



FMW-FIR 2016

Due to changes made by MMAH to the spreadsheet used as the basis for the FMW-FIR software, this software needed to be substantially rewritten for 2016, and operates in a significantly different manner to previous editions.

The main difference is that instead of “embedding” a spreadsheet component in the software, and then transferring the output as a final step, using a macro, to an Excel file which is then sent to the ministry, FMW-FIR 2016 now works directly with the actual Excel file received from MMAH.

System requirements

Please note that this version of FMW-FIR requires a Java 8 run-time to be installed on the client computer. It will not operate with lower versions of Java. In addition, the system works directly with Excel, so a version of Microsoft Excel must be installed on the workstation where FMW-FIR 2016 is running.

Preparation of the Excel file

Before launching FMW-FIR 2016, the Excel file must be downloaded from the MMAH website, and placed in a folder accessible to FMW-FIR 2016. Prior to being opened by FMW-FIR 2016, this file MUST then be initialized to load the initialization data from MMAH. This is done by selecting the Municipality and then clicking the “Please ensure...” button.

A screenshot of the FMW-FIR 2016 software interface. At the top, it says "select the **Municipality** you wish to complete:" followed by a dropdown menu with "Barrie C" selected. A red arrow points to the dropdown arrow. Below this, there is explanatory text: "When the Municipality is selected, several Datapoints from the previous year FIR, and other sources will be Pre-Loaded into the FIR2016 Excel spreadsheet, and the FIR2016 Schedules will become visible." and "The file will automatically be saved onto your selected folder as FI16xxxx MunicipalityName.xlsx, where xxx is the 4-digit Code of the municipality selected above." At the bottom, there is a button with the text "Please ensure the Municipality listed above is correct then **CLICK HERE** to Begin Completing the FIR2016". A red arrow points to the button.

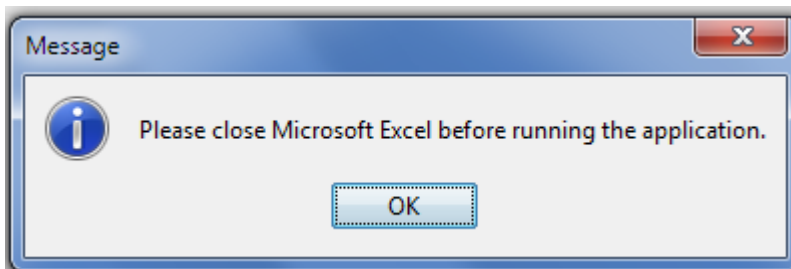


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This initializes the spreadsheet and opens the tabs. If the file is saved to a different name, it is this new file which must be the source Excel file to be opened by FMW-FIR 2016.

Before you open the Excel file with FMW-FIR 2016

Before you open this Excel file with FMW-FIR 2016, please make sure that Excel is closed (not running at all, with any spreadsheet), and that Excel remains closed during the time that FMW-FIR 2016 is active. If you try to open the Excel file in FMW-FIR 2016 while Excel is running, you will get the following message.



Launching FMW-FIR 2016 and opening the Excel file

The SaaS version of FMW-FIR 2016 is launched in the normal manner from the web page at <http://www.racsoft.com/fmwfir/fmwfir.html>. (Installable versions may be downloaded from the same web page).



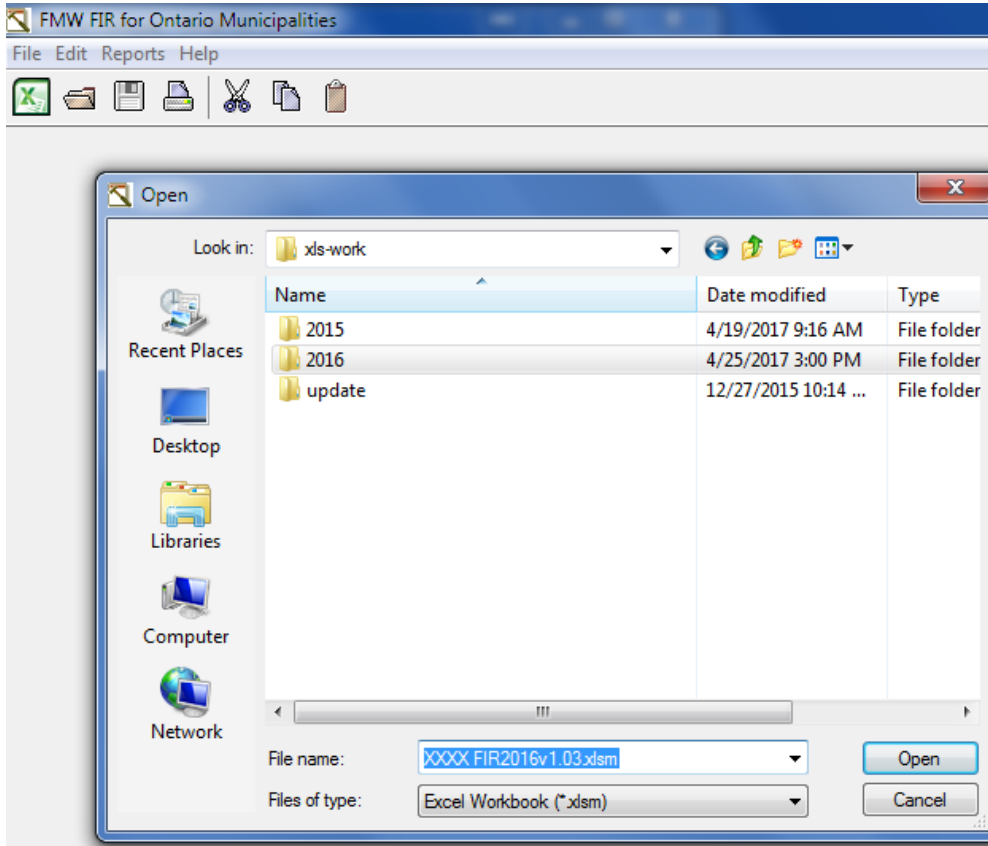
FMW-FIR Module

for Ontario Municipalities

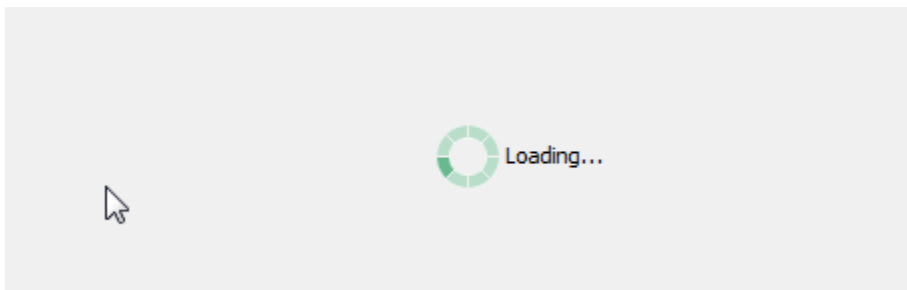
1.	<p>If you do not have a Java run-time installed you will need to install from the Java website. If you do have a Java run-time available proceed to step 2.</p> <ul style="list-style-type: none">a. Install Java from http://java.com/en/b. Proceed to step 2.
2.	<p>Launch FMW FIR 2016.</p> <p>Launch FMW FIR 2015.</p>



Once the application is launched, a file picker is immediately presented to allow you to pick the initialized Excel (.xism) file.



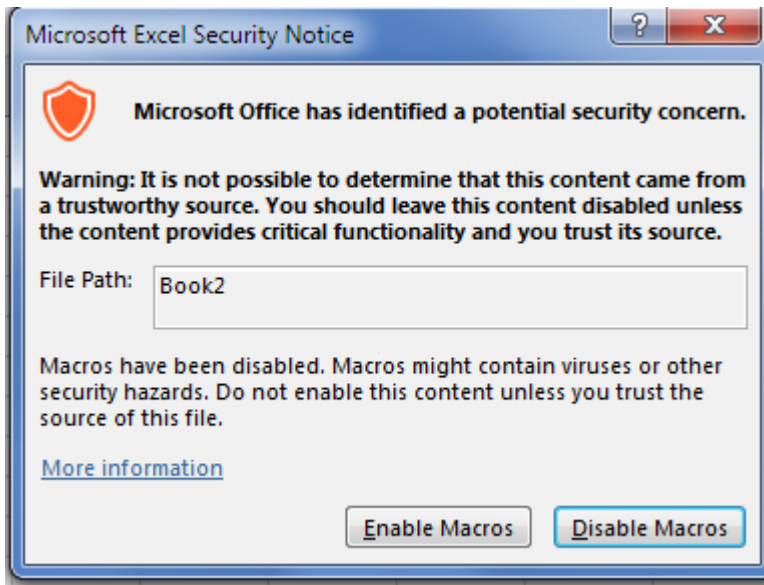
Point to the file and click Open. It takes a little while to initialize Excel and load the spreadsheet (it is a large file).





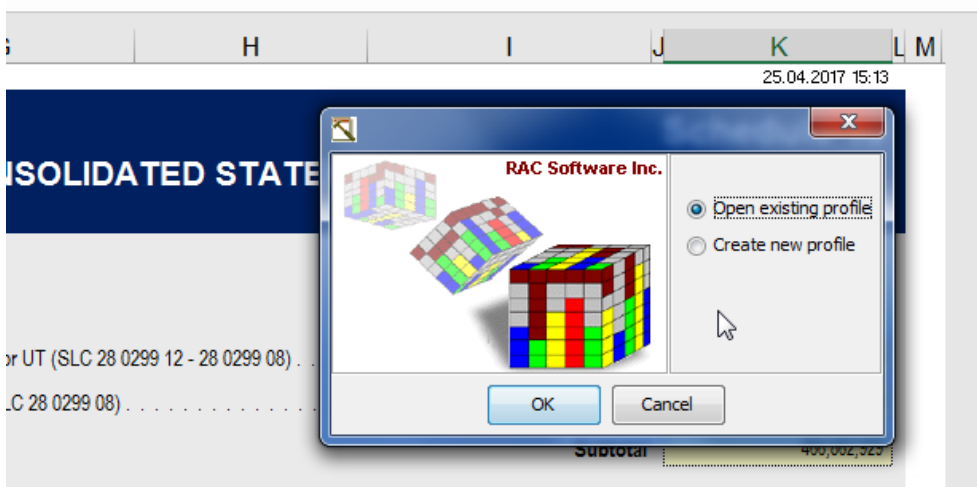
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You will likely then see a message to Enable Macros. Click the Enable Macros button and the spreadsheet will complete its loading process.



Opening or creating the profile

The next dialog in the start-up process asks you to either open an existing profile or create a new one. This is much the same process as for prior editions of FMW-FIR.

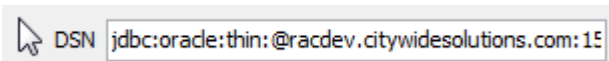




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In most cases, the first step will be to open a profile from the 2015 year, as a starting point for completion of the 2016 FIR.

Please note that FMW-FIR 2016 no longer supports ODBC connections, and instead requires a JDBC datasource string to be defined. So if you are still using an ODBC connection, the Profile dialog will pop up and ask you to define a JDBC connection in the DSN box.



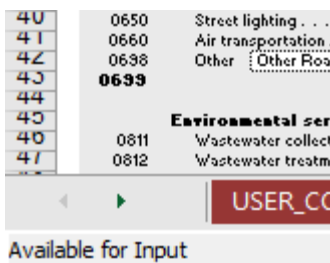
The JDBC datasource must be in the following format.

for Oracle: jdbc:oracle:thin:@<server>:<port>:<sid>

for SQL Server: jdbc:sqlserver://<server>:<port>;DatabaseName=<database>

If the datasource is correctly configured, the startup process will be completed. Note that when converting from a 2015 profile, the conversion will take a longer time than when opening a 2016 profile.

Please watch the message bar (bottom left of screen) which tells you what is happening during the loading process. When the system is ready, the message bar will read “**Available for Input**”.



Once the 2015 profile is successfully loaded, the user should follow the normal procedures, as per prior years.

- File > Edit Profile and change the Year to 2016.
- Once reloaded, immediately save the profile to a new file, which will then be used for subsequent work on the 2016 year.



User interface

The interface is an Excel application embedded in a frame. You can use many of the usual Excel features, such as the View > Zoom from the Excel taskbar / menu, as well as the FMW-FIR specific features from the top menu of the frame encasing the Excel application.

	Salaries, Wages and Employee Benefits	Interest on Long Term Debt	Materials	Contracted Services	Rents and Financial Expenses	Ext Tran
	1	2	3	4	5	
General government						
0240 Governance	1,040,803	200	63,346	84,346	1,990	
0250 Corporate Management	-1,230,548	-972,324	130,046	3,340,457	66,928	
0260 Program Support	13,169,111	545,499	2,734,430	1,071,740	249,332	
Subtotal	12,379,367	-426,624	2,927,821	4,436,543	318,250	
Protection services						
0410 Fire			0		0	
0420 Police	48,902,698	346,392	2,097,121	797,354	350,673	
0421 Court Security	5,816,955	0	11,361		37,214	

Defining ranges and other input

Once the profile is loaded, defining ranges and other cell values works in much the way as prior years. Double-clicking on a cell will bring up the Ranges dialog. Data may also be entered directly into a cell.

Class	Rv	%	All	From	To	All	From	To
				DDU	DDU		Account	Account
1 Operating	Yes	100.0	Yes			No	3200303	3200303
1 Operating	Yes	100.0	Yes			No	3200715	3200715
1 Operating	Yes	100.0	Yes			No	3203020	3203211
1 Operating	Yes	100.0	Yes			No	3701206	3701207
1 Operating	Yes	100.0	Yes			No	3703207	3703207
1 Operating	Yes	100.0	Yes			No	3201121	3201121
2 Reserves	Yes	100.0	Yes			No	3939990	3939990

Note
 2014 - remainder of fund 03 (295847.68 - 234754.66) 61093.02

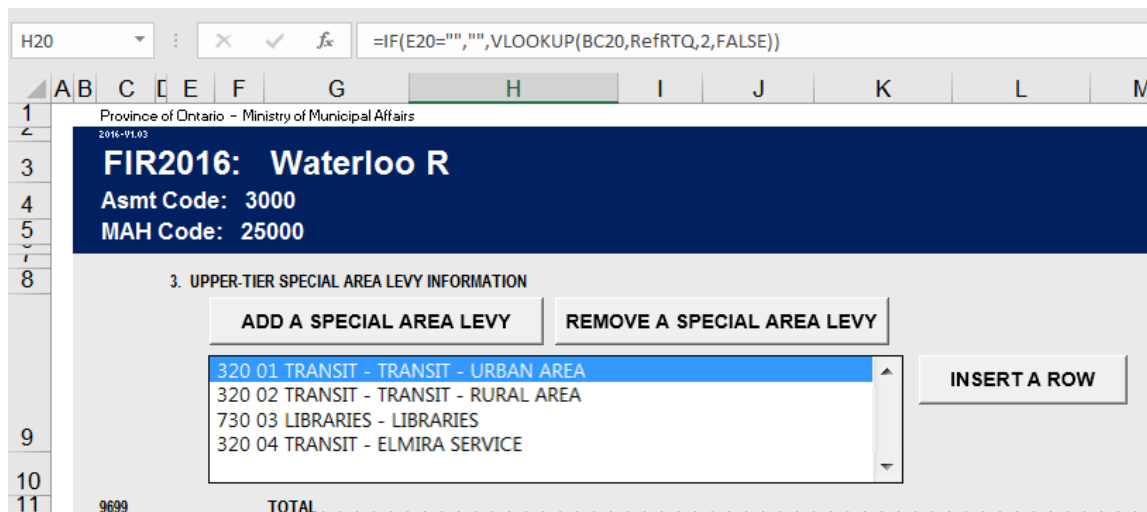


Clipboard

Ranges may be copied from a single source cell to a single target cell, using the Ctrl-C / Ctrl-V keyboard shortcuts or the equivalent menu / toolbar options. If you attempt to copy a single source cell with ranges to multiple target cells at once, it will treat this as a copy of a single input cell values (i.e. the ranges will not be copied).

Dynamic schedules.

Schedules 22A,22B,22C,24A,24B,24C and 62 and 62A are dynamic schedules, in that additional sections and / or rows may be added. Unlike prior years, standard Excel buttons to perform these operations are available.



Saving the Profile and Excel file.

When you have completed your session (or in interim steps), clicking the Save button will save both the profile and the Excel file. This means that the Excel file should always be in sync with profile, and then may be directly submitted to MMAH when completed, without going through any additional steps.



Technical note

When attempting to open the Excel file in the application, you might encounter one or both of the following messages:

- 1) **Cannot attach to Excel**
- 2) **hstbar.xla cannot be found.**

This might be because of one of the following reasons.

- the MMAH Smart View Excel add-in conflicts with the FMW-FIR 2016 application or
- the computer is running 32-bit Java but the Excel version is 64-bit.

The solutions to this are as follows:

- Turn off the Smart View (Oracle) add-in. **Note** that you need this add-in to submit the completed spreadsheet to MMAH. However, it is not needed while using FMW-FIR 2016. Please re-enable this add-in when you are ready to submit the spreadsheet to ministry. You can disable the add-in by following one of the following two options:

1) Open Microsoft Excel, go to Developer Tab > Excel Add-ins > Uncheck the SmartFIR Oracle add-in if it is checked.

OR

2) Add the DisableInAutomation key to the Windows Registry as follows.

Key Name:

[HKEY_CURRENT_USER\Software\Oracle\SmartView\Options]

Key Value:

"DisableInAutomation"=dword:00000001

To create and update the registry key, Options:

Click Start, click Run, type regedit in the Open box, and then click OK.

Locate and then select the following registry subkey:

HKEY_CURRENT_USER\Software\Oracle\SmartView\

From the Edit menu, select New, and then select Key.

Type Options, and then press Enter.



From the Edit menu, select New, and then select DWORD Value.

Type DisableInAutomation, and then press Enter.

In the Details pane, right-click DisableInAutomation, and then click Modify.

In the Value data box, type 00000001, and then click OK.

Note: If a zero value is entered, this option is disabled.

Exit Registry Editor.

Restart Excel.

If you have disabled the add-in using one of the two methods described above but the issue persists, please determine if you are running a 32-bit version of Java with a 64-bit version of Excel (see below to determine if this is the case), and if so please do the following:

- Uninstall the 32-bit Java 8 version, and install a 64-bit version from <https://java.com/en/download/manual.jsp>. (Windows offline 64-bit).
- Alternatively, instead of launching FMW-FIR from the launch web page, use the 64-bit installable version of the product (can be downloaded from bottom of launch page).

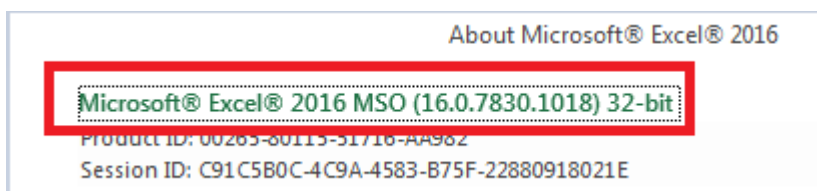
Alternative installations : The following are standard installation packages. Installing using these will not have the advantage of dynamic updates. These installation packages are self contained – you do not need to go through step 1 or 2 above.

[FIR-2016](#)

[FIR-2016-x64](#)



To determine whether your version of Excel is 64-bit or 32-bit, open a worksheet in Excel and then go to File > Account > About Excel. The version will be displayed at the top of the dialog.





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To determine whether you are running a 32-bit or 64-bit version of Java, open a command window, and type **java -version**. The bottom line of the output will indicate whether a 32-bit or 64-bit version.

```
C:\Users\Peter>java -version
java version "1.8.0_131"
Java(TM) SE Runtime Environment (build 1.8.0_131-b11)
Java HotSpot(TM) 64-Bit Server VM (build 25.131-b11, mixed mode)
```

Support

If you experience any difficulties, please report on our support email fmwsupport@publicsectordigest.com, and we will contact you to assist as soon as possible.