

REGISTRATION, DATA DOWNLOAD, AND SOFTWARE INSTALLATION

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* *Skip these steps if you are using a lab computer where QuickBooks is previously installed.*

IMPORTANT WARNINGS . . .

1. **IF THE LICENSE CODE IS ALREADY REVEALED ON THE BOOK YOU PURCHASED, RETURN THE BOOK IMMEDIATELY TO THE BOOKSTORE AND EXCHANGE IT FOR A NEW COPY (not applicable with E-books).** *You can only access the Armond Dalton data sets homework, and Quickbooks software with a new book containing a license code that has not been previously used by another person.*
2. **THE QUICKBOOKS SOFTWARE AND THE INITIAL COMPANY BACKUP FILES CAN ONLY BE LOADED ON ONE COMPUTER**, so be careful to choose the computer that you want to use to complete the entire project.
3. **MAC COMPUTERS ARE NOT SUPPORTED.** See the technical support section of Armond Dalton’s website for suggestions for MAC users: www.armonddalton.com/support-updates/mac-users/
4. **EBOOK USERS.** The Instructions book and Reference book is included in one eBook. Any reference to a page number in the Reference Book is a hyperlink. You can click on the page number and you will be taken to the corresponding page of the Reference Book.
5. **EBOOK ACCESS EMAILS.** If you purchased an eBook and do not immediately receive the email with your access code, search your spam/junk folder for an email from adpub@armonddalton.com.

System Requirements

!! DO NOT SKIP THIS STEP !!

It is important that your computer meets the System Requirements as set by Intuit. For the most up-to-date system requirements visit: <https://quickbooks.intuit.com/learn-support/en-us/product-system-requirements/system-requirements-for-quickbooks-2020-and-enterprise-solutions/00/366374>

Note: In some cases, it may be necessary to adjust settings in these products to ensure the best possible performance with *QuickBooks*. Also note that *QuickBooks* will work with systems running RAID (Redundant Array of Inexpensive Disks), but this is not recommended because performance issues may cause *QuickBooks* to operate slowly.

Windows® Permission Messages

Recent versions of Windows® have more security features than older versions and the permissions messages are one example of this increased security.

Permissions messages may appear when you are working with the software. Whenever you receive a permissions message while attempting to complete a task with *QuickBooks Pro 2020*, give Windows® permission to complete the task.

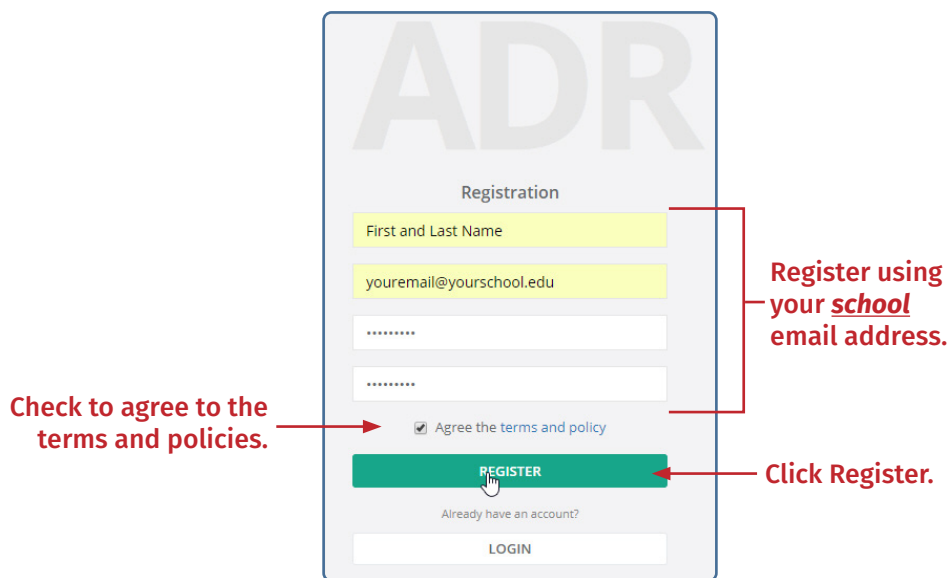
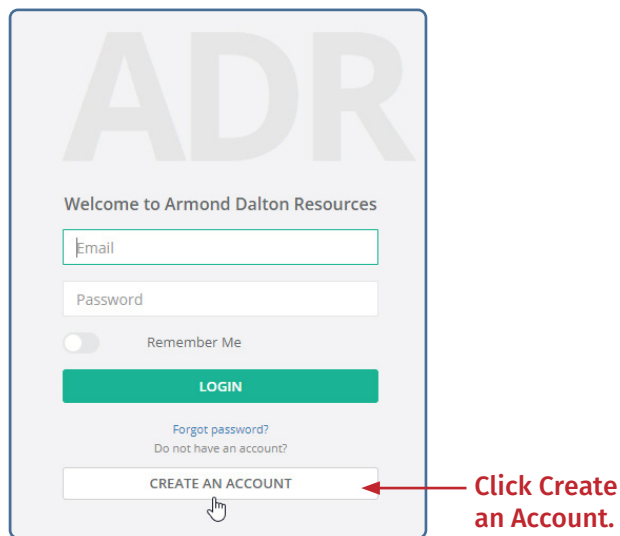
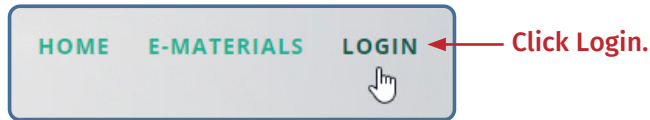
USB Flash Drive Needed for Students Doing the Project in a Computer Laboratory or On a Network (Optional for all other students)

If you are doing the project in a computer laboratory, where the *QuickBooks* software is already installed on the hard drive of each machine, you will need to use a USB flash drive (256 MB is large enough) for saving the data that you process. If you are doing the project in a computer laboratory where the *QuickBooks* software is installed on a network, consult your instructor about whether you should save your data on a USB flash drive or on a designated space on the network. Even if you have a designated space on the network for saving your data, you may still want to back up externally to a USB flash drive as an extra precaution.

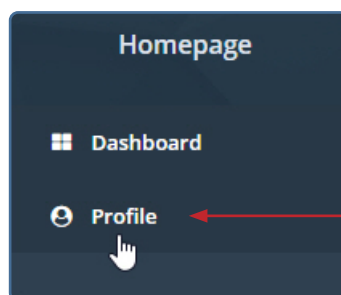
If you are using your own computer for the project, you can do the project without a USB flash drive. However, if you are concerned with data loss on your hard drive and you want to back up your data externally, you will also need a USB flash drive.

Register on the Armond Dalton Resources Website

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



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



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

A light gray window titled "Student Profile" with a back arrow icon. It contains four input fields: "Email" with the placeholder "youremail@yourcollege.edu", "Name" with the placeholder "Your First Name Your Last Name", "Phone" with the placeholder "Your Telephone Number", and "Address" with the placeholder "Your Address". At the bottom right, there is a green button with a white refresh icon and the text "UPDATE".

Complete your registration information.

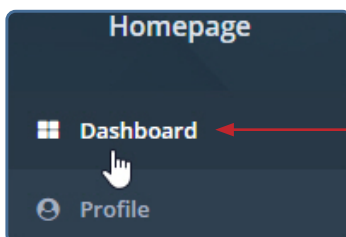
Click Update.

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.



Click on Dashboard.

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

- ▶ *Locate the QuickBooks 2020 title in the Books table. Click Verify under the Action column.*

The stickers on the front of the book are very delicate. Do not over scratch. Scratch very gently, do not try to remove the sticker. If you over scratched your code please send us a picture of the entire sticker to adpub@armonddalton.com. We will be able to find your code for you (not applicable with E-books).



Verify the Book

Cancel OK

Type the One-Time Use Code from the front of your Instructions book or from the E-book confirmation email into the Verify the Book box.

Click OK.

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

Verified

Book verified successfully! Please add section code below

OK

Click OK.

If the data sets and software link does not appear in the *QuickBooks 2020* row of the Books table, refresh your browser (F5 or Ctrl+R), open the Book list again and they should appear.

QuickBooks 2020, 6th edition	Verified	Initial Company Backup Files.zip	Click to go
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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-34 for instructions.

Download the Five Initial Company Backup Files

The publishers have provided initial backup files for the two Intuit sample companies, plus three other companies. The other three companies are: Jackson Supply Company, Waren Sports Supply, and Super Office Furniture Plus. You will want to download these files to your hard drive so you have clean copies of all companies, should you find it necessary to start over with a specific chapter's requirements. You will also use the initial backup files to load the datasets into QuickBooks.


- ▶ *Close all other open programs and temporarily disable any anti-virus protection software and firewalls. It is very important that you follow this step to ensure that the data sets download correctly. If you are unsure of how to disable your anti-virus and firewall, a simple Internet search can help.*

Note: If you do not temporarily disable your anti-virus and firewall, YOU WILL HAVE SOFTWARE PROBLEMS. If this happens and you contact Armond Dalton Publishers, we will tell you that you need to uninstall and reinstall the software with the anti-virus and firewall disabled.

- ▶ *Create a folder on your hard drive or removable flash drive if you are working in a computer lab called QB Backup Files.*
- ▶ *Create two sub-folders within the QB Backup Files folder that you created in the previous step using the following names: Initial Company Backup Files and Periodic Company Backup Files.*
- ▶ *Return to the Armond Dalton Resources website and click on the Initial Company Backup Files zip files to download the provided data sets.*

If you are able to select the location to download the initial company backup files, download them to the Initial Company Backup Files sub-folder that you created. If you are not able to choose the location, they will most likely download to your computer's Downloads file.

Note: When downloading, the file name will be a series of random letters. You may choose to rename the file Initial Company Backup Files to avoid confusion.

- 
- ▶ *Extract the Initial Company Backup Files to the Initial Company Backup Files sub-folder you just created.* 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, the following files should appear in the Initial Company Backup Files folder:

!! DO NOT ATTEMPT TO OPEN THESE FILES !!

- RockStart.qbb
- LarryStart.qbb
- JacksonStart.qbb
- WarenStart.qbb
- SuperStart.qbb

Remember this location because you will need these files later. You will use the backup files to load the company datasets into *QuickBooks*.

Register with Intuit

(Skip to page E-25 if you are using a lab computer where QuickBooks is already installed)

Intuit verifies your information through a 3rd party vendor. Please assign verify@SheerID.com as a safe sender. Otherwise, the Intuit Verification email may go to your spam folder. **Please use your school email address.** If you use a personal email address your application may be denied.

- ▶ Click on the Intuit link below or in the Books section of the Armond Dalton Resources website. <https://www.intuit.com/partners/education-program/products/quickbooks/student-qbd-signup/>

The screenshot shows a registration form with two main sections: 'Personal information' and 'School information'. The 'Personal information' section includes fields for First Name, Last Name, Email, Confirm Email Address, and Birth Date. The 'School information' section includes fields for School Name, Major/Concentration, School Type, Student Type, Expected Graduation/Completion Date, and QuickBooks Desktop Version. A green 'Verify and Continue' button is at the bottom. Red arrows and text annotations point to the 'QuickBooks Desktop Version' field (labeled 'Select 2020 for the QuickBooks Desktop Version.'), the 'Verify and Continue' button (labeled 'Click Verify and Continue.'), and the entire form area (labeled 'Register using your school information.').

Personal information	
• First Name	Your First Name
• Last Name	Your Last Name
• Email	youremail@yourschool.edu
• Confirm Email Address	youremail@yourschool.edu
• Birth Date	Jan 1 2000

School information	
• School Name	Your School
• Major/Concentration	Accounting
• School Type	4 Year University
• Student Type	Full-time Student
• Expected Graduation/Completion Date	05-2022
• QuickBooks Desktop Version	2020

Verify and Continue

The Upload Documentation window will open.

Upload Documentation

To complete verification, please submit any document that clearly shows your name and your specific student affiliation.

Important - Your document must display the following:

- Your full name XXXXXX XXXXXX
- Your affiliation XXXXXX XXXXXX
- A date within the last 3 months

If your name or affiliation (shown above) are not correct, please [click here to enter your information again.](#)

Examples of acceptable documents are:

- Class Schedule
- Transcript
- Tuition Receipt
- Any official document that displays your full name, college/university name, and a date within the last 3 months

Acceptable file formats are: .bmp, .gif, .jpg, .png, or .pdf.

XXXXXXXX XXXXXX XXXX

[Add another](#)

Submit for review

Read the requirements carefully.

Upload one of the acceptable documents.

Click Submit for review.

If you do not fulfill the requirements listed you will receive an email with the subject “Intuit Student Verification – Additional Information Needed.” Do not panic if you receive this message. Review the acceptable document list and try again.

Once you have been verified by Intuit you will receive an email from Intuit Verification with the subject “Intuit Education: Your QuickBooks Desktop 2020 Student Subscription.” If you don't receive this email within 20 minutes CHECK YOUR SPAM FOLDER.

intuit. Education

Dear XXXXXXX,

Thank you for your recent Intuit Education registration. We are pleased to provide you with a complimentary 5-month trial of **QuickBooks Desktop Accountant 2020 for Windows**, Intuit's industry-leading accounting software.

Get Started

To access your free **QuickBooks Desktop Accountant 2020** software [please click here to download a .exe file](#).

During installation/registration, when prompted please enter the License and Product numbers.

- License Code: XXXX-XXXX-XXXX-XXX
- Product number: XXX-XXX

Get Learning

[Access our QuickBooks Desktop tutorials and learn the ins and outs of QuickBooks](#)

[Need a crash course in accounting? Check out Accounting 101](#)

Get Building

[Have the next great idea? Learn what it takes to start your own business](#)

[Are you ready for the next generation of accounting? Become a firm of the future](#)

Get Help

If you need additional help getting QuickBooks up and running, please visit the [Student Support Page](#) and submit a request -- our team will respond back within two business days. For learning support please consult your instructor or check out our [learning page](#).

Follow us on [Twitter](#)

Good luck with your course!

Sincerely,

Intuit Education

Continue in the next section to download the *QuickBooks 2020* Desktop software.

Download and Install QuickBooks Pro 2020

The software that you will download contains several educational versions of the QuickBooks software: QuickBooks Pro (the software that is the subject of this book), QuickBooks Accountant, and several different industry editions of QuickBooks Premier. The way the software is designed, the user can toggle back and forth between editions after installation. However, the default edition that opens each time the software is opened is QuickBooks Accountant, which is virtually the same as QuickBooks Pro. Rather than have you toggle to QuickBooks Pro each time you open the software, which becomes tedious after several times, you should just leave the screen at QuickBooks Accountant. For simplicity, we will refer to the software as QuickBooks throughout the remainder of the project.

- ▶ *If you have not already done so, close all other open programs and **temporarily disable any virus protection software and firewalls.** It is very important that you follow this step to ensure that the software installs correctly. **If you are unsure of how to disable your virus protection and firewall, a simple Internet search can help.***

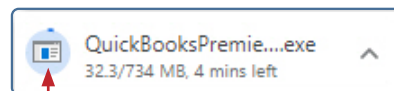
Note: If you do not temporarily disable your anti-virus and firewall, YOU WILL HAVE SOFTWARE PROBLEMS. If this happens and you contact Armond Dalton Publishers, we will tell you that you need to uninstall and reinstall the software with the anti-virus and firewall disabled.

- ▶ *If it is not already open, open the Intuit Student Verification email.*

To access your free QuickBooks Desktop Accountant 2020 software [please click here to download a .exe file.](#)

Click the link in your email for access to the QuickBooks Desktop Accountant 2020 software.

You will see the following file download on the bottom of your screen:



Double-click on QuickBooksPremier.exe.

Some systems allow you to choose where to download it. Others automatically download it to your Downloads folder or C:\Users\“Your Name”\Downloads.

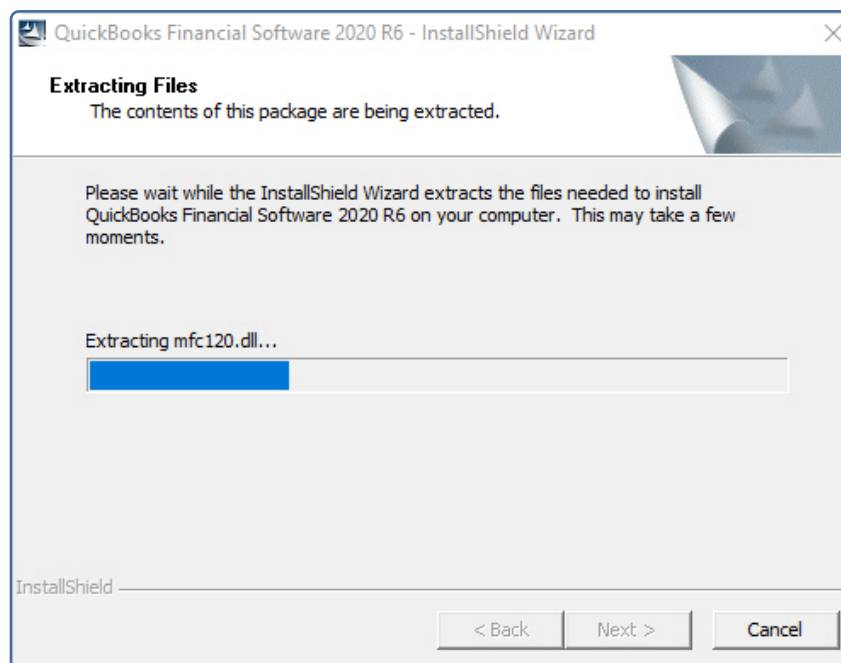
A User Account Control warning will likely appear, saying " Do you want to allow this app to make changes to your device.

- ▶ *Click Yes, to allow the download to continue.*

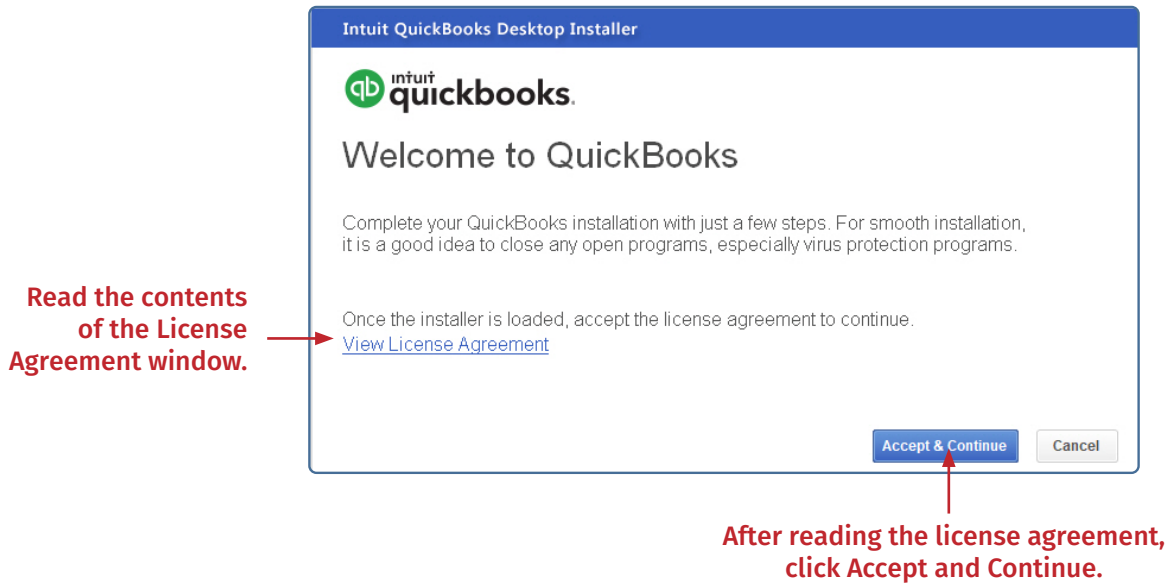
The InstallShield Wizard window opens.



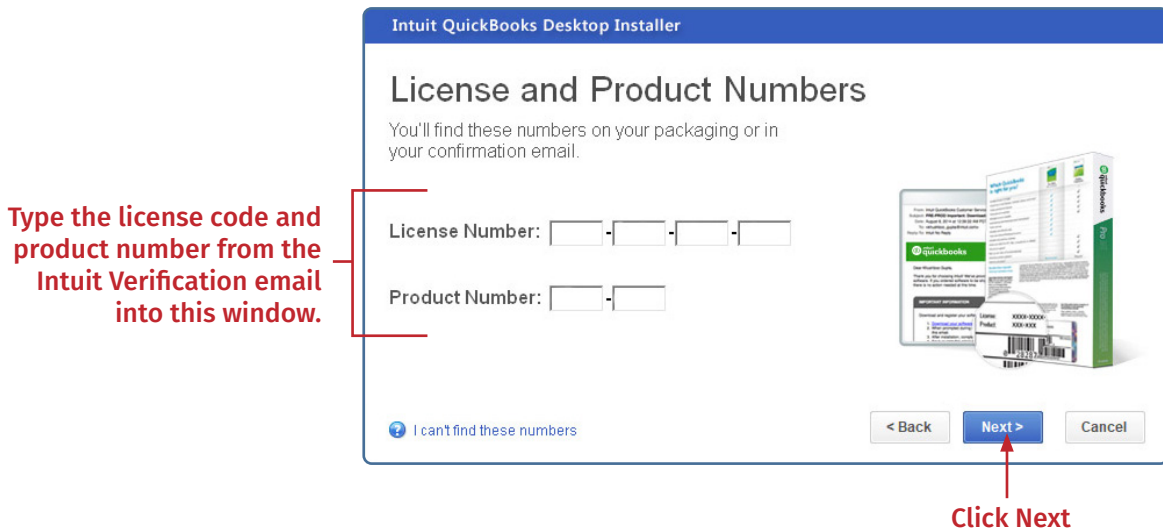
The Extracting Files window opens.



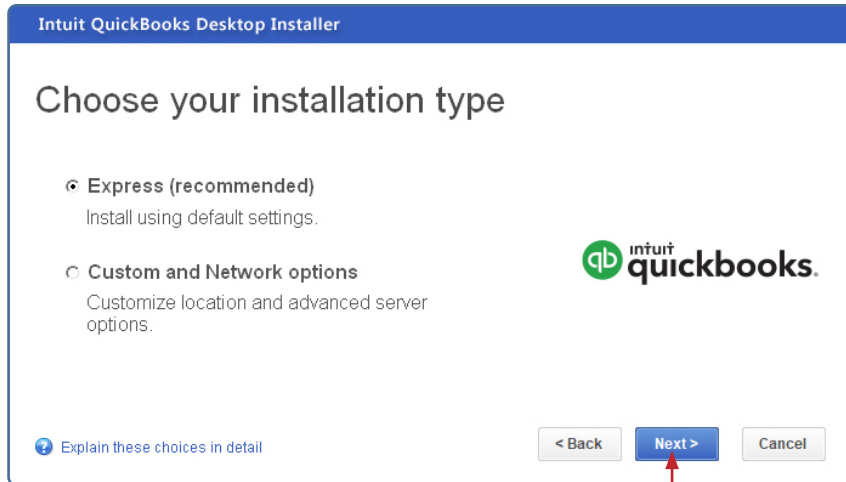
It will take several seconds to a few minutes for all of the files to extract, depending on your computer. You do not have to do anything. When the files are done extracting, the following *QuickBooks* Welcome window opens.



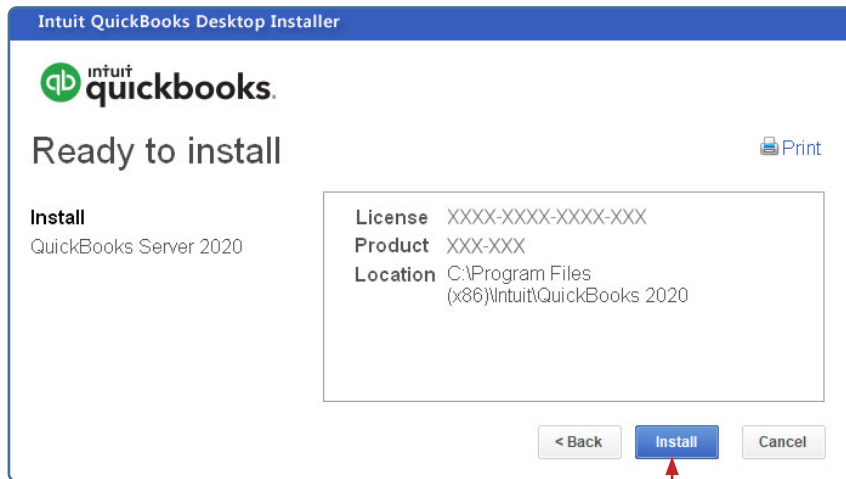
The following License and Product Numbers window.



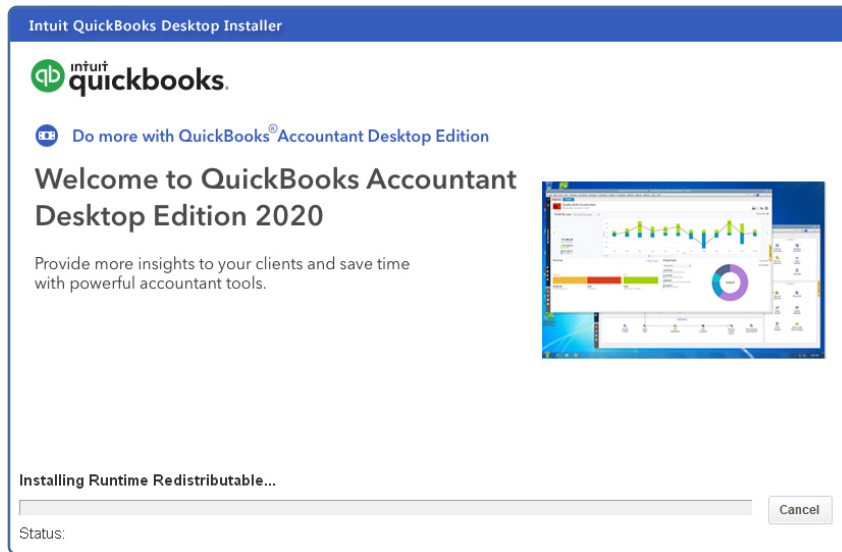
The following window opens with the correct default selection already entered — Express.



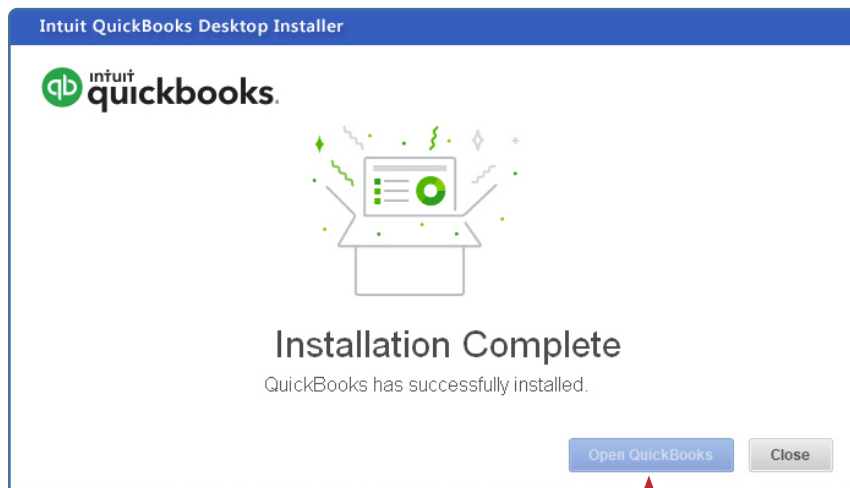
Click Next to open the Ready to Install window.



Click Install.



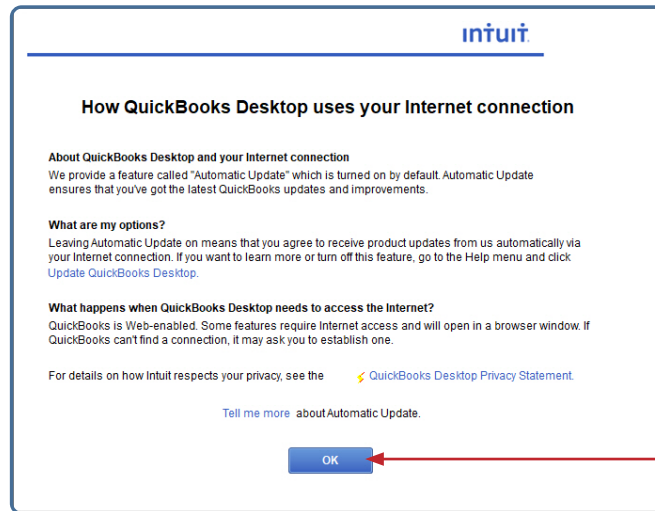
It may take 15 to 20 minutes or more to install the *QuickBooks* program files on your hard drive, depending on the speed of your computer and Internet. Do not click anything while waiting for the process to complete. When the program files have been successfully installed, the Congratulations window opens.



Click Open Quickbooks.

The *QuickBooks* program is now successfully installed, including the data for the two sample companies created by Intuit.

Note: If you have issues with the installation process see Troubleshooting on page E-37.

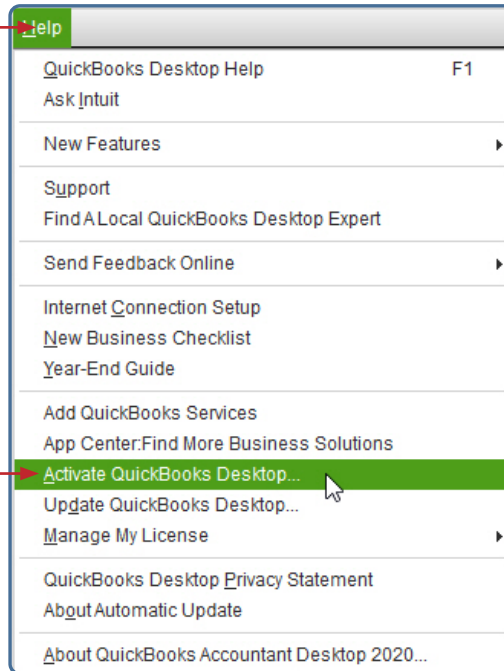


Click OK.

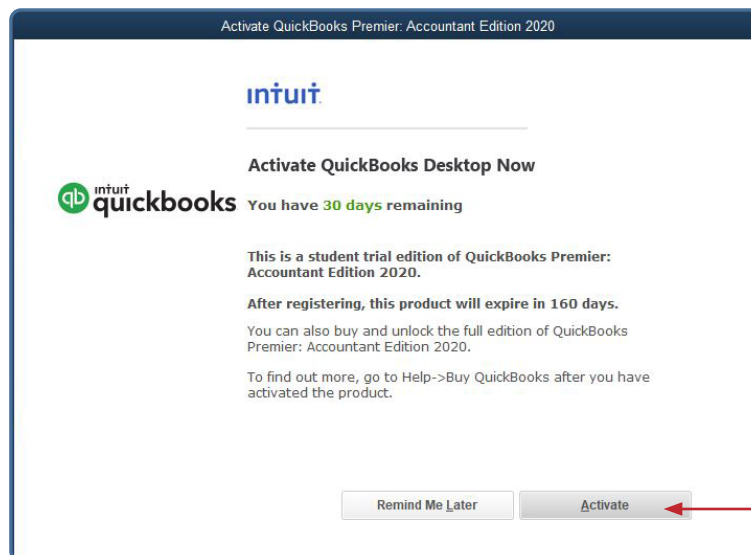
Activate QuickBooks

To access your 160 day trial you must activate *QuickBooks Desktop*.

With QuickBooks open, click Help.



Activate QuickBooks Desktop.



Click Activate.

intuit.

turbotax quickbooks mint

Sign In

Sign in to your account to activate QuickBooks Desktop [Learn more.](#)

Email or user ID

Password

Remember me

Sign In

*By clicking Sign In, you agree to our [Terms](#) and have read and acknowledge our [US Privacy Statement](#).
Updated on January 1, 2020*

[I forgot my user ID or password](#)

[New to Intuit? Create an account.](#)

Click Create an account.

The Create Customer Account window opens.



intuit

turbotax quickbooks mint

One Account. Everything Intuit.

Create an account to activate QuickBooks Desktop
[Learn more.](#)

Email address

First name

Last name

Phone (recommended)

Standard call, messaging or data rates may apply.

Verify with text message *(most secure)*

Password

Your password is STRONG.

Confirm password

Create Account

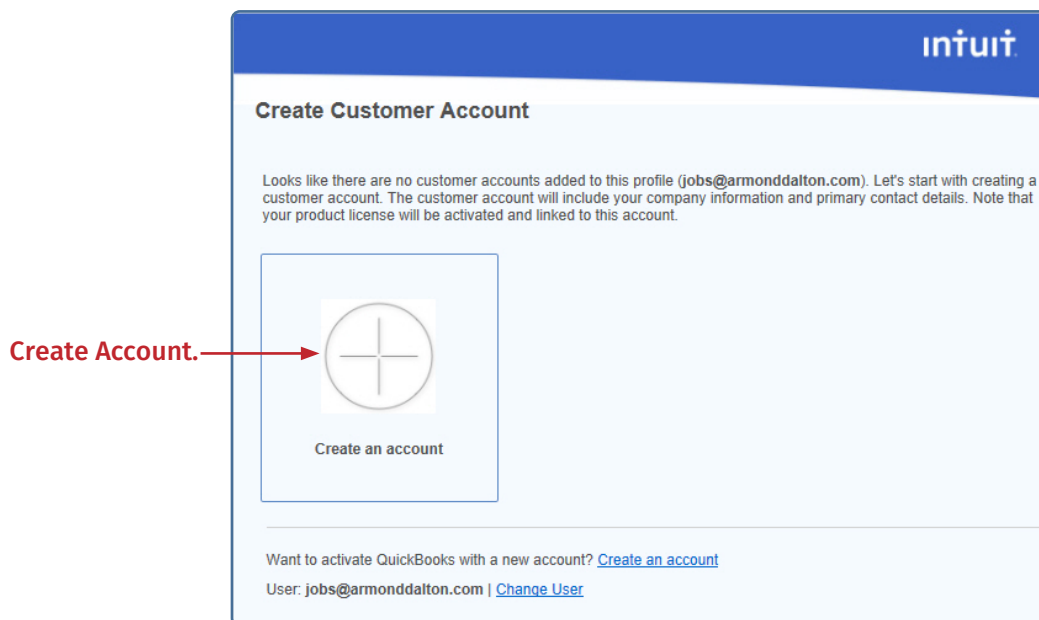
Remove the check mark next to Verify with text message.

Enter your email address, first and last name, choose a password, then retype to confirm your password.

Click Create Account.

Note: If you did not print out the E-materials, write your username and password somewhere in your Instructions book for future reference. If you printed out the E-materials, record your username and password here.

Write your User ID here for future reference. Write your Password here for future reference.



The registration/activation window opens for you to begin entering other registration information.



Use your name, address, and telephone number for the company information and primary contact.

intuit

Create Customer Account

[Clear All Fields](#)

Company information

* Country: United States

* Company name: Your Name

* Address 1: Your Address

Address 2:

* City: Your City

* State: MI

* Zip / Postal code: 48864

* Business phone: 000 000 0000 ext.

Business fax:

Primary contact

* First name: Your First Name

* Last name: Your Last Name

Job title: - Select Job Title -

* Work phone: 000 000 0000 ext.

Home phone:

Cell phone:

* Email address: youremail@youremail.com

Tell us about your company(Optional):

*Required fields

Cancel Next

Click the drop-down next to "Tell us about your company."

Complete all of the information shown in this window using the guidance below when completing the form.

Tell us about your company(Optional):

1. Is this your company's first version of QuickBooks Desktop? Yes No

2. Industry:
Other

3. Where did you get this copy of QuickBooks Desktop?
Online from QuickBooks.com or Intuit.com

4. Number of full & part-time employees on your payroll?
More than 50

5. Does your company

a. Accept credit cards?
No

b. Print checks?
Yes

c. Use a payroll service or payroll software?
Yes

*Required fields

Cancel Next

Click Next.

- Choose “Yes” to Is this your company’s first version of *QuickBooks*.
- Choose “Other” as the Industry.
- You obtained your copy of *QuickBooks* from *Online from QuickBooks.com or Intuit.com*.
- Use the “more than 50” option for the number of employees.
- No, your company does not accept credit cards.
- Yes, your company prints checks.
- Yes, your company will use *QuickBooks* to prepare payroll.

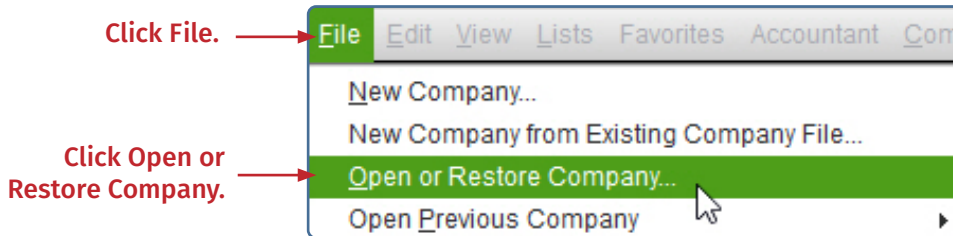
You will then receive a registration confirmation window with your registration information. If you do not receive a confirmation window, scroll to the top of the screen to see if there are any errors listed in red at the top of the page.

- ▶ *Take a screen shot of your registration confirmation window and save it to a location on your computer where you will remember it in case you need it for future use.*
- ▶ *Close the confirmation window.*

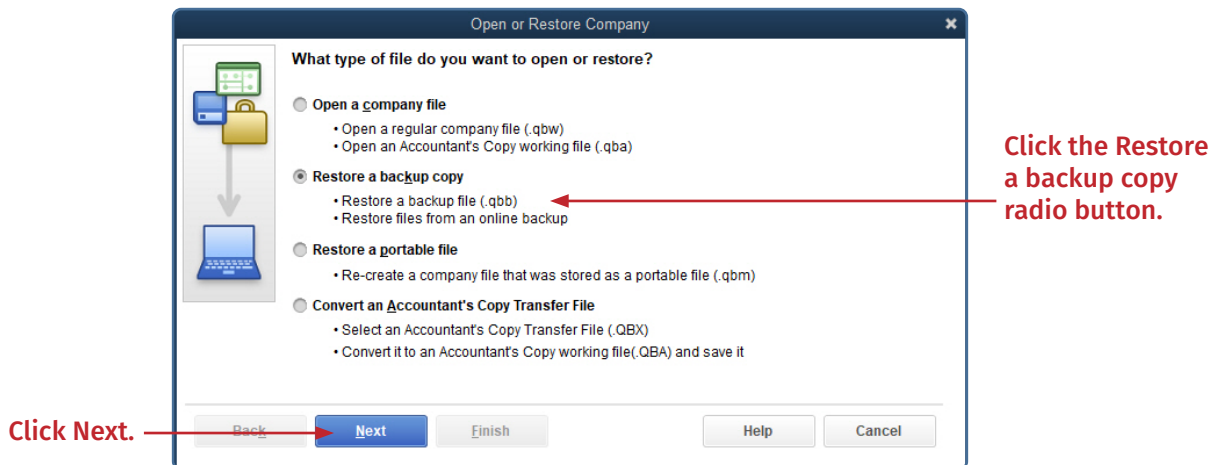
Load the Five Company Datasets into QuickBooks Pro 2020

As mentioned on page E-8, the publisher has provided data that you will need to load in *QuickBooks Pro 2020* to complete this project.

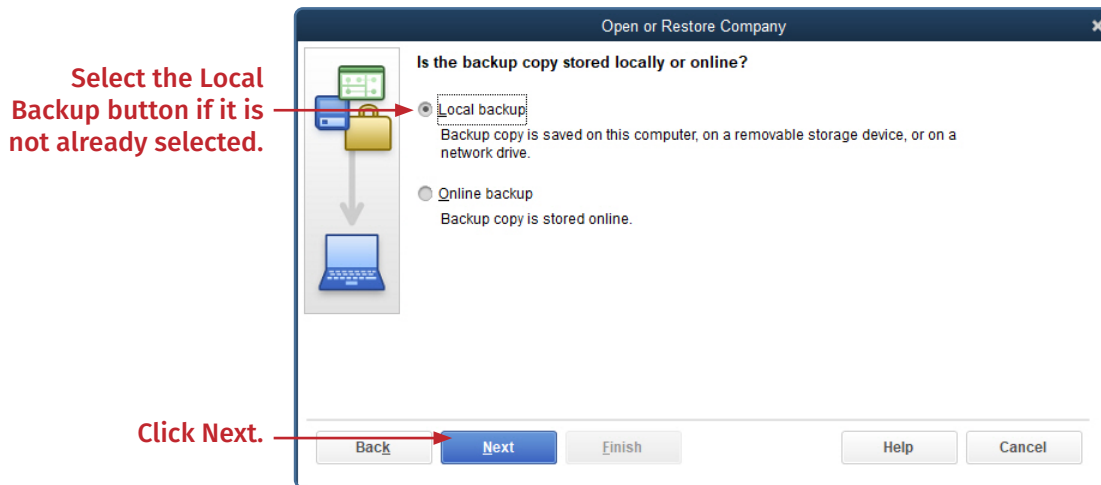
- ▶ *Open QuickBooks, if it is not already open.*



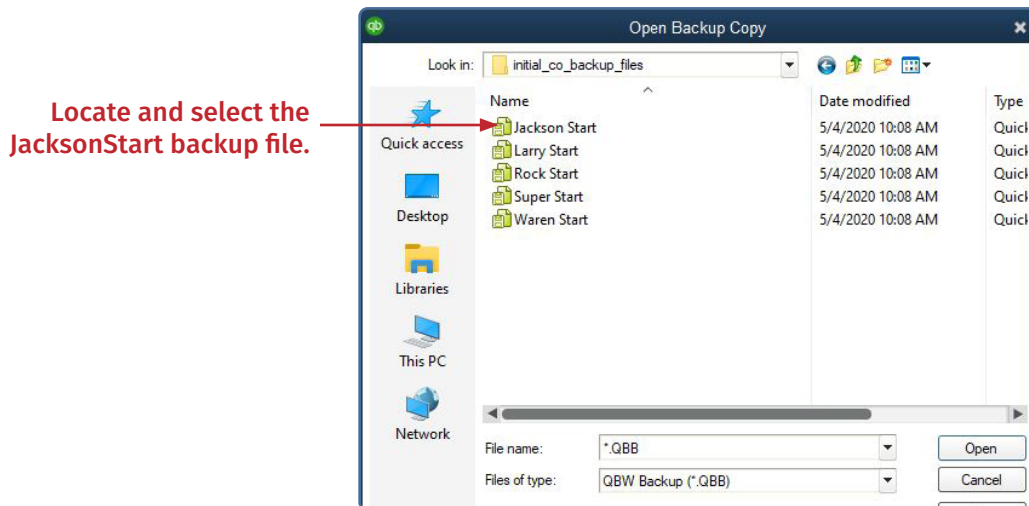
- ▶ *You will receive a warning that you have 160 day left to use QuickBooks. Click OK.*



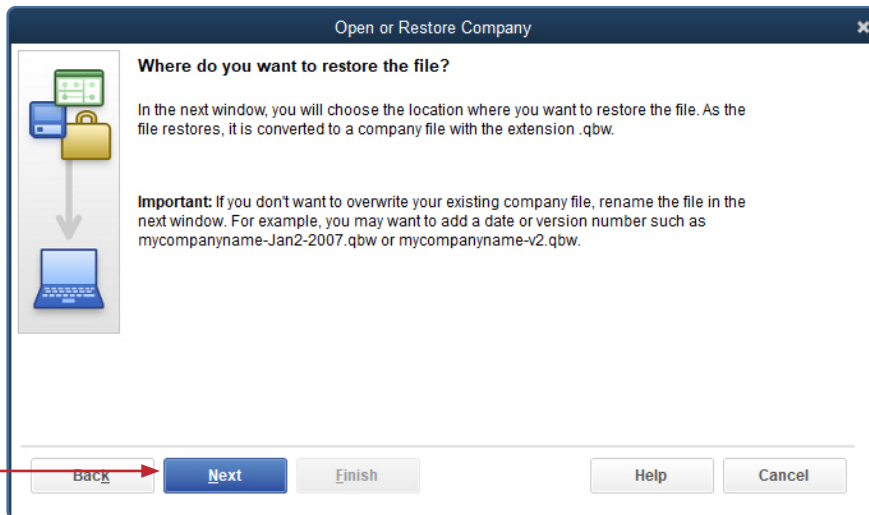
The following window opens.



The following window opens, but the contents of the Look in box may vary depending on what you selected during the most recent backup process. The location will most likely be the Initial Company Backup Files subfolder you created earlier in the chapter.

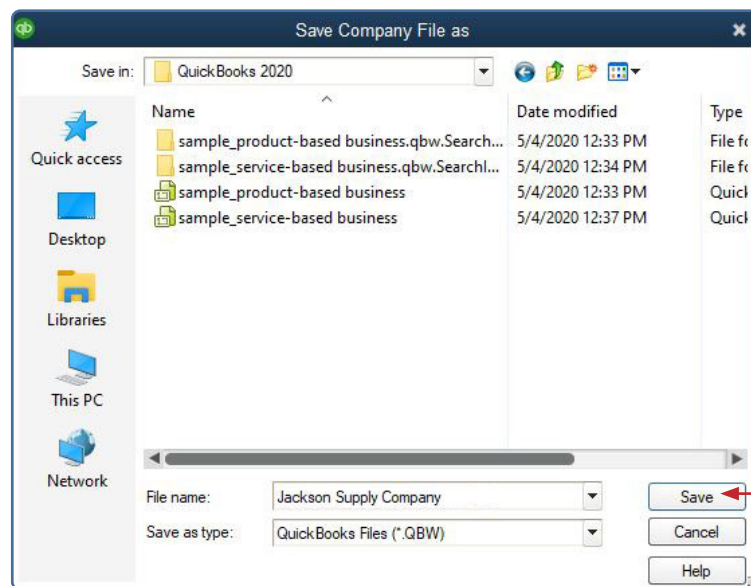


Note that if you are restoring from a USB flash drive, you will need to change the contents of the Look in box accordingly. The following window opens.



Click Next.

The following window opens. Make sure the location is C:\Users\Public\Public Documents\Intuit\QuickBooks\Sample Company Files\QuickBooks 2020. Don't be concerned if the contents of your window differ slightly.



Click Save.

- ▶ Repeat this procedure for the four remaining company backup files. Note: Jackson Supply, Super Office Furniture Plus, and Waren Sports Supply may prompt you for a password. If so, use Admin1111. The first time after restoring, Larry's Landscaping and Rock Castle Construction will ask you for your user name and password that you created on page E-21.
- ▶ You will receive a message the QuickBooks Desktop needs to update your company file. Click Yes to continue.
- ▶ You will then receive a message that you are opening a QuickBooks Desktop sample file. Click OK.

Make Periodic Backups of Companies

It is not mandatory that you back up your data files because posted transactions are automatically saved on your hard drive. However, it is recommended that you back up the data files each time you complete a work session or chapter. You will need to use these backup files only if you wish to redo part of the project but not other parts.

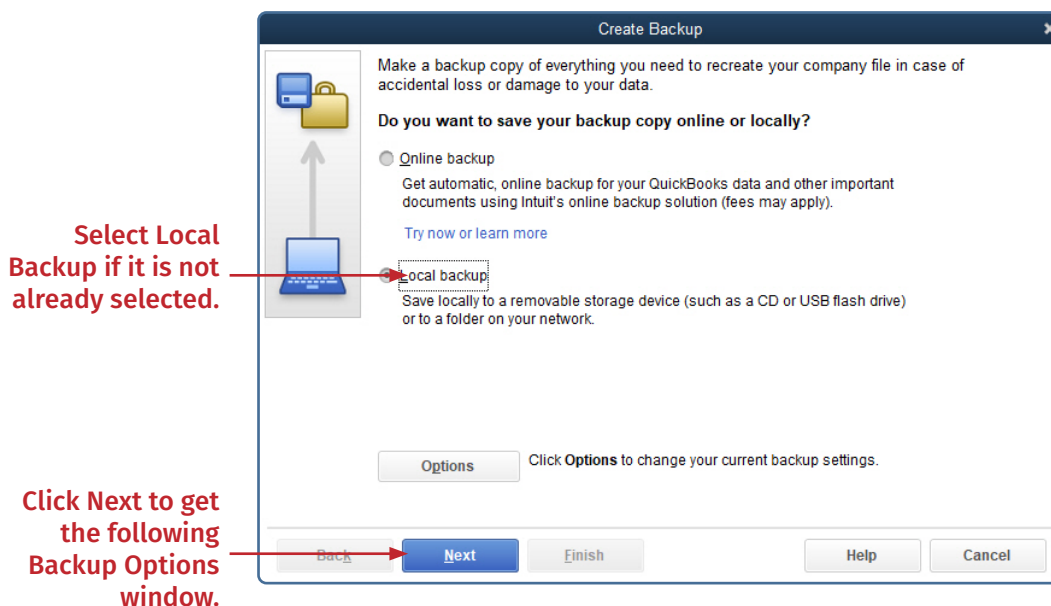
QuickBooks has a built-in backup feature in the software. This is a helpful feature if you are using your own computer to complete the project and do not need to move to another computer. It is recommended that you back up your files after each graded chapter and name the backup files accordingly so that you know which backup to use if you have to start a chapter over again.

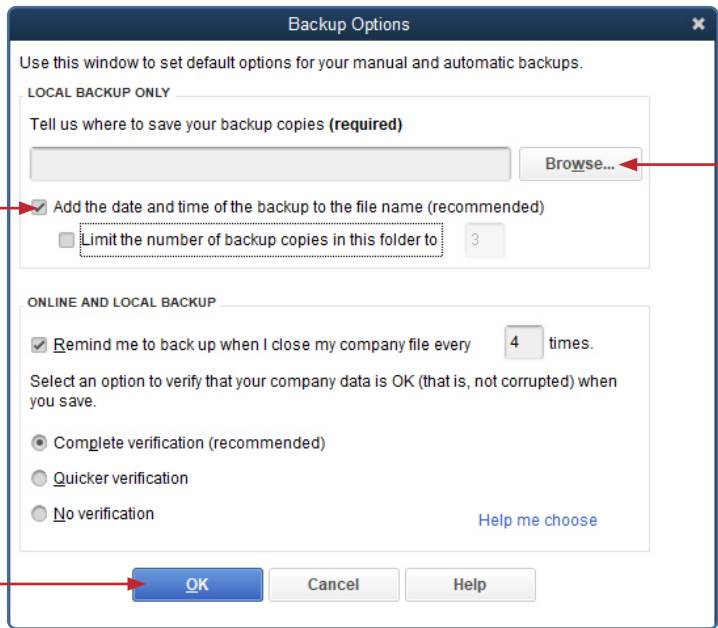
When making a backup of a company, be sure to give the backup file a descriptive name, such as “Waren Ch 9 After Transaction 10,” so that you can easily locate the proper backup if you need to at a later time.

If you are concerned about possible loss of data on your hard drive and want to back up your data externally to a USB flash drive, choose your USB flash drive as the destination for backups instead of the QB Backup Files folder on your hard drive.

To back up a file, open the *QuickBooks* program and open the company for which you want to prepare a backup file.

- ▶ Click *File* → *Back Up Company* → *Create Local Backup* to open the following window.



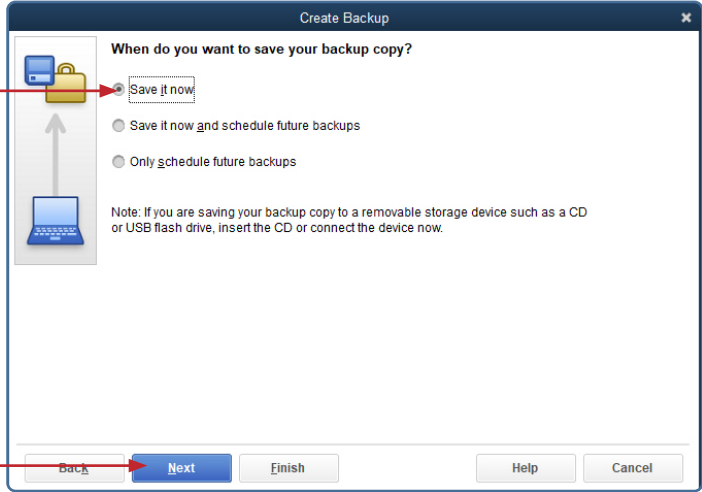


If necessary, remove the check mark in the box next to “Limit the number of backup copies in this folder to,” so that the box is unchecked before continuing.

Use the Browse button to select the Periodic Company Backup Files sub-folder on your hard drive that you created earlier and then click OK.

Click OK.

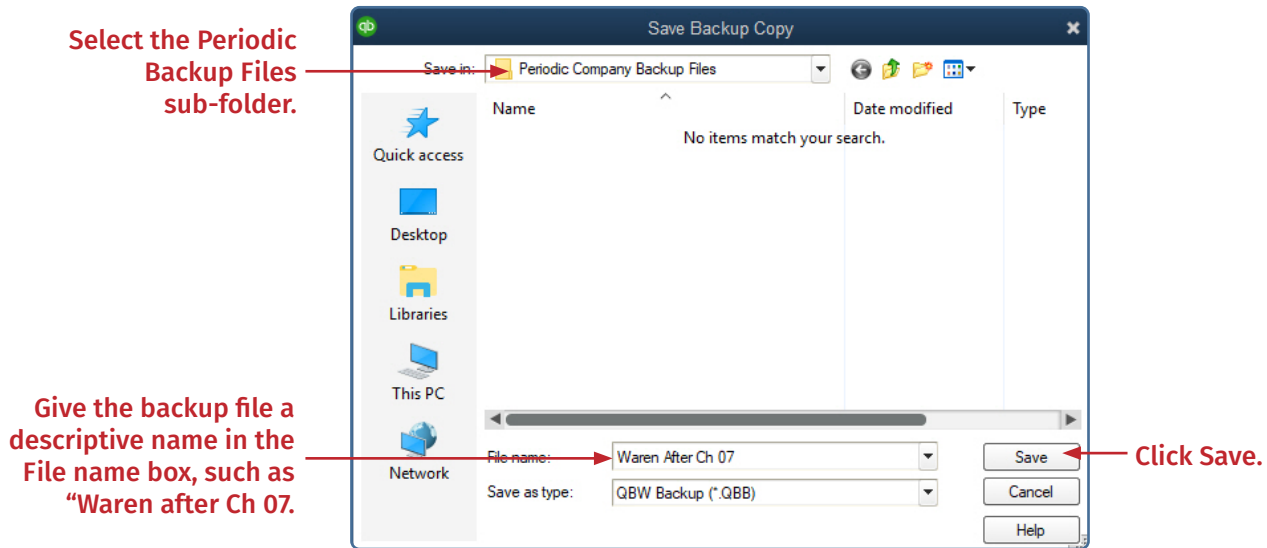
If you chose to save the backup to your hard drive you will receive a message giving you the option to change the location of use the location on the hard drive. Either option is appropriate. After choosing where to save the backup the following window will open.



Select the Save it now radio button if it is not already selected.

Click Next.

The following window opens. Note that the default location will be either the QB Backup Files folder on your hard drive or your USB flash drive, depending on what you did in previous steps.



The program will take a few seconds to perform the backup procedure. When complete, you will receive a message telling you that the backup file was created and where it was stored.

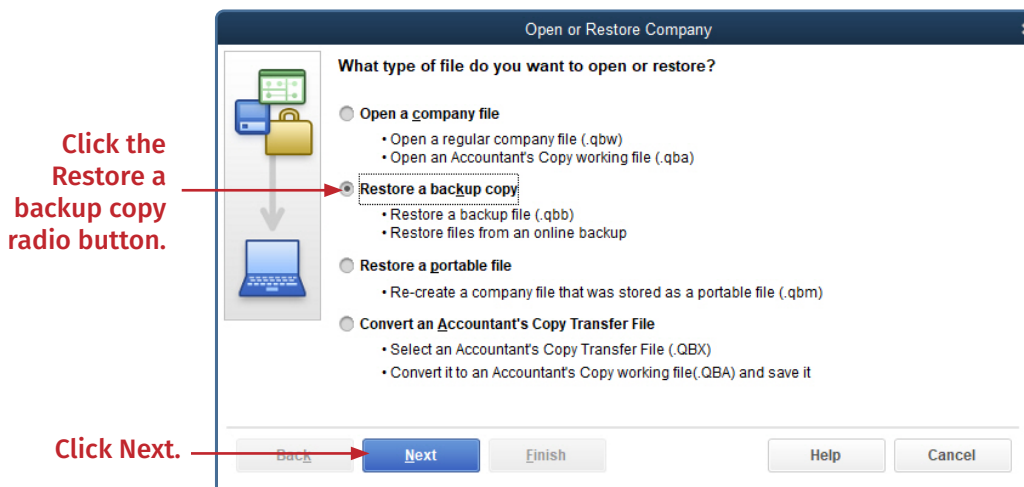
- ▶ Click OK.
- ▶ Repeat the backup procedures for each company you wish to back up.

Restore Company Backup Files

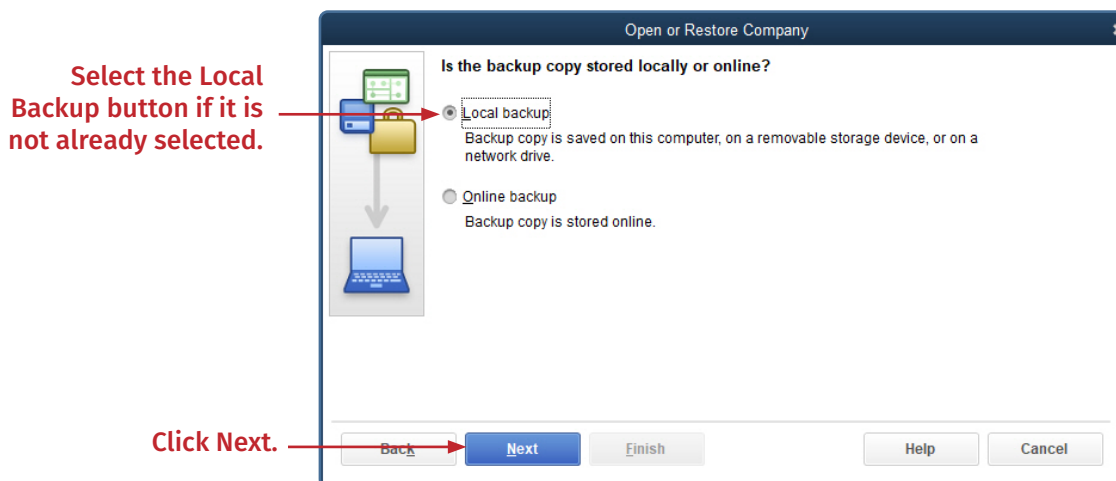
If you decide to redo a portion of the project, you can restore your data files using either the initial backup files from the Initial Company Backup Files you downloaded earlier or any of the periodic backup files you create while completing assignments in this book.

In addition to a built-in backup procedure, *QuickBooks* has a restore feature built into the program. This is a helpful feature if you are using your own computer to complete the project and do not need to move to another computer. If you've backed up your files frequently and labeled them specifically enough, you should be able to restore any and all companies at any point in the project.

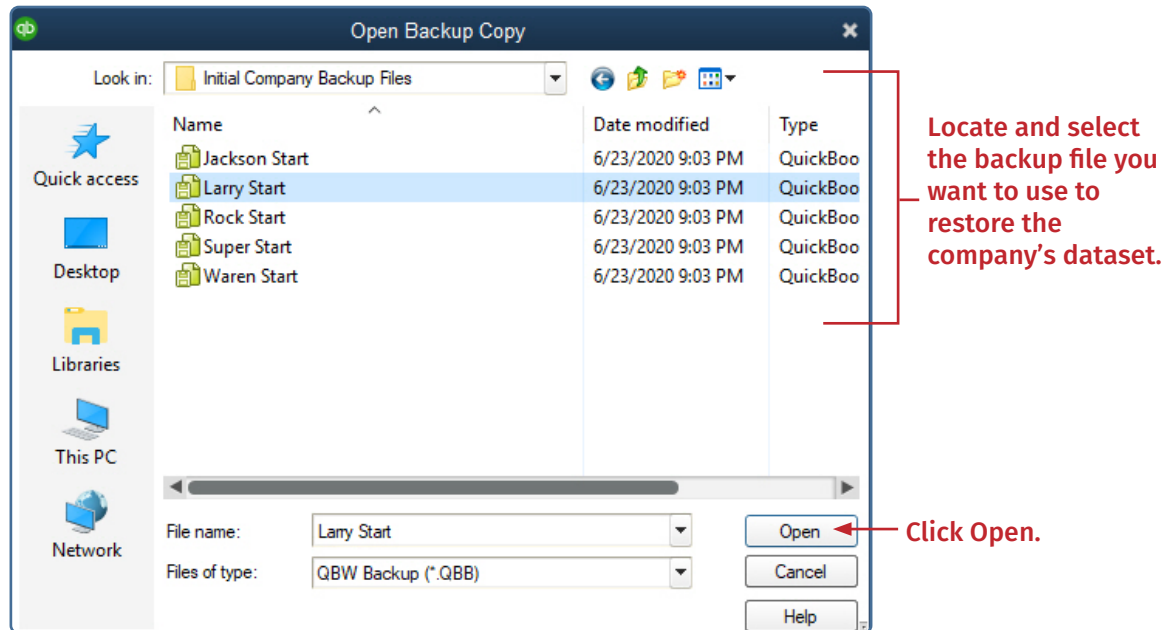
- ▶ *Open QuickBooks and the company you want to restore.*
- ▶ *Click File, then Open or Restore Company.* The following window opens.



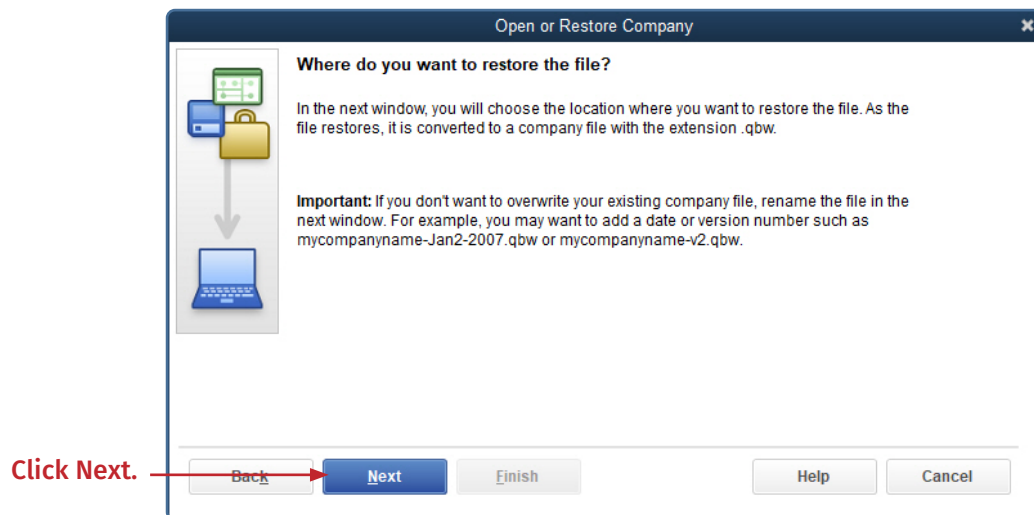
The following window opens.



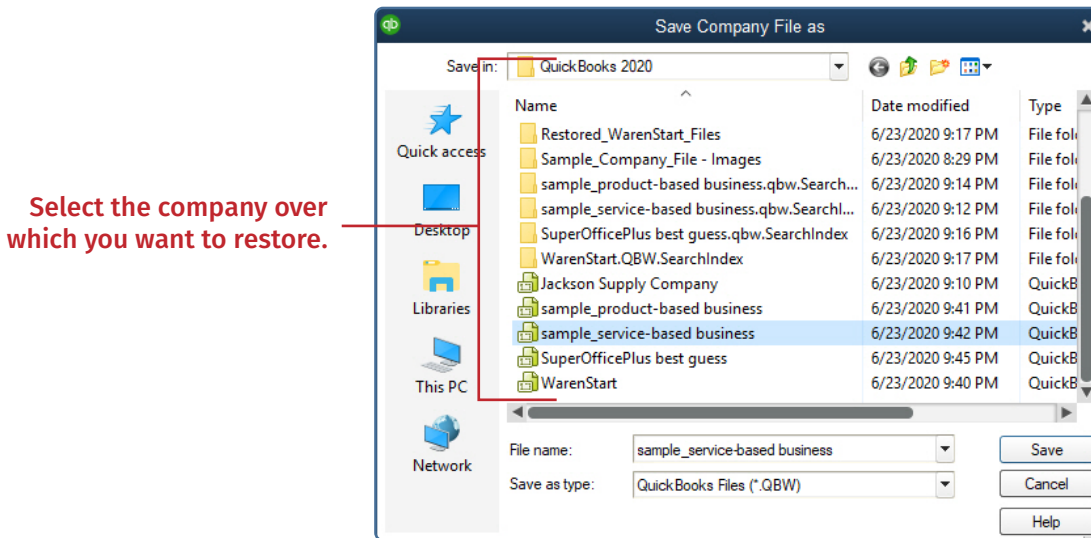
The following window opens, but the contents of the Look in box may vary depending on what you selected during the most recent backup process. The location will most likely be in a sub folder of the QB Backup Files folder you created earlier in the chapter.



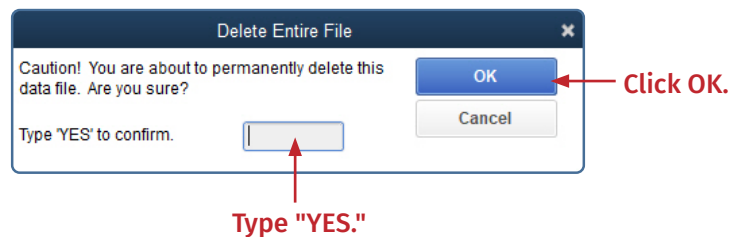
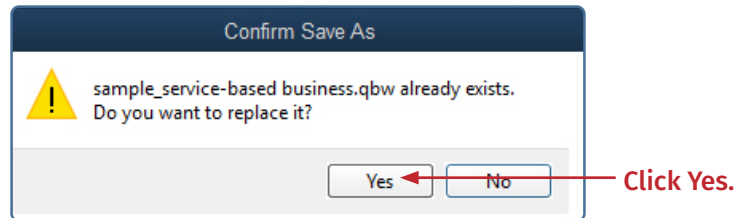
Select the backup file carefully. For example, if you're starting from scratch, select the initial company backup file (RockStart, LarryStart, etc.). Note that if you are restoring from a USB flash drive, you will need to change the contents of the Look in box accordingly. The following window opens.



The following window opens. Make sure the location is C:\Users\Public\Public Documents\Intuit\QuickBooks\Sample Company Files\QuickBooks 2020. Don't be concerned if the contents of your window differ slightly.



You will receive a warning message asking if you want to overwrite the company data.



- ▶ Click OK when you are told that the file restored successfully.
- ▶ Repeat the restore procedures for each company you wish to restore. Note that in order to restore a specific company that already exists in QuickBooks, that company has to be the one opened in QuickBooks during the restore process.

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-7 for reference. Locate the *QuickBooks 2020*, 6th activity/activities in the Section box on the Dashboard page. The activity start date/time and end date/time are listed on the table. If your professor assigns an activity for Chapter 9, the alternative transactions list that you will need is located in this table.

Course	Book	Section	Activity	Start	End	Semester	Alternative	Action
Acct 300	QuickBooks 2020, 6th edition	Mon-Wed 10:00	Chapter 2	05-28-2020 07:46	06-12-2020 07:46	Fall		Download Transactions/Price List

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 300	QuickBooks 2020, 6th edition	Mon-Wed 10:00	Chapter 4	06-26-2020 07:51	07-10-2020 07:51	Fall		Download Transactions/Price List
Acct 300	QuickBooks 2020, 6th edition	Mon-Wed 10:00	Chapter 3	06-12-2020 07:50	06-26-2020 07:51	Fall		Download Transactions/Price List
Acct 300	QuickBooks 2020, 6th edition	Mon-Wed 10:00	Chapter 2	05-28-2020 07:46	06-12-2020 07:46	Fall		Download Transactions/Price List

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

▶ Click Activity Overview.

#	Worksheet	Points Earned	Points Possible	Status
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 - (Wares 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.

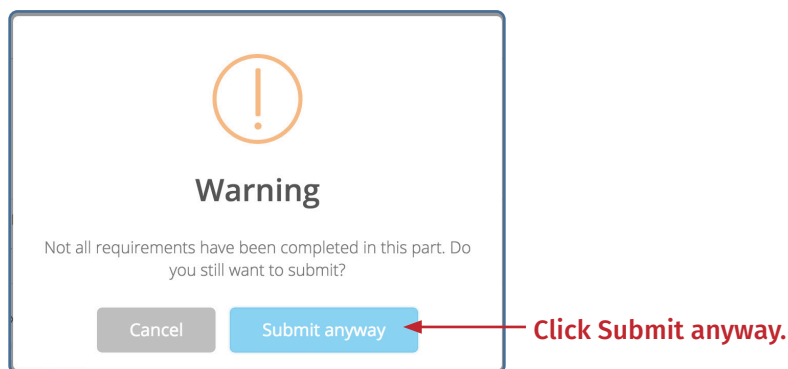
Part I - Questions

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 visible. 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:

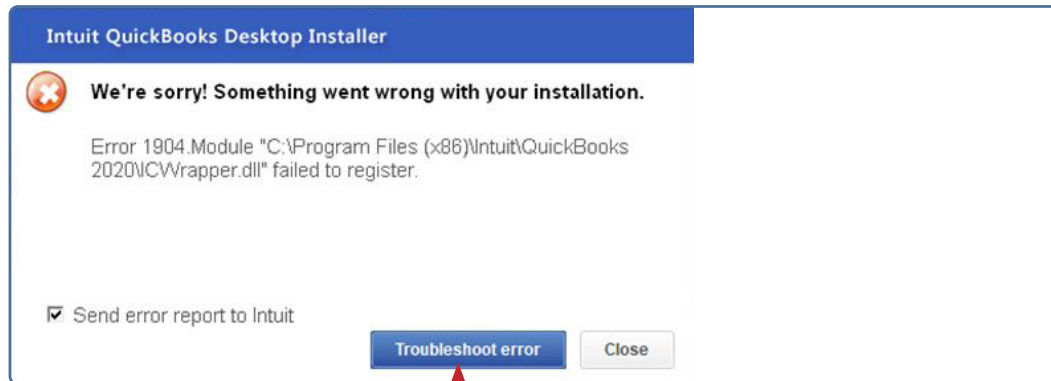
#	Worksheet	Points Earned	Points Possible	Status
1	Chapter 2 - Familiarization, Part I - Questions	24	34	Automated
2	Chapter 2 - Familiarization, Part II - Problems	0	16	Not Graded
Total		24	50	

Below the table is an "ENTER ANSWERS" button.

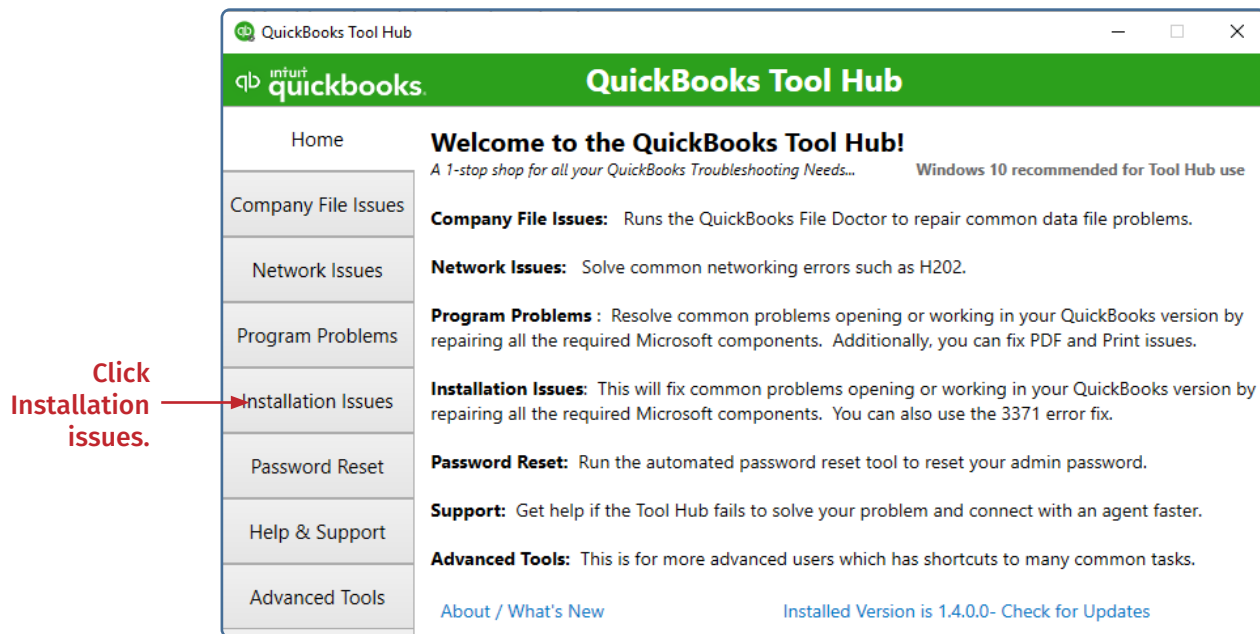
Once the submission has been reviewed by your professor, it will say “Graded” and your score will be displayed. You can return to view your score by locating the activity in the Sections table of the Dashboard, clicking the drop down arrow on the button under the Action column, and clicking Activity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

Troubleshooting *(Not Applicable for Lab Computer Users)*

You may receive the following installation error window.

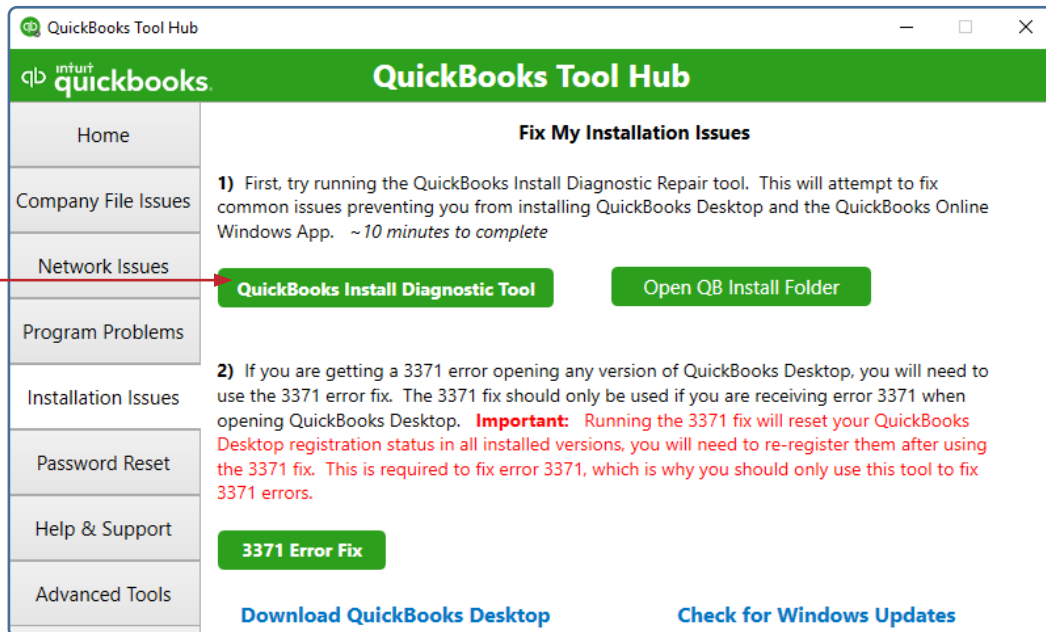


Click Troubleshoot error.





Click
QuickBooks
Install
Diagnostic Tool.



After running the *QuickBooks* install diagnostic tool, reboot your computer and start again with the installation process on page E-13

If you run the diagnostic tool and are still having problems, you can chat with a QuickBooks representative at:

<https://help.quickbooks.intuit.com/prechats/offerings/QB-Desktop-ProPremier-CHAT/22240/view>

Uninstall the *QuickBooks Pro 2020* Software

(Not Applicable for Lab Computer Users)

When you have completely finished the project and have handed in all required assignments to your instructor, you are likely to want to remove the *QuickBooks* program files and sample company datasets from your hard drive. Your company backup files remain on your hard drive in the QB Backup Files folder.

- ▶ *Open Control Panel.*
- ▶ *Locate and select QuickBooks and remove the program using the method dictated by your operating system.*
- ▶ *Manually remove the QuickBooks folder from the location where the program initially installed. (C:\Users\Public\Public Documents\Intuit for most operating systems). The location may vary with different Windows® operating systems.*

There may also be some leftover files to delete in the following location:

C:\Program Files\Intuit.

For some operating systems, that location is:

C:\Program Files (x86)\Intuit.