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

A.   **Log on to https://Cybertext.com**
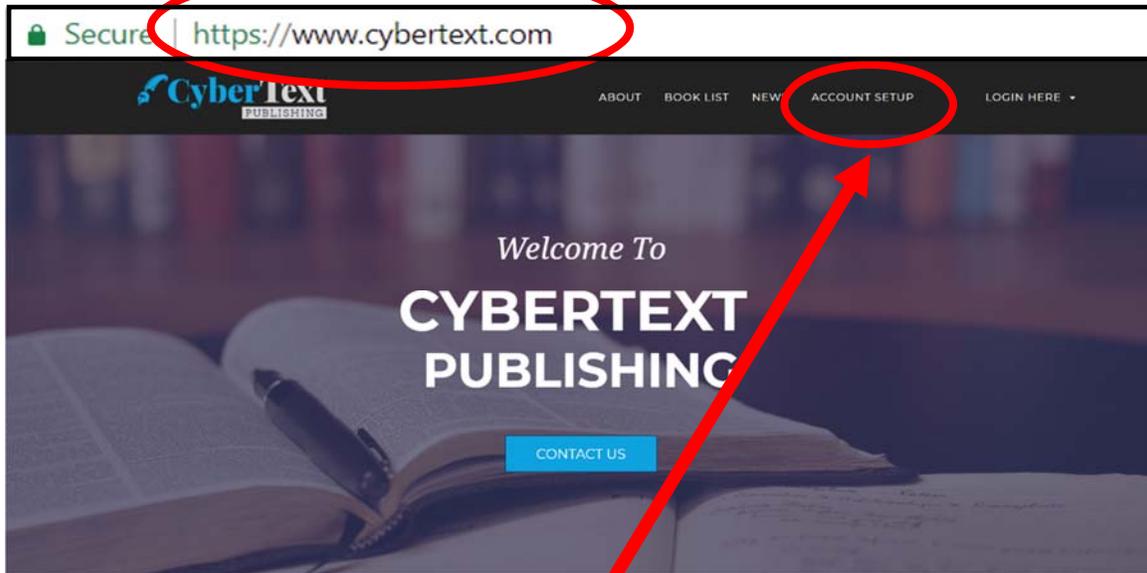
B.   **Select Account Setup**

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:

Your first name

Your last name:

Your last name

Your email address: (e.g., johndoe@hotmail.com) ✓ Email is available.

Your email address

Confirm email address:

Your email address

Billing address (associated with credit card you will use):

Your address

Country:

Your country

State:

Your state

City:

Your city

Zip/Postal Code:

Your zip code

Student ID:

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? ⦿ No   ◯ Yes (complete shipping address information)   ☐ Shipping address is same as billing address

Shipping address (we cannot ship to a PO box!):

City:

State:

--Select State--

Zip/Postal Code:

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**

UNIVERSITY & INSTRUCTOR

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

E.

Select your School, Instructor, Course, Section and Term

F.

SUBMIT FORM   RESET FORM

G.   **Input Confirmation**

H.   **Method of Payment**

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.

G.

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

Amount:

Your data

SELECT YOUR METHOD OF PAYMENT:

○ Credit Card (Debit Cards VISA ⬤) ○ 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**

I.

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:	
Billing address:	
City	
State	
Zip/postal code:	
Country:	
Credit card number:	
Expiration (MMYY):	
Card ID:	
Amount to be charged:	
Book:	

J.

K

PROCESS PAYMENT

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.*

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

I.

J.

Token number (in upper case):

K.

SUBMIT

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).

Code word (in lower case):

J.   shurbert

K.   SUBMIT   DECLINE

L.   **Account Information**

M.   **Return to Home Page**

L.

M.

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!!
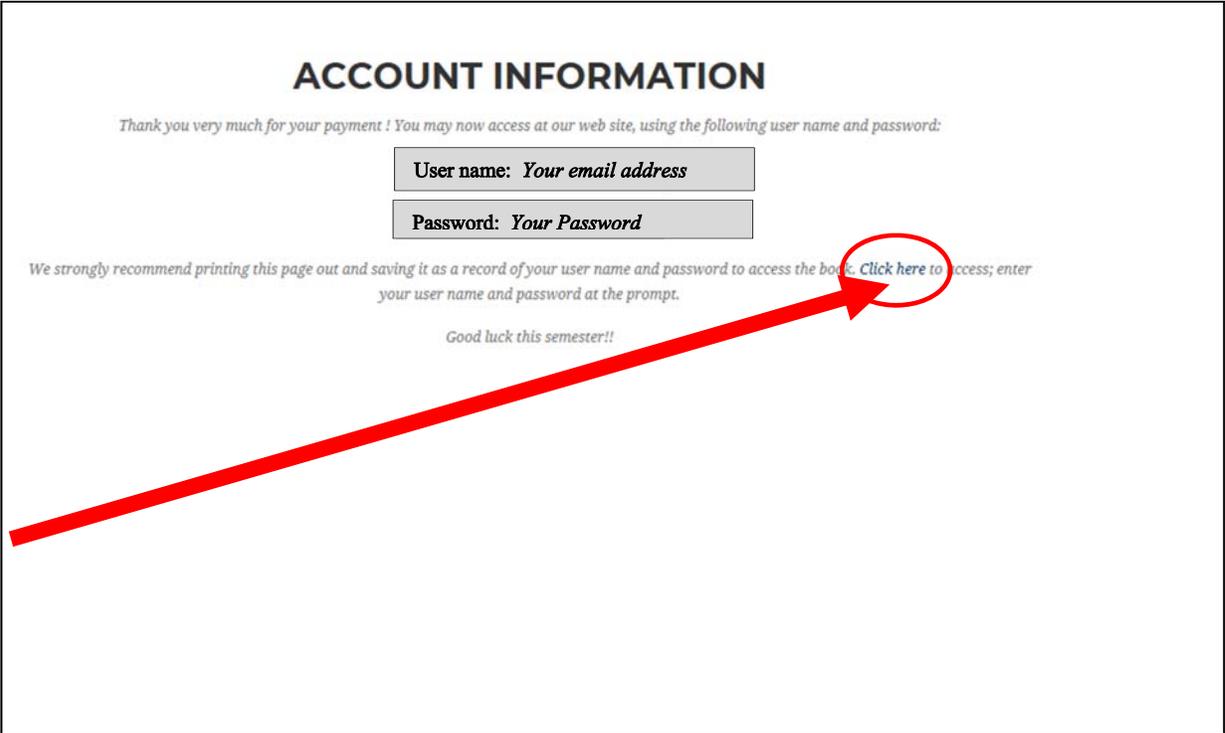
N.   Select Login

O.   Log on to **https://Cybertext.com**

N.

Select your Book

Enter your Email

Enter your Password
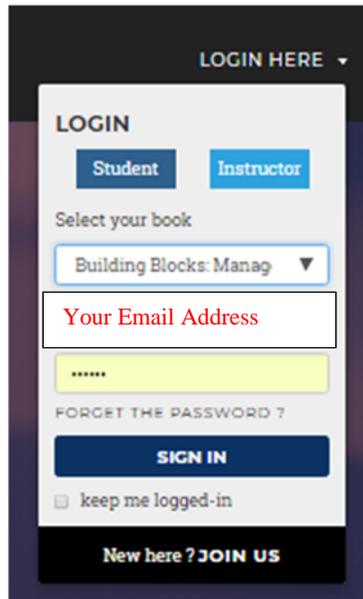
The first time you have to change your password
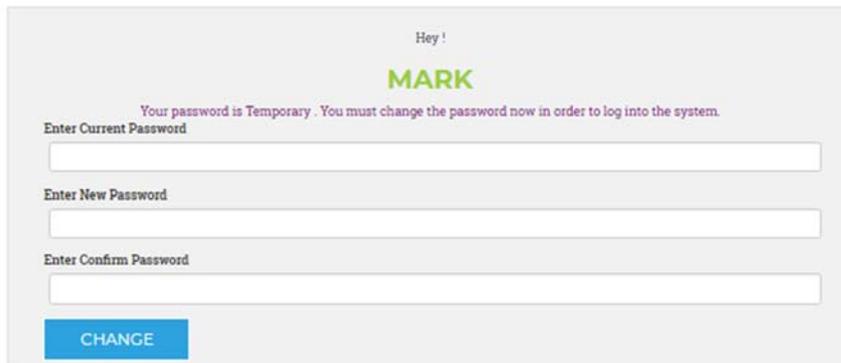
P.   Select Version and Make Excel File

BOOK INDEX

Building Blocks Of Accounting: A Managerial 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: Select Desired Version...

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

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.

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.

Open link in new tab

Open link in new window

Open link in incognito window

Save link as…

Copy link address

Inspect   Ctrl+Shift+I
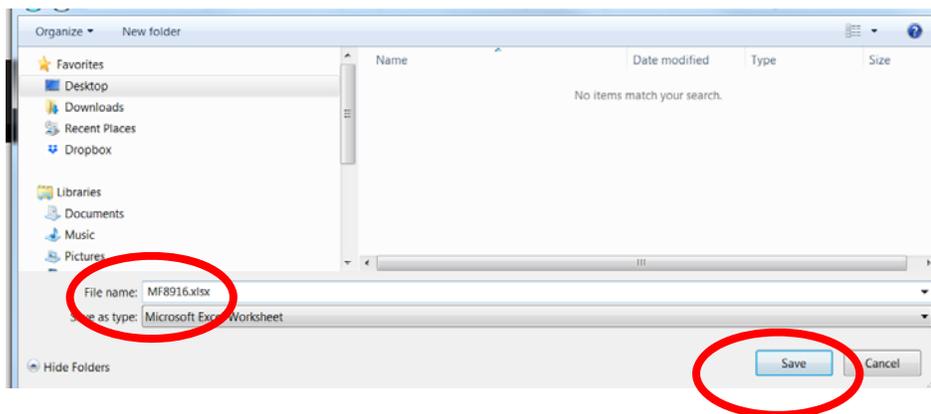
ALL THE SHEETS ARE PROTECTED

R.   Enable Editing
S.   Read the Introduction Sheet
T.   Review the information on the FAQ sheet, sheet 1 and sheet 2

R.
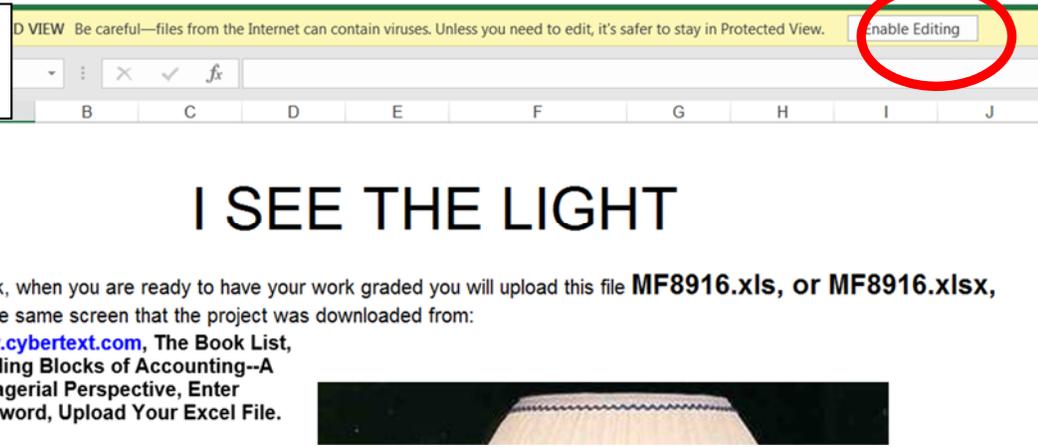
D VIEW   Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View.   Enable Editing

| B | C | D | E | F | G | H | I | J |

I SEE THE LIGHT

Mark, when you are ready to have your work graded you will upload this file **MF8916.xls, or MF8916.xlsx,** to the same screen that the project was downloaded from:
www.cybertext.com, The Book List, Building Blocks of Accounting--A Managerial Perspective, Enter password, Upload Your Excel File.

U.   All the sheets are protected.

It is January 1 of 20x2. We have just ended year 20x1 and are preparing for year 20x2.

Using the information provided on sheets 1-3, complete the forms on sheet 4. Using the bordered cells calculate the values in the yellow filled cells. Only the yellow filled cells will be graded.

4	I See The Light, Inc
5	Schedule of Projected Costs
10	
11	
12	
13	*Variable Manufacturing Unit Cost*

	20x1 Cost	Projected Percent Increase	20x2 Cost Rounded to 2 Decimal Places	
19 Lamp Kit				{4.01}
20 Labor				{4.02}
21 Variable Overhead				{4.03}
22				
23 Projected Variable Manufacturing Cost Per Unit				{4.04}
28				

	What is the difference between rounding a number and rounding up a number?		
B C D	**E**	**F**	
1	Cost of a Taxi	$ 100.00	
2	Number of Passengers	3	
3			
4	Cost per Passenger		
5	Without rounding	33.33333	=F1/F2
6	Rounding to two decimals	33.33	=ROUND(F1/F2,2)
7	Roundup to two decimals	33.34	=ROUNDUP(F1/F2,2)

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 Managerial Perspective
Friedman

Mark Friedman   (Your Instuctor)

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: Select Desired Version..   ▼

MAKE EXCEL FILE

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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: Choose File   o file chosen

UPLOAD NOW

X. Finished –
The number of uploads may be limited by your instructor

File upload result for Mark Friedman (MF8916).

MF8916.xlsx for **Building Blocks of Accounting: A Managerial Perspective** successfully uploaded and graded on 1/18/2018 4:55:48 PM.

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

Number you got correct :1 Your grade : 1.00
The question numbers with the ones you got correct (score 1) and wrong (score 0) follow:-

	Last	First	Number	File	Correct	Grade
	Friedman	Mark	8916	MF8916	1	1
Part 1	Part 2	Part 3	Part 4	Part 5	Part 6	Part 7
9.1	0	0	0	0	0	0
	Number	Correct				
1	4.01	1				
2	4.02	0				
3	4.03	0				
4	4.04	0				
5	4.05	0				
6	4.06	0				
7	4.07	0				
8	4.08	0				
9	4.09	0				
10	4.1	0				
11	4.11	0				
12	5.01	0				
13	5.02	0				

Question 4.01 is correct