

# How to use MBC to make your life a whole lot easier!

You get your work done and think you've entered all the transactions and entered them correctly. Then you submit your answers into MBC, and you're missing a LOT of points. Now's the time to use MBC to help you get back on track and improve your accounting skills at the same time.

1. Start by looking at the Balance Sheet question in MBC. (This is one of the last questions in each Assignment.) MBC will identify each incorrect account.
  - a. Look at Cash, A/R, and A/P first. If any of them are incorrect, pull a Journal report, change the dates to **All** and look for date errors. There shouldn't be anything dated **before** 11/30/22 AND there shouldn't be anything dated **after** the month for which you're recording transactions. (For Chapters 1-5, that means nothing should be dated after 1/31/23. For Chapters 1-8, nothing should be dated after 2/28/23. For Chapter 9, nothing should be dated after 3/31/23, and for Chapter 10, nothing after 4/15/23.) If there are date errors, open the incorrectly dated transactions and change the dates. **Go back and submit your answers to MBC again.**
  - b. If there are no date errors, stop looking at Cash, A/R, and A/P for the time being. Why? Because there are a lot of transactions flowing through those accounts. It's usually easier to find errors to those accounts by looking at **other** accounts. Remember: this is double-entry bookkeeping. An error in Cash (or A/R or A/P) will have a corresponding error in at least one other account!
  - c. Instead, look at the current assets (other than Cash and A/R) and current liabilities (other than A/P and the Credit Card Payable). Are any of the accounts marked as incorrect? Go back and look for transactions that reference those types of costs. Did you forget to record an entry? Is the amount correct? Did you record something in an incorrect account?
    - i. Example 1: If you entered 0 for Prepaid Insurance and it's marked as incorrect, go back through the Assignment and see if any transactions reference insurance. Did you expense insurance when you should have capitalized it? Did you enter an incorrect amount?
    - ii. Example 2: If you entered 20 for Interest payable and it's marked as incorrect, look at the transaction entry date and go back to find that transaction in the Assignment. Did you calculate the amount correctly?Correct any errors that you find. Then **go back and submit your answers to MBC again.**
  - d. Look at all the long-term assets and long-term liabilities next. Are any of the accounts marked as incorrect? Again, go back and look for transactions that reference activity that might relate to those accounts. Did you forget to record an entry? Is the amount correct? Did you record something in an incorrect account? Correct any errors that you find. Then **go back and submit your answers to MBC again.**
  - e. Do you still have errors in the Balance Sheet question in MBC in accounts other than Cash, A/R, A/P and Credit Card Payable? MBC is adding numbers together for you, so make sure the totals and subtotals match your company file. Did you transpose a number? Did you remember to enter contra accounts as negatives?
2. Once you feel you've done all you can on the Balance Sheet, look at the Profit and Loss report.
  - a. This is where you often find 'missed' transactions. (Transactions that are included in the Assignment but not recorded.) Use the names of the incorrect accounts and go through the Assignment looking for transactions that reference that type of cost.
  - b. Is your Balance Sheet correct, but your Profit and Loss report has errors? This would typically represent a 'misclassification'. Maybe you inadvertently entered a gas charge to the office supplies account. Maybe you recorded an invoice or sales receipt using an incorrect **item**.
  - c. **Go back and submit your answers to MBC again.** Hopefully, everything is now correct.
3. If you still have errors, now's the time to send your instructor an email.