

140-Day QuickBooks Trial Installation Guide

This guide will help you install the 140-day trial of QuickBooks that is associated with your textbook. Depending on your textbook, the software may be available via a digital download or a DVD. This guide includes instructions for installing the software using both methods. We also show you how to toggle to the Pro edition of the software. Be sure to check out the Common Questions section at the end of this guide.

Table of Contents

- [Installing QuickBooks - Digital Download](#)
- [Installing QuickBooks - DVD](#)
- [Toggling to the Pro Edition](#)
- [Common Questions](#)

Installing QuickBooks – Digital Download

If your 140-day trial version of QuickBooks is available via a digital download, then you will go to the Intuit website to access the software. Follow the steps below.

Install the 140-Day Trial Software via Digital Download


Use these instructions to download and install the QuickBooks 140-day trial software.



These instructions are for PCs only. The software provided does not run on a Mac platform.

1. Locate your **License Number** and **Product Number** on the inside front cover of your textbook.
2. Close all running programs, including antivirus programs
Remember to restart your antivirus program(s) after the software installation is complete!
3. Open a web browser and navigate to **http://quickbooks.com/download**.
These instructions assume you are using Internet Explorer. Your steps may differ if you are using a different web browser.
4. Click the **QuickBooks Accountant** link for your version of Quickbooks, and then click **Run**. Choose **Yes** to confirm.
Continue with the next step after the download completes.
5. Click **Next** in the wizard screen, and then click **Next** in the Intuit QuickBooks Installer window.
6. Click the checkbox to accept the terms of the license agreement.

License Agreement

Please read the following license agreement carefully.  **Print**

INTUIT SOFTWARE END USER LICENSE AGREEMENT

A. INTUIT GENERAL END USER LICENSE AGREEMENT. Thank you for selecting the Software offered by Intuit Inc. or its Affiliates (referred to as "Intuit," "we," "our," or "us"). Please review these license terms ("Agreement") thoroughly. This Agreement is a legal agreement between you and Intuit. By clicking "I AGREE," indicating acceptance electronically, accessing or using the Software, you agree to these terms. If you do not agree to this Agreement, then do not indicate acceptance of the Agreement and do not use the Software.

1. AGREEMENT

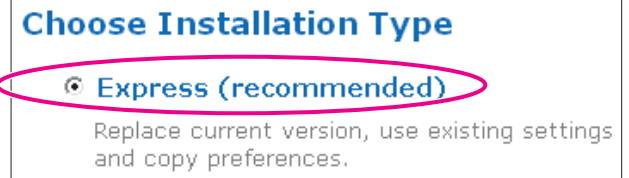
1.1 This Agreement describes the terms governing your use of the Intuit Software including content, updates and new releases (collectively the "Software") and gives you certain rights and responsibilities depending on the

I accept the terms of the license agreement

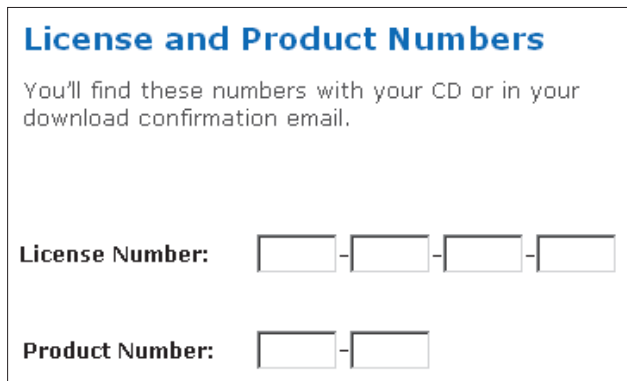
Notice the Print link at the top-right corner of the screen. If desired, you may print a copy of the License Agreement for your records.

7. Click **Next**.

8. Ensure that the **Express** installation type is selected, and then click **Next**.
The Express installation will place QuickBooks in the default location on your computer.



9. Type your **License Number** and **Product Number** from the inside front cover of your textbook into the wizard screen.



License and Product Numbers

You'll find these numbers with your CD or in your download confirmation email.

License Number: - - -

Product Number: -

10. Click **Next**.
The Ready to Install screen appears, displaying the QuickBooks edition and version, where the software will be stored, the license and product numbers, and more.
11. Click **Install**.
The installation may take 15–20 minutes, so be patient. A “Congratulations!” screen will display when the installation is complete.
12. Click **Finish**, and then click **Yes** to reboot your computer.



The registration message indicates that you have 30 days to register your software. This is not the number of days you have to use the trial software; this is the number of days you have until you must register the software with Intuit. The trial software is good for 140 days. When you register, use your real name and phone number. You can make up the company name, number of employee, etc.

Installing QuickBooks – DVD

If your 140-day trial version of QuickBooks is available on a DVD, simply follow the steps below.

Install the 140-Day Trial Software via DVD

Use these instructions to install the QuickBooks 140-day trial software using the installation DVD.



These instructions are for PCs only. The software provided does not run on a Mac platform.

Prepare to Install

1. Locate the **License Number** and **Product Number** on your software disc. Record them below so you can refer to them later.
 - License number: ____ - ____ - ____ - ____
 - Product number: ____ - ____
2. Properly insert the installation disc into your computer.

Install the Software


3. Follow the steps for your version of Windows:
 - **Windows 7:** Click **Run setup.exe**.
 - **Windows 8:** Tap the banner that appears at the top-right corner of your window, and then click **Run setup.exe**.

DVD RW Drive (D:) QBPREM2013R4
Tap to choose what happens with this disc.

4. Click **Yes** in the User Account Control window.

QuickBooks begins the installation, and the Intuit QuickBooks Installer window will soon display. The installer is a “wizard” that steps you through the installation process.
5. Click **Next** in the Welcome to QuickBooks! screen.
6. Click the checkbox to accept the terms of the license agreement.

License Agreement

Please read the following license agreement carefully.  **Print**

INTUIT SOFTWARE END USER LICENSE AGREEMENT

A. INTUIT GENERAL END USER LICENSE AGREEMENT. Thank you for selecting the Software offered by Intuit Inc. or its Affiliates (referred to as "Intuit," "we," "our," or "us"). Please review these license terms ("Agreement") thoroughly. This Agreement is a legal agreement between you and Intuit. By clicking "I AGREE," indicating acceptance electronically, accessing or using the Software, you agree to these terms. If you do not agree to this Agreement, then do not indicate acceptance of the Agreement and do not use the Software.

1. AGREEMENT

1.1 This Agreement describes the terms governing your use of the Intuit Software including content, updates and new releases (collectively the "Software") and gives you certain rights and responsibilities depending on the

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Notice the *Print* link at the top-right corner of the screen. If desired, you may print a copy of the License Agreement for your records.

7. Click **Next**.

8. Ensure that the **Express** installation type is selected, and then click **Next**.
The Express installation will place QuickBooks in the default location on your computer.

Choose Installation Type

Express (recommended)

Replace current version, use existing settings and copy preferences.

9. Type the **License Number** and **Product Number** you wrote down in step 1 into the wizard screen.

License and Product Numbers

You'll find these numbers with your CD or in your download confirmation email.

License Number: - - -

Product Number: -

10. Click **Next**.

The Ready to Install screen appears, displaying the QuickBooks edition and version, where the software will be stored, the license and product numbers, and more.

11. Click **Install**.

The installation may take 15–20 minutes, so be patient. A “Congratulations!” screen will display when the installation is complete.

12. Click **Finish**, and then click **Yes** to reboot your computer.



The registration message indicates that you have 30 days to register your software. This is not the number of days you have to use the trial software; this is the number of days you have until you must register the software with Intuit. The trial software is good for 140 days. When you register, use your real name and phone number. You can make up the company name, number of employee, etc.

Toggling to the Pro Edition

Your 140-day trial version of QuickBooks is the Premier Accountant edition. If you are enrolled in a full QuickBooks course using a QuickBooks Pro textbook from Labyrinth Learning, then you must align your software version with the textbook.



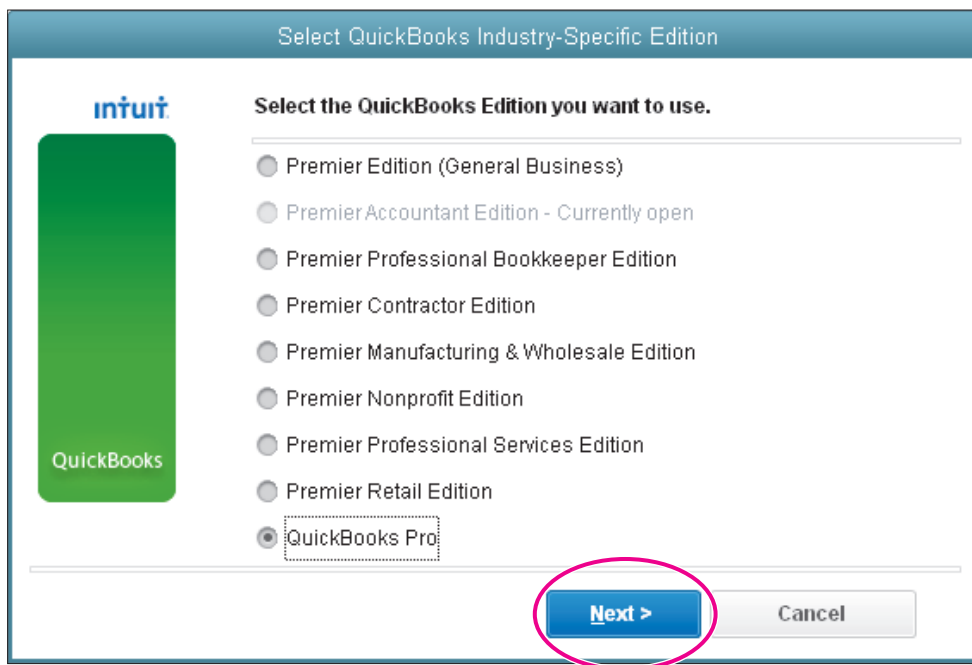
If you are enrolled in a payroll course using the Payroll Accounting textbook from Labyrinth Learning, you may skip this exercise. You are not required to toggle to the Pro edition of the software.

Toggle to the QuickBooks Pro Edition

Use these instructions to toggle to the Pro edition of QuickBooks.

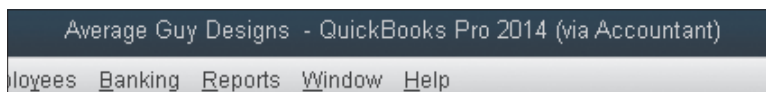
Before You Begin: Complete the first *Develop Your Skills* exercise in your QuickBooks Pro textbook before completing the steps below.

1. Choose **File**→**Toggle to Another Edition**.
2. Click in the circle to the left of **QuickBooks Pro** and then click **Next**.



3. Click **Toggle**.

QuickBooks will close and then reopen as the Pro edition. When it reopens, the Title Bar will show that you are using the Pro edition "via" the Accountant edition.



Common Questions

This section is designed to answer common questions about your 140-day trial version of QuickBooks Pro.

How do I know if I have a digital download? Check the inside front cover of your textbook. If a License Number and Product Number are included there, then your trial software is available as a digital download.

Do I have to toggle to the Pro edition? If you are using a QuickBooks Pro (any version) textbook, it is recommended that you toggle to the Pro edition so that your screen matches the figures in your textbook. However, you can complete all exercises in your QuickBooks Pro textbook using either the Premier Accountant or the Pro edition of QuickBooks.

If you are enrolled in a course that is using the Payroll Accounting textbook, you need not toggle to the Pro edition.

What if I am taking a QuickBooks course and a Payroll course at the same time? If you are enrolled in two simultaneous courses associated with a trial version of QuickBooks Pro, you need only install the software once using either license key provided. Save the second license key to install the software on an additional computer or to install on the same computer after the first trial expires.

What if I am taking a QuickBooks course and a Payroll course in different semesters? If you are enrolled in two courses that are each associated with a trial version of QuickBooks Pro but that are held in different semesters, install the software initially using either license key. If the software expires before both of your classes are complete, uninstall the expired software and then install the software again using your other license key. Remember: For best results, uninstall and then install!

Why do I only get 30 days to register my 140-day trial? Keep in mind that the 30-day registration deadline is separate from the 140-day use of the software. You have 30 days to register the software and 140 days to use it.

How do I use the QuickBooks Pro trial software with my Payroll Accounting textbook? Please refer to the student resource center or the eLab course for your Payroll Accounting textbook for guidance on using the QuickBooks software with your Payroll Accounting textbook. Note that your instructor may direct you to use the QuickBooks software to complete the Comprehensive Payroll project in your textbook.

What if I'm using a Mac? The QuickBooks Pro trial software provided by Labyrinth Learning does not run on the Macintosh platform; it is for PC use only.