

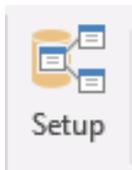
Infor F9 Setup

for Cyma

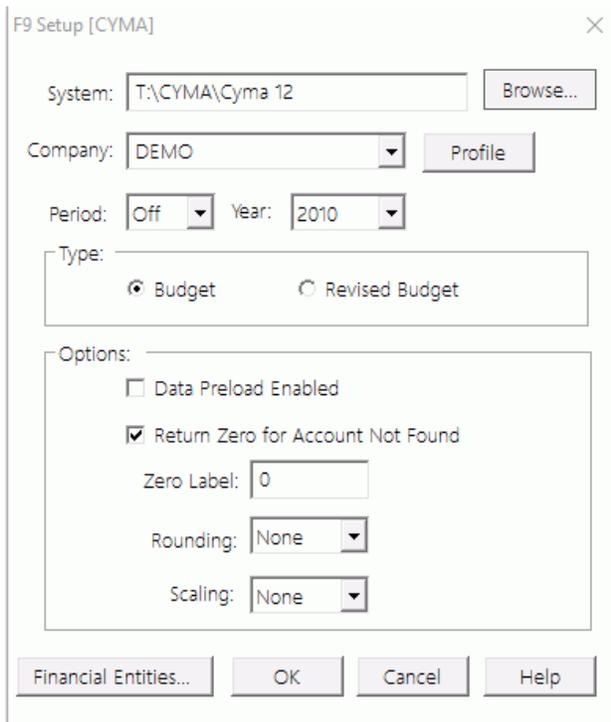
Data Connection Steps

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

1. Open **Excel**
2. From the **F9 Ribbon**, select:

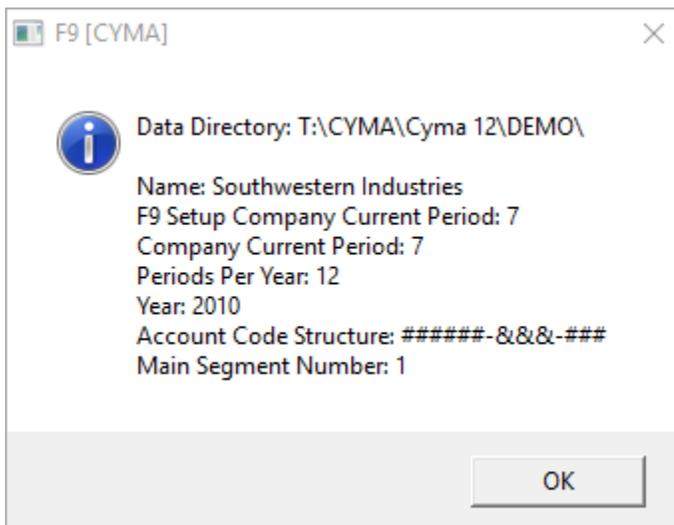


3. If you are on the **30-day trial** of F9, click **Ok** on the Trial screen.
4. **F9 Setup** window display:

A screenshot of the "F9 Setup [CYMA]" dialog box. The window has a title bar with "F9 Setup [CYMA]" and a close button. The main area contains several fields and controls: "System:" with a text box containing "T:\CYMA\Cyma 12" and a "Browse..." button; "Company:" with a dropdown menu showing "DEMO" and a "Profile" button; "Period:" with a dropdown menu showing "Off" and "Year:" with a dropdown menu showing "2010"; "Type:" with two radio buttons, "Budget" (selected) and "Revised Budget"; "Options:" section with a list of checkboxes: "Data Preload Enabled" (unchecked), "Return Zero for Account Not Found" (checked); "Zero Label:" with a text box containing "0"; "Rounding:" with a dropdown menu showing "None"; and "Scaling:" with a dropdown menu showing "None". At the bottom, there are four buttons: "Financial Entities...", "OK", "Cancel", and "Help".

- **System:**
 - On first run, F9 will attempt to locate your list of companies.
 - Click **Browse...** to navigate to your Cyma folder.
 - Select file **Sm_cmpy*.dat** and click **open**.
 - F9 will attempt to lookup companies available and if successful, the dropdown list will refresh.
 - If not an error occurs, contact your **systems administrator** to check you have access to the Cyma folder.
- **Company:**
 - Once connected, F9 lists all Cyma companies available.
 - Select one of your companies as a default here

5. Click **Company Profile** to ensure F9 has successfully connected:



6. Click **OK** to exit.

You are now ready to use F9!