FINPACK®

Installation & Getting Started

Center for Farm Financial Management

UNIVERSITY OF MINNESOTA

The purpose of this guide is to help you through an installment process and to begin using FINPACK. **For additional assistance, click the *Getting Started* option from the FINPACK Help menu**, or call Technical Support at 800-234-1111.

Installation Options

Following are the two options for installing FINPACK:

- **Install FINPACK on a desktop or laptop**
  This is the standard setup option for most installations.

- **Install FINPACK on a network file server**
  This option is for network system administrators to set up FINPACK for a multi-user environment, such as banks or schools. Most Citrix installations use the desktop installation rather than this network file server installation.

Install FINPACK on a desktop or laptop

As you follow the installation instructions, you will be asked to enter your name, business, and state or province. The name and business entered here will be displayed on printed output. The name is required. A business name is optional, but recommended if you are installing the Professional or Lender Version. You must select the state or province in which you will be using FINPACK.

Select the folder where FINPACK will be installed. The default folder is C:\Program Files\FINPACK. To install FINPACK into a different folder, click *Browse*. Refer to the display below.
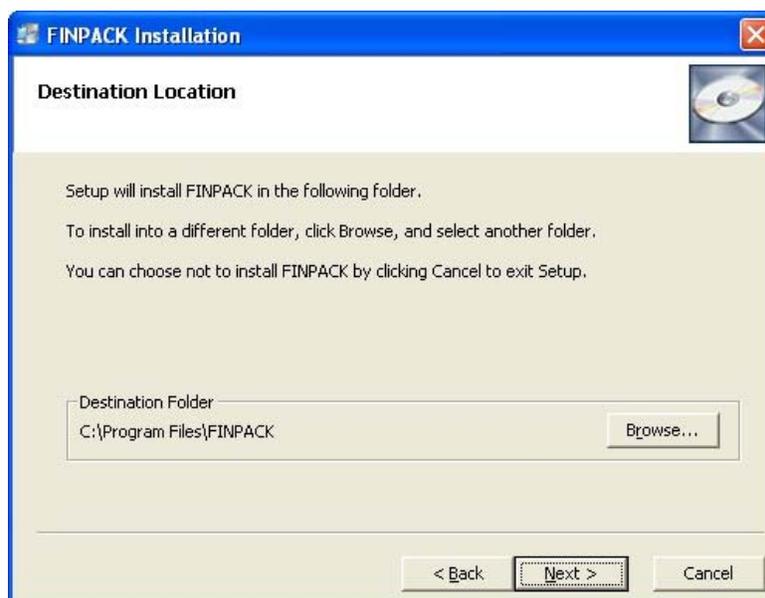
<u>**Install FINPACK on a network file server**</u>

The network install requires that you have supervisor or administrative rights on your network. The installation is a two-step process.

Step 1 - Install FINPACK on the server

This setup will ask for your state or province. The selection of state or province controls the setup of crops, income and expenses. Finally, the setup will ask you for the location on your network where FINPACK will be installed. The default folder is FINPACK. Click **Browse** to choose the appropriate network drive. At this time, you may change the folder name if you wish. *The users will need read/write/create/modify permissions to the network directory in which FINPACK is installed.*

Step 2 - Setup FINPACK on the workstations connected to the server

From each workstation, run the NetSetup.exe in the FINPACK directory on the network. This installs a FINPACK shortcut on the workstation desktop and also installs the FINPACK help files. The FINPACK program files will remain on the network file server.

Registering FINPACK

Upon completion of the installation, you will need to register FINPACK within a 14-day period. This can be done over the internet (recommended), via an email request or by phone.

Until you have registered FINPACK, you will be reminded each time you start the program until the end of the registration grace period of 14 days. If you do not register within this time frame, data file access with be limited to "read-only" mode.

Note: If you have multiple licenses of FINPACK, you will need to consider how the registration you are attempting will use those licenses. If you choose to register via the internet, which is recommended, your license holdings will be displayed and you will be prompted to indicate if the current registration is using all or less than all of the available licenses. The ability to choose how you will use your license count is designed to provide flexibility as you configure the use of FINPACK within your operation, business or institution.

If you choose to register over the internet, you will be connected to a secure server to transfer your serial number and a unique machine key to CFFM. A release code is passed back to your computer, automatically registering FINPACK. This process normally takes just a few seconds to complete.

To register FINPACK via email click the email button. Your serial number and machine key will be inserted automatically. Next, click the button to copy the information to a clipboard. Finally, paste the information into a new email composition and send it to finpack@umn.edu. A support representative will respond with the release code.

If you opt to register over the telephone, call the toll-free number provided. A support representative will ask for your serial number and machine key, then provide you with the release code. Simply enter the release code in the designated box and the registration process is complete.
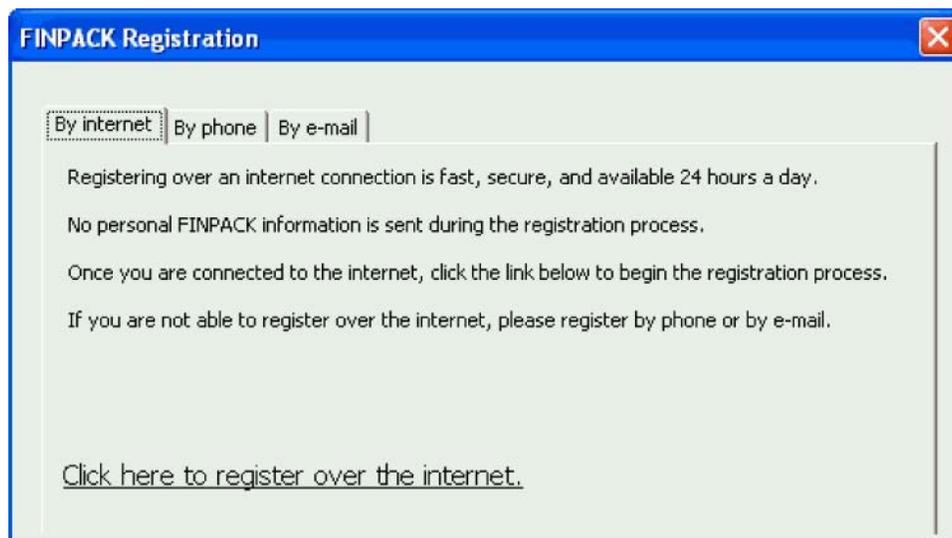
Getting Started

To start FINPACK, click the icon on your Windows desktop. If you did not choose to place the icon on the desktop, click *Start*, go to Programs, and then select FINPACK from the menu (Windows 7). If your computer has Windows 8/10, click the Windows icon (lower left corner), then select FINPACK from the menu.

Open or Create File

When you first open FINPACK, a box is displayed in the middle of the screen (see figure below) that allows you to quickly open a recent FINPACK data file, create a new file, or restore a backup.


Recently-opened files are listed first and can be re-opened by clicking them. To open another file, click ![More...] . To create a new file, click ![Create a new file...].

For other file options, click *File* from the FINPACK menu.

FINPACK Components

The FINPACK file navigator dialog is shown below for an agriculture file. FINPACK components are on the left, and contents of the selected component are displayed on the right.
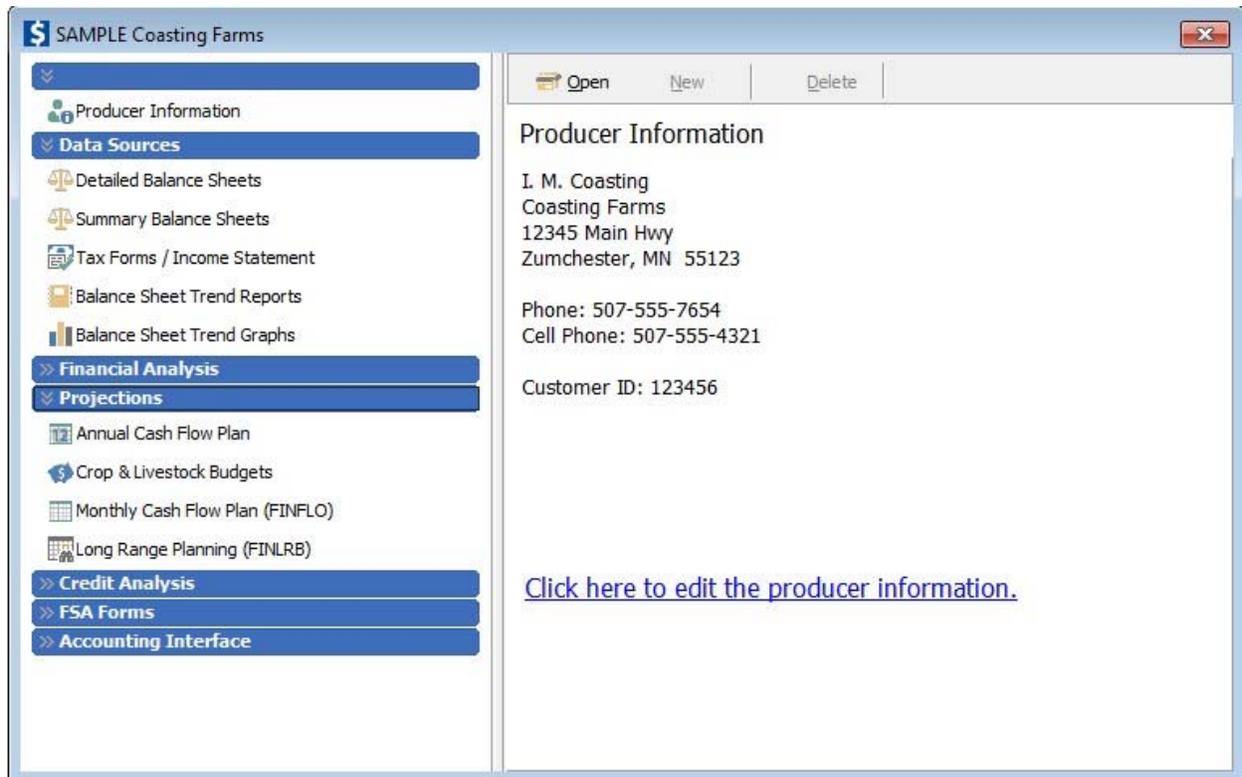
The list of components is grouped by category (Data Sources, Financial Analysis, Projections, etc). Click the category header to open or close that particular category.

When a FINPACK component is selected, existing data for that component will be displayed in the contents area. You can either click *New* or highlight an existing balance sheet, plan, or analysis and click *Open* from the file navigator box tool-bar.

You can also use the right mouse button to perform many of your tasks. For example, if you right-click on a specific balance sheet, you will have a number of options including *Open*, *New* (to create a blank balance sheet or copy the selected balance sheet), or *Delete* (to remove the selected balance sheet). The right click button can also be used to rename a plan or analysis.

Input/Output Guides

Each FINPACK component has Input and Output Guides displayed on the left side of the screen that list the available sections. Clicking an item on the Guides will move you immediately to that section. These Guides can be turned on and off by selecting View from the menu-bar.

To move a single screen, press the *Previous* or *Next* button at the bottom of the screen.

Help

By now you may need Help. The FINPACK User's Manual is fully incorporated in the Help system. Click *Help* on the menu to access the Help contents or index. Here is where you can also access specific help on Getting Started using FINPACK. You can also ask specific questions on frequently performed tasks within FINPACK by selecting *How Do I* from the Help menu.

To view specific Help from anywhere within FINPACK press F1.

The Tool Bar

The FINPACK tool bar provides quick access to the most commonly used features.

Reminders: Create / Edit reminders for the current FINPACK data file.

Loan Calculator: FINPACK's loan calculator provides both amortized and fixed principal payment calculators. You can view or print a loan's payment schedule and paste the repayment schedule into your balance sheet and plans.

Calculator: A simple calculator is available on the tool bar.

Preview: Click *Preview* and you will be able to quickly view the screen output. When viewing output, the button will change to an input button. Click it to return to data input.

Detail: Detail allows a specific description or an itemized list behind a general entry item. Click the *Detail* button on the toolbar or click the "…" button in the data entry cell to access detail for individual entries.

Notes: In data entry, notes allow you to annotate your input with special information or explanations. Notes always appear at the end of your printed output.

Pattern: Used in FINFLO and balance sheet loan payment detail to quickly enter a monthly distribution. The F8 key will also display the pattern dialog.

Toggle: Used in FINFLO and FINAN to "toggle" between different data entry modes such as *distribution factors* versus *dollars* in FINFLO related operating expenses, or *allocation percentages* versus *dollars* in FINAN livestock enterprise analyses allocated expenses.