FINANCIAL INFORMATION RETURN FOR ONTARIO MUNICIPALITIES

FMW-FIR INSTALLATION AND USER GUIDE

20YY FINANCIAL INFORMATION RETURN

Welcome to the FIR20 (PSAB)!

To begin completing the FIR2015 using this MS Excel spreadsheet, simply follow the steps below:

Please select the **Municipality** you wish to complete: Aurora T

- Aurora T
- Aylmer T
- Baldwin Tp
- Bancroft T
- Barrie C
- Bayham M
- Beckwith Tp
- Belleville C

Once the Municipality is selected, several Datapoints fro... ...oaded into this FIR2015 Excel spreadsheet, and the FIR2015 S...

FIR20 : Aurora T	Schedule 10
Asmt Code: 1946	CONSOLIDATED STATEMENT OF OPERATIONS: REVENUE
MAH Code: 27401	for the year ended December 31, 2015

STATEMENT OF OPERATIONS: REVENUE

		Own Purposes Revenue
		1
	Property Taxation	$
0299	Taxation - Own Purposes (SLC 26 9199 04 - 72 2899 07) For UT (SLC 28 0299 12 - 28 0299 08)	2,468,580
0499	Payments-In-Lieu of Taxation (SLC 26 9599 08) For UT (SLC 28 0299 08)	38,810
9940	Subtotal	2,507,390
0510	Estimated tax revenue	
0620	Ontario Municipal Partnership Fund (OMPF)	0
0695	Other	0
0696	Other	0
0697	Other	0
0698	Other	0
0699	Subtotal	0

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OVERVIEW

What is the FMW-FIR Module

FMW-FIR is a tool that links the FIR Spreadsheets, as issued by the Ministry of Municipal Affairs, to your accounting data, and / or data from other systems such as Job Costing, Equipment Costing or HR/Payroll which might form the basis for the FIR.

The FMW-FIR module provides an easy means to cross reference individual cells (schedules / column / row combinations) in the FIR spreadsheets to your source system(s). This process is usually the most time consuming and labour intensive part of completing the FIR reporting process.

The FMW-FIR module can be used in conjunction with source data contained in FMW Web (Financial Manager's Workbench) or the source data may be contained in an Excel spreadsheet, an ASCII text file or a SQL view or table. In the case of an SQL view, the data is accessed via a JDBC connection, which means that most accounting systems that are based on an SQL-type database may be accessed dynamically with this tool.

Technology Overview

The FMW-FIR module is a Java-based application. This means it can be deployed and accessed directly from the PSDRCS.com/downloads website. A technology called Java Web Start™ is used to deploy the application. The advantage of this technology is that every time FMW-FIR is accessed, the PSDRCS.com website is automatically checked for updates, and if there are updates they are automatically installed. This means that the user can be assured that the latest version of the application is always being used.

INSTALLATION

Downloading FIR (2020)

Open a web browser and go to www.psdrcs.com/downloads

FMW-FIR Module for Ontario Municipalities

FIR Documentation: **FIR Handbook (pdf format)**

Previous Version: **FIR Handbook 2018 (pdf format) | FIR Release notes**

© PSD Inc. 2001-2020. This software is not shareware or freeware.

Please do not download unless you have a valid license agreement with PSD Inc. or otherwise have been granted permission to download and use the software.

Get FIR

Option 1: Auto Updating (Recommended)

Requires Java 8, 9 10 or FMW Launcher

Launch Auto-Updating FMW FIR 2020 (.jnlp format) BETA VERSION
Previous Version: **Launch Auto-Updating FMW FIR 2019** (.jnlp)

Option 2: Install FIR

It is recommended to use Option 1 to benefit from not having to uninstall and re-install FIR if we upload updates.
Download Installable FIR 2020 (64bit | .exe format | Not Auto-Updating)

Download Installable FIR 2020 (32bit | .exe format | Not Auto-Updating)

For previous versions of FIR please contact fmwsupport@psdrcs.com

Make sure Microsoft Excel is closed before clicking on one of the 2 options to download FIR.

Option **1** "Launch Auto-Updating FMW FIR" - Steps
Click on the link.
Enter Registration Key.
Select .xlsm file and follow steps as set out in FIR Release Notes. Use FIR.
To re-open FIR after it has been closed, click on the link from the website again. This is the recommended option because it will load the most up-to-date FMW FIR code.

Option **2** "Download Installable FIR" - Steps
Click on the link.

Save the file.
Go to your Downloads folder and double click on: **Download Installable FIR 2020.** (Windows may try to protect your PC. Click on "More info" and select Run anyway.) Windows protected your PC Windows Defender SmartScreen prevented an unrecognized app from starting. Running this app might put your PC at risk. More info
Follow the setup wizard and install. When finished, launch FMW FIR. This will also create an icon on your desktop: PSD FIR 2020
Enter Registration Key.
Select .xlsm file and follow steps as set out in FIR Release Notes.
To re-open FIR after it has been closed, double-click on your desktop icon.

CREATING A DATA SOURCE

Introduction

The FMW FIR Module is designed to allow the accessing of data from a variety of sources. This means that you can link your FIR module to your General Ledger or other source systems. If you have FMW Web (PSDRCS' flagship budgeting and reporting software system), there are built in links, which allow you to access its data directly from the FIR module without any technical intervention. If you are planning to link another system into the FIR module, you will need to prepare a data source with the following fields.

Class.   A Class is simply a means of distinguishing different types of data that are keyed differently. For example if you are extracting operating data from a GL system and job / project data from a project system, and you need both types of data to feed the FIR module, you would have two classes, each with different key configurations. If however all your data comes from a GL you would only specify one class in the data source.

Key segments and descriptions. Each record of data within a class is described in terms of *up to five* key segments. These are definable by the user. For example a GL system's data might be defined by a Department key segment and an Account key segment. Data coming from project costing system might have three segments, e.g. Project, Component and Account. Each segment is also accompanied by an (optional) description.

Amount: Each record has an annual amount associated with it.

Using FMW Web as a data source

If FMW Web is your primary data source you will reference the appropriate classes defined in FMW Web which relates to your General Ledger when creating profiles.

You will usually reference your YTD Actuals Version from which the data will be drawn, although you could also access any version of data in the system. This means, for example, that you can easily view both your budget and actuals in FIR format. Each profile will reference a specific Version.

When referencing data in the version, the FIR application will add together all calendar columns that are defined in the calendar that is referenced in the Class.

Accessing FMW Web as the data source is dealt with further under Profiles.

Using an MS-Excel file or a text file as a data source

Data can be exported from the source system(s) into either a fixed field length text file or an Excel file and then accessed by FMW FIR. A specification for a text file that can be directly accessed is described below.

Specification for standard fixed length text file data source

Class	40 characters left justified
Key_seg_1	20 characters left justified
Key_seg_2	20 characters left justified
Key_seg_3	20 characters left justified
Key_seg_4	20 characters left justified
Key_seg_5	20 characters left justified
Key_seg_1_desc	40 characters left justified
Key_seg_2_desc	40 characters left justified
Key_seg_3_desc	40 characters left justified
Key_seg_4_desc	40 characters left justified
Key_seg_5_desc	40 characters left justified
Amount	15 right justified, leading sign

Each record should be terminated with a crlf.

This file should be sorted by Class and then by the key segments. The first record of each Class section is a descriptor record that follows the same format as above but the fields are populated as follows.

Class. Class name - same as the following records.
Key_Seg_x : all blank
Key_seg_x_desc : descriptions for each of the key segments - for example if key_seg_1 represents the account, this field would have a description such as Account.

In addition to a text file in the standard format any fixed length text file can be accessed, provided all the major data fields are present somewhere in the record. The specification for the location of the fields for a non-standard text file is provided as part of the Profile setup.

When using an Excel file as a data source it should be set up as with the standard text file (see box above) except that instead of fixed length fields, each field should simply be placed in a separate Excel column.

## Using an SQL view as a data source

If you have an SQL - based source system (e.g. running on Oracle or MS-SQL Server or any other JDBC compliant database), you will need to install a view (or table) accessing the source system's data, which needs to represent your data in a specified format. The format is exactly as described in the standard Excel / text file above, except that the fields are simply table or view fields instead of text fields or Excel columns. In addition, a Year field (representing fiscal year) must be added as the first field in each record (just prior to the Class field). A view is the preferred means of accessing data because once the view is installed it can be directly accessed from the FIR module, and you are always guaranteed that your source data is current.

CREATING AND USING PROFILES

What is a Profile?

When you open FMW-FIR, you will be asked to Open an existing profile or to Create a new profile.

A profile defines the data source that will be used to populate FIR schedules, along with the ranges that you define to cross-reference the source data to individual cells. If you are in the FIR application for the first time, you will create a new profile. If you have multiple users of the FIR application each should create their own profile with one being the main profile. All profiles will be merged into the main profile when completed.
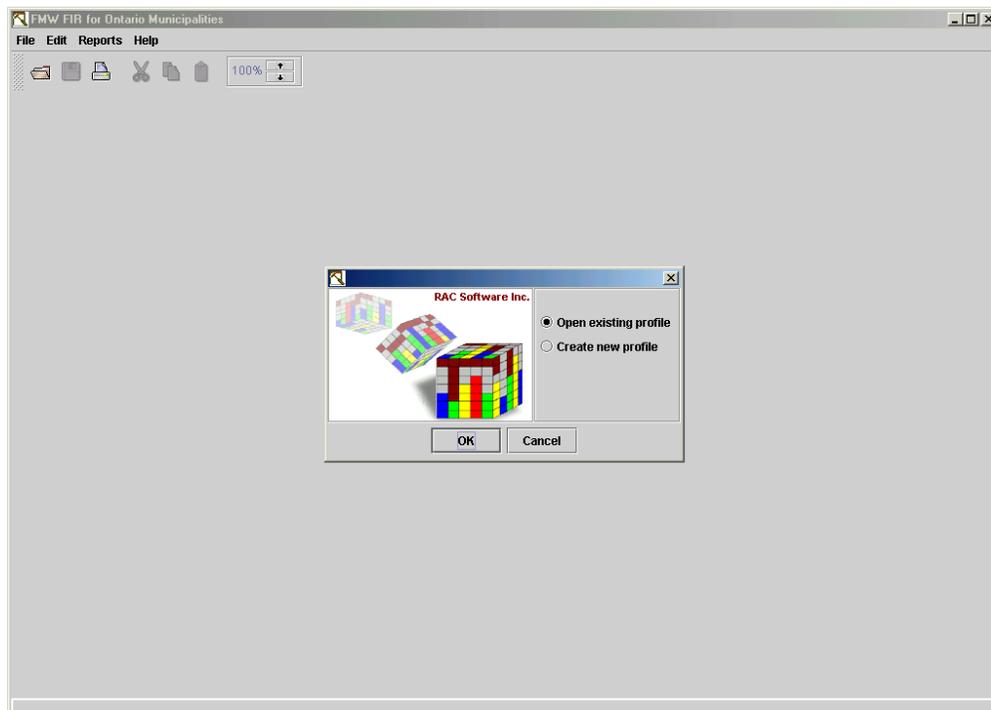
Creating a New Profile

Select **Create new profile** from the opening dialog, and click OK. If you have already created a profile in a previous session, you may select Open existing profile.

You have 5 choices for your data source when creating a new profile:

- Demo Data
- Text File
- Excel File
- View/Table
- FMW Web

If you select **Demo Data,** there is no need to enter any additional information. Click OK. This will allow you to experiment with some demo data embedded in the system - it will obviously not be useful in a real application.

If you select **Text** file or **Excel** file you can enter the location of the file or click on Browse and locate and select the appropriate file. Your source data must be presented in the format described in the previous section. If your **text** file is not in the standard format, you can further define your text parameters by selecting the Text Parameter tab and entering the position (the first position in the file = 1) where each field can be found in the fixed length text record. (an example is shown below).

Class	From Pos.	To Pos.	Name
Class Name			General Ledger
Key Segment 1	6	6	Fund
Key Segment 2	8	10	Department
Key Segment 3	12	14	Activity
Key Segment 4	16	19	Tag
Key Segment 5	0	0	
Key Segment 1 Description	0	0	
Key Segment 2 Description	0	0	
Key Segment 3 Description	0	0	
Key Segment 4 Description	21	50	
Key Segment 5 Description	0	0	
Amount 1	52	65	
Amount 2	68	82	
Amount 3	84	98	
Amount 4	100	114	
Amount 5	116	130	
Amount 6	132	146	
Amount 7	148	162	
Amount 8	164	178	

Edit Profile — Data Source | Text Parameters

☑ Use record definition below instead of standard

OK   Cancel

As well as the locations of the key segment and descriptions and amount(s) fields, you can also use this dialog to define the names of the class and the key segments, which means that these do not need to exist in the file.

If you select **View /Table** or **FMW Web** you will complete the following information:

- DSN (JDBC Data Source Name*)
- User Name
- Password
- View Name (view) or Version (FMW)
- Year

*Java 8 no longer supports ODBC; use JDBC instead. In the DSN field of the Profile screen below, enter this connection string:

for Oracle: jdbc:oracle:thin:@<server>:1521:<sid>
for SQL Server: jdbc:sqlserver://<server>:1433;DatabaseName=<database>

The DSN (Data Source Name), User Name and Password refer to the JDBC connection information required to attach to either FMW Web or another SQL-based system. If a View / Table is used it must present information in the prescribed format.

If FMW Web is used as the source, be careful to type in the name of the Version that you wish to access exactly as it is (case–sensitive) in FMW. Other than this, no technical preparation of the data source is required - your FMW consultant will have installed the necessary components to interface the systems.

Once you have created a profile, you can **Save** it by clicking on File and Save As or on the Save button in the tool bar. This will save your data source specification as well as any work you have done on defining ranges for cells, so these can be easily accessed the

next time you open the application. Give the profile a name with a file extension of .fws and save it to your preferred file location (by default c:\My Documents). While you may have multiple profiles, if you have multiple sources of data for the FIR schedules, you can only access one profile at a time.

Opening an existing profile

Select Open existing profile. You will be presented with a dialog box to open a previously saved profile, which is contained in a file with an .fws extension.

Changing an existing profile

Once in the profile you can modify the profile. Click on the File | Edit Profile menu option. Make your required changes, such as the Year of the data to be brought in

One way that you can use the Edit Profile feature, is to view a different set of data (data source) using the same range definitions. Once you have defined your ranges, simple select File | Edit Profile, and change the data source. The whole FIR will then be calculated using the new data set. The profile can then be saved under a different name or the original profile can be overwritten.

Saving the Profile

Since FIR 2016, FIR looks like it has the MS Excel application embedded in it. However, since you are still <u>in FIR</u>, use the Save button in the FIR toolbar or go to File > Save Profile. (The same goes for other commands such as copy and paste.) When you do this to save the profile:
- It will save all the cell references to your data as well as the data you entered into the *.fws file
- It will update the *.xlsm file
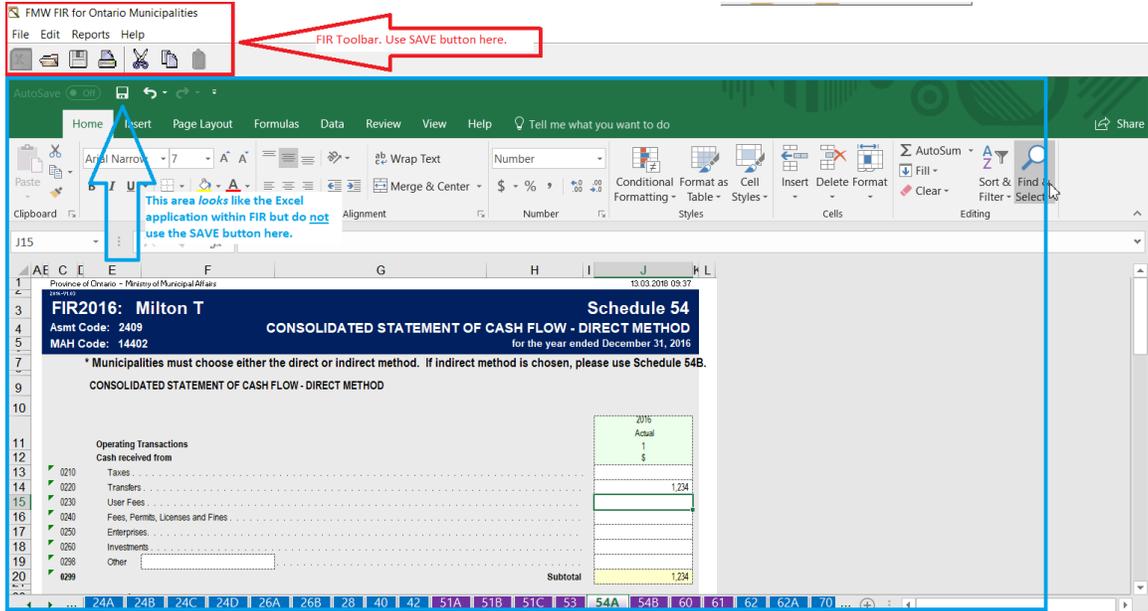
DEFINING THE FIR CELLS

What is a FIR Cell?

A FIR cell is defined by a unique schedule / column / row identifier. Either the user provides the data definition for the cell, or it is a constant, or it is defined as a calculation from another cell or cells. Any cells presented in white are editable by either direct entry or by referencing your data source with a set of ranges.

As with all applications, you should regularly save your work as you go along, to avoid loss of data.

Inputting data directly into a cell

To input directly, simply select the schedule you wish to work on, and type in the cell as you would in a spreadsheet.

Cross referencing a cell to a data source

To cross-reference your data source to the cell, select the schedule you wish to work on, and double click on an editable (white) cell. The following dialog appears on your screen, which can be used to define multiple ranges of source data to be included in the cell definition: (<u>Note</u>: your Class and From and To columns may have different names than shown in the sample below.)
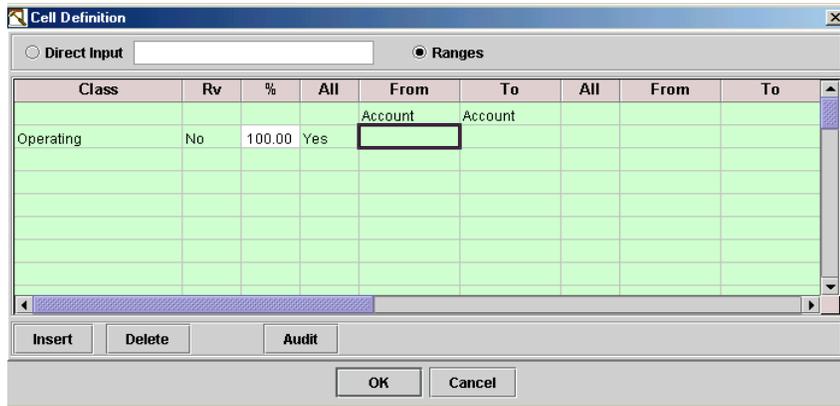
To complete a range, select the appropriate Class from the drop down box in the Class field. (If your data source is an Excel, Text or View file refer to File format document for the definition of Class).

The default for reversing a sign **(Rv)** is No. If you wish to reverse how a number is displayed then select Yes by clicking on the field. (Example: 100CR + 50DR would be displayed as (50) if you retain the default of No.
If you want to insert more or less than 100% from this source, enter the appropriate percentage in the **%** column.

The balance of the columns are **From** and **To** element columns where elements represent items such as department codes, account codes, funding source codes etc. as identified in your data source. You will enter a range for all elements defined in your data source. For example, if you have Department codes, Account codes and Object codes in your data source, enter a range for each element on each inserted line. You have the option of selecting ALL or entering a range of elements for each type.

To enter a range of elements, click in the All column and select No by either selecting No with your mouse or pressing the letter N on your keyboard and press tab to move to the 'to' field.

Data can be entered directly into the From and To fields or selected from a pick list. To view a selection list of your elements, double click or right mouse click on the From or To fields and select the required element.

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You can select a contiguous list of elements to populate the To and From field by clicking on the first To element, pressing the Shift key and then selecting the last From element. Alternatively you can select a single element.

You can also **search** for an element by entering in the element number or enter an * and a partial for full description.
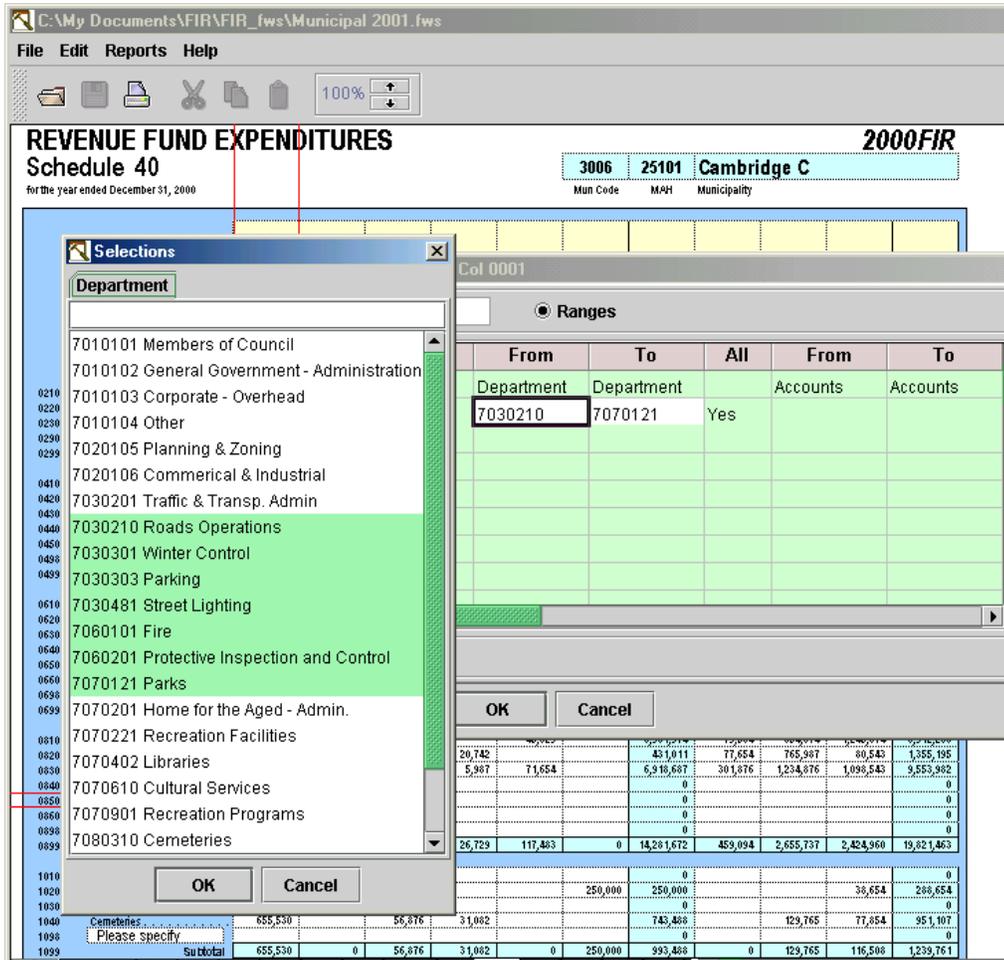
You can enter as many ranges of elements as required for each cell. To create a new line either click on the next line and a new range line will automatically be created, or click the Insert button.

To delete a line, click on the line and select the Delete button.

Modifying Data References

As indicated above, you may directly enter an amount/number/text into a cell by either entering the amount/number/text into the cell or double click on the cell and select direct entry. If you have a cell defined as a set of ranges, and you then enter data directly into the cell, you will receive a warning and then the cell will be changed to a direct entry type, and your ranges will be deleted.

You cannot have a combination of direct entry plus the data resulting from listing ranges. You may either have the result of direct entry or data compiled from specific ranges.

You may also cut/copy and paste cell amounts by using the appropriate symbols in the tool bar for both direct entry amounts and ranges of elements within one schedule and from one schedule to another. You can only cut/copy one cell at a time but you can paste to multiple cells).

Once you have completed your cross reference you may make an adjusting entry to it by entering an amount in the Range Adjustment Amount cell at the top of the cell definition box.

You can also enter a note explaining your adjustment in the Note box at the bottom of the Cell Definition Box. This note is for information purposes only and is not printed on the final FIR submission.

Adding Rows & Sections

In some schedules (22A,B,C & 24A,B,C) you may need to add a row or add a section. You may either click on the buttons in the task bar or click on edit and select the appropriate item.

Auditing cell or schedule definitions

You are always able to see for which cell you are entering data by the green rectangle around the cell as well as the Row and Column information in the Cell Definition header.

Click the Audit button to view the details of your source data reference amounts. You can print the details by clicking the Print button. There is also an Audit option for the entire schedule under Reports on the menu.
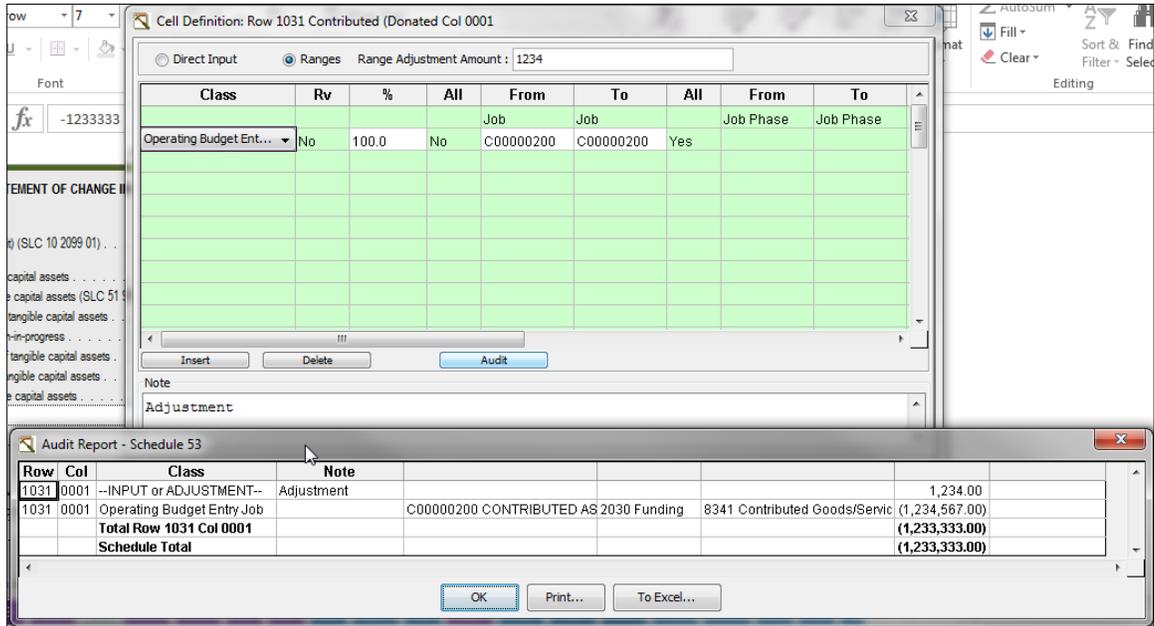
Carry Forward Operations

In many cases, amounts entered in one schedule are automatically carried forward to another schedule. Carry Forward amounts are referenced on each line where the carry forward amount is placed. You are not able to enter data directly into these cells as they are locked. (SLC – Schedule Line Column)

Merging Profiles

If you have multiple people working on their own profiles you will need to merge them all when completed into the main profile. First you open the main profile and select Merge Profile from the File drop down list.
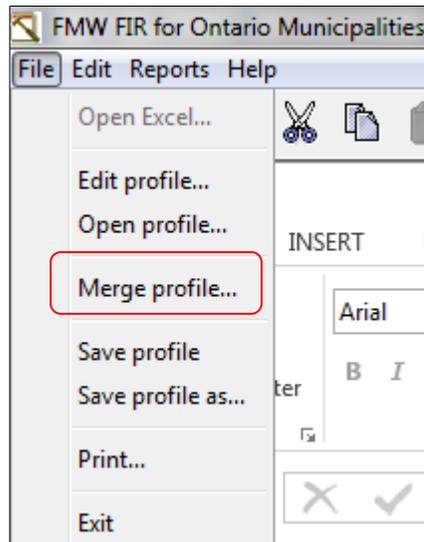
You will then be prompted to open the file where you have saved the FIR.fws files. Open the one you wish to merge into the main profile and you will receive a list of schedules available from the second profile to merge into the main profile.
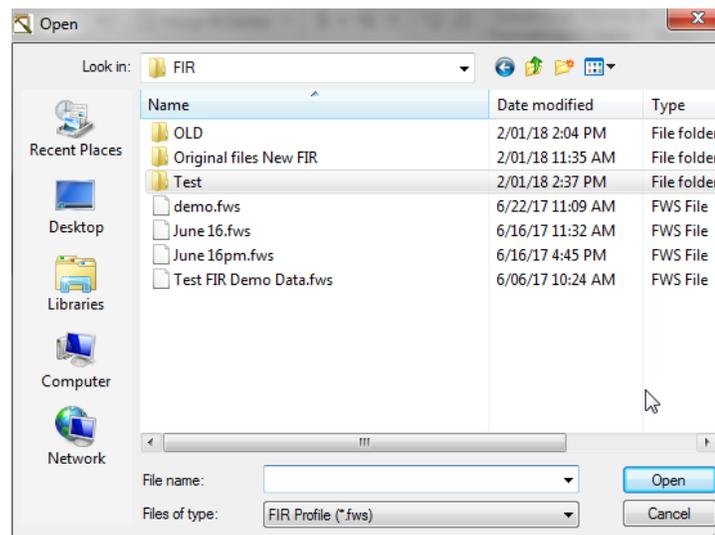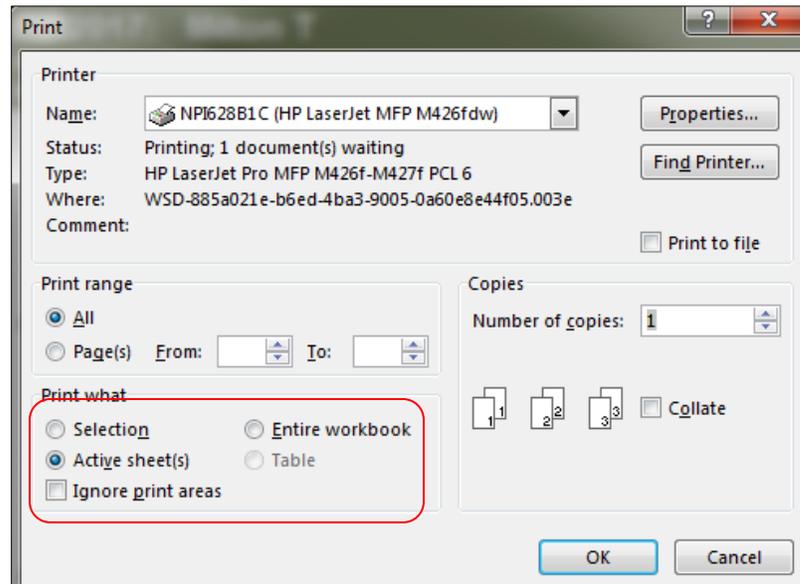

Select the schedule(s) you wish to merge and click ok. You will receive a warning asking if you are sure you wish to replace these schedules. Click ok.
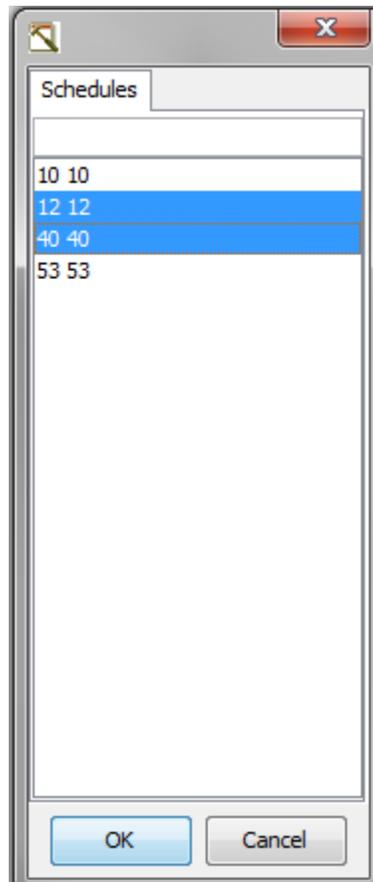
OUTPUTTING RESULTS

Printing FIR Schedules

You can print a schedule by: Clicking on the print button in the tool bar OR selecting File and Print.

Note that there are some limitations in printing certain complex schedules (e.g. the tax schedules. In these cases print from Excel (.xlsm file) instead.

Printing Reports

There are 3 reports located under the Reports button in the tool bar.

Audit Report

The audit report lists for each schedule the row, column and the cross-reference entered and the resulting cell amount.

Data/Schedule Cross Reference

The Data/Schedule Cross Reference report lists any cross-references (e.g. GL accounts) that have not been assigned to a schedule/row/column. It also lists cross-references (e.g. GL accounts) that have been associated by percentage with specific schedules.

Ranges Report

The Ranges Report lists all the mapping you've created between which row/cell intersects with which G/L account. Displays for each schedule all cross references (ranges) defined and the total $ amount.
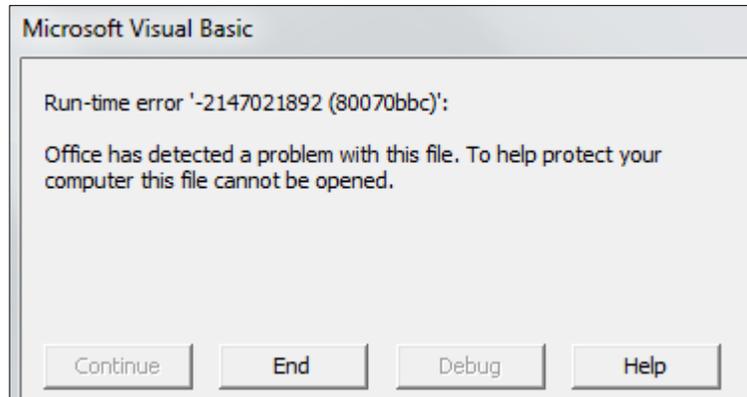
Ranges

Sheet	Row	Col	Class	Rev?	%	All	From	To	All	From	To
02			--INPUT or ADJUSTMENT--								
02			--INPUT or ADJUSTMENT--								
02			--INPUT or ADJUSTMENT--								
10			Operating Bud	Y	100.0%	Y				5210	5210
10			Operating Bud	Y	100.0%	Y				5235	5235
10			--INPUT or ADJUSTMENT--								
			Operating Bud	Y	100.0%		2350	2350		5400	5400
			Operating Bud		100.0%		0736	0736		2625	2625
			Operating Bud		100.0%		0736	0736		2535	2535
			Operating Bud	Y	100.0%	Y				5435	5435
			Operating Bud	Y	100.0%	Y				5442	5442
			Operating Bud	Y	100.0%	Y				5541	5541
			Operating Bud	Y	100.0%	Y				5635	5635
			Operating Bud	Y	100.0%	Y				5672	5672
			Operating Bud	Y	100.0%	Y				5720	5745
			Operating Bud	Y	100.0%	Y				5557	5557
10			--INPUT or ADJUSTMENT--								
			Operating Bud	Y	100.0%	Y				5700	5700
			Operating Bud	Y	100.0%	Y				5917	5917

OK   Print...   To Excel...

Excel file for submission to MMAH

Once you've saved the FIR profile, it will update the .xlsm file selected when FIR was opened. This file is now ready to be sent to MMAH.
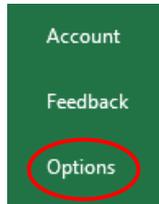
TECHNICAL NOTE

The following error message is usually a problem with the Excel Trust Center setup. The location of the FIR files (usually <user-home>\FMWFIRFiles), must be set up as a trusted location in the 'Trust Center'.

Microsoft Visual Basic

Run-time error '-2147021892 (80070bbc)':

Office has detected a problem with this file. To help protect your computer this file cannot be opened.

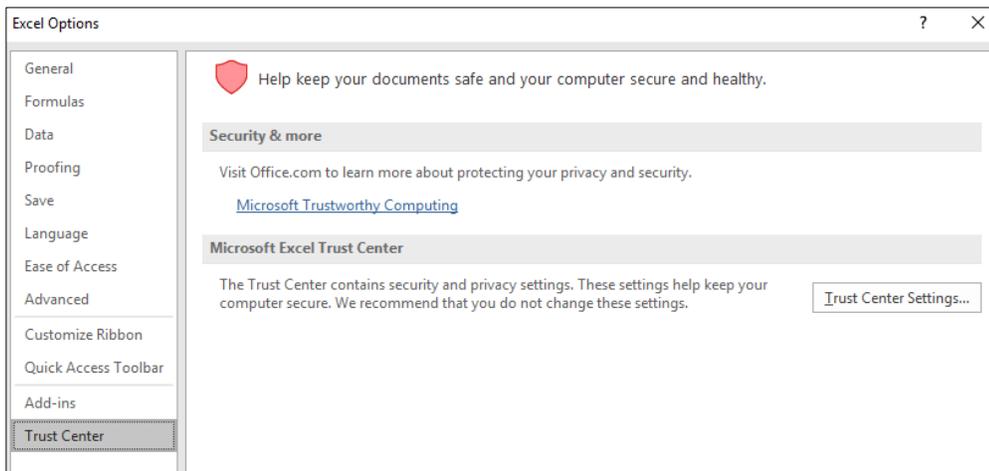Continue   End   Debug   Help

To resolve this issue, in Excel
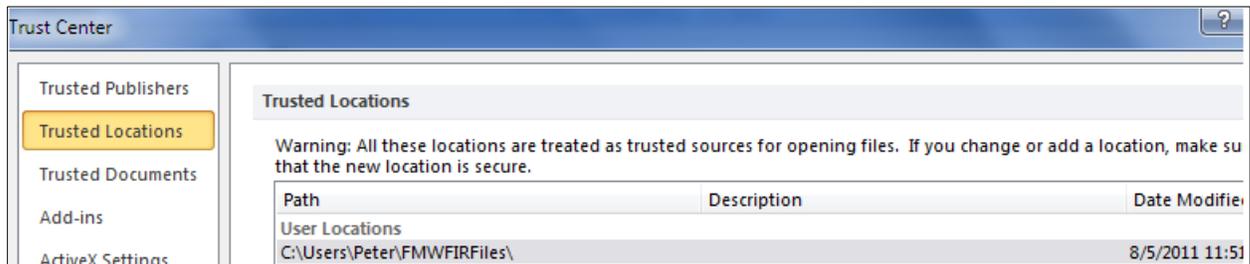
1. Click "FILE"
2. Click 'OPTIONS"

- Click on "TRUST CENTER"
- Click on the <TRUST CENTER SETTINGS> button

- Click on "TRUSTED LOCATIONS"
- Ensure that the "<user-home>\FMWFIRFiles" location is included on that screen

SUPPORT

Support: fmwsupport@psdrcs.com