

# Download IIF File (Revenue) - QuickBooks Desktop Export

Last Modified on 06/05/2019 8:47 pm EDT

The IIF file contains one journal entry for each day in the *Date Paid From* and *Date Paid Through* as defined when generating the file. The debits in the entry are the monies you have taken in and the credits are the revenue accounts associated with those payments.

1. Point to **Tools** and select **QuickBooks Desktop Export**.
2. Select the desired **Location(s)** or leave blank to include all.
3. Enter the **range of dates** to export in the *Date Paid From* and *Date Paid Through* fields.
4. *Show Refunds* is defaulted to **Yes**. Change this to **No** if you do not want refunds included.
5. Click **Download IIF File**. *Note: This button will be grayed out if you have not given every Category 1 a corresponding QuickBooks account. Click the link in the warning to **Assign/Edit QuickBooks Accounts**.*

Click **Revenue Snapshot** from the left menu to generate a report showing the daily summary of revenue by payment method and Category 1. This can also be used as a source to manually enter a journal entry into your QuickBooks if you opt not to use the IIF export/import or if you are using the online version of QuickBooks and need to break out taxes.

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## Revenue Snapshot

Date From: 6/27/2016    Date Thru: 6/27/2016

Date	Location	<u>Payment Method</u>				<u>Amount</u>	
06/27/2016	Main	Cash				225.00	
<b>Daily Payment Method Subtotal</b>						<b>225.00</b>	
<u>Date</u>	<u>Location</u>	<u>Category</u>	<u>Type</u>	<u>Pmt Mthd</u>	<u>Amount</u>	<u>Amount</u>	
06/27/2016	Main	Merchandise	Merchandise Fee	Cash	-65.00		
06/27/2016	Main	Merchandise				Subtotal:	-65.00
06/27/2016	Main	Recreational Gymnastics	Tuition Fee	Cash	-125.00		
06/27/2016	Main	Recreational Gymnastics				Subtotal:	-125.00
06/27/2016	Main	Registration Fees	Other Fees	Cash	-35.00		
06/27/2016	Main	Registration Fees				Subtotal:	-35.00
<b>Daily Category Subtotal</b>						<b>-225.00</b>	
<b>Report Subtotal</b>						<b>225.00</b>	
<b>Report Total</b>						<b>225.00</b>	