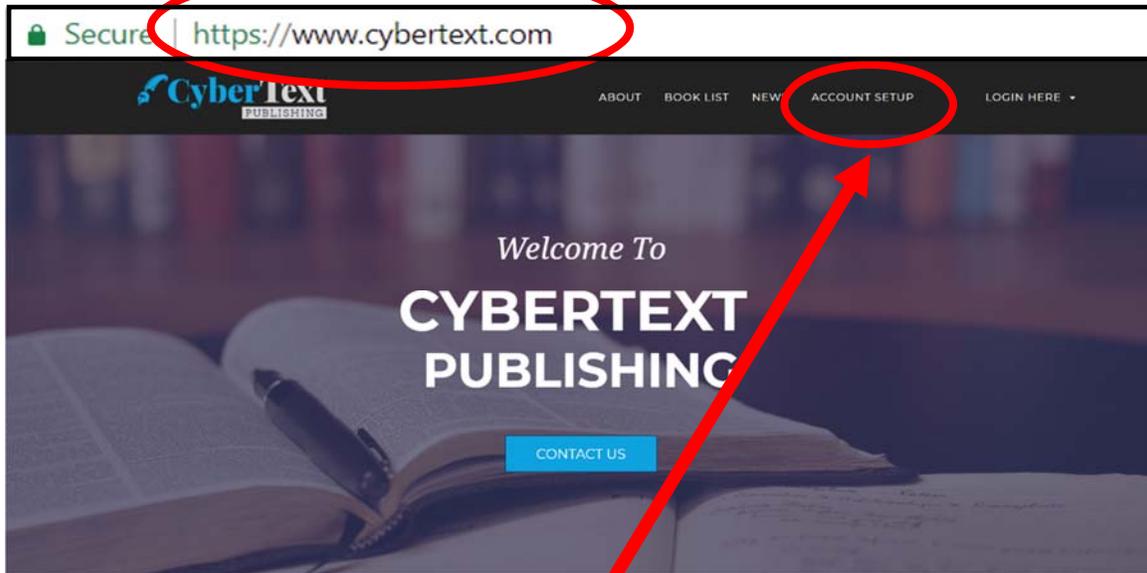


ABCs of Downloading and Uploading
Building Blocks of Accounting – A Financial Perspective
As of 1/01/2018

A. Log on to <https://Cybertext.com>



B. Select Account Setup

C. Fill in Billing Information – ENTER YOUR INFORMATION

D. No Hard Copy

Fill out the form below to set up your CyberText account. You must have your own account set up with us to obtain credit for each chapter's on-line self-test quiz. Sharing of accounts is prohibited.

C.

PERSONAL INFORMATION	
Your first name: <input type="text" value="Your first name"/>	Your last name: <input type="text" value="Your last name"/>
Your email address: (e.g. johndoe@hotmail.com) <small>Email is available</small> <input type="text" value="Your email address"/>	Confirm email address: <input type="text" value="Your email address"/>
Billing address (associated with credit card you will use): <input type="text" value="Your address"/>	Country: <input type="text" value="Your country"/>
State: <input type="text" value="Your state"/>	City: <input type="text" value="Your city"/>
Zip/Postal Code: <input type="text" value="Your zip code"/>	Student ID: <input type="text" value="Your student ID Not your Social Security number"/>
IMPORTANT: Enter your university assigned student ID number below. DO NOT ENTER YOUR SOCIAL SECURITY NUMBER. Your student ID number is needed so that your instructor can match your CyberText project grade to his/her university gradebook. The billing address you enter below MUST match the address that appears on your credit card statement. An e-mail address is needed in order for you to receive electronic confirmation of your transaction.	

D

HARD COPY	
For an extra charge, we offer hard copies only for the following two products: Accounting Information Systems: A Database Approach (\$87.50 extra) and Advanced Systems Analysis and Design (\$52.50 extra). The hard copy will be shipped via US Postal Service Priority Mail.	
Hard copy desired? <input checked="" type="radio"/> No <input type="radio"/> Yes (complete shipping address information)	<input type="checkbox"/> Shipping address is same as billing address
Shipping address (we cannot ship to a PO box): <input type="text"/>	City: <input type="text"/>
State: <input type="text" value="--Select State--"/>	Zip/Postal Code: <input type="text"/>
IMPORTANT: The billing address you enter below MUST match the address that appears on your credit card statement. An e-mail address is needed in order for you to receive electronic confirmation of your transaction.	

- E. Select School, Instructor, Course, Section and Term**
- F. Submit Form**

E.



Select your School, Instructor, Course, Section and Term

F.

SUBMIT FORM RESET FORM

UNIVERSITY & INSTRUCTOR

Select your university and instructor/section (determines correct product for you):

G. Input Confirmation
H. Method of Payment

G.

INPUT CONFIRMATION

Friedman Mark, it is very important that you verify the information you entered. Note that the book is based on the university and instructor you selected, so please ensure that you have selected the correct university and instructor/section. Please also ensure that your name and student ID number are correct.
If there are any errors, please click on the "Back" button on your browser to correct the information and resubmit the form. If all information is correct, select your payment mode and click on the "Submit Form" button.

Your first name:	Your data
Your last name:	
Your email address:	
Billing address:	
Getting hard copy?	
Student ID:	
School:	
Instructor:	
Section (semester):	
Book:	
Amount:	

SELECT YOUR METHOD OF PAYMENT:
 Credit Card (Debit Cards ) Personal Check Token

H.

SUBMIT FORM

IF PAYING WITH A CREDIT CARD

- I. **Accept Terms**
- J. **Complete and Submit Information (You may modify if you are using another person's credit card, make sure the address is the billing address of the credit card).**
- K. **Process Payment**

TERMS AND CONDITIONS

The electronic textbook/product at the CyberText Publishing website can only be accessed by providing a valid user name and password. Your user account is for your use only and is valid for a period of six (6) months only. Sharing the account with other students or users is expressly prohibited and is a direct violation of this agreement. You may print out chapters from the book as necessary for your personal use. Beyond such printing, any other duplication of the materials at the CyberText Publishing website is strictly prohibited and will be subject to legal action under copyright laws. You consent to logging of your access activity at the CyberText website and to the provision of access reports to your instructor. CyberText Publishing reserves the right to terminate your account before six months in the event of a violation of this agreement.

I accept the above terms and conditions.

BILLING INFORMATION

Notes (please read): If the credit card is not in your name (e.g., if it is your parent's credit card), change the name below but do not go back to the first screen to put your parent's name there! For your protection and ours, the address below is verified when the transaction is processed, so please be sure to enter the correct billing address. If the address does not match what is on file with your credit card company, the transaction will not be processed.

First name on card: Your data

Last name on card: Your data

Billing address: Your data

City: Your data

State: Your data

Zip/postal code: Your data

Country: Your data

Credit card number: Your data

Expiration (MMYY): Your data

Card ID: Your data

Amount to be charged: Your data

Book: Your data

PROCESS PAYMENT

I.

J.

K.

IF PAYING WITH A TOKEN

- I. Read Terms
- J. Enter Token
- K. Process Payment

TOKEN PAYMENT

*The electronic text book at the CyberText Publishing Web Site can only be accessed by providing a valid user name and password. Your user account is for **your** use only and is valid for a period of six months. Sharing the account with other students or users is expressly prohibited and is a direct violation of this agreement. You may print out chapters from the book as necessary for your personal use. Beyond such printing, any other duplication of the materials at the CyberText Publishing Web Site is strictly prohibited and will be subject to legal action under copyright laws. You consent to logging of your access activity at the CyberText Web Site and to the provision of access reports to your instructor. CyberText Publishing reserves the right to terminate your account after six months or before in the event of a violation of this agreement.*

I.

Please enter the token number (in upper case) in the field below and click on the 'Submit' button to accept the above terms.

J.

Token number (in upper case):

K.

SUBMIT

IF PAYING WITH A CHECK
NOTE: YOU WILL BE ABLE TO DOWNLOAD THE PROJECT BUT YOU CANNOT HAVE YOUR PROJECT GRADED UNTIL AFTER THE CHECK CLEARS.. 2 WEEKS.

- I. Read Terms**
- J. Complete and Submit Information (You may modify if you are using another person's credit card, make sure the address is the billing address of the credit card).**
- K. Process Payment**

CHECK PAYMENT

I.

*The electronic textbook/product at the CyberText Publishing Web Site can only be accessed by providing a valid user name and password. Your user account is for **your** use only and is valid for a period of six months. Sharing the account with other students or users is expressly prohibited and is a direct violation of this agreement. You may print out chapters from the book as necessary for your personal use. Beyond such printing, any other duplication of the materials at the CyberText Publishing Web Site is strictly prohibited and will be subject to legal action under copyright laws. You consent to logging of your access activity at the CyberText Web Site and to the provision of access reports to your instructor. Your account will be valid for a period of **six (6) months only**. CyberText Publishing reserves the right to terminate your account before six months in the event of a violation of this agreement.*

Please enter the code word in the field below and click on the 'Submit' button to accept the above terms. (Your instructor should have given you the code word on the first day of class).

J.

Code word (in lower case):

shurber

K.

SUBMIT

DECLINE

- L. Account Information
- M. Return to Home Page

L.

ACCOUNT INFORMATION

Thank you very much for your payment ! You may now access at our web site, using the following user name and password:

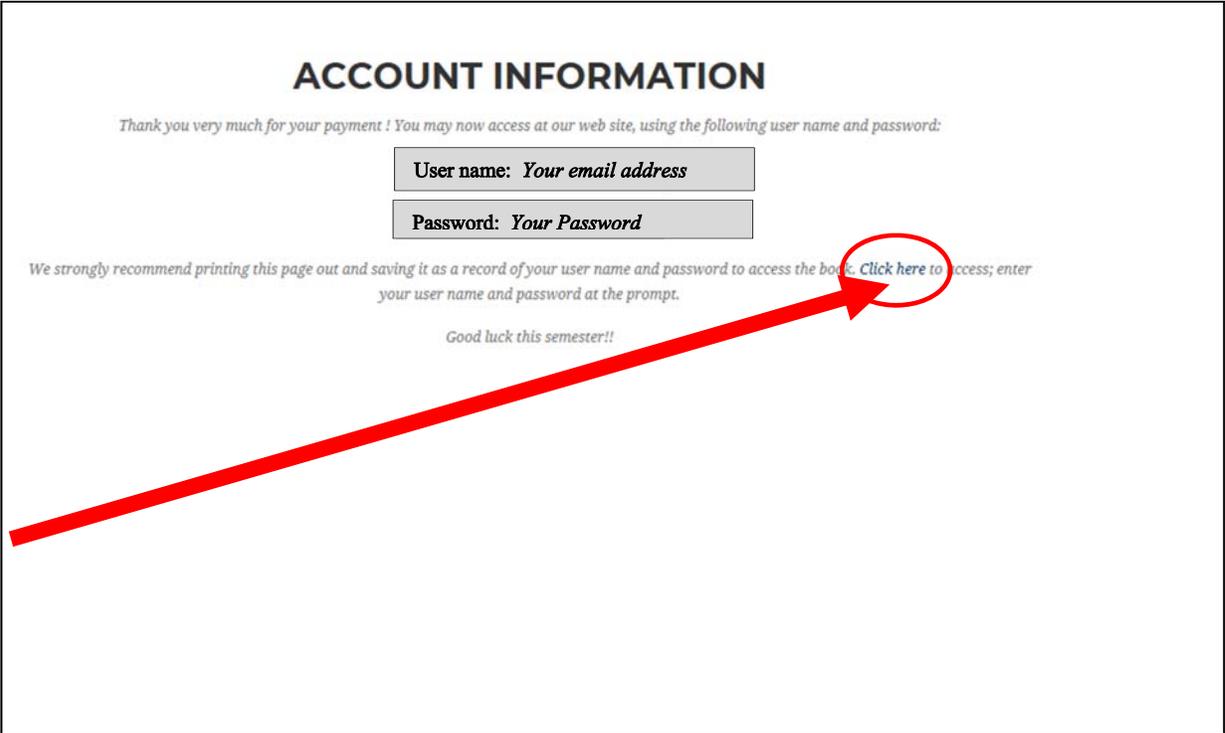
User name: *Your email address*

Password: *Your Password*

We strongly recommend printing this page out and saving it as a record of your user name and password to access the book. [Click here](#) to access; enter your user name and password at the prompt.

Good luck this semester!!

M.



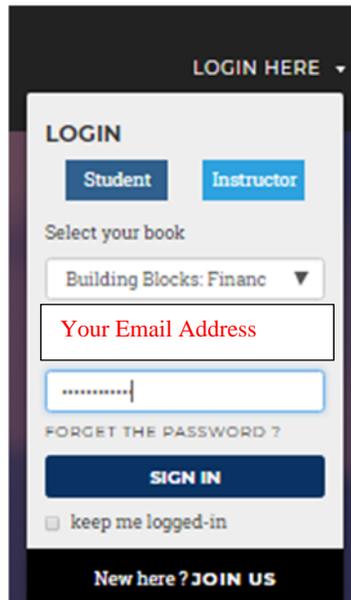
- N. Select Login
- O. Log on to **https://Cybertext.com**



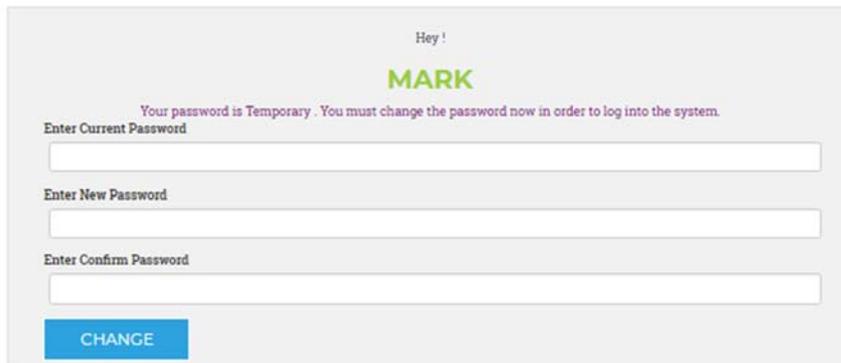
N.

O.

- Select your Book
- Enter your Email
- Enter your Password



The first time you have to change your password



P. Select Version and Make Excel File

BOOK INDEX

Building Blocks Of Accounting: A Financial Perspective

Friedman

Mark Friedman (Your Instructor)

Select the Excel version and then click on the button below to make your Excel file for the Financial Accounting Excel Practice Set. Please be patient, as the process of making the Excel file can take 10 to 20 seconds.

P.

Version:

MAKE EXCEL FILE

Select Desired Version
Make (xls) File
Make (.xlsx) File

Note: On the next screen you will be able to download your Excel file. You can then open it using Microsoft Excel to work on the Financial Accounting Excel practice set.

Click on the button below to upload your 'Building Blocks of Accounting: A Financial Perspective' Excel file after you have worked on the project. The file you should upload is the same one you created by clicking on the 'Make Excel File' button above, except that you should work on the file before uploading it.

UPLOAD EXCEL FILE

Q. Right click on file name, Select “Save Target As...” or “Save Link As...” and Save the File

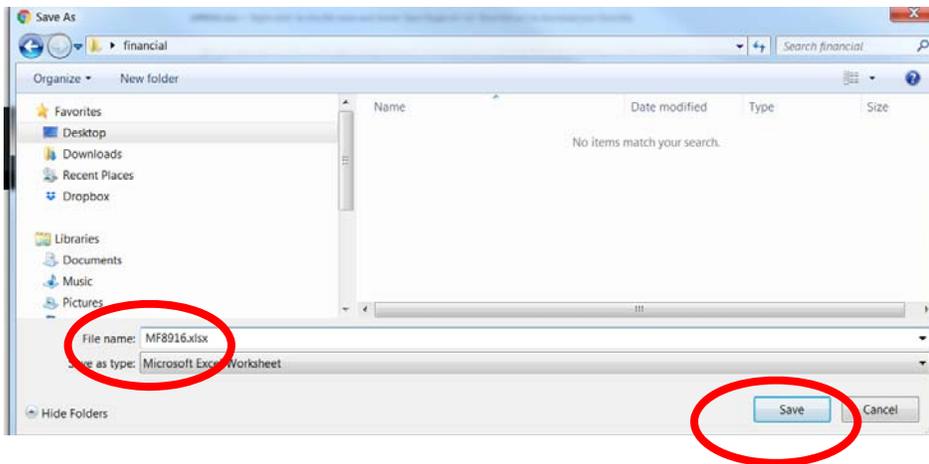
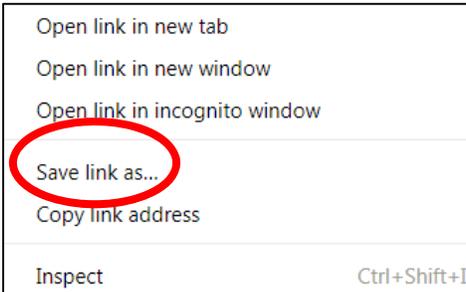
EXCEL FILE CREATED...

Q.

Excel file has now been created!

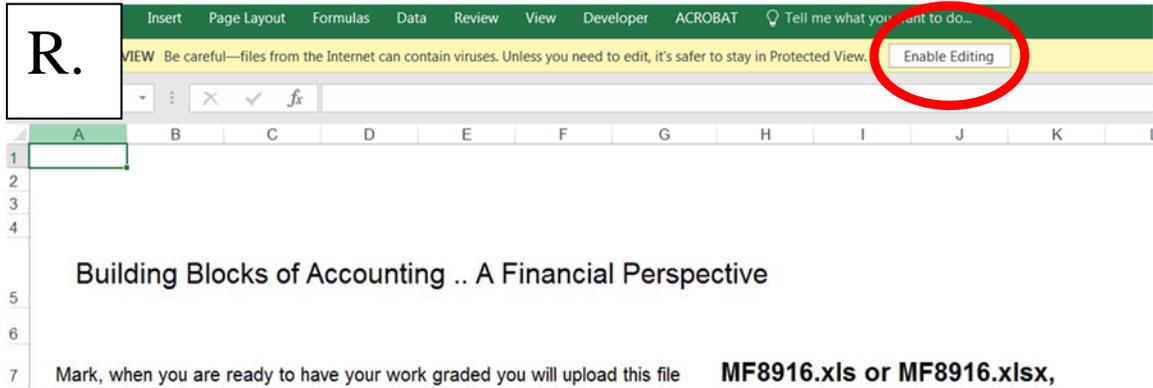
MF8916.xlsx -> Right-click on this file name and choose "Save Target As" (or "Save link as") to download your Excel file.

After you download the file, you can open it using Microsoft Excel to work on the *Building Blocks of Accounting: A Financial Perspective* practice set.



ALL THE SHEETS ARE PROTECTED

- R. Enable Editing**
- S. Select the Chart of Accounts sheet and print the sheet**
- T. Select the Transactions sheet and read the first transaction**



A screenshot of the 'Chart of Accounts' sheet in Excel. The table below shows the account list. A box with the letter 'S.' is on the left. The 'Chart of Accounts' sheet tab is circled in red at the bottom of the screenshot.

Number	Name	Normal Balance
1110	Cash	Debit
1120	Accounts Receivable	Debit
1130	Prepaid Insurance	Debit
1140	Prepaid Rent	Debit
1150	Office Supplies	Debit
1211	Office Equip.	Debit
1212	Accum. Depr.-Office Equip.	Credit
1311	Computer Equip.	Debit
1312	Accum. Depr.-Computer Equip.	Credit
1411	Building Cost	Debit
1412	Accum. Depr.-Building	Credit

A screenshot of the 'Transactions' sheet in Excel. The first transaction is circled in red. A box with the letter 'T.' is on the left. The 'Transactions' sheet tab is circled in red at the bottom of the screenshot.

Transaction	Description of transaction
01.	June 1: Byte of Accounting, Inc. issued 2,610 shares of its common stock to Jeremy after \$31,030 in cash and computer equipment with a fair market value of \$44,660 were received.
02.	June 1: Byte of Accounting, Inc. issued 2,551 shares of its common stock after acquiring from

U. Select the General Journal sheet

Note: You can only enter data into the yellow filed cells

Enter the data to complete the journal entry, all amounts are limited to two decimal places.

	A	B	C	D	E	F	G
1	A Byte of Accounting, Inc.						
2	General Journal						
3	Note: You can only enter data into the yellow filled cells.						
4	<i>Transaction</i>	<i>Date</i>	<i>Account</i>	<i>Name</i>	<i>Description</i>	<i>Debit</i>	<i>Credit</i>
5							
6	01						
7							
8							
9							
10							
11	02						
12							

Navigation bar: ... | FAQ | Welcome | Chart of Accounts | Transactions | **General Journal** | ... + : <

TO UPLOAD

Save your project using the same name that it had when downloaded.

V. Log on to <https://Cybertext.com> and select Upload Excel File

W. Choose File

BOOK INDEX

Building Blocks Of Accounting: A Financial Perspective

Friedman

Mark Friedman (Your Instructor)

Select the Excel version and then click on the button below to make your Excel file for the Financial Accounting Excel Practice Set. Please be patient, as the process of making the Excel file can take 10 to 20 seconds.

Version:

MAKE EXCEL FILE

Note: On the next screen you will be able to download your Excel file. You can then open it using Microsoft Excel to work on the Financial Accounting Excel practice set.

Click on the button below to upload your 'Building Blocks of Accounting: A Financial Perspective' Excel file after you have worked on the project. The file you should upload is the same one you created by clicking on the 'Make Excel File' button above, except that you should work on the file before uploading it.

V.

UPLOAD EXCEL FILE

W.

Excel file to upload: No file chosen

UPLOAD NOW

X. Finished –

The number of uploads may be limited by your instructor

Grading result for Mark Friedman. (Instructor/section: Friedman, INSTSTD)

Last	First	Number	General Journal	Income Statement	Changes in Retained Earnings	Balance Sheet	Total	Grade
Friedman	Mark	8916	1	0	0	0		1

Summary of grade:-

Note: A score of 0 indicates that there were no points taken off; items incorrect have a score of 1, 2, 3 or 4.

General Journal					
Points	Date/Desc	Account #	Debit	Credit	Reverse
0.5		1	1	1	1
Entry #	Date/Desc	Account #	Debit	Credit	Reverse
1		1	1	0	0

Date/Desc	Either the date is wrong or the description is missing
Account #	The score indicates the number of wrong account numbers
Debit	The score indicates the number of wrong numbers in the debit field
Credit	The score indicates the number of wrong numbers in the debit field
Note: If you enter the same incorrect number in both the debit and credit columns only one will be marked incorrect as you realized the two sides must be in balance.	
Reverse	The journal entry is reversed

If you pay a telephone expense of \$100.00		
Telephone Expense		100
Cash		100
If you debit cash and credit telephone expense you have reversed the whole entry.		
Cash		100
Telephone Expense		100
If you debit cash and credit anything else you have reversed part of the entry.		
Cash		100
Rent Expense		100