: [www.f9.com](http://www.f9.com)

E-mail: [contactus@F9.com](mailto:contactus@F9.com)