

Welcome to *Computerized Accounting with QuickBooks Online!*

WHAT YOU NEED TO GET STARTED

- 1. Access to the test-drive company** (Craig's Design and Landscaping) to complete each chapter's practice exercises.
 - a. The URL is: <https://qbo.intuit.com/redirect/testdrive>
 - b. You don't need to register for this. Simply go to the website, check the **I'm not a robot** box, and you're in.
 - i. If you get a message about enabling cookies, simply reenter the URL and try again. That normally fixes the issue. Seldom, if ever, would you have to change any privacy settings.
 - ii. Occasionally, you will be asked to identify pictures containing specific content as a second security check. Simply follow the instructions.
 - iii. You will go through this process each time you return to the test-drive company. Work done in Craig's Design and Landscaping is not saved, so make sure you complete each practice exercise before signing to timing out.
- 2. A QuickBooks Online (QBO) Plus license** for your homework company file. You will be creating your company file in Chapter 2. The same company file will be used throughout the course.
 - a. A link to access your company file will be sent to you in an email from your instructor.
 - b. Directions for responding to that email are included in Step 2 of the homework assignment in Chapter 2.
- 3. The five files that contain your starting data** (four Excel files and one CSV file).
 - a. You will be importing a chart of accounts, three lists (customer, vendor, products/services), and a set of customer invoices into your company file from the spreadsheets. All five spreadsheets are accessible to you on the Ancillaries page of <https://cambridgepub.com/book/qbo2022>. Make sure you are downloading the spreadsheets associated with the homework company assigned by your instructor.
 - b. Directions for importing the worksheets into QBO are included in your homework assignment for Chapter 2 (Steps 6, 7, 9, 11, and 12).
- 4. IF your instructor is using myBusinessCourse (Cambridge Business Publisher's learning management system), you will need an access code to register.** (Quizzes and homework submissions are completed through MBC.)
 - a. If you purchased a print version of the book, the access code will be on one of the first two pages of your book. Look for the "Scratch here for access code" instruction. If you purchased the eBook directly from the publisher, your access code can be found in your myBusinessCourse account under *Unused Access Codes*. If you need help locating your code or using MBC, please contact mbcsupport@cambridgepub.com.
 - b. Your instructor will provide you with instructions on how to register for the MBC course.
 - i. If your instructor integrated the MBC course with your school's learning management system (LMS), you can register by launching any quiz or assignment link found within your course on your LMS portal. (Do not register on the publisher's website.) Registering through the LMS will take you directly to the MBC course for your class. Once you've registered, you will have access to all content through the LMS. You will not log in to Cambridge's website.
 - ii. If your instructor did not integrate the MBC course with your school's LMS, you will register through Cambridge's website (by using the Enrollment Link or Section ID information provided by your instructor). You will then access your course directly from Cambridge's website.
- 5. Adaptability** - QBO is a cloud-based software system. Intuit updates QBO automatically and often. Sometimes the changes are cosmetic. As a result, your screen may look different than the screenshot in the textbook. Sometimes processes or features change in QBO. When significant changes occur, you will be provided with instructions (either through the Student Ancillaries page or from your instructor) as soon as possible. There's a link to Student Ancillaries on the navigation bar in MBC. Check it often!