Important information!
DO NOT SKIP

1. <u>Armond Dalton Online Bookstore</u> (bookmark this link)

    - Purchase the eBook directly from Armond Dalton Publishers **_OR_** redeem your coupon code from the eBook access card that you purchased from your local bookstore.

    - The Access Card with a scratch-to-reveal code is NOT your book code, but a coupon code. You still need to follow the instructions on the page E-1 to purchase the eBook at zero dollars using the coupon code.

    - 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. The ACL software is provided to you by your professor via an email invitation. Armond Dalton Publishers cannot provide you with this link.

3. The <u>Armond Dalton Resources Website</u> (bookmark this link) This is where you will access your data files and Online homework or homework PDF download. You will receive an email with your access code after your purchase of the eBook. If you do not receive this email, check your spam folder.

Registration, Data Download, and Software Installation

Purchasing the eBook (Skip to page E-3 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:

- **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 & E-Material 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 and homework submission options.

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-3.

If you purchase Data Analytics for Auditing using ACL, 4th edition 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/data-analytics-auditing-using-acl-4th-edition *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.*

This will bring the total due to zero..

Proceed through the checkout process.

NOTE:

Save this website, This is our Online storefront site which is hosted by a third party eBook vendor. This is where you will access your eBook.

The instructions on the following page will be taking you to the Armond Dalton Resources website (where you downloaded these eMaterials). This site is where you register for any ancillary materials for your book (data sets, fillable PDFs, etc.)

Register on the Armond Dalton Resources Website

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

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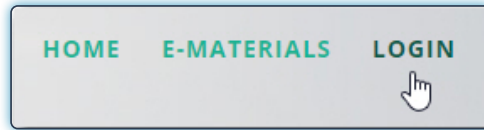
Click Create an Account.
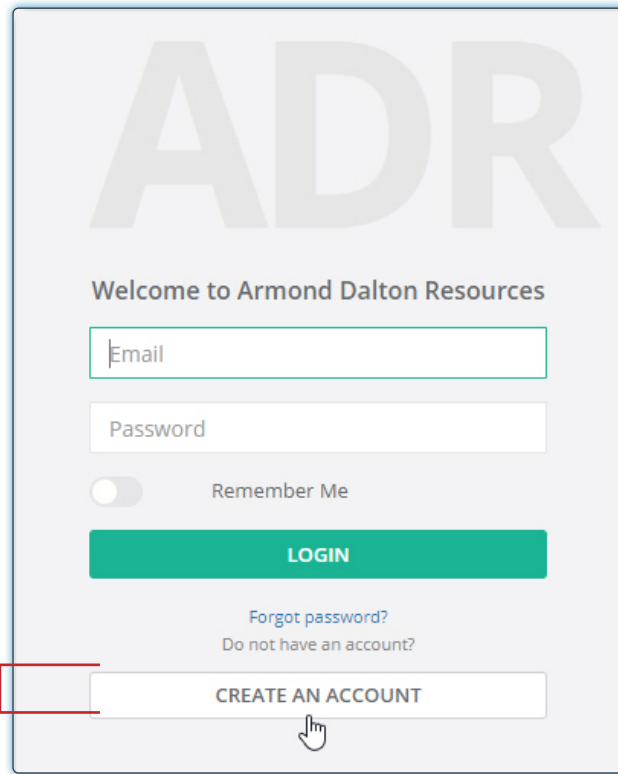
Note: If you cannot see the "CREATE AN ACCOUNT" button, your screen is zoomed in too much.

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.*

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

■■■ *Click on Profile.*

■■■ *Complete your registration information and click update when complete.*

Student Profile

Email	youremail@yourcollege.edu
Name	Your First Name Your Last Name
Phone	Your Telephone Number
Address	Your Address

UPDATE

Use the drop-down to choose your college and professor, then click Add Professor..

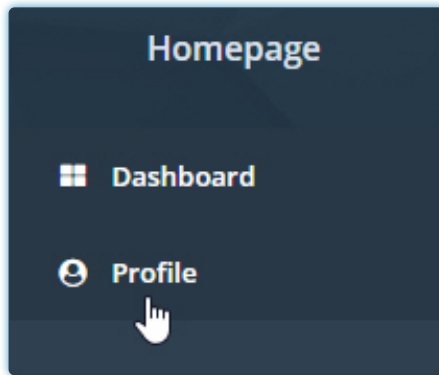Note: Colleges are listed alphabetically by proper name. If you attend University of Alaska, you would search Alaska, Univ of. If you have selected the correct college and you do not see your instructor listed, please email adpub@armonddalton.com with your college and professor.

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.

Add Professor

University	Your College or University
Professor	Choose the Professor

+ ADD PROFESSOR

Note: If you do not enter your university here your registration with ACL will be delayed and possibly overlooked.

Click on Dashboard.

Homepage

■■ Dashboard

👤 Profile

▪▮▮ *Click the down arrow on the left side of the Books box.*

Dashboard
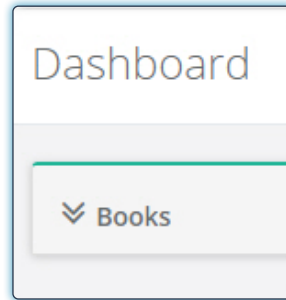
≫ Books

▪▮▮ *Locate the ACL Analytics title in the Books table. Click Verify under the Action column.*

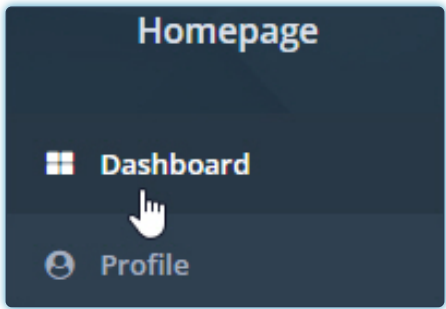| Title	Verification Status	Action
Comprehensive Audit Case, 13th edition	Available	VERIFY
Data Analytics for Auditing using ACL, **4th** edition	Available	VERIFY
Gatsby Manufacturing, Inc., 1st edition	Available	VERIFY
Integrated Audit Practice Case, 7th edition	Available	VERIFY
Microsoft Dynamics GP 2016, 8th edition	Available	VERIFY
Quickbooks 2018, 5th edition	Available	VERIFY
Sage 50 Accounting 2017, 5th edition	Available	VERIFY

▪▮▮ *Type the One-Time Use Code from the front of your Instructions book (or e-book email) into the Verify the Book box. The license code will not be visible until you scratch off the silver coating in the middle of the sticker. Note: Simply use a coin and gently scratch off the silver coating to reveal the code; DO NOT TRY TO REMOVE THE STICKER. If you over-scratch the code or the code is missing, please take a picture of the sticker and email it to adpub@armonddalton.com*

Verify the Book

t9oq18pRAemM

Cancel   OK
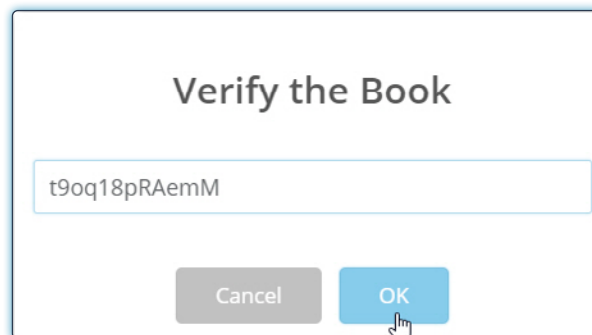
▪▮▮ *Click OK.*

After entering a valid code, you will receive a message that your verification was successful.
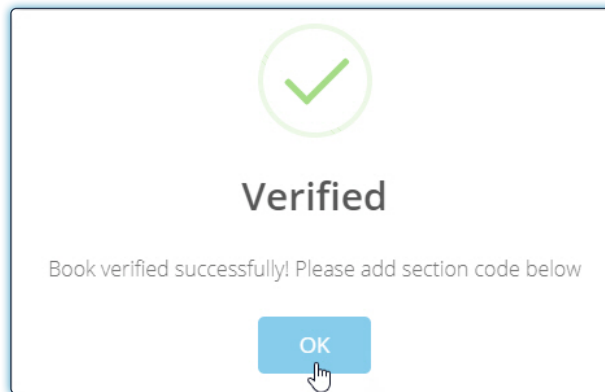
If the data sets do not appear in the ACL Analytics row of the Books table, refresh your browser (F5 or Ctrl+R) and they should appear. You will use these data sets later to replace the data sets installed with the ACL Analytic software.

> 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 the Section code that you received from your professor.*
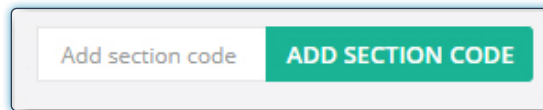
▄▆█ *Enter the Section code and click Add Section Code.*

If the course information does not appear under Sections, refresh your browser (F5 or Ctrl+R) and it should appear.

> 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-18 for instructions.

Access to the ACL Software

CLICK HERE to access installation instructions.

Load the Project Data Files into ACL Analytics

CLICK HERE to access the Data File access and replacement instructions.

Online Homework

When 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-6 for reference. Locate the ACL Analytics activity/activities in the Section box on the Dashboard page. The activity start date/time and end date/time are listed on the table.

Sections								^
Show 25 ▲▼ entries							🔍	
Course	Book	Section	Activity	Start	End	Semester	Alternative	Action
ACC 400	Data Analytics for Auditing using ACL, 4th edition	Mon/Wed 8:00	ACL Homework	08-14-2018 14:51	12-14-2018 14:51	Spring	n/a	☰ ▾
Showing 1 to 1 of 1 entries						Previous	1	Next

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.
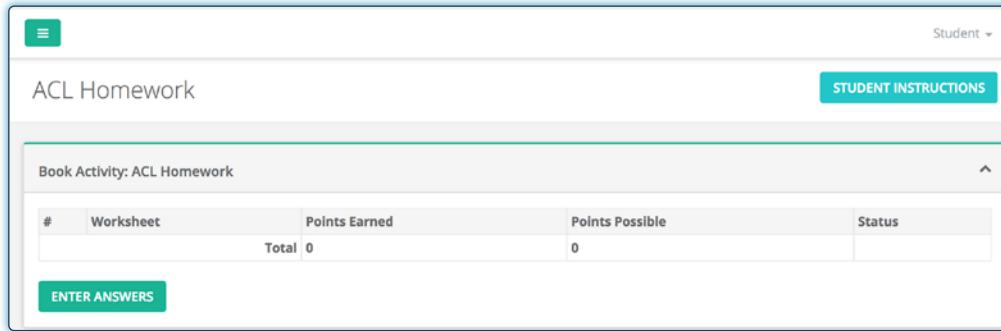
Sections								^
Show 25 ▲▼ entries							🔍	
Course	Book	Section	Activity	Start	End	Semester	Alternative	Action
ACC 400	Data Analytics for Auditing using ACL, 4th edition	Mon/Wed 8:00	ACL Homework	08-14-2018 14:51	12-14-2018 14:51	Spring	n/a	☰ ▾
ACC 400	Data Analytics for Auditing using ACL, 4th edition	Mon/Wed 12:00	Chapter 2 Homework	08-14-2018 14:55	08-20-2018 14:55	Spring	n/a	☰ ▾
ACC 400	Data Analytics for Auditing using ACL, 4th edition	Mon/Wed 12:00	Chapter 3 Homework	08-21-2018 14:55	08-27-2018 14:55	Spring	n/a	☰ ▾
ACC 400	Data Analytics for Auditing using ACL, 4th edition	Mon/Wed 12:00	Chapter 4 Homework	08-28-2018 14:55	09-03-2018 14:55	Spring	n/a	☰ ▾
Showing 1 to 4 of 4 entries						Previous	1	Next

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

Click Activity Overview.
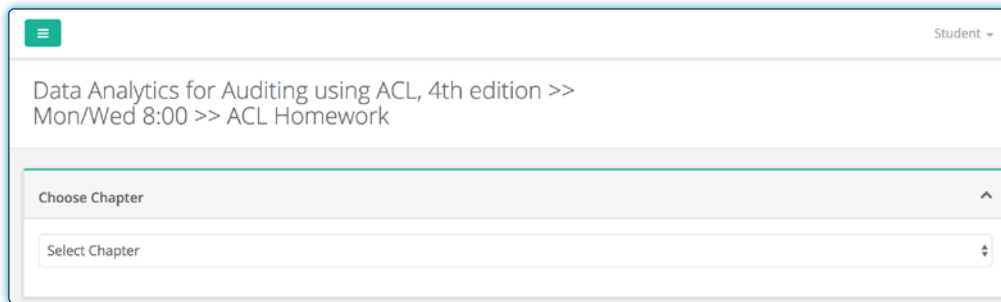
≡				Student ▾
ACL Homework				STUDENT INSTRUCTIONS
Book Activity: ACL Homework				^

#	Worksheet	Points Earned	Points Possible	Status
	Total	0	0	

ENTER ANSWERS

Click "Enter Answers."

≡	Student ▾
Data Analytics for Auditing using ACL, 4th edition >> Mon/Wed 8:00 >> ACL Homework	
Choose Chapter	^
Select Chapter	⇕

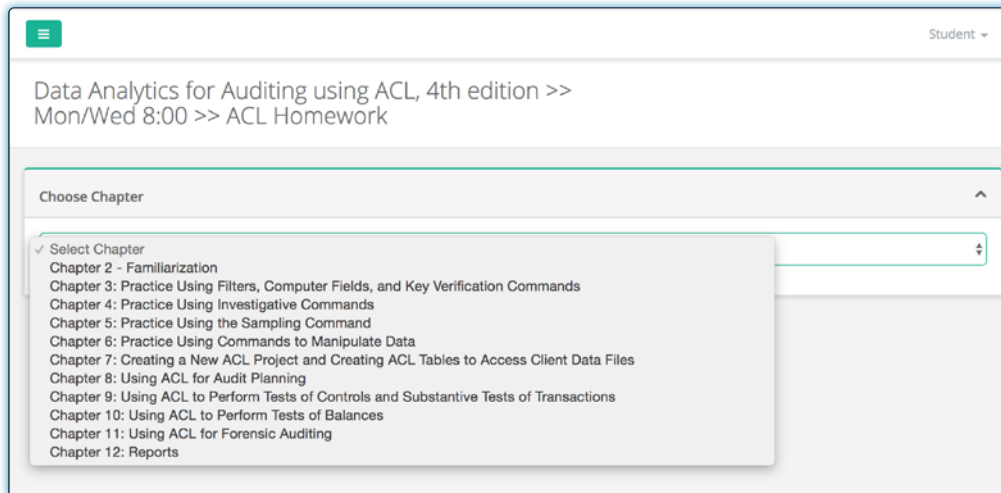*Choose the chapter for which you are submitting your answers.*
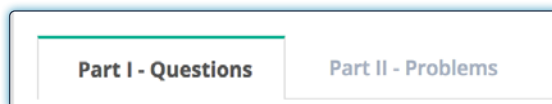
≡	Student ▾
Data Analytics for Auditing using ACL, 4th edition >> Mon/Wed 8:00 >> ACL Homework	
Choose Chapter	^

✓ Select Chapter
Chapter 2 - Familiarization
Chapter 3: Practice Using Filters, Computer Fields, and Key Verification Commands
Chapter 4: Practice Using Investigative Commands
Chapter 5: Practice Using the Sampling Command
Chapter 6: Practice Using Commands to Manipulate Data
Chapter 7: Creating a New ACL Project and Creating ACL Tables to Access Client Data Files
Chapter 8: Using ACL for Audit Planning
Chapter 9: Using ACL to Perform Tests of Controls and Substantive Tests of Transactions
Chapter 10: Using ACL to Perform Tests of Balances
Chapter 11: Using ACL for Forensic Auditing
Chapter 12: Reports

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.

Part I - Questions	Part II - Problems

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 homework 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.

> NOTE: If you are required to upload more than one file, you will need to zip the files together to upload them as one compressed file. ATTACHMENTS DO NOT SAVE IF YOU CLICK SAVE TO RETURN TO YOUR HOMEWORK AT A LATER TIME. YOU WILL NEED TO ATTACH THE COMPRESSED FILE AGAIN BEFORE SUBMITTING.

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:
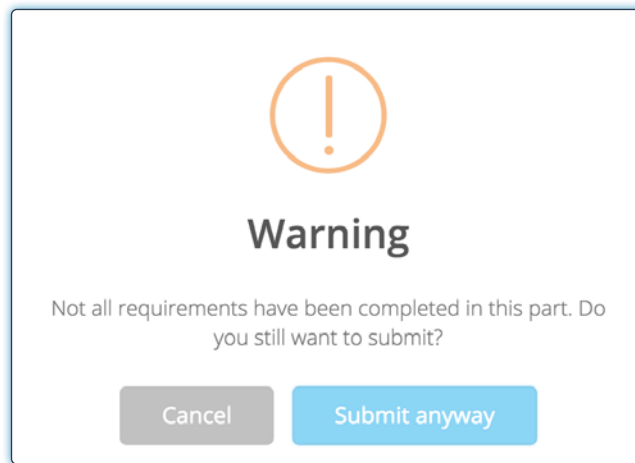
Click Submit anyway.

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.

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.

Uninstall the ACL Analytic Software

When you uninstall ACL for Windows, you uninstall all components:

- ACL Analytics
- The Analysis App window
- The ACL for Windows launcher
- Project Manager client

All ACL for Windows application files are removed from your computer, but *ACL* project files, data files, logs, and any project-specific preferences files remain in the *ACL* project folders.

> ### Note:
> You must be logged in as a Windows user with Administrator rights to uninstall the application.

To uninstall ACL for Windows:

- *Open the Windows Control Panel.*
- *Click Uninstall a program.*
- *Select **ACL for Windows** and click **Uninstall.***
- *Click Yes when you are asked if you are sure that you want to uninstall.*
- *If a User Account Control box appears, click **Yes.***
- *Click OK if you receive a message that says, "The setup must update files or services that cannot be updated while the system is running. If you choose to continue, a reboot will be required to complete the setup."*
- *Restart your computer to complete the uninstallation.*