If you have suggested additions, or you find that some links are not working, please email [resourcelist@fess.ie](mailto: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 | NETMBA  Business 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 customer  Enter 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 7  Changing the Nominal ledger date 9  Backup 18  Restoring a backup file 23  *CASHBOOK*  Creating a new Bank Account 35  Enter a lodgment 38  Enter a payment 40  Enter Inter-bank transfer 42  Entering petty cash transactions 50  Reconciling with the bank statement 53  NOMINAL LEDGER  Changing a new nominal ledger code 65  Journal between nominal codes 69  Printing 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 Defaults  Adding Accounts  Quotes, Sales Orders and Invoicing | TeachUComp.Inc | <http://www.teachucomp.com/courses/sage/learn-sage-50-2015-training-tutorial-course> |
| Bookkeeping Manual & Computerised 3rd edition | Book  ISBN: 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 Business  ThinkBusiness 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 BlogSpot  Although 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 courses  Search regularly for new courses and new start dates | <https://www.mooc-list.com/> |