If you have suggested additions, or you find that some links are not working, please email resourcelist@fess.ie

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| **Minor Award Name** | **Bookkeeping Manual and Computerised**  |
| **Minor Award Code** | 5N1354 |
| **Level** | 5 |

**Some suggested resources to support delivery:**

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| --- | --- | --- | --- | --- |
| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| Bookkeeping Terms | Website | Lists all the need to know book-keeping terms in a dictionary-style, alphabetical layout. Useful in preparation for the short questions in the computerised exam. | beginner-bookkeeping.com | <http://www.beginner-bookkeeping.com/bookkeeping-terms.html> |
| PDF  | Concise one page glossary of book-keeping terms | Dales Bookkeeping | <http://www.dalesbookkeeping.co.uk/GIFs/glossary_of_bookkeeping_terms.pdf> |
| History of Bookkeeping and the Double Entry System | Website | Useful terms of reference sheet provides a one page summary of the History of Bookkeeping and the double entry system | AccountsMan.com | <http://www.accountsman.com/history-double-entry-book-keeping.html> |
| Double Entry Bookkeeping Principle | Website | This explains the double entry system and is followed by examples of financial transactions | Leoisaac Financial Managment | <http://www.leoisaac.com/fin/fin004.htm> |
| Bookkeeping Process | Website | This outlines the Accounting Cycle and steps 1-10 refer to the book-keeping process | NETMBABusiness Knowledge Centre | <http://www.netmba.com/accounting/fin/process/> |
| Manual Bookkeeping | Website | Useful Article provides an overview of manual account procedures as well as providing a bulleted list of its advantages and disadvantages | AccountMan.com | <http://www.accountsman.com/manual-accounting-systems.html> |
| Computerised Bookkeeping Advantages | Website | One page Article provides a simple and well explained bulleted list of the advantages of Computerised Bookkeeping | CleverAccounting | <http://www.cleveraccounting.com/9-advantages-computerized-accounting/> |
| Source Documents | Website | This information sheet provides explanation of invoices, credit notes, bank records and petty cash vouchers | WizzNotes | <http://wizznotes.com/accounts/final-accounts/the-balance-sheet> |
| What is an Account? | Website | This information sheet explains the five categories of account | Leoisaac Financial Managment | <http://www.leoisaac.com/fin/fin005.htm> |
| The Accounting Equation | Online Video | Useful explanation and to the point presentation of the Accounting Equation  | Matt Fisher | <https://www.youtube.com/watch?v=eezXyx7ZANY> |
| Sales Ledger | Online Infographic | Nice easy to follow diagram explaining how to post from the daybooks to the Ledger | WizzNotes | <http://wizznotes.com/accounts/final-accounts/sales-journal> |
| Books of First Entry, Double entry book-keeping, Ledgers and Trial Balance | Online PPT | Comprehensive PowerPoint guide to the bulleted list below and includes class questions and activities* Purpose of accounting records
* Steps in Accounting
* Source documents and day books
* Double-entry bookkeeping and the trial balance
* Assets, Liabilities, Expenses and Revenue
* The function of each day book
* Interpret ledger entries and balances
 | Joan Martin | <http://www.pdst.ie/sc/accounting/cresources/TY> |
| Trial Balance | Website | * Outlines the steps in preparing a Trial Balance as well as pointing out the reasons why a Trial Balance may not balance.
 | Dummies.com | <http://www.dummies.com/how-to/content/preparing-a-trial-balance-for-your-business.html> |
|  | Website | * Another resource outlining Trial Balance under the following headings
* Purpose
* Example
* Limitations
 | Accounting Simplified | <http://accounting-simplified.com/trial-balance.html> |
| VAT | Website | * Essential reading – identifies the purpose of VAT and the current rates of VAT and where they apply
 | Citizens Information | <http://www.citizensinformation.ie/en/money_and_tax/tax/duties_and_vat/value_added_tax.html> |
| VAT 3 Form | PDF Booklet | Sample Available to prepare a VAT 3 Form in accordance with the requirements of the Revenue Commissioners | Accounting Technicians Ireland | <http://www.technicians.ie/Students/Study_Materials/Tax_Forms/Tax_Forms.html>  |
| How to do Vat Returns | Online | Essential reading to understand the preparation of the end-of period VAT return in accordance with the Revenue Commissioners | Think Business.ie  | <https://www.thinkbusiness.ie/articles/how-to-do-vat-returns/> |
| Bank Reconciliation Statement | Online | Essential reading – outlines the purpose of a Bank Reconciliation Statement and provides a comprehensive guide to preparing a bank reconciliation statement. | Think Business.ie  | <https://www.thinkbusiness.ie/articles/bank-reconciliation-statements-are-essential-for-your-business/> |
| Tas  | Online video | Short video presentation showing how to Setup a company Enter a customerEnter a supplier | David Hopcroft | <https://www.youtube.com/watch?v=0gztM62ACpQ> |
| Tas | PDF | Very Useful TAS Books 2 User Manual. It is 107 pages. Most relevant for this module are sections*TAS ESSENTIALS*Getting Started on TB2 7Changing the Nominal ledger date 9Backup 18Restoring a backup file 23*CASHBOOK*Creating a new Bank Account 35Enter a lodgment 38Enter a payment 40Enter Inter-bank transfer 42Entering petty cash transactions 50Reconciling with the bank statement 53NOMINAL LEDGERChanging a new nominal ledger code 65Journal between nominal codes 69Printing the trial balance 83 | Financial Services Unit, Dublin | **[PDF]**[TAS BOOKS 2 User Manual - JMB](http://www.jmb.ie/menu-tas/385-tas-books-2-user-manual) |
| SAGE 50 | Website | This online Sage Training Course has many sample free lessons which include:Setting Customer DefaultsAdding AccountsQuotes, Sales Orders and Invoicing | TeachUComp.Inc | <http://www.teachucomp.com/courses/sage/learn-sage-50-2015-training-tutorial-course> |
| Bookkeeping Manual & Computerised 3rd edition | BookISBN: 9780717152704  | This textbook provides instruction on how to record, edit, interpret and analyse financial data using manual and computerised bookkeeping systems. Presents three different company accounts for a total of six monthly periods, illustrating the basic principles and entries of bookkeeping. The same tasks are used in both the manual and computerised sections, facilitating comparison of results. | John Roche | Layout of this book can be accessed by downloading this website <https://www.gilleducation.ie/AcuCustom/Sitename/DAM/059/Bookkeeping_Manual_and_Computerised_3rd_ed_-_Look_Inside_Sample.pdf>  |
| Further information at<http://www.gilleducation.ie/accounting-bookkeeping-payroll/accounting-bookkeeping-payroll/bookkeeping-manual--computerised> |
| Bookkeeping - Manual and Computerised | Book | This textbook is written specifically for the QQI Level 5 Bookkeeping component entitled 'Bookkeeping - Manual and Computerised' (5N1354). It is possible to download an inspection copy | Dympna Dolan 2016 | New edition now available to purchase and view sample copy on <http://www.payroll-book.com/> |

**Useful Organisations:**

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| --- | --- |
| Name | Contact Information |
| Citizens Information | <http://www.citizensinformation.ie/> |
| Think BusinessThinkBusiness is the go-to reference site and provides tools, templates, guide and checklists in Finance, Marketing, HR and Sales. | [http:ThinkBusiness.ie/](http://thinkbusiness.ie/) |
| IATI Under the Job Seekers Tab, a useful RSS Jobs Feed. Helpful to show bookkeeping students likely progression to Jobs in this area. | <http://www.accountingtechniciansrecruitment.ie/> |
| Irish 21st Century Students BlogSpotAlthough this blogspot is for the module Computerised and Manual Accounting, there is some overlap with the bookkeeping module and has some useful resources | <http://irish21stcenturystudents.blogspot.ie/search/label/Computerised%20and%20Manual%20Accounting/> |
| Sage provides an online forum which requires registration that is free of charge. Might be useful for posting Tas Books queries as Tas is part of the Sage family | <http://www.sageforum.co.uk/> |

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| **MOOCs (Massive Online Open Courses)** |
| Free Access to online coursesSearch regularly for new courses and new start dates | <https://www.mooc-list.com/> |