

Export Revenue to QuickBooks Desktop

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Jackrabbit integrates with QuickBooks Desktop allowing you to save time by exporting your data from Jackrabbit into your QuickBooks company account.

**Expand/Collapse
All**

Expand to learn about each step of the export/import process.

Step 1 - Assign QuickBooks Accounts

Before using QuickBooks and Jackrabbit together it is necessary to do a one-time setup to associate every Jackrabbit Category 1 to one of your QuickBooks Income (revenue) accounts.

1. Go to the **Transactions** (menu) > **QuickBooks Export**.
2. Click **Assign/Edit QuickBooks Accounts** in the left menu.
 - o The first line in the Jackrabbit *Category 1* column will be blank. This is intentional and allows for a 'catch-all' for any uncategorized revenue. Assign this a *QuickBooks Account* that will draw your attention to its need to be allocated to a revenue source.
3. Assign each *Category 1* value the corresponding *QuickBooks Account* and *Sub-Account* (if applicable) separated by a colon. The names must be identical, a copy/paste is recommended to ensure 100% accuracy.

*The name entered into the Jackrabbit QuickBooks Account:Subaccount must match the QuickBooks Account and Subaccount **EXACTLY**. The names are case-sensitive. If the name does not match a QuickBooks Account exactly, a new account will be created in QuickBooks upon import of the IIF file. If you have any Invalid Accounts, remove any special characters, for example, change the "&" to "and."*

Step 2 - Download the IIF file in Jackrabbit

The IIF file contains one journal entry for each day in the *Date Paid From* and *Date Paid Through* as defined when generating the file. The debits in the entry are a summary of the monies you have taken in and the credits are the revenue accounts associated with those payments. **Note:** Family/Account names and individual transactions are not exported, this detail is kept in Jackrabbit.

1. Go to the **Transactions** (menu) > **QuickBooks Export** > **QuickBooks Desktop Export** (left menu).
2. Select the desired **Location(s)** or leave blank to include all.
3. Enter the **range of dates** to export in the *Date Paid From* and *Date Paid Through* fields.
4. *Include Refunds* defaults to **Yes**. Change this to **No** if you do not want refunds included.

5. Click **Download IIF File**. *Note: This button will be grayed out if you have not given every Category 1 a corresponding QuickBooks account. Click the link in the warning to Assign/Edit QuickBooks Accounts.*

Click **Revenue Snapshot** from the left menu to generate a report showing the daily summary of revenue by payment method and Category 1.

The Revenue Snapshot report can also be used as a source to manually enter a journal entry into your QuickBooks if you opt not to use the IIF export/import. If you are using the online version of QuickBooks and need to break out taxes, use the Paid Fees report.

Step 3 - Import the IIF File into QuickBooks

Once you have saved the IIF file download to your computer you can import it into your QuickBooks company file.

1. From the QuickBooks *File* menu select **Utilities**.
2. Select **Import** in the pop-out menu.
3. Select **IIF Files** in the next pop-out menu.

4. Locate the IIF file on your computer and click **Open**.
5. Click **OK** to confirm that your data was imported.

The journal entries that are imported into QuickBooks will tie back to/agree with the Revenue Snapshot.

The money that you received from your families is imported into a QuickBooks account called **Undeposited Funds**. This is done so that you can direct those monies into the appropriate bank account(s) in your Chart of Accounts with the QuickBooks Deposit function. Learn more about [Undeposited Funds & QuickBooks Deposits](#).

Jackrabbit is not able to offer support for your QuickBooks product (including, but not limited to account settings and the adding/editing of journal entries due to Reconciliation). Please refer to QuickBooks documentation or the support desk for assistance.

