

Welcome to *Computerized Accounting with QuickBooks 2020!*

In order to use this textbook, you'll need access to:

- QuickBooks Accountant 2020 software (see below for instructions)
- Student data files (available for download at <https://cambridgepub.com/book/quickbooks-2020>)

There are a couple of ways to access QuickBooks software.

- If you will be completing all your exercises and assignments using school lab computers, the software will already be installed on those computers. (Your instructor will let you know which lab computers have QuickBooks installed.)
- If you will be completing all your work using your own personal computer, you'll need to install the 5-month QuickBooks trial software included with this book on your computer.
 - **Important:** The trial software provided is for use on Windows-based PCs. It cannot be installed on computers or mobile devices using OS X, iOS, or Android operating systems.
- If you will be completing your work using both your own personal computer and school lab computers, you'll need to do two things:
 - Install the trial software on your personal computer.
 - Save all your work to a USB drive so that you can access your working files (and work on your assignments) on any machine that has QuickBooks Accountant 2020 installed.

Instructions for installing QuickBooks Accountant 2020 on your personal computer:

1. To obtain the license for your 5-month trial access of the software, you must complete an online form through Intuit Education. Go to: <https://www.intuit.com/partners/education-program/products/quickbooks/student-qbdt-signup/>. Complete all fields in the *Personal information* and *School information* sections. Click *Verify and continue*. If Intuit cannot verify your student status, you will be prompted to upload an official school document. **TIP:** Intuit's website may change. If the link provided above doesn't work, check Student Ancillaries for updated directions or ask your instructor for assistance.
2. Once your student status has been verified (usually within 20 minutes), Intuit will send you an email confirming your registration. The email will include a license and product code and a link to <https://downloads.quickbooks.com/app/qbdt/products>. Click the link.
3. From the dropdown menus, select your country: United States (US), product: QuickBooks Desktop Accountant, and Version: 2020. **NOTE: If your email identifies the product as QuickBooks Desktop Premier, go ahead and select that product for the download. All of the files for this course will work with that version.**
4. Click on 'Download.' A Setup_QuickBooksAccountant2020.exe file will automatically download to your computer.
5. Open the file and follow the online instructions.
6. You will need your product number and license number to complete the installation. You should have received both in the email from Intuit. Contact them at education@intuit.com if you didn't receive that information.
7. Select the *Express (recommended)* installation.
8. Warning: The installation can take time. This is the full version of QuickBooks so be patient.
9. You will be required to register the software. Go to page 6 in your textbook for additional information about registration and about updating the software program.

Student data files are available for download at: <https://cambridgepub.com/book/quickbooks-2020>