



## **APPENDIX A**

# **INSTALL & REGISTER QUICKBOOKS SOFTWARE**

In Appendix A, you will learn how to:

- Install QuickBooks Software ..... A.2
- Register QuickBooks Software ..... A.2
- View QuickBooks Software Release Number ..... A.3
- Update QuickBooks Software ..... A.4
- Open QuickBooks Data Starter Files ..... A.5



## INSTALL QUICKBOOKS SOFTWARE

---

To install your QuickBooks trial version software that accompanies *Computer Accounting with QuickBooks*:

- Step 1:** Close any open programs and disable your antivirus software.
- Step 2:** Insert the QuickBooks trial version CD in your CD drive or download the software using a browser. Check the Online Learning Center (OLC) Student Version for the software download link and directions.
- Step 3:** Follow the onscreen instructions that the QuickBooks Installer provides.
- Step 4:** When requested, enter the License and Product number (located on the back of the disk jacket for the QuickBooks software CD or provided with your ebook).
- Step 5:** Register the QuickBooks trial version within 30 days. Then you will have use of the trial version for 160 days. Note that you might want to wait to install the software until you need it for your QuickBooks course.

For more accountant resources, select **Help** menu > **Ask Intuit** > **Download & Install**.

## REGISTER QUICKBOOKS SOFTWARE

---

You can use the QuickBooks trial version for 30 days without registering. Three ways to register your QuickBooks trial version are:

1. Register the software when you install it.
2. Select **Help** menu > **Register QuickBooks**.
3. Register your QuickBooks software by phone at 888-246-8848 or 888-222-7276 and select the appropriate menu option.

If you fail to register QuickBooks software within 30 days and you are locked out from using the software, select Help menu > Register QuickBooks. If that is unsuccessful, try uninstalling and reinstalling the QuickBooks software from your trial version CD that accompanies your text.



If you already have another version of QuickBooks software installed on your computer, you can select to replace it with the newer version or to install both versions. If your QuickBooks software fails to install, try uninstalling any prior versions of QuickBooks and then reinstalling QuickBooks 2015 software.

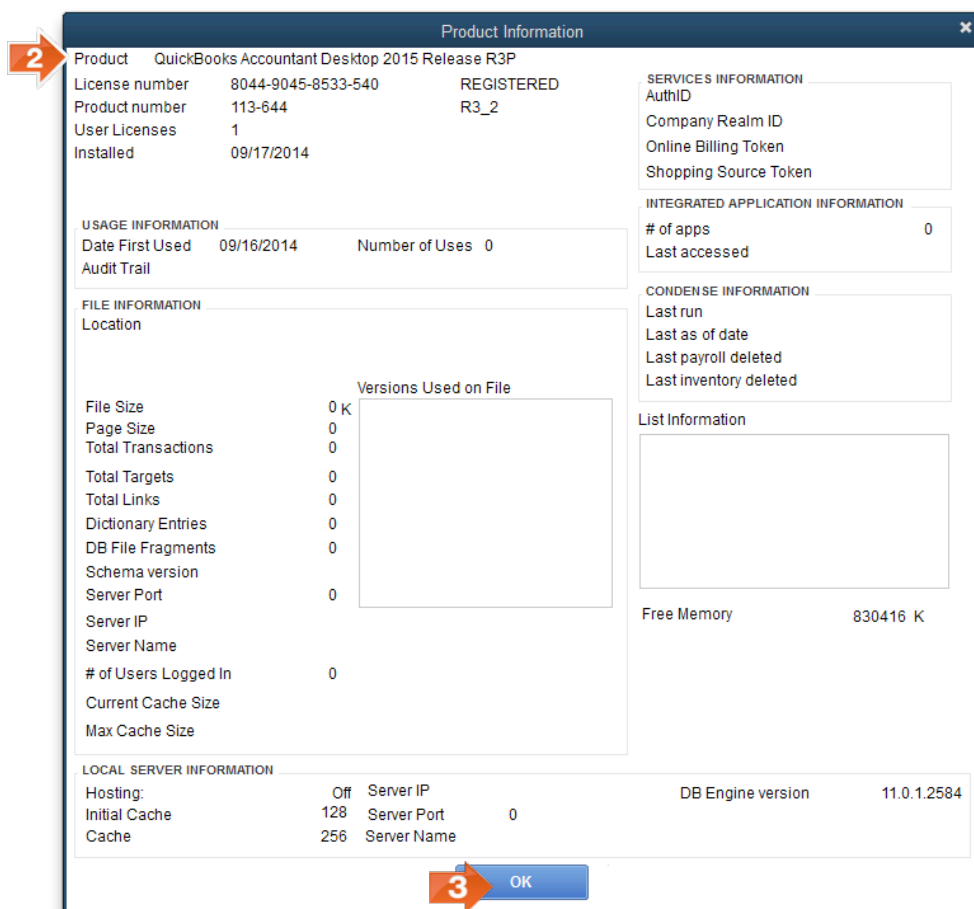


**Register your QuickBooks software!**  
Failure to register your QuickBooks trial version software will result in the software no longer functioning.

## VIEW QUICKBOOKS SOFTWARE RELEASE NUMBER

Periodically, QuickBooks software is updated with releases. Releases are intended to correct software issues. To view your QuickBooks software release number, complete the following steps:

- Step 1:** With QuickBooks software running, press the **Ctrl** key and the **1** key at the same time.
- Step 2:** When the *Product Information* window appears, you will find the Release number on the Product line after QuickBooks Accountant 2015. In the following *Product Information* window, R3P indicates this is Release 3.
- Step 3:** Select **OK** to close the *Product Information* window.



## UPDATE QUICKBOOKS SOFTWARE

---

To update QuickBooks software automatically when the software updates become available:

- Step 1:** Establish your Internet connection.
- Step 2:** Select **Help** menu > **Update QuickBooks**.
- Step 3:** Click the **Options** tab.
- Step 4:** If you would like QuickBooks to automatically update each time you connect to the Internet, select **Yes** for Automatic Update.
- Step 5:** From the *Updates* section of the *Options* screen, select Updates: **Maintenance Releases, Help, Accountant**. Ask your instructor if you should select Payroll updates. If you do update payroll, some of your QuickBooks assignment answers may differ from those in this text.
- Step 6:** To download an update, select **Update Now** tab > **Get Updates**. If asked if you want to update QuickBooks, click **Yes**.
- Step 7:** **Close** the *Update QuickBooks* window.
- Step 8:** To complete the update installation, **close** and then **reopen** QuickBooks software. If asked if you want to install updates, select **Yes**.



NOTE: QuickBooks typically reminds you that a new release is available to install when you close and reopen QuickBooks. So when you close and then reopen QuickBooks, you may be asked if you want to install updates. Select **Yes**. If you do not close QuickBooks but leave it running, QuickBooks may not automatically remind you that there are new updates to install. In that case, you will need to periodically use the **Update Now** tab.

## OPEN QUICKBOOKS DATA STARTER FILES

---

QuickBooks QBB files are provided with *Computer Accounting with QuickBooks* for use as company data starter files. If you have an error in your QuickBooks company file that you cannot locate or correct, you can use the .QBB data starter files provided with the text to restart with correct account balances.

The .QBB data starter files are provided on the data file CD packaged with your text and as a download on the *Computer Accounting with QuickBooks* Online Learning Center.



### QUICKBOOKS DATA STARTER FILES (CD ACCOMPANYING TEXT)

To use the data starter files (.QBB) on the CD that accompanies *Computer Accounting with QuickBooks*:

- Step 1:** Insert the data starter file CD into your CD drive.
- Step 2:** Follow the onscreen instructions.
- Step 3:** Copy the .QBB data starter files to your desktop.
- Step 4:** Follow the instructions in the text to open and use the .QBB data starter files.



### QUICKBOOKS DATA STARTER FILES (ONLINE LEARNING CENTER)

To download and use the QuickBooks .QBB data starter files provided on the Online Learning Center:

- Step 1:** Go to [www.mhhe.com/kay2015](http://www.mhhe.com/kay2015).
- Step 2:** From the Student Edition of the Online Learning Center, locate the data starter files.
- Step 3:** Follow the instructions to download and unzip the data starter files.
- Step 4:** Save the data starter files to your desktop or removable media.

## A.6 QuickBooks Extras

**Step 5:** Restore the data starter files following the instructions in *Chapter 1* or *Appendix B: Back Up & Restore QuickBooks Files*.