



F9 Technical Check List

For use with QuickBooks® Desktop

Hardware

- **Operating System:** Windows 7 through Windows 10, Server 2008 through Server 2016
- **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)

QuickBooks® Desktop Compatibility

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

- QuickBooks® Pro 2009 through 2019
- QuickBooks® Premier 2009 through 2019
- QuickBooks® Enterprise 2009 through 2019

Note

Budget by Class not supported for:

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

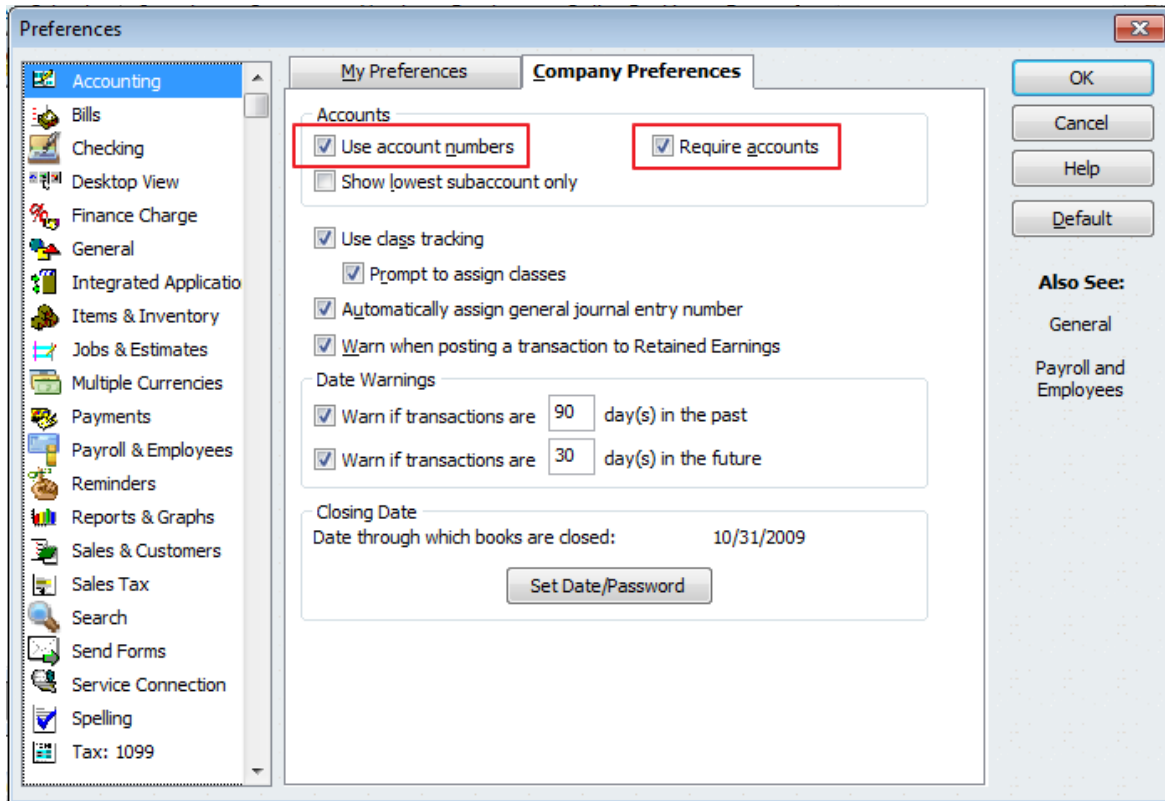
Balance Sheet by Class is supported **ONLY** for :

- QuickBooks® Premier (US) and Enterprise (US and Canada) (2013 through 2019)

QuickBooks® Accounts & Classes

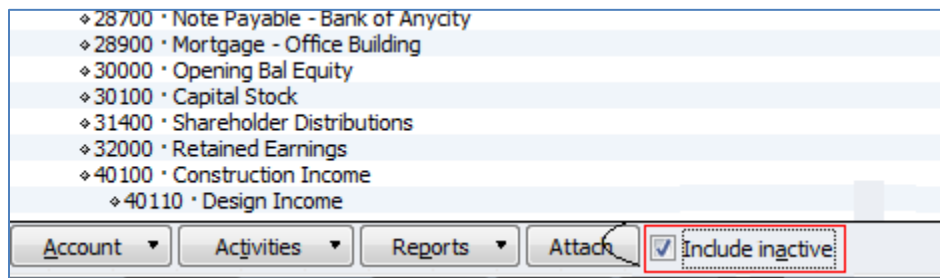
F9 Integration Manager requires all companies to have **account numbers associated with their Account Names**. If your system is only using descriptions, this will need to be changed before proceeding.

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**):



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:



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.

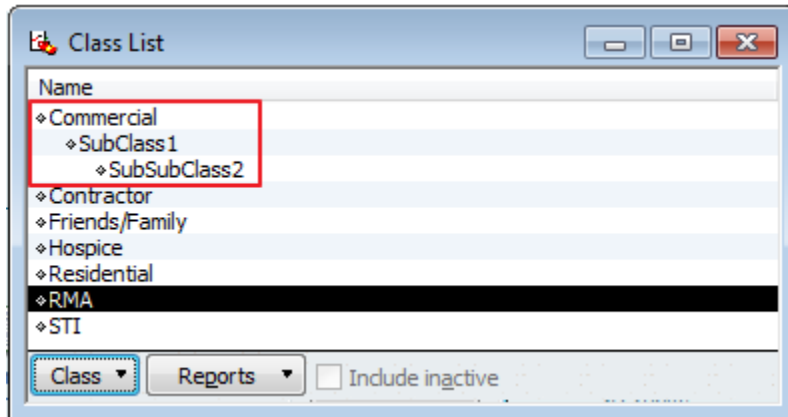
| Chart of Accounts | |
|---|--|
| Name | |
| ◊ 4317 · Service Calls | |
| ◊ 4900 · Discount | |
| ◊ 5000 · Cost of Goods Sold | |
| ◊ 5100 · BC - Field COGS | |
| ◊ 5200 · Contract Labor | |
| ◊ 5250 · Contractor COGS | |
| ◊ 5300 · Install - Tool Allow/Uniforms | |
| ◊ 5400 · Install Labor | |
| ◊ 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 |

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