

Instructions

Important Information	E-2
Purchase the <i>QuickBooks Online</i> eBook	E-3
Register on the Armond Dalton Resources Website	E-5
Download the Company Data Files	E-9
Accept Your Professor's Email Invitations	E-10
Set Up Your <i>QuickBooks Online</i> Companies	E-12
Online Homework	E-19

IMPORTANT INFORMATION . . .

1. 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.
2. 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.
3. Intuit recommends that you use Google Chrome in Incognito Mode as your browser.

4. **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:

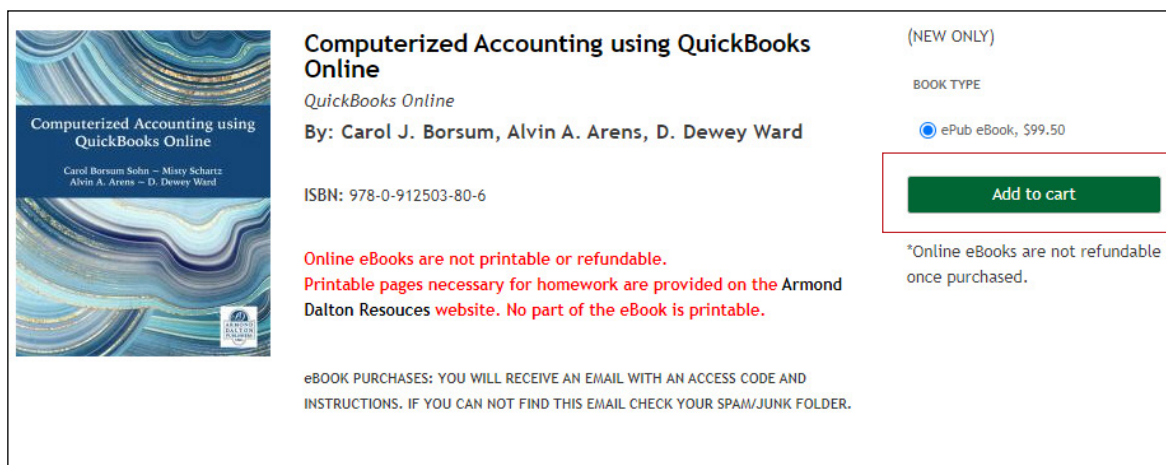
- **Your user/sign-in information.** You will need this to access your profile at the online store each time you want to view your purchased eBook.
- **Order confirmation email.** A receipt and confirmation of your purchase.
- **Code & eMaterial information.** A special code generates and sends at the 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-5.

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, which features a blue and gold abstract design. The title and authors (Carol J. Borsum, Alvin A. Arens, D. Dewey Ward) are listed on the cover. To the right of the cover, the product title "Computerized Accounting using QuickBooks Online" is displayed in a large font, followed by the subtitle "QuickBooks Online" and the authors' names. Below this, the ISBN is listed as 978-0-912503-80-6. A red box highlights a green "Add to cart" button. To the right of the button, there is a note: "*Online eBooks are not refundable once purchased." Above the button, the price is listed as "ePub eBook, \$99.50". At the bottom of the page, there is a disclaimer: "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."

▶ **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.

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.

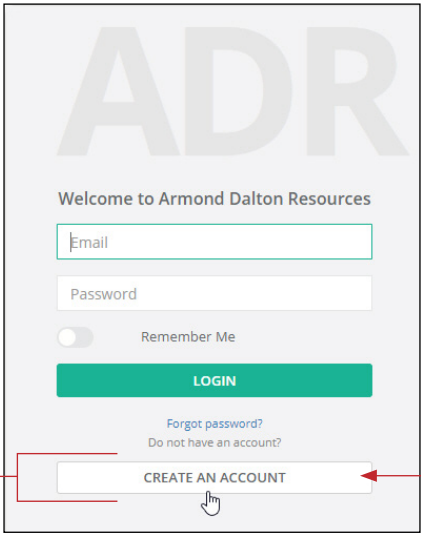
The instructions on the following page will be taking you to the Armond Dalton Resources website (where you downloaded these eMaterials). This site is where you register for any ancillary materials for your book (data sets, fillable PDFs, etc.)

Register on the Armond Dalton Resources Website

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

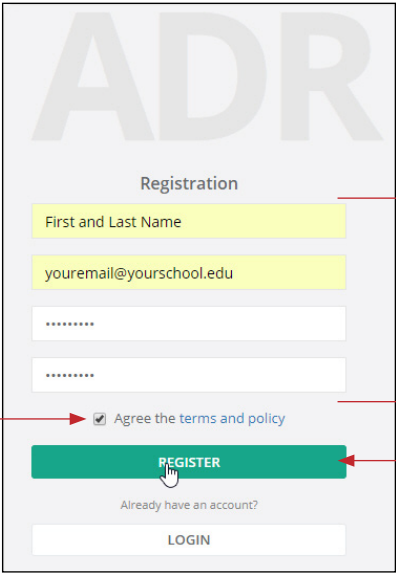


Click Login.



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

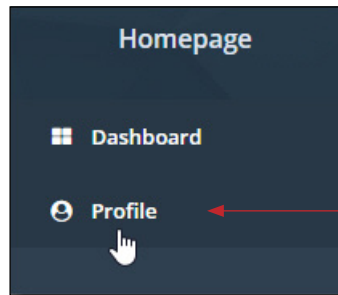


Register using your *school* email address.

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 a collapse icon. It contains four input fields: "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.

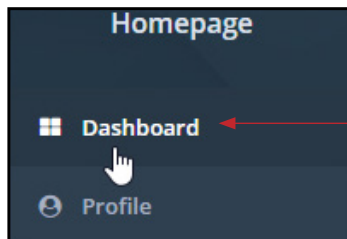
Colleges are listed alphabetically by proper name. If you attend University of Alaska, you would search Alaska, Univ of. If you have selected the correct college and you do not see your instructor listed, please email adpub@armonddalton.com with your college and professor.

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 a collapse icon. It contains 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.

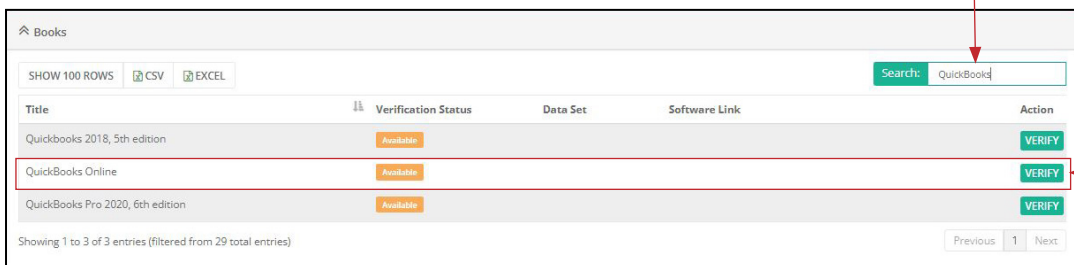


Click on Dashboard.

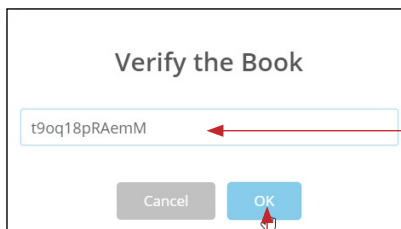
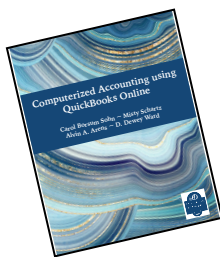


Click the down arrow on the left side of the Books box.

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



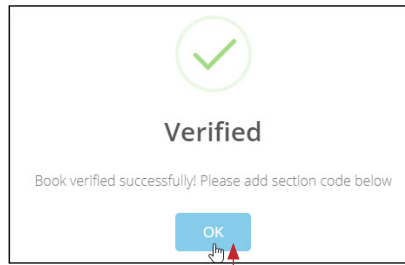
Click Verify



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.



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.

Title	Verification Status	Data Set	Software Link
QuickBooks Online	Verified	QBO Chapter Homework.zip Company Data Files.zip	

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

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 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 have 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.

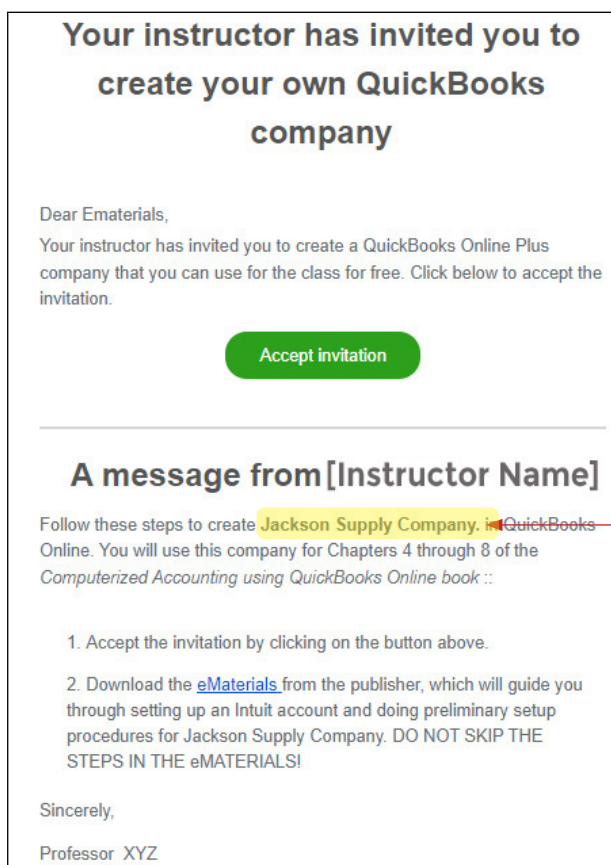
Remember this location because you will need these files later. You will use these files to import the companies' data into *QuickBooks Online*.

Accept Your Professor's Email Invitations

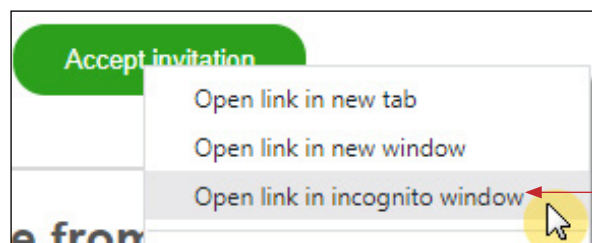
After your instructor creates a course and uploads the class list to the Intuit Educator Portal, he or she will send you two emails through the portal. Both emails will come from Intuit Education.

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.

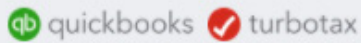
- ▶ Look for two emails from Intuit Education with the subject: *Your instructor has invited you to create your own QuickBooks company.*
- ▶ Open the first email invitation. You should see the following:



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)



Create your account

Already have an account? [Sign In](#)

Email address (will be used as your user ID)

✓

Take another look at your email to make sure it's right.

Confirm email

✓

First name

✓

Last name

✓

Phone (Recommended)

Standard call, message, or data rates may apply.

Password

✓

- ✓ Use 8 or more characters
- ✓ Use upper and lower case letters (e.g. Aa)
- ✓ Use a number (e.g. 1234)
- ✓ Use a symbol (e.g. !@#\$)

Password

✓

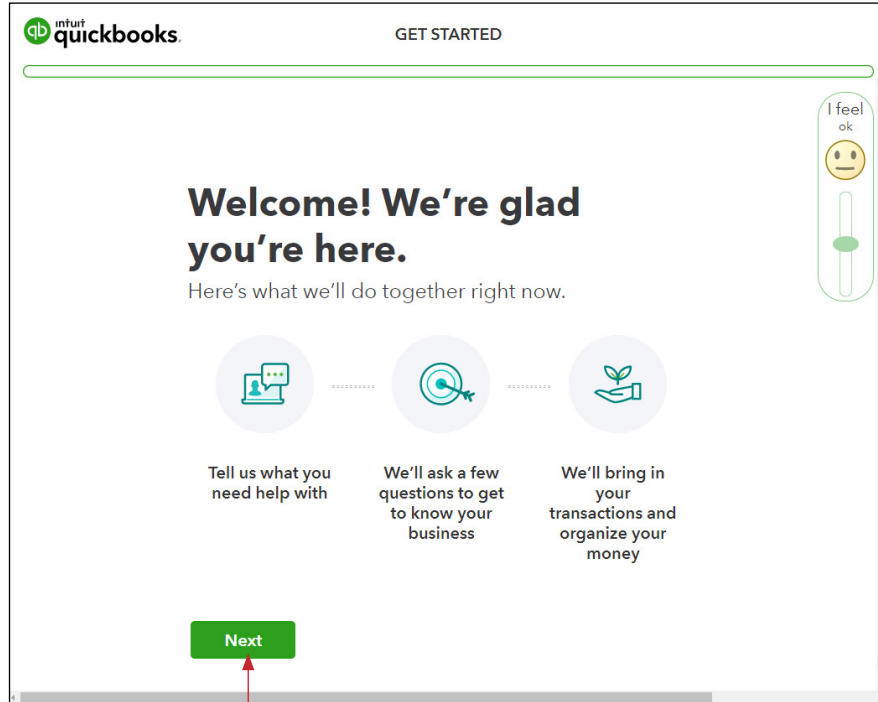
By clicking Create Account, you're agreeing to our [Terms of Service](#) and have read and acknowledge our [Privacy Statement](#).

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.

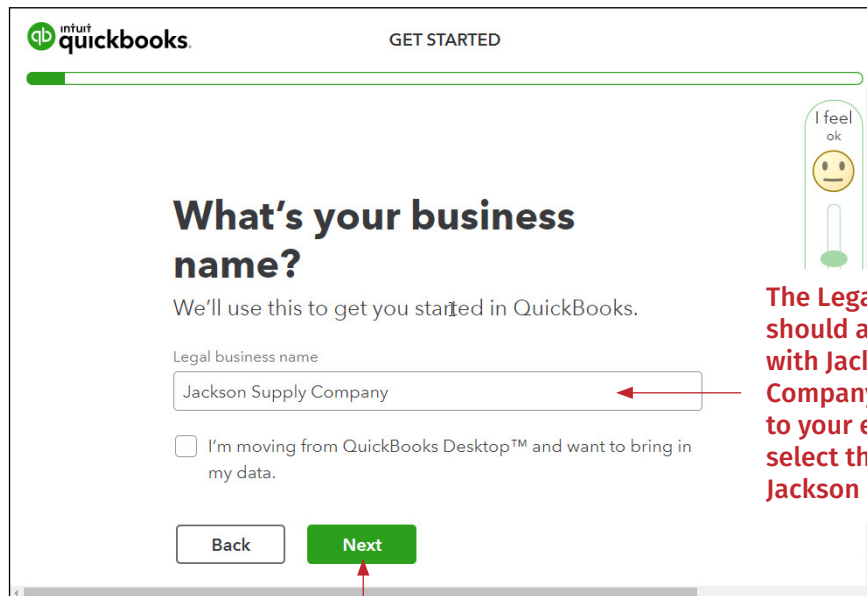
Click Create Account

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



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

intuit 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



Non-profit organization



S Corp



C Corp



I'm not sure

Select C Corp

Back

Next

Click Next

intuit quickbooks

GET STARTED

How does your business make money?

We tailor your accounting categories based on your answer. Select all that apply.

Provides services

Sells products

Something else

Select:
Sell products
Something else

Back

Next

Click Next



intuit 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

intuit 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



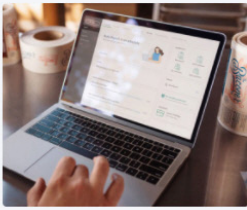
intuit quickbooks GET STARTED

I feel ok

The effortless way to pay your team

Free 30 day trial of QuickBooks Payroll

- Breeze through payday with direct deposit
- Payroll taxes are calculated and paid automatically
- 24/7 expert support provides step-by-step help
- Payroll syncs with QuickBooks so your books are always up-to-date



Want to add QuickBooks Online Payroll Premium?

Yes, I want to add payroll

DO NOT SAY YES! Cancel anytime [Terms & conditions](#)

No, I don't want to add payroll

Select: No, I don't want to add payroll.









Click Next

intuit quickbooks GET STARTED

I feel ok

What apps do you use for your business?

We'll help you connect them later on to bring in your data.

 PayPal	 Square	 Bill.com	 Dext
 Fundbox	 Shopify	 Gusto	 Amazon Business

Start typing to select other apps you use

Search by app name...

Click Skip for Now



intuit quickbooks. GET STARTED

I feel ok

Link your accounts and see everything in one place

QuickBooks will automatically bring in transactions and save hours of manual entry.

- 1 Securely link your bank or credit card
- 2 Select the accounts you'd like to bring in
- 3 See what your cashflow looks like

CASH FLOW 6 months **\$10,000** Current cash balance

TODAY

Month	Money in	Money out
JUL	\$10K	\$10K
AUG	\$10K	\$10K
SEP	\$15K	\$10K
OCT	\$20K	\$10K
NOV	\$15K	\$10K
DEC	\$15K	\$10K

Back Link Accounts Skip for now

Click Skip for Now

intuit quickbooks. GET STARTED

I feel ok

What is everything you want to set up?

Your choices help personalize your setup. You can still use every part of QuickBooks.

<input type="checkbox"/> Accept online payments	<input checked="" type="checkbox"/> Invoice customers
<input checked="" type="checkbox"/> Enter and pay bills	<input checked="" type="checkbox"/> Track receipts & expenses
<input checked="" type="checkbox"/> Track time	<input checked="" type="checkbox"/> Pay employees or contractors
<input checked="" type="checkbox"/> Manage inventory	<input checked="" type="checkbox"/> Track sales
<input type="checkbox"/> Protect my business with insurance	<input type="checkbox"/> Manage sales tax

Back Next

Select:
Invoice customers,
Enter and pay bills,
Track receipts & expenses,
Track time
Pay employees or contractors
Manage inventory,
Track sales

Click Next



We're almost ready to dive in!

- Testing the waters ✓
- Creating transaction categories ✓
- Building your dashboard ✓

Let's go

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 you're here.	Click Next
What's your business name?	This should pre-filled with Waren Sports Supply. Click Next
What's your Industry?	Type: Sporting and recreational goods and supplies merchant wholesalers → Click Next
What kind of business is this?	Select C Corp → Click Next
How does your business make money?	Select Sells products and Something else → 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
The effortless way to pay your team	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 No, I don't want to add payroll → Click Next
What apps do you use for your business	Select Skip for now
Link your accounts and see everything in one place	Select Skip for now
What is everything you want to set up?	Select: <ul style="list-style-type: none"> • Invoice customers • Enter and pay bills • Track receipts & expenses • Track time • Pay employees or contractors • Manage inventory • Track sales 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*.

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
	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

- 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.

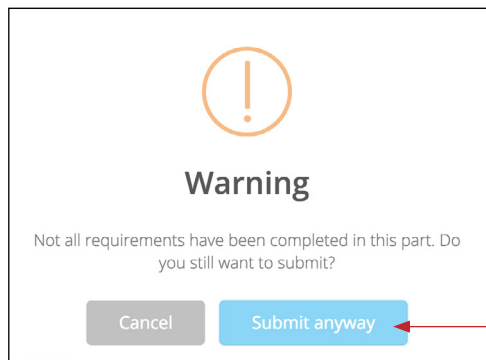
Your professor may assign two parts of homework for each chapter. To access the other part, click on the tab below the chapter name in the Choose Chapter box.

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.

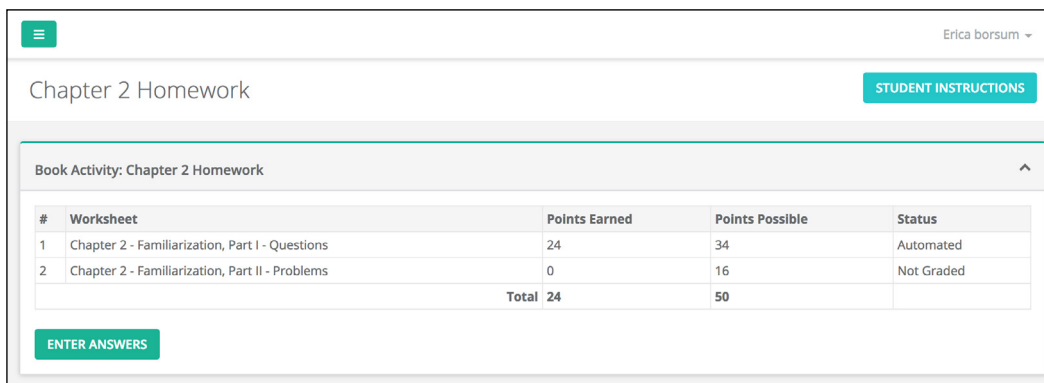
If you are required to submit more than 1 upload, you will need to zip the files together to upload them as one compressed file.

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:



A warning dialog box with a white background and a thin black border. At the top center is an orange exclamation mark icon inside a circle. Below the icon, the word "Warning" is written in bold black text. Underneath, a smaller line of text reads: "Not all requirements have been completed in this part. Do you still want to submit?". At the bottom, there are two buttons: a grey "Cancel" button on the left and a blue "Submit anyway" button on the right. A red arrow points from the text "Click Submit anyway." to the "Submit anyway" button.

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.



A screenshot of a homework activity overview screen. At the top left is a menu icon, and at the top right is the user name "Erica borsum" with a dropdown arrow. The main title is "Chapter 2 Homework" with a "STUDENT INSTRUCTIONS" button to its right. Below the title is a section header "Book Activity: Chapter 2 Homework" with an upward arrow. A table displays the activity details:

#	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	

At the bottom left of the screen 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.