

Welcome to *Computerized Accounting with QuickBooks Online!*

GETTING STARTED

Here's what you're going to need:

- 1. Access to the test-drive company** (Craig's Design and Landscaping) to complete the practice exercises in each chapter.
 - 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 need to go through this process each time you return to the test-drive company. Work done in Craig's Design and Landscape is not saved so make sure you complete each practice exercise before signing out.
- 2. A QuickBooks Online (QBO) license and product code** 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. To obtain your free one-year trial access to the QBO software, you must complete an online form through Intuit Education. Go to: <https://www.intuit.com/partners/education-program/registration/students/quickbooks-online/>. Additional details about the registration process are included on the Student Ancillaries page at <https://cambridgepub.com/book/qbo2019#supplements>.
 - b. Once your student status has been verified, a voucher code will be emailed directly to you.
 - c. To activate your homework company in QBO, click on the link provided in your email from Intuit. It will take you to the subscription activation page. (You may need to enter your voucher code first.) The url for the voucher registration is <https://signup.quickbooks.intuit.com/index.html?locale=en-us&offerType=free&offerId=30013479>. You should be on Step 3 on Pg 2-10 (Figure 2.12) after clicking the voucher link in the Intuit email.
- 3. The four Excel files** that contain your starting data.
 - a. You will be importing a chart of accounts and three lists (customer, vendor, products/services) into your company file from Excel spreadsheets. All four spreadsheets are accessible to you on the following website: <https://cambridgepub.com/book/qbo2019#tab-196>

Make sure you are downloading the spreadsheets associated with the homework company assigned to you by your instructor.
 - b. Directions for importing the worksheets into QBO are included on pages 2-19 to 2-26 of the textbook.
- 4. IF your instructor is using myBusinessCourse (Cambridge Business Publisher's learning management system), you will need an access code in order to register.** Quizzes and homework submissions may be completed through myBusinessCourse (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 miss or don't receive the access code, send an email request for a code to mbsupport@cambridgepub.com.
 - b. Your instructor will provide you instructions on how to register for the MBC course. If your instructor integrated the MBC course with your school's learning management system "LMS" (Canvas, Blackboard, etc.), you must register through any quiz or assignment link found within the course on your school's LMS. Do not register on Cambridge's website. Registering through your school's LMS will take you directly to the MBC course for your class. Once you're registered, you will have access to all MBC content through the LMS. You will not need to log in to Cambridge's website each time. If your instructor did not integrate the MBC course with your school's LMS, you will register through Cambridge's website either by using a course link provided by your instructor or the section ID information provided by your instructor. You will then access the MBC 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 change in QBO. When significant changes occur, you will be provided with instructions as soon as possible.