

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](#).

A screenshot of the Jackrabbit software interface. At the top is a navigation bar with tabs: Families, Students, Classes, Events, Staff, Transactions, Store, Reports, Staff Portal, and Tools. Below the navigation bar is the Jackrabbit logo and the title "QuickBooks Online Export". On the left, there is a sidebar with a "Return" button and a list of items: "Click an item below", "Assign/Edit QuickBooks Accounts", "QuickBooks Desktop Export", "QuickBooks Online Export" (highlighted with a yellow box), and "Related Revenue Snapshot". In the center, there is a section titled "QuickBooks Online Export" with a sub-header "Connect to QuickBooks Online" and a green button labeled "Connect to QuickBooks" with the QuickBooks logo. A yellow arrow points from this button to the "Tools" menu on the right. The "Tools" menu is open, showing a list of options: Setup Guide, Change Password, Edit Settings, Credit Cards/Bank Accounts Settings, Costume Management, Edit Email Templates, Manage Users & Permissions, Search User Activity, Online Web Registration, Parent Portal, "QuickBooks Export" (highlighted with a yellow box), Drop Unpaid Families, Import Data, Delete Imported Data, Update Grade Levels, Clear Fixed Fees and Discounts, and Recent Enhancements.


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).
