

Introduction

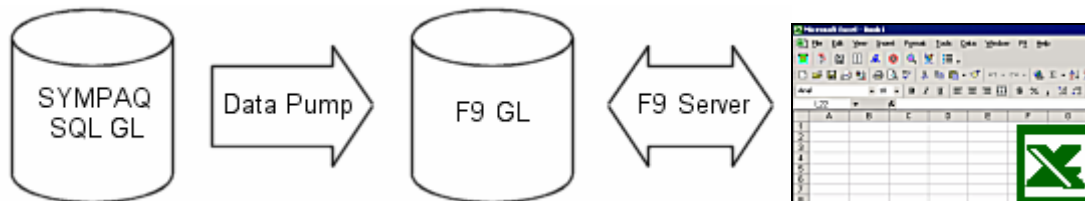
About F9 and SYMPAQ SQL

F9 is a valuable tool for developing financial statements and reports from your SYMPAQ SQL database. F9 allows you to work directly in Microsoft Excel with your latest General Ledger figures from SYMPAQ SQL.

The F9 ODBC DataPump translates, or **pumps**, data from your SYMPAQ SQL General Ledger database to an F9 database. The F9 server, which is fully operable through an add-in Excel menu and toolbar, can:

- Paste values from the F9 database directly into an Excel spreadsheet
- Calculate values and format customized spreadsheet reports and charts
- Update the F9 database from values calculated in the spreadsheet

The following diagram illustrates the flow of data in the F9 system:



Note that F9 does not update the SYMPAQ SQL database, so your SYMPAQ SQL data remains secure. If you irreparably alter values in your F9 database, you can always restore it by pumping data again from SYMPAQ SQL.

About This Manual

This manual provides complete instructions for installing, setting up, and running F9 for basic operations in SYMPAQ SQL. It is strongly recommended that you carefully follow the instructions in the next three chapters, and in the proper order:

- Installation and Setup
- Accessing Data: How to create an F9 database from your SYMPAQ SQL data.
- Spreadsheets and Reports: How to create Microsoft Excel spreadsheets from your F9 data.

The final chapter, “Troubleshooting,” provides solutions for common problems encountered by new F9 users.

Backing Up Data Files

Cost accounting data is mission-critical for almost every organization. It is strongly recommended that you back up your F9 and Microsoft Excel data files on a daily basis.

To ensure the integrity of your Excel files, never perform any Excel functions (saving, calculating, and so on) while F9 is performing a calculation. The Installation and Setup chapter includes a mandatory procedure for disabling Excel’s automatic calculation functions.

