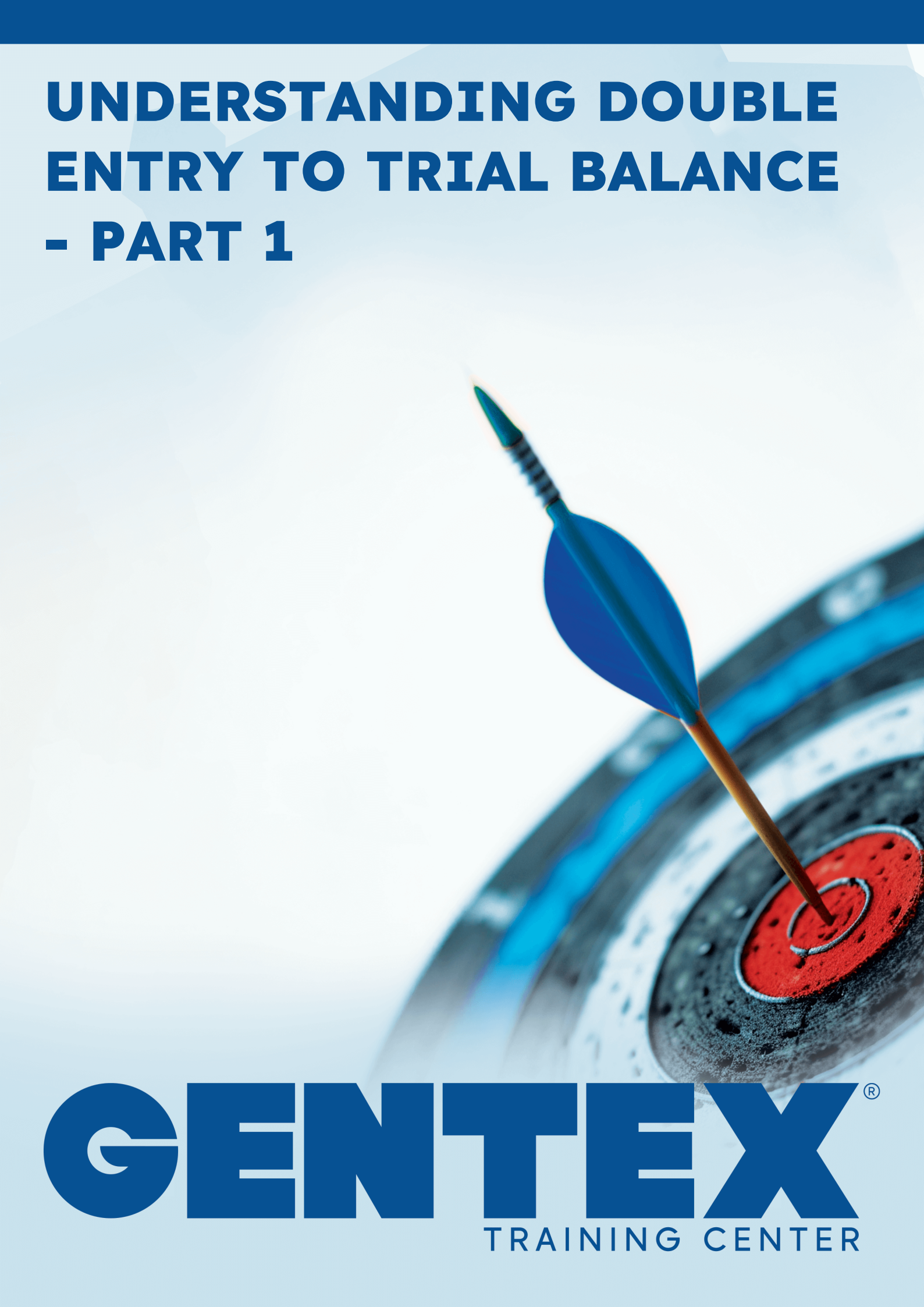
UNDERSTANDING DOUBLE ENTRY TO TRIAL BALANCE - PART 1



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Introduction

Understanding Double Entry to Trial Balance - Part 1 Training Course builds the foundation every accounting career rests on: recording transactions correctly the first time. It starts with the accounting equation and the debit and credit rules, then follows each entry through the journal, the ledger, and the trial balance. Participants practise with source documents, posting routines, and balancing techniques until the logic becomes automatic. In addition, the course covers control accounts, the bank reconciliation, and both the trial balance and extended trial balance. As a result, attendees leave able to keep accurate books and correct errors with confidence.

Understanding Double Entry to Trial Balance - Part 1 Course Objectives

- Apply the accounting equation and the rules of double entry to everyday transactions.
- Identify and interpret source documents, including invoices, credit notes, and receipts.
- Record entries in the books of prime entry: sales, purchases, returns, and cash books.
- Post journal entries to the general ledger and subsidiary ledgers.
- Balance ledger accounts and extract a trial balance.
- Prepare trade receivable and trade payable control accounts.
- Perform a bank reconciliation statement.
- Prepare and use an extended trial balance to organise adjustments.
- Identify and correct errors using journal corrections and suspense accounts.
- Apply basic internal controls over cash and ledger accuracy.

Course Methodology

- Step-by-step guided practice on each stage of the recording cycle.

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- Hands-on exercises using journal, ledger, and trial balance templates.
- Worked examples on control accounts and bank reconciliations.
- Short problem sets that build confidence through repetition.
- Group review of common errors and how to correct them.

Who Should Take This Course

- New accounting staff and accounting trainees.
- Bookkeepers and accounts assistants.
- Accounts payable and receivable clerks.
- Finance graduates entering their first accounting role.
- Small business owners managing their own records.
- Administrative staff handling invoices and payments.
- Professionals returning to accounting practice.

Understanding Double Entry to Trial Balance - Part 1 Course Outlines

Day 1: The Accounting Equation and Core Principles

- Assets, liabilities, and capital: the accounting equation.
- How transactions affect the equation.
- The rules of debit and credit for each account type.
- Income, expenses, and the effect on capital.
- Source documents and their accounting purpose.
- Books of prime entry: sales, purchases, returns, and cash books.
- Workshop: recording transactions directly into the equation.

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Day 2: Journals, Ledgers, and Posting

- Structure of the general journal and narration.
- Posting entries to the general ledger.
- Subsidiary ledgers for receivables and payables.
- The trial balance as a check on arithmetic accuracy.
- Balancing accounts and bringing down balances.
- Opening and closing entries at period end.
- Practice set: posting a full month of transactions.

Day 3: Control Accounts and Bank Reconciliation

- Purpose of control accounts in the accounting system.
- Preparing trade receivable control accounts.
- Preparing trade payable control accounts.
- Reconciling control accounts with subsidiary ledgers.
- Bank statements and the bank reconciliation statement.
- Timing differences, unpresented cheques, and deposits in transit.
- Workshop: completing a bank reconciliation from a bank statement.

Day 4: The Extended Trial Balance and Adjustments

- Purpose and layout of the extended trial balance.
- Entering accruals and prepayments.
- Depreciation entries and accumulated depreciation.
- Allowances for doubtful debts.
- Closing stock and cost of sales adjustments.

- Calculating profit from the extended trial balance.
- Practice set: completing an extended trial balance.

Day 5: Errors, Suspense Accounts, and Review

- Types of errors: omission, commission, principle, and reversal.
- Errors that do not affect the trial balance.
- Using the suspense account for imbalance.
- Journal corrections for each error type.
- Basic controls over cash, invoices, and ledger entries.
- Review exercise covering the full recording cycle.
- Capstone: producing a corrected trial balance from a set of books.

Conclusion

By successfully completing Understanding Double Entry to Trial Balance - Part 1 Training Course, participants will gain a firm command of the accounting equation, double entry, and the path from journal to trial balance. They will acquire the ability to post entries accurately, prepare control accounts and bank reconciliations, complete an extended trial balance, and correct errors with confidence. As a result, they can maintain records that stand up to review. Gentex Training Center delivers this programme with a strong emphasis on practice and daily application.

FAQs for the Understanding Double Entry to Trial Balance - Part 1 course

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Q1 What is the "Understanding Double Entry to Trial Balance - Part 1" course about?

It teaches the core recording cycle of accounting: the accounting equation, debit and credit rules, journals, ledgers, control accounts, bank reconciliations, and the trial balance and extended trial balance.

Q2 What are the key benefits of the "Understanding Double Entry to Trial Balance - Part 1" course?

Participants record transactions correctly from the start, reduce posting errors, and balance their ledgers faster. They also learn how to locate and correct mistakes systematically, which stops small errors from growing into month-end problems.

Q3 What skills will I gain from the "Understanding Double Entry to Trial Balance - Part 1" course?

Recording transactions under the double entry system; posting to the general and subsidiary ledgers and extracting a trial balance; preparing trade receivable and payable control accounts and bank reconciliations; and completing an extended trial balance and correcting errors through suspense accounts.

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Q4 What tools, methods, or standards are covered in the "Understanding Double Entry to Trial Balance - Part 1" course?

The course covers the accounting equation, books of prime entry, the general and subsidiary ledgers, trade receivable and payable control accounts, bank reconciliation statements, the trial balance and extended trial balance, suspense accounts, journal corrections, and basic internal controls over cash and ledger entries.

Q5 How is the "Understanding Double Entry to Trial Balance - Part 1" course applied in real-world practice?

Participants post a full month of transactions, complete a bank reconciliation from a real bank statement, build an extended trial balance with accruals and depreciation, and correct a set of books to produce a clean trial balance. These mirror the daily work of an accounts assistant.