



# F9 Technical Check List

For use with QuickBooks® Desktop

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## Hardware

- **Operating System:** Windows 8.1 through Windows 10, Server 2012 through Server 2019
- **Memory:** Minimum 4 GB
- **Processors:** Minimum dual core (recommended to support transactions and scalability)
- **Disk Space:** 300 MB (Including F9 Report Writer, F9 Integration Manager and PSQL components)

## Sharing F9 Database files via online storage

For multi-user access, F9 datamart files **CANNOT** be shared using online storage such as OneDrive, Dropbox, Google Drive, etc. The data files need to reside locally or on a shared local network folder.

## QuickBooks® Desktop Compatibility

The integration supports the following **registered** versions of QuickBooks® (US and Canada):

- QuickBooks® Pro 2009 through 2021
- QuickBooks® Premier 2009 through 2021
- QuickBooks® Enterprise 2009 through 2021

<b>Note</b>
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**Budget by Class** is not supported for:

- QuickBooks® Pro, Premier and Enterprise (US and Canada) 2009
- QuickBooks® Pro, Premier and Enterprise (Canada) 2010

**Balance Sheet by Class** is supported **ONLY** for :

- QuickBooks® Premier and Enterprise (US) (2013 through 2021)

## QuickBooks® Accounts & Classes

F9 Integration Manager requires all companies to have **account numbers associated with their Account Names**. If your system is only using descriptions, this will need to be changed before proceeding.

Check in Company Preferences to ensure that “**Use account numbers**” and “**Require accounts**” options are selected. In QuickBooks go to Company Preferences screen to check (**Edit > Preferences... > Accounting > Company Preferences**):

The screenshot shows the 'Preferences' window in QuickBooks, with the 'Company Preferences' tab selected. The left sidebar lists various accounting categories, with 'Accounting' highlighted. The main area displays the 'ACCOUNTS' and 'CLASS' sections. In the 'ACCOUNTS' section, the 'Use account numbers' checkbox is checked and highlighted with a red box. The 'Require accounts' checkbox is also checked and highlighted with a red box. Below these, there is an unchecked checkbox for 'Show lowest subaccount only'. In the 'CLASS' section, the 'Use class tracking for transactions' checkbox is checked. Below it, there are two unchecked checkboxes: 'Prompt to assign classes' and 'Assign classes to' (which has a dropdown menu showing 'Accounts'). Further down, there are three checkboxes: 'Automatically assign general journal entry number' (checked), 'Warn when posting a transaction to Retained Earnings' (checked), and 'Hide opening balance fields in Names and Items' (unchecked). The 'DATE WARNINGS' section has two unchecked checkboxes: 'Warn if transactions are 90 day(s) in the past' and 'Warn if transactions are 30 day(s) in the future'. The 'CLOSING DATE' section shows 'Date through which books are closed:' with '(not set)' and a 'Set Date/Password' button. On the right side of the window, there are buttons for 'OK', 'Cancel', 'Help', and 'Default', along with an 'Also See:' section listing 'General', 'Payroll and Employees', and 'Employees'.

Next, ensure both Active and Inactive accounts **do not have blank account numbers**. All active and inactive accounts should have account numbers. To check in QuickBooks® go to: **List > Chart of Accounts**

Ensure **Inactive Accounts** are also listed:

♦40110 · Design Income	Income		
♦40120 · Equipment Rental Income	Income		
♦40130 · Labor Income	Income		
♦40140 · Materials Income	Income		
♦40150 · Subcontracted Labor Income	Income		
♦40199 · Less Discounts given	Income		
♦40500 · Reimbursement Income	Income		
♦40510 · Mileage Income	Income		

Account ▾
Activities ▾
Reports ▾
Attach ☒ Include inactive

Ensure that all accounts have account numbers. Example below is not acceptable because “Contractor COGS” account does not have an account number:

Chart of Accounts	
✕	Name
	♦4317 · Service Calls
	♦4900 · Discount
	♦5000 · Cost of Goods Sold
	♦5100 · BC - Field COGS
	♦5200 · Contract Labor
	♦Contractor COGS
	♦5300 · Install - Tool Allow/Uniforms
	♦5400 · Install Labor
	♦5401 · Install - License Fee
	♦5402 · Install Labor - 401K
✕	♦5411 · Install Labor - CIC Training
	♦5403 · Install Labor - EPT
	♦5404 · Install Labor - Health/Dental
✕	♦5412 · Install Labor - Photo Shoots

Example below has been corrected to have an account number 5250 for Contractor COGS account.

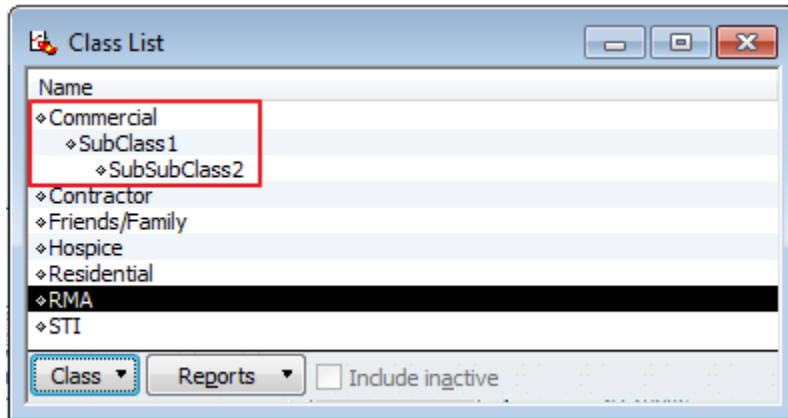
Chart of Accounts	
✕	Name
	♦4317 · Service Calls
	♦4900 · Discount
	♦5000 · Cost of Goods Sold
	♦5100 · BC - Field COGS
	♦5200 · Contract Labor
	♦5250 · Contractor COGS
	♦5300 · Install - Tool Allow/Uniforms
	♦5400 · Install Labor
	♦5401 · Install - License Fee
	♦5402 · Install Labor - 401K
✕	♦5411 · Install Labor - CIC Training
	♦5403 · Install Labor - EPT
	♦5404 · Install Labor - Health/Dental
✕	♦5412 · Install Labor - Photo Shoots

### Notes

Account numbers and Classes **should not contain** the following special characters:

- '-' (dash)
- '.' (period)
- '\*' (asterisk)
- '?' (question mark)
- ',' (comma)
- ';' (semicolon)
- '^' (caret)
- '(' (left parenthesis)
- ')' (right parenthesis)

## Support for Classes



- Class and SubClass Names ("Commercial", "SubClass1"... ) **must not exceed 30 characters.**
- Total length of Account + Class and any Subclasses ("5250Commercial:SubClass1:SubSubClass2") **must not exceed 150 characters.** If you have larger combinations of Classes and Subclasses, there are two options with F9:
  1. Shorten all Class and Subclass combinations to be less in QuickBooks®
  2. Use QuickBooks® auto-generated, system Internal Class ID. These IDs are used behind the scenes to reference each Class Full Name in QuickBooks®.

Class ID	Class Full Name
40000	STI
60000	RMA
10000	Residential
50000	Hospice
30001	Friends/Family
20000	Contractor
80000009	Commercial:SubClass1:SubSubClass2
80000008	Commercial:SubClass1
70000	Commercial
99999999	Unclassified

## QuickBooks® Reports

F9 Integration Manager requires to run reports with Account Name or Account Name and Description, this will need to be changed before proceeding.

Check in Company Preferences to ensure that “REPORTS - SHOW ACCOUNTS BY” option is set to **“Name only”** or **“Name and Description”**. In QuickBooks go to Company Preferences screen to check (**Edit > Preferences... > Reports & Graphs > Company Preferences**):

The screenshot shows the 'Preferences' window in QuickBooks, with the 'Company Preferences' tab selected. The left sidebar lists various categories, with 'Reports & Graphs' highlighted. The main area contains several sections:

- SUMMARY REPORTS BASIS:** Radio buttons for 'Accrual' (selected) and 'Cash'.
- AGING REPORTS:** Radio buttons for 'Age from due date' (selected) and 'Age from transaction date'.
- REPORTS - SHOW ACCOUNTS BY:** Radio buttons for 'Name only' (highlighted with a red box), 'Description only', and 'Name and Description' (highlighted with a red box).
- REPORTS - SHOW ITEMS BY:** Radio buttons for 'Name only', 'Description only', and 'Name and Description' (selected).
- STATEMENT OF CASH FLOWS:** A button labeled 'Classify Cash...' and a checkbox for 'Default formatting for reports'.
- Collapse Transactions:** An unchecked checkbox with a description: 'Select this checkbox to combine (collapse) multiple items in a transaction into a single line. This will cause some reports to take longer to run.'

On the right side, there are buttons for 'OK', 'Cancel', 'Help', and 'Default'. Below these, it says 'Also See: General'.

### Disclaimer:

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