

Export your Revenue to QuickBooks Online

Last Modified on 11/03/2020 12:34 am EST

When you have connected your Jackrabbit database to your QuickBooks account and have assigned a QuickBooks account to each of your Jackrabbit Category 1s, you are ready to export your revenue!

From the *Tools* menu > *QuickBooks Export* select *QuickBooks Online Export* from the left menu. Use the criteria here to choose which transactions you want to export.

1. Select which Jackrabbit Location(s) you would like to include in the revenue numbers being exported.
2. Enter the date range you wish to export.
3. Indicate whether or not to include any refunds you may have done during that time frame.
4. Click **Export**.

The screenshot shows the Jackrabbit application interface. At the top is a blue navigation bar with links: Families, Students, Classes, Events, Staff, Transactions, Store, Reports, Staff Portal, and Tools. Below this is the Jackrabbit logo and the title 'QuickBooks Online Export'. On the left, there is a sidebar menu with options: 'Click an item below' (Assign/Edit QuickBooks Accounts, QuickBooks Desktop Export, QuickBooks Online Export - highlighted with a yellow box), 'Related' (Revenue Snapshot), and a 'Return' button. The main content area has a 'QuickBooks Online Export' header with a link to 'Watch "How to Connect to QuickBooks Online"'. Below this is a 'Disconnect QuickBooks Online' button. The 'Location' section has a dropdown menu showing 'Main Teach' with a note '(Select one or more by holding the CTRL key)'. The 'Date Paid From' and 'Through' fields are both set to '12/29/2017'. The 'Include Refunds' dropdown is set to 'Yes'. At the bottom, there is a note: 'If you need to update/edit any assigned QuickBooks Accounts, click [Assign/Edit QuickBooks Accounts](#).' and a large 'Export' button with a green checkmark and a hand cursor icon pointing to it.

When the export has completed you will be taken to the *QuickBooks Online Export Results* page which displays the status of the export and includes details about the journal entry that was created in your QuickBooks account. A green **Success** status indicates that your transactions were successfully exported into your QuickBooks Online account.

Families	Students	Classes	Events	Staff	Transactions	Store	Reports	Staff Portal	Tools
----------	----------	---------	--------	-------	--------------	-------	---------	--------------	-------

Jackrabbit

QuickBooks Online Export Results

[Return](#)
[Help](#)
[Send Idea](#)

View 1 - 1 of 1

[Print](#)
[Export](#)
[Refresh](#)

Date	Debits	Credits	Amount	Status	Error Message
12/29/2017	2	3	300.00	Success	

The QB journal entry created by this export will include 2 Debits totaling \$300 and 3 Credits also totaling \$300.

The journal entry posted in QuickBooks will include Debits and Credits that both add to the same total (in bookkeeping debits must equal credits in a journal entry).

The debits in the journal entry are the payments you received from your customers broken down by payment method. They are posted to Undeposited Funds in your QuickBooks Chart of Accounts.

The credits in the journal entry are the different Category 1s those payments were linked to. They are posted to the QuickBooks Revenue accounts you have assigned to them (*Tools > QuickBooks Export > [Assign/Edit QuickBooks Accounts](#)*).

The information displayed in the export results will agree to the *Revenue Snapshot* report run for the same date range. The Revenue Snapshot report can be considered the 'backup' for the journal entry. There is a link to this report in the *QuickBooks Online Export* menu. It can also be accessed from *Tools > Reports*.

The Revenue Snapshot for the export pictured above looks like this:

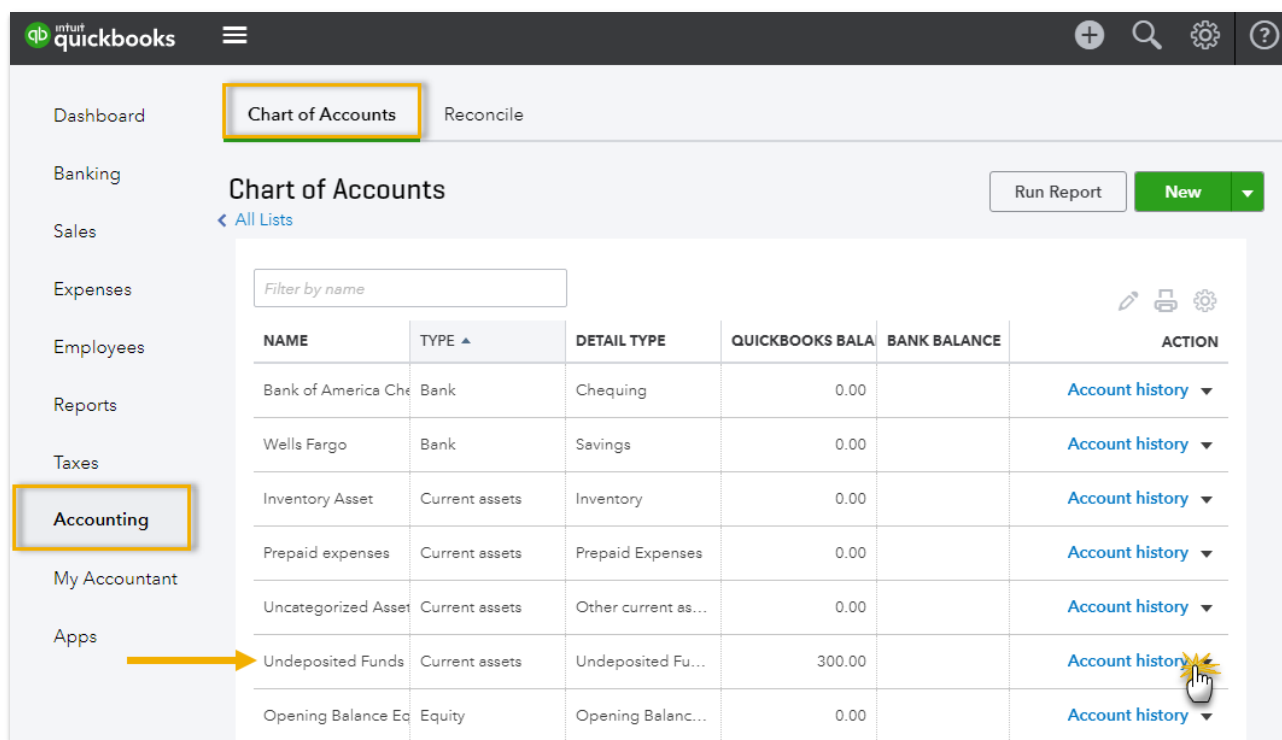
Revenue Snapshot					
12/29/2017 - 12/29/2017					
Date	Location	Payment Method	Amount		
12/29/2017	JRHC	Cash	240.00		
12/29/2017	Main	Check	60.00		
Daily Payment Method Subtotal					300.00
Date	Location	Category	Type	Pmt Mthd	Amount
12/29/2017	JRHC	Dance	Tuition Fee	Cash	-195.00
12/29/2017	JRHC	Dance			Subtotal: -195.00
12/29/2017	JRHC	Merchandise	Merchandise	Cash	-45.00
12/29/2017	JRHC	Merchandise			Subtotal: -45.00
12/29/2017	Main	Adult Fitness	Tuition Fee	Check	-60.00
12/29/2017	Main	Adult Fitness			Subtotal: -60.00
Daily Category Subtotal					-300.00
Report Subtotal					300.00
Report Total					300.00

2 different methods of payment (Debits)

3 different revenue categories (Credits)

At this point you should confirm the journal entry came into QuickBooks correctly. Sign into your

QuickBooks account and navigate to the *Chart of Accounts*. Locate the *Undeposited Funds* account and click on **Account History** to see the account ledger.



Dashboard **Chart of Accounts** Reconcile

Banking

Sales

Expenses

Employees

Reports

Taxes

Accounting

My Accountant

Apps

Chart of Accounts

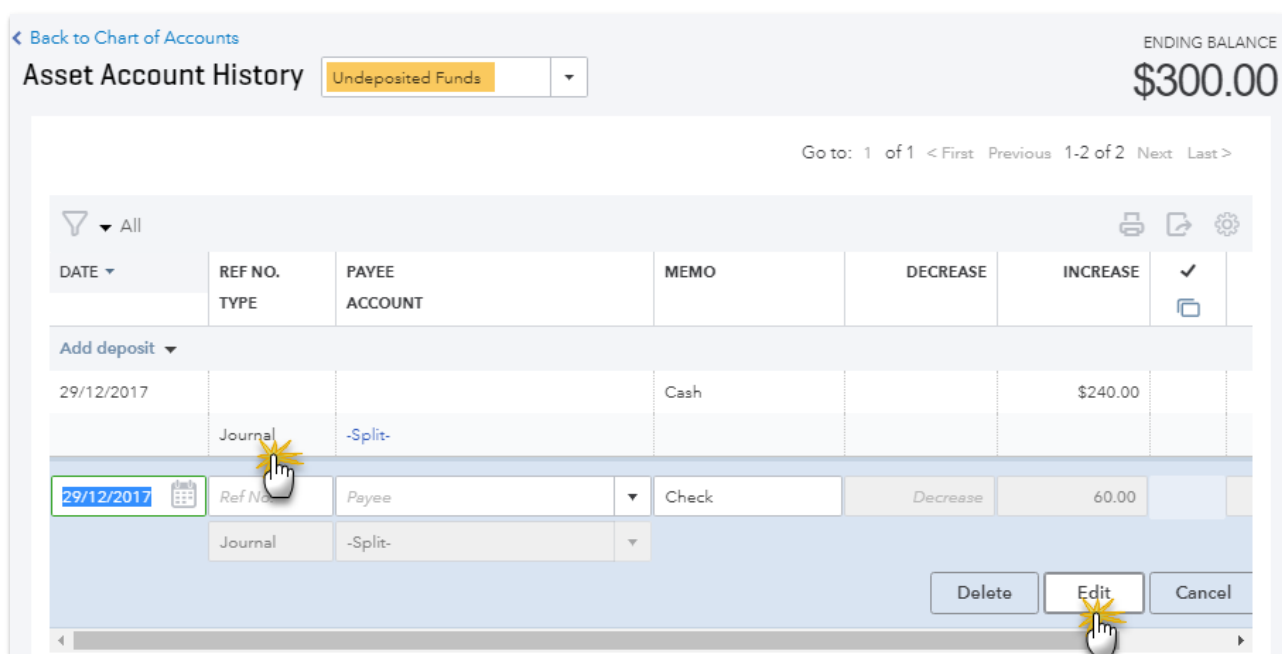
< All Lists

Run Report **New**

Filter by name

NAME	TYPE	DETAIL TYPE	QUICKBOOKS BAL	BANK BALANCE	ACTION
Bank of America Che	Bank	Chequing	0.00		Account history
Wells Fargo	Bank	Savings	0.00		Account history
Inventory Asset	Current assets	Inventory	0.00		Account history
Prepaid expenses	Current assets	Prepaid Expenses	0.00		Account history
Uncategorized Asset	Current assets	Other current as...	0.00		Account history
Undeposited Funds	Current assets	Undeposited Fu...	300.00		Account history
Opening Balance Eq	Equity	Opening Balanc...	0.00		Account history

From the *Asset Account History* ledger click **Journal** on one of the entry lines and then click **Edit** to view the journal entry.



< Back to Chart of Accounts

Asset Account History

Undeposited Funds

ENDING BALANCE **\$300.00**

Go to: 1 of 1 < First Previous 1-2 of 2 Next Last >

▼ All

DATE	REF NO. TYPE	PAYEE ACCOUNT	MEMO	DECREASE	INCREASE	✓
29/12/2017			Cash		\$240.00	
	Journal	-Split-				
29/12/2017	Ref No.	Payee	Check	Decrease	60.00	
	Journal	-Split-				

Delete Edit Cancel

Journal Entry
?
✕

Journal date

29/12/2017

Journal no.

	#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION	NAME	
⋮	1	Fee Revenue		45.00			🗑
⋮	2	Fee Revenue:Dance		195.00			🗑
⋮	3	Fee Revenue:Adult Fitness		60.00			🗑
⋮	4	Undeposited Funds	240.00		Cash		🗑
⋮	5	Undeposited Funds	60.00		Check		🗑
⋮	6						🗑
⋮	7						🗑
⋮	8						🗑
Total			300.00	300.00			

Add lines

Clear all lines

Memo

JREXPRT 201801151559

To learn about moving the amounts from the Undeposited Funds account into a bank account in your Chart of Accounts review our Help article [Undeposited Funds & The QuickBooks Bank Deposit](#)