

# **F9 VERSION 4 FEATURES**

## **For Elliott General Ledger**

### **32 Bit Functionality:**

F9 Version 3 had 16-bit functionality. Version 4 has been converted to 32 bit. For this reason, F9 Version 4 must be installed in a separate folder from F9 Version 3.

### **New Packaging on CD and Installation:**

The installation is much easier to use and is more “Windows aware” for installed components. The F9 manual is also available on-line as an Acrobat PDF file.

### **New On-Line Help System:**

Now with indexing, contents, and find capabilities. F9 Version 4 is much more robust than the Version 3 help.

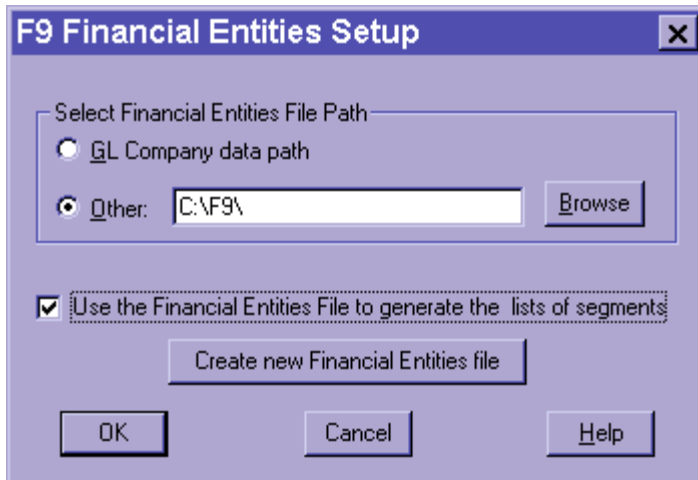
### **Financial Entities File and Screens:**

F9 provides a means to build financial entity files on a per company basis. Financial entities are a logical grouping of account segments or other entities and can contain two types of information:

- |                         |                 |                          |
|-------------------------|-----------------|--------------------------|
| 1. Segment Descriptions | Example: 101000 | Sales – Overseas clients |
| 2. Financial Entities   | Example: 101*   | All_Sales                |

### **Financial Entities File Creation**

File creation and can be done from: F9 toolbar drop down→F9 Server→Setup→Financial Entities Setup, Financial Entities Setup >> button and has the following screen:



Users will want to go this screen for first time creation of each financial entity file. F9 internally creates lists of all segments and retrieves their descriptions, if available. Then each segment and its description are written to the entities file. If a user has ten companies, they will need to create ten financial entity files.

The above screen takes the settings from Setup. The name of the entity file takes the current company ID and attaches the fixed extension of .SAD. For example, company SAM would have SAM.SAD file created.

In “Select Financial Entities File Path”, users can specify where this file resides. Either the F9 directory or their GL company directory. For single users of F9, it is recommended the entity file reside on their local drive, as response time is the fastest. For multi-users of F9 who need to share the defined entities, these files should reside in the GL Company data path.

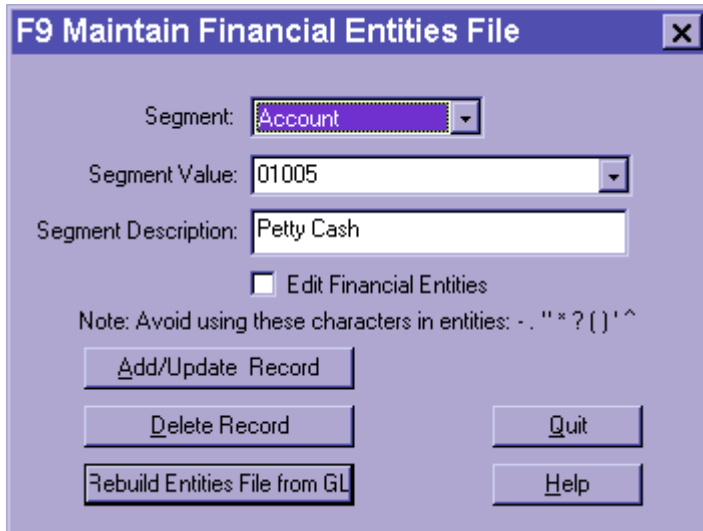
The checkbox, “Use the Financial Entities File to generate...” allows the user to control whether F9 dialogs (i.e. Report Wizard, Maintain Financial Entities) actually make use of the entity file. If it is not clicked on, users may notice that these dialogs will run slower as F9 must go out to the Chart of Accounts file(s) to build the list of segments each time they go into an F9 dialog that requires them. If one or more entity file(s) has been generated, this checkbox should always be clicked on.

*Please Note:*

*The “Create New Financial Entities” button means exactly this. F9 will ALWAYS recreate the financial entities file from scratch if a user clicks on this button. It should only be run for first time creation, or if a user wants to delete an existing file and recreate it.*

## Add/Update Financial Entities

Adding or updating financial entities can be done from: F9 toolbar dropdown→F9 Server→Utilities→Maintain Financial Entities File, and has the following screen:



The screenshot shows a dialog box titled "F9 Maintain Financial Entities File". It contains the following fields and controls:

- Segment: Account (dropdown menu)
- Segment Value: 01005 (dropdown menu)
- Segment Description: Petty Cash (text box)
- Edit Financial Entities
- Note: Avoid using these characters in entities: - . " \* ? ( ) ' ^
- Buttons: Add/Update Record, Delete Record, Rebuild Entities File from GL, Quit, Help

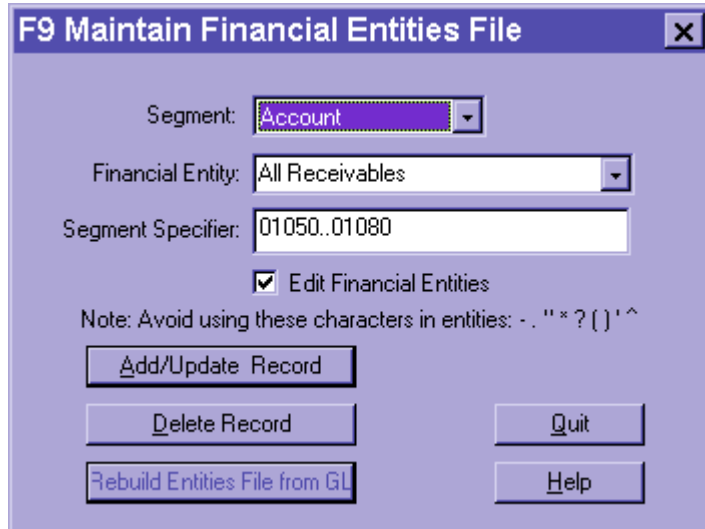
The "Add/Update Record" button can be used to change descriptions for account segments and provide descriptions for ones that are missing or not supported in the GL.

The "Delete Record" button will delete one record from the entity file at a time and will not affect the live GL data.

The "Rebuild Entities File From GL" button is useful when new accounts or segments have been added and the user want to update the entities file.

## Maintain Financial Entities

Creating “artificial” financial entities can be done from: F9 toolbar dropdown→F9 Server→Utilities→Maintain Financial Entities File, and has the following screen:



The screenshot shows a dialog box titled "F9 Maintain Financial Entities File". It has a purple header bar with a close button (X). The main area is light purple. It contains the following elements:

- Segment:** A dropdown menu with "Account" selected.
- Financial Entity:** A dropdown menu with "All Receivables" selected.
- Segment Specifier:** A text box containing "01050..01080".
- Edit Financial Entities:** A checked checkbox.
- Note:** "Note: Avoid using these characters in entities: - . \* ? ( ) ^".
- Buttons:** "Add/Update Record", "Delete Record", "Rebuild Entities File from GL", "Quit", and "Help".

The check box, “Edit Financial Entities” must be checked in order to maintain or add financial entities. The dialog screen will change and rearrange the lists as shown.

The “Financial Entity” drop down box will contain the name of the financial entity the user wants and the “Segment Specifier” dropdown box will indicate the segments this new financial entity will affect. After an entity has been entered, the user will click on the “Add/Update Record” button.

### *Please Note:*

*Users can have “entities of entities” in F9. Six levels of “entities of entities” have been tested and the code is designed to support up to one hundred levels. Thus, users can have grandfather “entities that have entities that have entities”.*

*Also, avoid the usage of ‘- . \* ? ( ) ^ characters in creating entities.*

Once entities have been setup, they can be used throughout F9. They will be shown in Lists, Account Enquire and Report Wizard and can be used in all F9 functions. Examples:

=GL(“Cash-000..500”, “this month”)

=GL(“^\_^”, “Cash1,Cash2,AllDepts”, “this month”)

Drilldown has the ability to translate financial entities as well.

The screenshot shows a software window titled "Drill - Elliott". At the top, there are fields for "Company:" (00 Electronics), "Revision:" (01), "Period:" (1,2,3,4,5,6,7,8,9,10,11,12), and "Year:" (1999). Below these is a table with columns: Account, Description, Balance, Company, and Type. The table contains four rows of data. At the bottom of the window, there are fields for "Accounts:" ((All Receivables)(\*)(\*)), "Balance:" (51,240.00), "Drill Segment:" (Main), and "Records:" (0). A row of buttons is at the very bottom: "Advanced >>", "To Chart", "Send to Clipboard", "Help", and "Quit".

Account	Description	Balance	Company	Type
(01005)(*)(*)	Petty Cash	6,000.00		
(01010)(*)(*)	Cash in Bank - Account #1	0.00		
(01015)(*)(*)	Cash in Bank - Account #2	33,240.00		
(01020)(*)(*)	Cash in Bank - Payroll Account	12,000.00		

**Advantages to using Financial Entities:**

- Higher level groupings of logical accounts and entities.
- Less re-keying of long account requests in reports.
- Improved account segment descriptions.
- Speed improvements in Report Wizard and Lists.

## Account Enquire:

This is a new facility that allows the user to pick different account segments, entities or wildcard requests along with variables such as the company, period, year, etc. and quickly see a balance for it.

It can be accessed by either pressing the Account Enquire button on the toolbar or F9 toolbar dropdown→Enquire

Account Enquire - Elliott

Company: 00

Period: 1,2,3,4,5,6,7,8,9,10,11,12

Revision: 01 Year: 1999

Main: All Receivables

Profit Center: \*

Department: \*

Create GL Function by: Period

Balance: 51,240.00

Get Balance

To Drill To Chart Help Quit

“To Drill” and “To Chart” are buttons that will send the current selection to both the Drill and Chart facilities. Likewise, in Chart and Drill there is a new button, “Account” which will take all the criteria from Drill or Chart and insert this into Account Enquire.

If the “Get Balance” and “Quit” buttons are pressed, users can then press the “GL Paste” icon on the F9 Version 4 toolbar in order to have a GL function written on the current sheet in Excel or Lotus.

The “Create GL Function By” list box is very similar to Step 3 in Report Wizard. It controls the horizontal access of the GL function pasted on the sheet (i.e. the column for the first GL). The most common choices are either Period or Department.

If it exists, Account Enquire will make use of the financial entities file. The above screenshot demonstrates this.

## GL Paste

Currently only available from the F9 Version 4 toolbar.

GL Paste will take the settings from the last Account Enquire “Get Balance” request and paste a valid GL function on the active spreadsheet. If Account Enquire has not been selected first, GL Paste will display the default settings that would appear when Account Enquire first displays.

GL Paste should be used on a new sheet with no other functions or text. Once the first GL function is pasted, the user can then utilize the Lists facility in order to select additional accounts that are to appear on the spreadsheet. The GL function can then be copied over the adjacent cells. This will enable the user to create financials with greater ease.

## New Drill Window Display (Advanced):

Columns can be widened/shortened. Plus, give different selections for transactional drilldown.

The screenshot shows a dialog box titled "Transaction Fields - Elliott". It is divided into three main sections. The "Transaction Fields" section on the left contains four checked checkboxes: "ID", "Source", "Reference", and "Consolidation Flag". The "Formulas" section on the right contains three radio buttons: "None" (selected), "Lotus/Quattro", and "Excel". The "Drill View Options" section at the bottom contains an unchecked checkbox labeled "Sort Amounts by Absolute Value?" and a text input field labeled "Highlight amounts greater than:" with the value "500.00" entered. At the bottom of the dialog are three buttons: "OK", "Help", and "Exit".

The “Advanced” button allows users to specify amounts to be highlighted and whether they should be sorted by absolute value.

If “Sort Amounts by Absolute Value” is checked, users must go back to Drill and click on the column to see the new sorted order. Clicking on the column again will make the amounts be in descending order and vice versa.

## **WGL:**

A more powerful means of performing write back for budgets is to use the WGL function. The major advantage in using WGL, is the creation of a freely formatted budget writeback system, which takes away the constraints required in regular Budget Writeback.

The WGL function can write an amount to a pre-defined or user defined general ledger. This function is almost the same as the GL formula. The exceptions are:

- Adds an amount reference as the first parameter
- Usage of all parameters is required. For any parameter not used, two quotes (“”) are required
- Account specifiers cannot use wildcards or ranges
- Account specifiers using lists will write the amount to each matching account
- Period specifiers which include more than one month will write the amount to each month. This means the annual budget may have to be divided by twelve, in order to write to each month
- The “Type” parameter cannot be “Actual and the period specifier must include the option of “Budget” (i.e. 1 Budget)

*Syntax:*

*WGL(Amount, Account, Period, Company, Year, Type, Currency)*

## **Support for Office 2000:**

F9 Version 4 addin supports all Windows releases of Excel.

## **New Lotus Addin for 123 97/Millennium:**

DDE (Dynamic Data Exchange) has been taken out of F9 internally. This means the addin and F9 have faster recalculation times and there will no longer be any “DDExxxx” errors returned in reports.