



FIR2004 Start-Up: Quick Reference

1. Go to <http://oraweb.mah.gov.on.ca/fir/Welcome.htm>
2. Download the full version of the **Start-Up Guide**.
3. **Download the FIR2004** by right clicking on the “FIR2004 (Excel)” Excel image  or the Zipped image  and choose “Save Target As”. If you double click on the Excel image to download the file it will open in your web browser. This file cannot be used in the web browser and must be saved and opened in Microsoft Excel.
4. **Save** the Excel file in any drive on your computer. Remember where it was saved. This will be the **MASTER file**.
5. Download any additional information such as FIR and/or MPMP Instructions, FIR Tables etc.
6. Ensure **all other Excel programs are closed** and then open the downloaded FIR2004.xls file in Microsoft Excel.
7. **Enable ALL Macros**.
8. **Choose the Municipality** from the alphabetic list and click the button “Click here to begin completing the FIR2004”.
9. Another file will **automatically** be **saved** in your **C:** drive as **FI04xxxx Municipality Name.xls**, where xxxx represents the 4 digit assessment code of the municipality you selected. You may change the drive in which this file is saved but **do NOT change the name** of this file.
10. You now have **two files a)** the **MASTER file** and **b)** the **FI04xxxx Municipality Name.xls** file. The MASTER file will remain unchanged and may be used to set up another FIR2004 for a different municipality. You will **use the FI04xxxx Municipality Name.xls file to complete the FIR and MPMP Schedules**.
11. You may now **begin to complete** the FIR2004. E-mail completed FIR/MPMP Schedules to FIR@mah.gov.on.ca (see Notes below). Zip the file if necessary.

NOTES:

- **The FIR2004 Excel file is the ONLY acceptable means of submitting the FIR to the Ministry.**
- The FIR2004 functions like any other Microsoft Excel Workbook.
- The file has been **pre-formatted** for printing.
- Always enable Macros.
- **DO NOT Cut and Paste or Drag and Drop**. Also be cautious of Copy and Paste (see Start-Up Guide for more detailed information)
- DO NOT set the file up as a “Shared Workbook”.
- If you have multiple sets of General Purpose Levy’s on S22A or S24A, or if you have multiple sets of Legislated Education Percentages, contact the Ministry at FIR@mah.gov.on.ca to have a special FIR set up.
- Calculations and CHECKS will occur **automatically** as you complete the FIR.
- CHECKS can be viewed printed at any time by clicking on the “CHECK” tab in the FIR Workbook. All CHECKS, or only CHECKS which have been triggered may be viewed/printed (see Start-Up Guide for more information about CHECKS and updating).
- Remember to enter the leading zero when entering percentages on the Taxation Schedules.
- The majority of cells in the FIR have been formatted to accept only **whole numbers**.
- Use the SAME FI04xxxx Municipality Name.xls file to complete the MPMP Schedules.
- Unhide the MPMP Schedules by clicking on the MPMP tab in the FIR Workbook.
- You may **submit** either the **FIR ONLY** or the **FIR and MPMP Schedules** to the Ministry. If the MPMP Schedules are UNHIDDEN BOTH the FIR and MPMP Schedules will automatically be submitted and **all previously submitted data will be overwritten**.