Important websites to remember:

There are three websites that you will access for the Computerized Accounting using QuickBooks Online (QBO) book and software.
We suggest that you bookmark these websites for quick and easy access.

1. Armond Dalton Online Bookstore

- Purchase the hard copy book or eBook directly from Armond Dalton Publishers OR redeem your coupon code from an eBook access card that was purchased from your local bookstore. *
- Access your eBook after purchase. You will receive an email from the Online bookstore with your login information. If you do not receive this email, check your spam/junk folder.

2. Armond Dalton Resources

- Register your book code, either from an email sent by the Armond Dalton Online Bookstore, or from the scratch-to-reveal sticker from the front cover of your hard copy book. *
- Access company data sets.
- Submit Online homework. (if assigned by your professor)

3. Intuit - *QuickBooks* Online

- You will receive an email invitation from your instructor for the Armond Dalton shell companies that are used in QBO. You will need to follow these eMaterials as well as information provided to you in the book to set up these companies. FOLLOW THESE INSTRUCTIONS EXACTLY AS WRITTEN!
- You can only click the Accept Invitation button in each email one time. After you register you will need to sign in directly to QuickBooks Online.

* These instructions are not applicable for the Electronic Cloud-Version Systems Understanding Aid (eSUA) if purchased with the Computerized Accounting using QuickBooks Online text.

e

Materials

Instructions – Canadian *QuickBooks Online* Users

IMPORTANT INFORMATION E-1

Purchase the *QuickBooks Online* eBook E-2

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IMPORTANT INFORMATION . . .

1. If you purchased the QuickBooks Online access card from a bookstore, you still need to go to the Armond Dalton Online Storefront to "purchase" the eBook at zero dollars. **DO NOT SKIP THE INSTRUCTIONS** "Purchase the QuickBooks Online eBook" on the following page!

2. You can only access the Armond Dalton data files, homework, and *Quickbooks Online* software with a new eBook and access code that has not been previously used by another person.

3. The QuickBooks Online book has embedded Reference material hyperlinks. You can click on these hyperlinks and you will be taken to the corresponding page Reference material.

4. Intuit recommends that you use Google Chrome in Incognito Mode as your browser.

5. **Minimum System Requirements for Using *QuickBooks Online***

   As of our publication date, the minimum system requirements for using *QuickBooks Online* were detailed in the following link:

   QuickBooks Online Minimum System Requirements

   Be sure that your system meets the requirements listed before attempting to access and use *QuickBooks Online*.

Purchase the *QuickBooks Online* eBook (Skip to page E-4 if you purchased a hard copy book)

All customers will receive several emails at the time of purchase of an eBook from our online store. We suggest that previous to finalizing your purchase you add adpub@armonddalton.com to your safe senders list. If you have already made your purchase you may need to search in your junk & spam folder for some or all of the three emails you should have received at that time.

The three emails are: Click here to see sample emails.

- **Your user/sign-in information.** You will need this to access your profile at the online store each time you want to view your purchased eBook.
- **Order confirmation email.** A receipt and confirmation of your purchase.
- **Code & eMaterial information.** A special code generates and sends at the time of purchase. This is the code you will need to verify at the Armond Dalton Resource site for access to student data files.

If you are unable to locate any of these emails, contact us at adpub@armonddalton.com with your order number and what email you are missing.

If you already purchased your eBook directly from our website you can skip ahead to page E-4.

If you purchase Computerized Accounting using QuickBooks Online through your local university/ college bookstore they will give you an access card with a scratch-to-reveal code. You will still need to go to the online book store to "purchase" the eBook. The access code on your card is a coupon code that will make the "purchase" zero dollars.

- *Go To:* https://armonddalton.directfrompublisher.com/catalog/book/computerized-accounting-using-quickbooks-online *and place the book into your cart.*

- *Go To the Cart.*

- *Gently scratch to reveal that code on your card. If you have any issues with reading your code send an email with a picture of the entire code sticker to adpub@armonddalton.com.*
- *Enter the code into the* **COUPON CODE** *box, click the Apply to order button.*

This will bring the total due to zero.

- *Proceed through the checkout process.*

Register on the Armond Dalton Resources Website

To register on the Armond Dalton Resources website (www armonddaltonresources.com), complete the following steps:

Click Login.

Click Create an Account.

Note: If you cannot see the "CREATE AN ACCOUNT" button, your screen is zoomed in too much.

Zoom out on the screen an you will see the button. You can press Ctrl and "–" together to zoom out as well as zooming out in your settings.

Register using your ***school*** email address.

Check to agree to the terms and policies.

Click Register.

After your registration is complete, the Dashboard window will appear.

Click on Profile in the upper left corner of the window.

Complete your registration information.

Click Update.

Colleges are listed alphabetically by proper name. If you attend University of Alaska, you would search Alaska, Univ of. If you have selected the correct college and you do not see your instructor listed, please email adpub@armonddalton.com with your college and professor.

If you have more than one professor using the Armond Dalton Resources website, you are able to add another professor. Your professors will be listed under professors on the profile page.

Use the drop-down to choose your college and professor.

Click Add Professor.

Temporary Notice:

If you receive a data tables warning, click OK and continue. The warning will not prevent you from moving forward. Our IT is working to resolve the issue.

Click on Dashboard.

Click the down arrow on the left side of the Books box.

Type "QuickBooks" into the search box. Locate the *QuickBooks Online* title.

Click Verify

Type the One-Time Use Code from the E-book confirmation email into the Verify the Book box. See page E-3 if you cannot locate this email.

Click OK.

After entering a valid code, you will receive a message that your verification was successful.

Click OK.

If the data files and homework pages do not appear in the *QuickBooks Online* row of the Books table, refresh your browser (F5 or Ctrl+R), open the Book list again and they should appear.

Note: Your professor *may choose* to have you complete your homework on this website. *If so*, you will receive a Section Code from your professor to enter. This code can be entered at a later time if you have registered before your professor has provided you with a code.

- *Scroll down below the Books table. You will see a box where you can enter a Section code **IF** you received one from your professor.*

Enter the Section code and click Add Section Code.

Note: If you were provided with a section code from your instructor, you will come back to this site later when you are ready to submit your online homework. See page E-19 for instructions.

Download the Company Data Files and the Waren Data Import Instructions PowerPoint File

The publisher has provided you with the company data import files in Excel for the later chapters in *QuickBooks Online*. You will need to download these files that are located in the books section of your Dashboard on the Armond Dalton Resources website to your computer in a location that you will remember.

- *Download and extract the Company Data Files.zip to a location on your computer that you will remember.* Follow this link for instructions on how to extract files in Windows 10. https://support.microsoft.com/en-us/help/4028088/windows-zip-and-unzip-files

When properly extracted, you should see two folders: one for U.S. QBO users and one for Canadian QBO users. Open the *Canadian QBO users* main folder. You will find one PowerPoint file and two company data folders: Jackson Supply Company and Waren Sports Supply. Jackson Supply Company will have 4 Excel files and Waren Sports Supply will have 5 Excel files. The PowerPoint file includes detailed instructions for importing data for Waren Sports Supply Company before starting Chapter 9. The same instructions are included in the video referenced in Chapter 9. Choose whichever format works best for you.

Remember this location because you will need these files later. You will use these files to import the companies' data into *QuickBooks Online*.

Accept Your Professor's Email Invitations

After your instructor creates a course and uploads the class list to the Intuit Educator Portal, he or she will send you two emails through the portal. Both emails will come from Intuit Education.

The first company that you will be working with is Jackson Supply Company for Chapters 4 through 8. The second company, Waren Sports Supply, will be used in Chapter 9. You will need to set up your Intuit account and access both companies now.

- *Look for two emails from Intuit Education with the subject: Your instructor has invited you to create your own QuickBooks company.*
- *Open the first email invitation.* You should see the following:

Your instructor has invited you to create your own QuickBooks company

Dear Ematerials,

Your instructor has invited you to create a QuickBooks Online Plus company that you can use for the class for free. Click below to accept the invitation.

Accept invitation

A message from [Instructor Name]

Follow these steps to create Jackson Supply Company. in QuickBooks Online. You will use this company for Chapters 4 through 8 of the *Computerized Accounting using QuickBooks Online book* ::

1. Accept the invitation by clicking on the button above.
2. Download the eMaterials from the publisher, which will guide you through setting up an Intuit account and doing preliminary setup procedures for Jackson Supply Company. DO NOT SKIP THE STEPS IN THE eMATERIALS!

Sincerely,

Professor XYZ

Note the name of the shell company in the invitation. This should be Jackson Supply Company. If it is not, return to your email inbox and open the Jackson Supply Company email invitation.

After noting the name of the shell company, right-click "Accept Invitation" and select "Open link in incognito window" (Intuit recommends using Google Chrome in Incognito Mode)

Complete the required information. Be sure to write down your password! We highly recommend adding your cell phone, which can be used for verification purposes if you have trouble logging into QuickBooks Online in the future.

Click Create Account

Set Up Your *QuickBooks Online* Companies

After setting up your Intuit account, the next windows will guide you through setting up your company in *QuickBooks Online*.

Click Next (or Start if your window is slightly different)

The Legal business name should already be completed with Jackson Supply Company. If it is not go back to your email invitations and select the email invitation for Jackson Supply Company.

Click Next

What's your industry?
Start typing and select the option that fits best. You can always change it later.
Industry
Service establishment equipment and supplies merchant wholesalers
Back
Next
Service establishment equipment and supplies merchant wholesalers.
Click Next

quickbooks
GET STARTED
What kind of business is this?
Tell us about your business structure. We use this to help categorize your transactions.
Sole proprietor
Partnership
Corporation
Not-for-profit
I'm not sure
Back
Next
Click Next
Select Corporation

quickbooks
GET STARTED
I feel ok
What's your main role at Jackson Supply Company?
We'll customize QuickBooks based on your answer.
Owner or partner
Employee
Bookkeeper or accountant
Other
Back
Next
Select: Bookkeeper or accountant
Click Next

quickbooks
GET STARTED
I feel ok
Who works at this business?
Help us understand who's on your team. Select all that apply.
Only the owner
Employees
Contractors
A few partners and owners
We plan to hire in the future
Back
Next
Select: Employees
Click Next

quickbooks
GET STARTED
Ready for a free 30-day trial of QuickBooks Payroll?
We'll make it easy to pay your employees and prepare your payroll taxes with the CRA or Revenu Québec.
DO NOT SAY YES!
Yes
Maybe later
Select:
Maybe later
*$20/mo + $4 per employee per month after trial period ends.
What you get with QuickBooks Payroll:
Direct deposit to pay your employees
Vacation and sick leave policy setup
Employee access to pay stubs and tax forms
Assistance to help you set up and run your first payroll
Back
Next
Click Next

quickbooks
GET STARTED
Does a bookkeeper help with your books?
If you're doing it alone, we can help you get started.
Select: Yes
Yes
No
Great! You can invite your accountant or bookkeeper to work with you in QuickBooks.
Back
Next
Click Next

Select: Track receipts & expenses*, Manage & pay bills, Manage inventory, Pay your employees or contractors, Send and track invoices, Track time, and Track sales.

Click Next

*If "Track receipts & expenses is ***not*** available, select "Organize money in and out," but ***DO NOT SELECT BOTH***

Click Skip for Now

Click Skip for Now

Click Next

Click Let's go

You have now completed the setup for Jackson Supply Company. You will now repeat the process for Waren Sports Supply, with a few minor differences. The repeat images will not be shown again. Instead, here you will be provided with a list of items to select.

- *Go back to your email invitations and find the email invitation for Waren Sports Supply.*
- *Right-click on Accept Invitation and select "Open link in incognito window."*

Because you have already registered using your email for Jackson Supply Company, you will need to "Sign In" instead of creating a new account.

Click Sign In

You will go through the same windows previously shown for Jackson Supply Company. Please select the following items as you click through the windows:

Window	Action
Welcome! We're glad your're here.	Click Next
What's your business name?	This should pre-filled with Waren Sports Supply. Click Next or Start if your window is slightly different
What's your Industry?	Type: Sporting and recreational goods and supplies merchant wholesalers → Click Next
What kind of business is this?	Select Corporation → Click Next
What's your main role at Waren Sports Supply?	Select Bookkeeper or accountant → Click Next
Who works at this business?	Select Employees → Click Next
Ready for a free 30-day trial of QuickBooks Payroll?	This window is very important. Because you only have a free 30-day trial, it is important that you do not start this trial until it is needed. Select Maybe later → Click Next
Does a bookkeeper help with your books?	Select Yes → Click Next
What do you want to do in QuickBooks?	Select: • Track receipts & expenses* ← ***If "Track receipts & expenses is *not* available, select "Organize money in and out," but *DO NOT SELECT BOTH*** • Manage & pay bills • Manage inventory • Pay your employees and contractors • Send and track invoices • Track time • Track sales Click Next
What do you want to set up next?	Click Skip for now
Start getting paid with invoices	Click Skip for now
Download the app to use QuickBooks on the go	Click Next
We're almost ready to dive in!	Click Let's go

You have now completed the setup of both Jackson Supply Company and Waren Sports Supply in *QuickBooks Online*.

We recommend that you add the Intuit sign in page to your bookmarks in your browser (preferably Google Chrome). Use this link when you need to access either Jackson Supply Company or Waren Sports Supply.

https://app.qbo.intuit.com/app/login?loadCustomerAssistanceAssets=us

Online Homework

There are three option for homework submissions.

1. Online homework on the Armond Dalton Resources. This option is covered in the section below.
2. Download and complete the fillable PDF's and submit by email to your professor directly or submit on your school's LMS site.
3. Download and print the fillable PDF's to submit a physical copy to your professor.

Consult your professor as to which method they require.

If your professor chooses option 1 and you are ready to submit your online homework, you will log in to the Armond Dalton Resources website at www.armonddaltonresources.com, using the username and password you created on your first visit to the site. If you have not already done so, enter the section code that was provided to you by your instructor. See page E-8 for reference. Locate the *QuickBooks Online* activity/activities in the Section box on the Dashboard page. The activity start date/time and end date/time are listed on the table. Your professor is able to select an alternative transactions list/price list for Chapter 9. Consult your instructor as to what transactions list you should use: "Main", which is what is in your book and is located in the Sections area, or an "Alternative", which is only located in the Sections area. If your professor assigns an activity for Chapter 9, the alternative transactions list that you will need is located in this table.

Note: Because of the functionality of this site, the alternative is provided for each chapter. YOU WILL ONLY NEED TO DOWNLOAD THIS ONE TIME FOR CHAPTER 9. IT IS NOT USED IN ANY OTHER CHAPTER.

Your professor may assign multiple activities to be completed over the course of the semester. If this is the case, each activity will be listed in the table.

Click the drop-down arrow on the button under the Action column.

▶ *Click Activity Overview.*

Click "Enter Anwsers."

Click the drop-down arrow to see the available chapters.

Choose the chapter for which you are submitting your answers.

Your professor may assign two parts of homework for each chapter. To access the other part, click on the tab below the chapter name in the Choose Chapter box.

You can save, exit, and return at any point without submitting final answers by clicking on the “Save Homework” button located at the top and bottom of each page. You can submit the homeworks for Part I and Part II of a chapter separately by clicking the “Submit Homework” button in each part. You can also submit the parts at one time by clicking the “Submit All Homework” button in Part II of the chapter homework.

If you are required to submit more than 1 upload, you will need to zip the files together to upload them as one compressed file.

With a homework activity that contains multiple chapters, you will submit each chapter individually. You can submit a part of homework without completing all questions/problems. You will not receive points for the question/problem. If you do so, you will receive the following warning message:

With each submission the screen will display the points earned and possible for the part of homework. Some answers need to be reviewed by the instructor before the points earned will be displayed. These submissions will say “Not Graded” until the review has been done.

#	Worksheet	Points Earned	Points Possible	Status
1	Chapter 2 - Familiarization, Part I - Questions	24	34	Automated
2	Chapter 2 - Familiarization, Part II - Problems	0	16	Not Graded
	Total	24	50	

Once the submission has been reviewed by your professor, it will say “Graded” and your score will be displayed. You can return to view your score by locating the activity in the Sections table of the Dashboard, clicking the drop down arrow on the button under the Action column, and clicking Activity Overview.