

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 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 need to 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) 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. The license will be assigned to you by your instructor. A link to access your company file will be sent to you in an email from your instructor. If you get an error message when you click the link, right-click and copy the link, and then paste that copied URL in a private (incognito) tab in your browser.
 - b. You will need an email address to register your QBO account. You are encouraged to create a separate email account for this purpose.
 - c. Steps for setting up your company file are included in Chapter 2 on pages 2-10 and 2-30.
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/qbo2020>. Make sure you are downloading the spreadsheets associated with the assigned homework company.
 - b. Directions for importing the worksheets into QBO are included on pages 2-20 to 2-29 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 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 miss or don't receive the access code, send an email request for a code to 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 through any quiz or assignment link found within the course. Do not register on the publisher's website. Registering through the LMS will take you directly to the MBC course for this class. Once you've registered, you will have access to all content through the LMS. You will not need to 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 either by using a course link provided by your instructor or the 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 Ancillaries page or from your instructor) as soon as possible.