

TUTOR STUDY TIPS: ACCOUNTING

PROBLEM SOLVING STEPS FOR ACCOUNTING

Solving problems is an important part of your BU 101-Principles of Accounting I course at QCC. This handout will give you some tips on how to approach and solve these problems.

Step 1: Read the chapter from your textbook

The information in the textbook will help in solving accounting problems, because you will understand the underlying concepts.

When reading each chapter, it is important to:

- ✓ understand the theory and vocabulary
- ✓ understand the accounting equation
- ✓ understand the accounting rules
- ✓ read/re-read the material as needed. You may need to read the material 2 or 3 times before you fully understand the concepts.

Step 2: Define the problem

What is the problem asking you to do? Use the information in the problem as clues. For example, in chapter 1-4 of your textbook, most problems usually involve one of the following concepts:

- Is it a journal entry?
- Is it an adjusting entry?
- Is it financial statements?

Step 3: Develop an action plan

Ask yourself some questions. For example: Is this a multi-step problem? Decide on a plan, based on that type of problem.

- ✓ Find a similar example in your textbook or your class notes
- ✓ Review the similar example and follow it step by step
- ✓ See how you can apply the steps from the similar example to your problem



Step 4: Execute your action plan

Work on your accounting problem, using your textbook as a guide.

Tip: **You may not solve the problem on your first try.** It is okay. Try a different approach. You will learn from your mistakes. Trial and error is an effective tool when it comes to problem solving.

Step 5: Evaluate the results

How well do you think you completed your accounting problem?

Compare the results to the sample examples from your textbook or class notes.

Step 6: Continuously try to improve

Continue to read and re-read the textbook.

Do additional problems and **practice, practice, practice...**

Step 7: Are you still unsure of the material?

Visit the Center for Tutoring and Academic Support in the Library Building, L-113.

Tutoring is not a substitute for your course, but it can be a great supplement.

Tutors will not lecture the way your professors do, but they will ask questions to promote critical thinking. This will help you better grasp the concepts you are learning.