

Export your Revenue to QuickBooks Online

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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 software interface. At the top, there is a navigation bar with tabs: Families, Students, Classes, Events, Staff, Transactions, Store, Reports, Staff Portal, and Tools. Below this, the main header reads "Jackrabbit" and "QuickBooks Online Export". A "Return" button is on the left, and "Help" and "Send Idea" buttons are on the right. A sidebar on the left contains a list of options: "Click an item below" (Assign/Edit QuickBooks Accounts, QuickBooks Desktop Export, QuickBooks Online Export - highlighted), and "Related" (Revenue Snapshot). The main content area is titled "QuickBooks Online Export" and includes a link to "Watch 'How to Connect to QuickBooks Online'". It features a "Disconnect QuickBooks Online" button, a "Location" dropdown menu (set to "Main Teach"), "Date Paid From" and "Through" date pickers (both set to 12/29/2017), and an "Include Refunds" dropdown menu (set to "Yes"). At the bottom, there is an "Export" button with a mouse cursor clicking it. A note at the bottom of the form reads: "If you need to update/edit any assigned QuickBooks Accounts, click [Assign/Edit QuickBooks Accounts](#)."

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.

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

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	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.

The screenshot shows the QuickBooks interface. In the left sidebar, the 'Accounting' menu is highlighted with a yellow box. The main area displays the 'Chart of Accounts' table. The 'Undeposited Funds' account is highlighted with a yellow box, and its 'Account history' link is being clicked by a mouse cursor.

NAME	TYPE	DETAIL TYPE	QUICKBOOKS BALA	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](#)
ENDING BALANCE
\$300.00

Asset Account History
Undeposited Funds

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

▼ All

DATE ▼	REF NO. TYPE	PAYEE ACCOUNT	MEMO	DECREASE	INCREASE	
Add deposit ▼						
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:
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](#).