

Guide to Inputting Answers into WileyPLUS

The following will assist you in ensuring your answers in WileyPLUS are counted correct.

General Comments

1) *Read directions to each question carefully*, (i.e. in descending order, in what format, how many decimal places, how to treat negative numbers etc.)

2) If you have questions regarding WileyPLUS that are not covered below, please contact technical support at www.wileyplus.com/support.

Specific Guidelines for Inputting Responses

GENERAL ROUNDING

Unless otherwise stated in the problem the answer should be rounded the same way as the numbers are presented in the problem (i.e., if the numbers are all rounded to 2 decimal places or to thousands or millions, then the answer will be rounded the same way).

ROUNDING DECIMAL PLACES

If a problem says to round to 2 decimal places and the last digit(s) is 0 that number can be dropped and still be counted correct (i.e., if the correct answer is 25.10 an answer of 25.1 will also be counted correct).

ROUNDING PERCENTAGES

If the answer requires you to round to 2 decimal places and the answer is a percentage. Be sure to convert the number to a percent before rounding (i.e., an answer of .7516 is 75.16% not .75%).

ROUNDING COMPUTATIONS

Be sure to follow the directions for rounding computations to arrive at the answer. Some problems require multiple computations and incorrect rounding within the problem will lead to incorrect answers. It is usually best to carry all decimal places out as far as possible on your calculator and then round at the very end.

SPECIFIC DIRECTIONS FOR EACH PROBLEM

If a problem has specific rounding instructions or fill in the blank instructions they should be followed. The directions will be listed as **bold** and *italicized*. Note that there may be different directions for different parts of the problem; be sure to read them all to assist in getting the answer correct.

ENTERING NUMBERS

It is not necessary to use commas in a numerical answer (i.e., 1,000,000 could be expressed as 1000000). It is okay to use commas but if used they must be in the correct position.

YOU MUST FILL IN ALL ANSWER BOXES TO RECEIVE FULL CREDIT

All boxes in an answer must be filled even if the correct answer is not applicable or should normally be blank.

ENTERING \$ OR % SIGNS

You will not be required to put a \$ or % before or after any number. The answer requires the number only.

DROP DOWN BOXES

Answers that require a word or phrase are provided on a pull-down menu. Correct answers from a pull-down menu can be easily accessed by typing the first letter of the word. The menu will then automatically go to the answer that matches what you are typing. If answer is cash, all you need to do is hit the **c** key until cash is displayed. Typing **ca** will **NOT** bring up the correct answer.

LINK TO TEXT

If the questions has an icon that says link to the text you may click on this icon to take you to the study objective relative to the question you are working on.

ORDERING IN BALANCE SHEET

In a balance sheet, assets are listed in order of liquidity with other assets listed last. Liabilities are listed in order of magnitude with three exceptions accounts payable are always listed first unless there are notes payable and then they are listed first and then accounts payable second and other liabilities are listed last.

ORDERING IN INCOME STATEMENT

In an income statement revenues and expenses are listed in order of magnitude.

ORDERING IN CASH FLOWS STATEMENT

In a cash flows statement, investing and financing sections amounts are listed in order of magnitude with items providing cash first and items using cash second. In the operating section, items not affecting cash are listed first in order of magnitude and then items providing cash first and items using cash second in order of magnitude.

JOURNAL ENTRIES

Journal entries with multiple debit/credit entries are listed in order of magnitude. If the number is the same then list in alphabetical order.

SUBMITTING ANSWER

After entering information in the problem on WileyPLUS **you must select “Submit Answer” or “Save Answer.”** If you do not click on “Submit” your information will not be saved. You may submit your answers as many times as you want, even before you have completed the homework problem. You may leave WileyPLUS before completing all the answers to a problem and then come back to work the problem at a later date, but be sure and submit your answer before logging out! You must also submit your answers before working on a different question.