

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. *
- Submit Online homework. (if assigned by your professor)

3. Intuit - QuickBooks Online

- You will receive two email invitations from your instructor for the Armond Dalton shell companies that are used in QBO: Jackson Supply Company and Waren Sports Supply. You will need to follow the instructions in Chapter 4 (Jackson Supply Company) and Chapter 9 (Waren Sports Supply) 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.

Instructions – U.S. *QuickBooks Online* Users

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Purchase the <i>QuickBooks Online</i> eBook	E-2
Register on the Armond Dalton Resources Website	E-4
Online Homework	E-8

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

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:

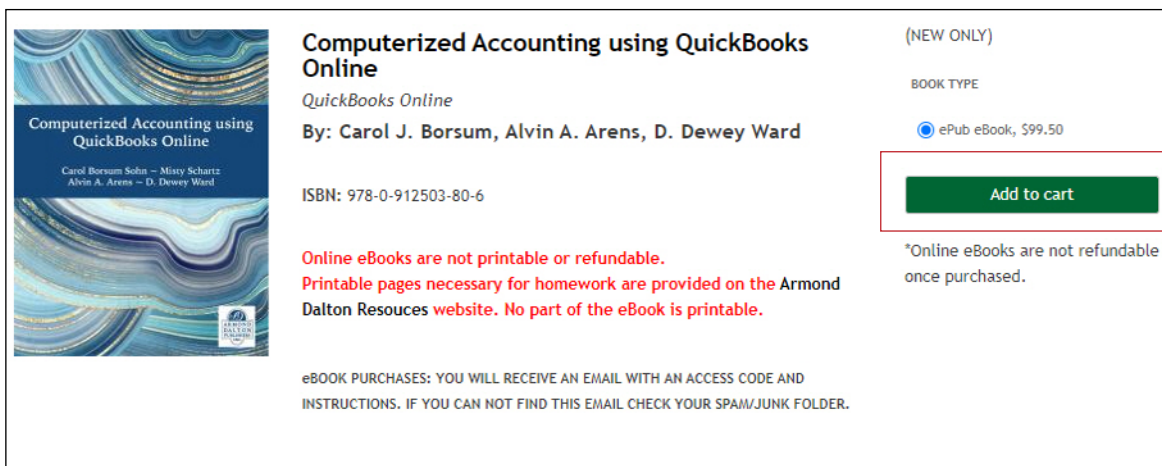
- **Your user/sign-in information.** You will need this to access your profile at the online store each time you want to view your purchased eBook.
- **Order confirmation email.** A receipt and confirmation of your purchase.
- **Book Code.** A special code generates and sends at the time of purchase.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

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.



The screenshot shows a product page for the eBook "Computerized Accounting using QuickBooks Online". On the left is the book cover with the authors' names: Carol Borsum Selin, Misty Schartz, Alvin A. Arens, and D. Dewey Ward. The main text area contains the title, subtitle "QuickBooks Online", authors, and ISBN: 978-0-912503-80-6. A red warning message states: "Online eBooks are not printable or refundable. Printable pages necessary for homework are provided on the Armond Dalton Resources website. No part of the eBook is printable." Below this is a note: "eBOOK PURCHASES: YOU WILL RECEIVE AN EMAIL WITH AN ACCESS CODE AND INSTRUCTIONS. IF YOU CAN NOT FIND THIS EMAIL CHECK YOUR SPAM/JUNK FOLDER." On the right, it says "(NEW ONLY)", "BOOK TYPE", and "ePub eBook, \$99.50". A green "Add to cart" button is highlighted with a red box. A disclaimer at the bottom right reads: "*Online eBooks are not refundable once purchased."

▶ **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.


Computerized Accounting using QuickBooks Online added to your shopping cart.

Shopping cart

(UPS does not ship to a PO Box, you must enter a street address)

Please note: Your package delivery may be delayed due to the increasing magnitude of package pick-ups and deliveries that UPS is experiencing during the COVID 19 pandemic.

eBook PURCHASE: YOU WILL RECEIVE AN EMAIL WITH AN ACCESS/BOOK CODE AND INSTRUCTIONS. IF YOU CAN NOT FIND THIS EMAIL CHECK YOUR SPAM/JUNK FOLDER.

Remove	Products	Qty	Total
<input type="button" value="Remove"/>	 Computerized Accounting using QuickBooks Online Book type: ePub eBook	<input type="text" value="1"/>	\$99.50
Subtotal:			\$99.50

Continue shopping

Coupon discounts

COUPON CODE

This will bring the total due to zero.

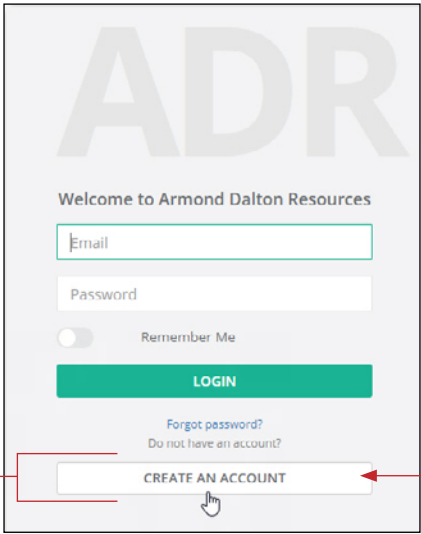
- ▶ Proceed through the checkout process.

Register on the Armond Dalton Resources Website

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

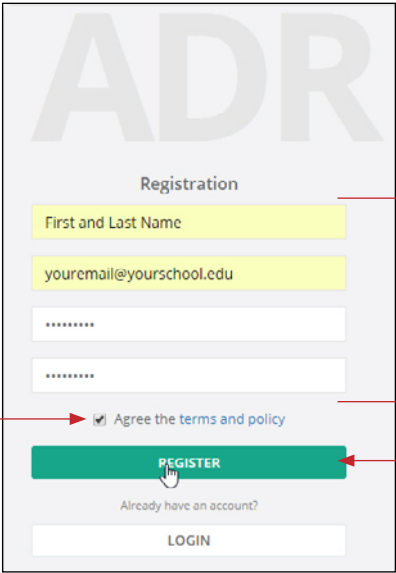


Click Login.



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 as you will see the button. You can press **Ctrl** and **"-"** together to zoom out as well as zooming out in your settings.

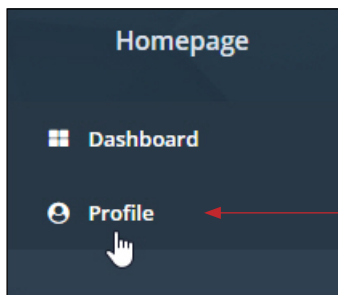


Register using your *school* email address.

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.

A form titled "Student Profile" with fields for Email (youremail@yourcollege.edu), Name (Your First Name Your Last Name), Phone (Your Telephone Number), and Address (Your Address). A green "UPDATE" button is at the bottom right.

Complete your registration information.

Click Update.

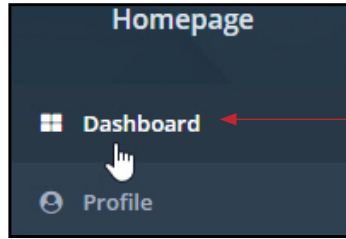
Colleges are listed alphabetically by proper name. If you attend University of Alaska, you would search Alaska, Univ of. If you have selected the correct college and you do not see your instructor listed, please email adpub@armonddalton.com with your college and professor.

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.

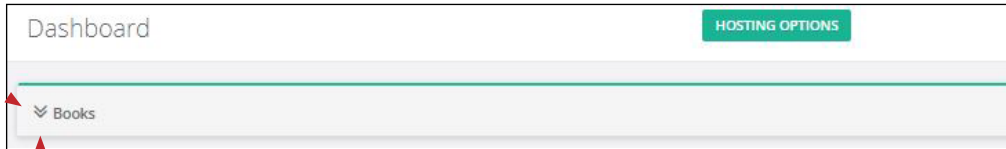
A form titled "Add Professor" with two dropdown menus: "University" (Your College or University) and "Professor" (Choose the Professor). A green "+ ADD PROFESSOR" button is at the bottom right.

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

Click Add Professor.

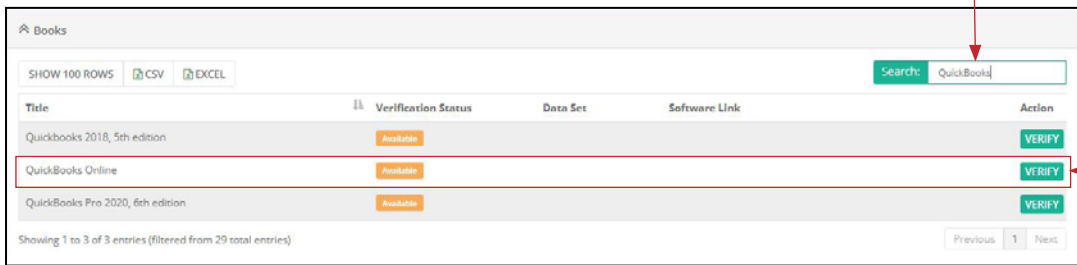


Click on Dashboard.

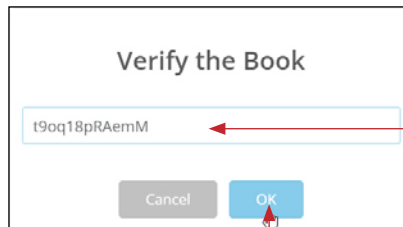


Click the down arrow on the left side of the Books box.

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



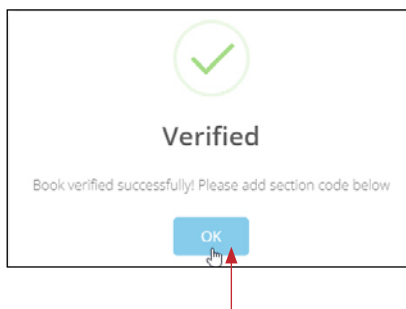
Click Verify



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.



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-8 for instructions.

Online Homework

There are three options 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.

Course	Book	Section	Activity	Start	End	Semester	Alternative	Action
Acct 301	QuickBooks Online	QuickBooks Online	Chapter 2	03-14-2022 00:01	03-20-2022 23:59	Fall	n/a	

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.

Course	Book	Section	Activity	Start	End	Semester	Alternative	Action
Acct 301	QuickBooks Online	QuickBooks Online	Chapter 2	03-14-2022 00:01	03-20-2022 23:59	Fall	n/a	
Acct 301	QuickBooks Online	QuickBooks Online	Chapter 3	03-21-2022 00:01	03-27-2022 23:59	Fall	n/a	
Acct 301	QuickBooks Online	QuickBooks Online	Chapter 4	03-27-2022 00:01	03-28-2022 23:59	Fall	n/a	

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

▶ Click Activity Overview.

Book Activity: QB Homework

#	Worksheet	Points Earned	Points Possible	Status
		0	0	
Total		0	0	

ENTER ANSWERS

Click "Enter Answers."

Choose Chapter

Select Chapter

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

Choose Chapter

Select Chapter

- Select Chapter
- Chapter 2 - Familiarization
- Chapter 3 - Overview of Maintenance, Processing Information, and Internal Controls
- Chapter 4 - Obtaining Information from QuickBooks, Including Reports
- Chapter 6 - Practice: Purchases and Cash Disbursements Cycle Activities
- Chapter 7 - Practice: Sales and Cash Receipts Cycle Activities
- Chapter 8 - Practice: Payroll Cycle and Other Activities
- Chapter 9 - (Waren Sports Supply): Recording Transactions, Performing Month-End Procedures, Recording Year-End Adjusting Entries, and Printing Reports
- Chapter 10 - New Company Setup

Choose the chapter for which you are submitting your answers.

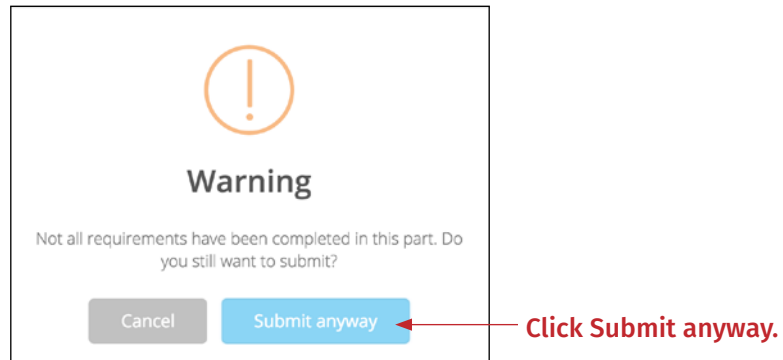
Your professor may assign two parts of homework for each chapter. To access the other part, click on the tab below the chapter name in the Choose Chapter box.

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 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.

The screenshot shows a user interface for a homework activity. At the top right, the user's name "Erica borsum" is displayed. The main heading is "Chapter 2 Homework" with a "STUDENT INSTRUCTIONS" button to its right. Below this is a section titled "Book Activity: Chapter 2 Homework" containing a table with the following data:

#	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	

Below the table is an "ENTER ANSWERS" button.

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.