

# Assign / Edit QuickBooks (Desktop) Accounts

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

1. Point to **Tools** in the menu bar and select **QuickBooks Export**.
2. Click **Assign/Edit QuickBooks Accounts** in the left menu.
3. 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.
4. 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."*

QuickBooks			Jackrabbit		
	Account	Income	#	Category1	QB Account:Subaccount ↕
• Events			1		Other Revenue: Uncategorized
• Birthday Parties	Sub-Account	Income	2	Birthday Parties	Events: Birthday Parties
• Camp		Income	3	Camp	Events: Camp
• Other Revenue		Income	4	Competitive Team	Teaching: Competitive Team
• Late Fees		Income	5	Late Fees	Other Revenue: Late Fees
• Merchandise		Income	6	Merchandise	Other Revenue: Merchandise
• Registration Fees		Income	7	Recreational Gymnastics	Teaching: Competitive Team
• Uncategorized		Income	8	Registration Fees	Other Revenue: Registration Fees
• Teaching		Income	9	Tumbling	Teaching: Tumbling
• Competitive Team		Income			
• Recreational Gymnastics		Income			
• Tumbling		Income			