Getting Started with F9:

1. Double click on F9 icon. Click CONNECT. Enter your password (same as the one you use to start your computer), and click OK to log on.

2. Double click on Excel icon, which takes you into F9.

3. Enter F9 usercode and password and click OK.

4. Click on F9 on the toolbar (next to Help). Click "SET-UP." Under "YEAR:" type "2007" and "OK." **This step only needs to be done once for now. It must be repeated at the beginning of each new fiscal year (July 1st) using the new fiscal year date.**

5. Goto D:\ drive (this is the shared drive). Open "UNIV REPORT 1-2008" or "UNIV REPORT 2-2008" document. [You <u>MUST</u> create a folder for your department/college and copy these reports into your new directory.]

6. Enter account number in the indicated area. The account number MUST BE preceded by an apostrophe ('), or the reporting will NOT work. Press ENTER.

7. Press F9 key.

8. Wait until system finishes calculating. The calculating process is complete when the word "CALCULATE" no longer appears at the bottom left of your screen and instead, the word READY appears at the far bottom left hand corner. Do not press any keys or click on any items while system is calculating.

    NOTE: "UNIV REPORT 1-2008" will provide year-to-date information (through current date) for the account you requested. "UNIV REPORT 2-2008" provides information that may be viewed on a month-by-month basis.

9. To obtain detailed information on the transactions that comprise revenues and expenses, use the DRILL-DOWN icon [ ] as follows:

    (A) High-light revenue or expense cell. This cell MUST contain a GL or NGL formula, otherwise the drill-down function will NOT work.

    (B) Click on the "ADVANCED" button. Ensure that the "DESCRIPTION" field is checked. Click OK. (You will only have to do this step once.)

    (C) Under the Drill Segment drop-down menu, select "TRANSACTIONS," which is the last item.

    (D) Click on the Drill button.

    (E) All the transactions that comprise the particular cell you high-lighted will be displayed on this window. In order to PRINT these transactions, click on the "SEND TO CLIPBOARD" button, wait a few seconds, and then click on the "QUIT" button. Open a new document/spreadsheet, and click on the "PASTE" button. Then PRINT the information displayed.

    NOTE: The balances you will be looking at are unreconciled, and depending on when you access the system, may not reflect deposits and other entries that are done as part of the reconciliation process (ie. transfers, voided checks, returned items, service charges, wires, automatic withdrawals, etc.)

    NOTE: You should continue to keep records of all of your department's Foundation accounts. Use the drill-down tool as if it were a bank statement to reconcile your accounts. If you find any discrepancies, please contact the Foundation office at 305-348-3758.

10. If desired, print dated report.

11.   When you are done, exit Excel/F9 spreadsheet. DO <u>NOT</u> SAVE!!

12.   **VERY IMPORTANT: LOG OFF AMERICAN FUNDWARE!**

<u>Please NOTE the following:</u>

1.   When you are logged on to FundWare, you are on a different server and therefore cannot access any of your other programs (ie. Email, Word, Excel, etc.).

2.   You will notice there are hidden columns/rows within the Excel/F9 reports provided to you. Do not unhide and do not alter the information that is hidden, otherwise the report calculation will not work properly.

3.   You MUST log off of American FundWare when you are done using it. The information that flows into the F9 reports comes from a large accounting database within American FundWare. That data is refreshed each day, but cannot be refreshed if a user is logged onto the system.

4.   If you experience technical problems (ie. logging on, password failure, frozen system), please contact Mike Martinez via email at martinmi@fiu.edu.

5.   Should you have any questions about the information provided by the reports or about how to use F9, please call Marisel Lieberman at extension 7-3338.