Assign / Edit QuickBooks (Desktop) Accounts

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.*

QuickBooks

◇ Events **Account**		Income
◇ Birthday Parties **Sub-Account**		Income
◇ Camp		Income
◇ Other Revenue		Income
◇ Late Fees		Income
◇ Merchandise		Income
◇ Registration Fees		Income
◇ Uncategorized		Income
◇ Teaching		Income
◇ Competitive Team		Income
◇ Recreational Gymnastics		Income
◇ Tumbling		Income

Jackrabbit

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