

Connect Jackrabbit to QuickBooks Online - The 1st Step

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The 1st step towards exporting your Revenue is to do a (one-time) set up between Jackrabbit and QuickBooks. This is done from the *Tools* menu > *QuickBooks Export*.



Before you begin, ensure that you have an Undeposited Funds account in your QuickBooks Chart of Accounts. For more information on the Undeposited Funds account have a look at our [Help article Undeposited Funds & the QuickBooks Bank Deposit](#).

The screenshot shows the Jackrabbit software interface. At the top, there is a navigation bar with tabs for Families, Students, Classes, Events, Staff, Transactions, Store, Reports, Staff Portal, and Tools. The main header area displays 'Jackrabbit' on the left and 'QuickBooks Online Export' in the center. Below the header, there is a 'Return' button and a list of options under 'Click an item below', including 'Assign/Edit QuickBooks Accounts', 'QuickBooks Desktop Export', 'QuickBooks Online Export' (highlighted), and 'Related Revenue Snapshot'. In the center, there is a 'Connect to QuickBooks Online' section with a green 'Connect to QuickBooks' button. On the right, the 'Tools' menu is open, listing various options, with 'QuickBooks Export' highlighted. A yellow arrow points from the 'Connect to QuickBooks' button to the 'QuickBooks Export' option in the 'Tools' menu.

From the left menu select *QuickBooks Online Export* and click *Connect to QuickBooks*.

You will be prompted to sign into your QuickBooks account and Intuit QuickBooks will ask you to verify your information with a code sent either as a text or an email. This is to ensure you are who you say you are in order to keep your account safe.

When you are signed in, a pop-up window will open and you will be asked to authorize Jackrabbit to connect to your QuickBooks file, click the blue *Authorize* button to complete the connection.

Authorize the Sharing of Your Data Between Jackrabbit and Intuit



Center Stage



Jackrabbit

By clicking Authorize, I allow Jackrabbit and Intuit to use my information* in accordance with each company's respective terms of service and privacy policy; Jackrabbit's [Terms of Service](#) and [Privacy Policy](#). Additionally, where applicable, I give Jackrabbit limited access to my QuickBooks Payments account to provide me payments-related services. I authorize the sharing of data between Intuit and Jackrabbit. *Information may include data from QuickBooks Online, QuickBooks Desktop and QuickBooks Payments.

No, thanks

Authorize



Once Jackrabbit is connected to QuickBooks another window will display a confirmation that the connection was successful. Your database is now connected to your QuickBooks account and will remain so until you disconnect it.

If you wish to end the connection between Jackrabbit and QuickBooks click the *Disconnect QuickBooks Online* button (only displayed when the connection is active).
