

# CA



THE INSTITUTE OF  
**CHARTERED** ACCOUNTANTS  
OF SRI LANKA

# Online Training Record

## Student's User Guide



**CA TRAINING  
RECORDS**

**YOU ARE ADVISED TO READ THE CONTENTS OF THE  
USER GUIDE CAREFULLY BEFORE MAINTAIN THE RECORDS.**

The Institute of Chartered Accountants of Sri Lanka

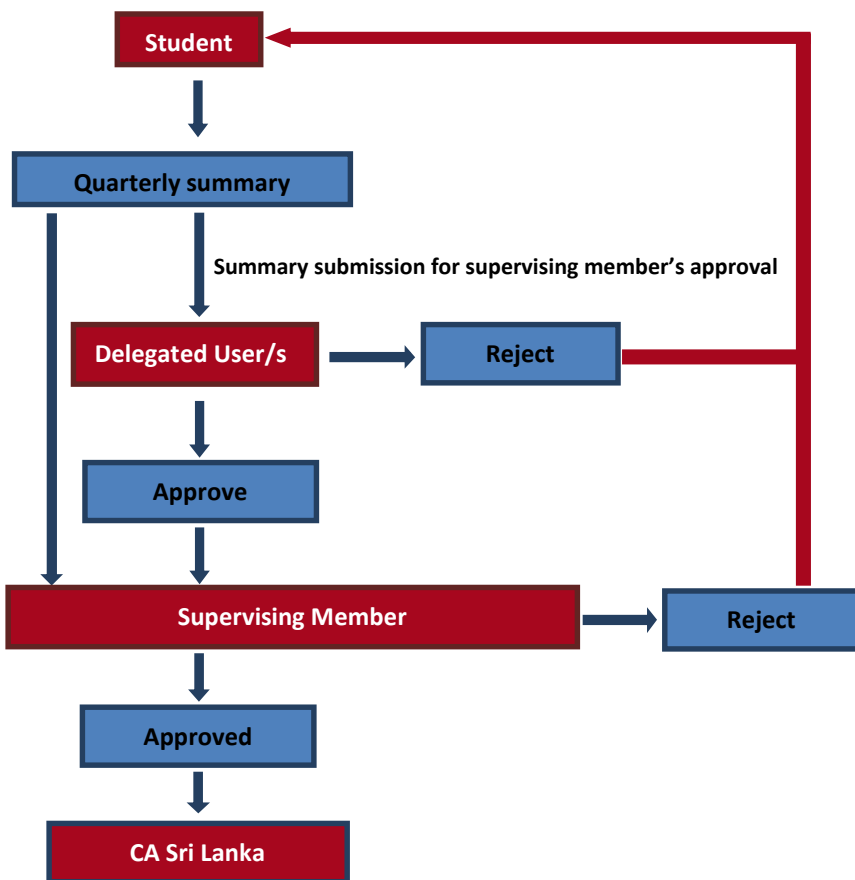
30 A, Malalasekera Mawatha, Colombo 07, Sri Lanka.

<https://casrilanka.com>

## What is Online Training Record System?

Online record / E- record facility was introduced by CA Sri Lanka for the students to maintain daily training records & submit quarterly summaries through the web site, instead of the existing manual record book. Also the supervising members can view/approve those records through the web site

### Entire process of the online record submission system



### Browse/Version Requirements

Browser	Version
Firefox	23 or above
Google Chrome	26 or above
Internet Explorer	8.x ,9.x

Note : Java script should be enabled in your browsers.

## Registration Procedure

Students have to submit their payment slips with a application to the training division for the registration of online training records. Student can make the online training record payment directly to CA Sri Lanka cashier point .

students can make online training record payment to the bank with the training agreement payment (Payment Code **TRO5**)

Student can Make the payment through website

## Login to Students Area of the CA Sri Lanka Website

- Go to CA Sri Lanka website "<https://casrilanka.com>" & click "[Member | Student login](#)" in the top right hand corner in the website.
- Then You can login to the Student area of the CA Sri Lanka Web site. Your username and password would be as follows :

**User Name** : Student ID (up to 9 digits without leading zeros)

**Password** : First four digits of your National Identity Card Number (NIC) or the Passport Number which you have submitted to the Institute.

**\*Please ensure to change your password upon your first login.**

## How to Access Online Training Record Book

Steps:

- To see available record books click "[My Training Record Book](#)" under the student's menu.

No	Year	Agreement Level	Status	Training Period	Training Organization	Supervising Member	
1234567	1	Certificate	Active	2013-01-22 / 2014-01-21	Test Organization	Test Name	➔

Display # All

Click on the ➔ icon to access recordbook

### Recordbook Quarter Detail - Year 1

Quarter	Start Date	End Date	Delegated Users	
Quarter 01	2013-01-22	2013-04-21	<input type="button" value="Delegated Users"/>	<input type="button" value="Weekly Summary"/> <input type="button" value="Quarter Summary"/>
Quarter 02	2013-04-22	2013-07-21	<input type="button" value="Delegated Users"/>	<input type="button" value="Weekly Summary"/> <input type="button" value="Quarter Summary"/>
Quarter 03	2013-07-22	2013-10-21	<input type="button" value="Delegated Users"/>	<input type="button" value="Weekly Summary"/> <input type="button" value="Quarter Summary"/>
Quarter 04	2013-10-22	2014-01-21	<input type="button" value="Delegated Users"/>	<input type="button" value="Weekly Summary"/> <input type="button" value="Quarter Summary"/>

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## How to Update Weekly Records

- To update your weekly records click "[weekly summary](#)"

### Add Weekly Training Detail : Week 1

Add weekend Records :  No  Yes

Week Start Date: 2013-09-02

Week End Date: 2013-09-06

Student level of involvement: Assisting

#### Details of work done

Date	Org. Category	Exp. category	Details of work done	Time spend	remarks
02/09 & 03/09	E	1.2	Check the accuracy of debtors age analysis	2	Note 01
04/09& 06/09	E	2.3	Verified trade debtors	2	
05/09			Leave		

Note 01  
Notes related to Note No 01

- Select week start date & end date. When you select the week period make sure to select Monday to Friday. But when you start your quarter at the middle of the week make sure to select actual start date as week start date. And when you complete your quarter at the middle of the week make sure to select actual end date as week end date



Example - if your quarter start date is 04th September 2013, your first week start date & end date should be as follows

Edit Weekly Training Detail : Week 1

Week Start Date: 2013-09-04

Week End Date: 2013-09-06

Student level of involvement: N/A

- Select the level of involvement.
- Add details of work done.

**There is no specific format to maintain your weekly records. Therefore students can obtain a specific format from the supervising member/ training organization to maintain their weekly records .**


#### Sample recording format

Date	Org. Category	Exp. Category	Details of work Done	No of days spend	Level of involvement	Remarks	D U Remarks	SM Remarks
02/09 & 03/09	E	1.2	Check the accuracy of debtors age analysis	2	A	Note 01		
04/09 & 06-09	E	2.3	Verified trade debtors	2	A			
05/09			Leave					

Note 01  
Notes related to "Note No 01"

Students can maintain their weekly records in a word document & students have a facility to paste those record to online system using **“Paste from Word”** button .



- Step to paste weekly record from a word document
  1. Select the relevant week from the Online Training Record
  2. Open the word document & copy the relevant weekly record
  3. Click **“Paste from Word”** button 
  4. Paste it in to the new window
  5. Click **“Insert”** then it comes to your weekly records
  
- Enter the number of days completed under each experience categories & organization categories for entire week. Key organization categories as follows:
 

<ul style="list-style-type: none"> <li>A. Manufacturing / Processing</li> <li>B. Banking / Finance / Insurance / Leasing</li> <li>C. Travel</li> <li>D. Agriculture</li> <li>E. Services</li> <li>F. Local Trading</li> </ul>	<ul style="list-style-type: none"> <li>G. Hotels</li> <li>H. International Trading</li> <li>I. NPO / NGO</li> <li>J. State Corporations &amp; Statutory Boards</li> <li>K. Others</li> </ul>
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**Experience Category**

	A	B	C	D	E	F	G	H	I	J	K
<b>Financial Accounting &amp; Management Accounting</b>											
1.1 Recording financial transactions											
1.2 Preparing financial statements					2						
1.3 Applying relevant Sri Lanka Accounting											
1.4 Analyzing and interpreting financial											
1.5 Preparing and reviewing budgets,											
1.6 Designing and implementing management											

	A	B	C	D	E	F	G	H	I	J	K
<b>Audit &amp; Assurance</b>											
2.1 Planning and controlling of statutory audits											
2.2 Evaluating and testing the accounting											
2.3 Gathering and evaluating audit evidence					2						

## Online Training Record - Student's User Guide

- Click “[Calculate Details](#)” to calculate number of working days. Then it will calculate number of working days automatically as follows.

6.6 Perusing of minutes of the directors

6.7 Filling/checking annual returns

[Calculate Details](#)

No Of Working Days

4.00

No Of Non-Working Days

1

Study Leave

Lectures Leave

Sick Leave

1

Holiday Leave

[Check Training Details](#)

- Enter the number of non working days & leave days for each leave category.
- Click “[Check Training Details](#)” to verify your records
- Click “[Submit](#)” to save your weekly records.

No Of Working Days

4.00

No Of Non-Working Days

1

Study Leave

0

Lectures Leave

0

Sick Leave

1

Holiday Leave

0

[Submit](#)

[Check Training Details](#)

- Now you can see the updated weekly records as given below & add more weekly records for this quarter as previous

### Weekly Training Details Updated

Week	Date Range	View Details
Week 1	2013-11-01 - 2013-11-01	<a href="#">→</a>
Week 2	2013-11-04 - 2013-11-08	<a href="#">→</a>
Week 3	2013-11-09 - 2013-11-10	<a href="#">→</a>

[Click here](#) to add new records. | [View Weekly Summary](#)



## Change the Supervising Member

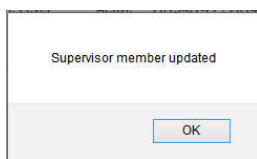
- If there is a change in your supervising member , your Supervising member has to inform that particular change to the training division in written form. Then we can change your supervising member accordingly.
- Then student has to click on the relevant Training Record Book

No	Year	Agreement Level	Status	Training Period	Training Organization	Supervising Member
1234567	1	Certificate	Active	2013-01-22 / 2014-01-21	Test Organiza-	Test Name

Display # All

Click on the → icon to access recordbook

- Then it will automatically display a message to change your supervising member



- Click [“OK”](#)
- Then above change will applicable to all pending quarterly summaries.

## Add Delegated user/users for a quarterly summary

- Once you complete the entire quarter click [“Delegated User”](#) if you required to obtain some other parties recommendation before approval of the Supervising member .

### Note-

**Make sure to select delegate user/ users before sending a quarterly summary for the approval of supervising member**

Quarter	Start Date	End Date	Delegated Users		
Quarter 01	2013-01-22	2013-04-21	<a href="#">Delegated Users</a>	<a href="#">Weekly Summary</a>	<a href="#">Quarter Summary</a>
Quarter 02	2013-04-22	2013-07-21	<a href="#">Delegated Users</a>	<a href="#">Weekly Summary</a>	<a href="#">Quarter Summary</a>
Quarter 03	2013-07-22	2013-10-21	<a href="#">Delegated Users</a>	<a href="#">Weekly Summary</a>	<a href="#">Quarter Summary</a>
Quarter 04	2013-10-22	2014-01-21	<a href="#">Delegated Users</a>	<a href="#">Weekly Summary</a>	<a href="#">Quarter Summary</a>

[Yearly Summary](#) [<< Back](#)

- Click [“ Add Delegated Users”](#) & add relevant delegated user/Users from the list

### Note -

**No need to take this step, If you are not required to obtain some other parties recommendation before supervising members approval**



## Submit Quarterly summary for delegated user's recommendation & supervising members approval

- Click “ [Quarterly Summary](#)”
- Check details & if no further amendment Click “[Submit Details for Approval](#)”

### Non-Training Days

Leave Category	Number Of Days
Study Leave	1
Lectures Leave	2
Sick Leave	1
Holiday Leave	0
<b>Total</b>	<b>4</b>

### Supervisor Remarks

[Submit Details For Approval](#) [Back](#)

### Note

- \* Once you [Submitted details for Approval](#) it will automatically forward to your Delegated Users/supervising member for approval.
- \* Once you submit Quarterly Summary for approval, it will automatically disable any further updates in the relevant quarter. Therefore please make sure to submit correct details for Delegated User/supervising members approval.
- \* It is advisable for you to keep a soft backup what is being submitted via online

**Minimum Training Requirement**

Experience Category	Public Practice Organization			Non-public Practice Organization		
	Executive Level	Business Level	Corporate Level	Executive Level	Business Level	Corporate Level
Financial Accounting & Management Accounting	40	50	50	100	90	90
Audit & Assurance	80	75 (note vi)	75 (note vi)	-	20 (note v)	20 (note v)
Taxation	10	15 (note iv)	15 (Note iv)	10	15 (note iv)	15 (Note iv)
Financial Management	-			20	20	20
Use of Information Technology	20	25	25	20	25	25
Secretarial Practice		5	5	-	-	-
<b>Total</b>	<b>220</b>	<b>220</b>	<b>220</b>	<b>220</b>	<b>220</b>	<b>220</b>

**Notes**

- i. In the absence of an Internal Audit Division, the experience on Financial Management category should be increased to 40 days per year
- ii. At the Business & Corporate level Training, minimum of 25% of total requirement in Taxation should be in Income Tax as indicated under **3.1** & **3.2** categories.( 3.2 category should be at least 2.5 days per year)
- iii. The days attending for training programmes or any workshops conducted by the CA Sri Lanka or any other recognized training organization will be considered as working days.
- iv. Any difference between the minimum training requirement per annum (220 days) and the total minimum training requirement in accordance with each experience categories per year can be completed using any experience category listed in the above table.
- v. Any trainee who fails to obtain the specified minimum number of days in Information Technology or Taxation will be required to undergo training in courses that are conducted by the IT Faculty and the Taxation Faculty of the CA Sri Lanka.
- vi. The training requirement for Certificate to Practice eligibility is specified in page number 11 of this Guideline.

## Year End Report

### Recordbook Quarter Detail - Year 1

Quarter	Start Date	End Date		
Quarter 01	2013-05-01	2013-07-31	<a href="#">Weekly Summary</a>	<a href="#">Quarter Summary</a>
Quarter 02	2013-08-01	2013-10-31	<a href="#">Weekly Summary</a>	<a href="#">Quarter Summary</a>
Quarter 03	2013-11-01	2014-01-31	<a href="#">Weekly Summary</a>	<a href="#">Quarter Summary</a>
Quarter 04	2014-02-01	2014-04-30	<a href="#">Weekly Summary</a>	<a href="#">Quarter Summary</a>

[Yearly Summary](#) [<< Back](#)

- Click "[Yearly Summary](#)" to view master summary

### Training Records Yearly Summary for Year - 1

Student ID	Agreement No	Supervisor Name
1517176	49901	Supervising member's Name
Training Period From Date	Training Period To Date	Organization
2013-05-01	2014-04-30	Organization Name

Summary of Training Records

Id	Experience Category	Total Days
000001	Financial Accounting & Management Accounting	3.5
000002	Audit & Assurance	5.5
000003	Taxation	7
000004	Financial Management	6.25
000005	Information Technology	1.25
000006	Secretarial Practice	3.25
Grand Total		26.75

- See the master summary & compare it with the minimum requirements .
- If there is any shortage, those can be identified by your self
- If you want to extend the agreement to cover the shortage you may request at Certificate Level - to be requested before submit 4th quarter at Strategic Level - to be requested before submit 4th quarter of the 2nd year

***It is advisable for student to view year end report before submit the last quarter of each level***

## Extension of Training Period

If you are unable to cover the minimum training requirement during the training period, you have to send a formal request to the training division. Once you submit a request, training division will extend your training period as well as Online Training Record accordingly. Then student can update records to the online system.

***\* Make sure to send a request to the training division & get extended your online training records before you submit the last quarter for supervising members approval .***

***\*\* If the extension period more than 15 weeks, student have to buy a new training record book***

### Delay in Submitting quarterly summaries

Quarterly summaries should be submit to the training division within 30 days from the quarter ending date

Eg. If training commenced on 04<sup>th</sup> March 2012

	<b>Starts on</b>	<b>Quarter end on</b>	<b>Hand over before</b>
Quarter 1	4 <sup>th</sup> March 2012	3 <sup>rd</sup> June 2012	3 <sup>rd</sup> July 2012
Quarter 2	4 <sup>th</sup> June 2012	3 <sup>rd</sup> September 2012	3 <sup>rd</sup> October 2012
Quarter 3	4 <sup>th</sup> September 2012	3 <sup>rd</sup> December 2012	3 <sup>rd</sup> January 2013
Quarter 4	4 <sup>th</sup> December 2012	3 <sup>rd</sup> March 2013	3 <sup>rd</sup> April 2013

Failure to submit Quarterly Progress Reports, within thirty days from the last day of each Quarter amongst other things, will render the trainee to his / her training period being extended.

### Certificates Under Regulation 27 & 29

It is not mandatory to keep a hard copy of this certificate as the certificate is generated through online record book system . However, if you want to apply for Certified Senior Business Accountant & but could not complete minimum training requirement within business level training period, supervising member have to give the certifications under regulation 27 & 29 as hard copies after completing the requirements

And also you have to get supervising member's certification as a hard copy when resign from the training organization before completing the record book ( without submitting all 4 quarterly Summaries)

specimen copies of "**Certificates under regulations**" are attached in the guideline as mentioned below .

Annexure I - for certificate Level

Annexure II - for Strategic Level 1st year

Annexure III - for Strategic Level 2nd year

### The Training Requirement for Certificate to Practice eligibility

Completion of two years (440 working days) of training in a Public Practice (Audit) organization approved for Strategic level training with a minimum of 50% experience related to **statutory audits after completing Final I examination or after being eligible for DAB.**

Students are eligible for DAB after completion of both S I examination and one year (220days) of Strategic level training

Students are eligible for SCBA after completion of both Business Level examination and Business Level Training (220days)

(Please refer Practical Training Guide for further details)

**CERTIFICATE UNDER REGULATION 27**

*(Applicable for Non Public Practice Organizations)*

The foregoing is a true record of training acquired by the registered student  
Mr./Ms.....  
.....in this Organization.

.....  
Signature of Authorized Officer  
of the Training Organization

Date .....  
.....  
Designation

**CERTIFICATE UNDER REGULATION 29**

I certify that Mr. / Ms. ....  
.....has successfully  
completed the period of Practical Training of .....year/s with ..... days  
from ..... to ..... as required for the Certificate in  
Accounting & Business.

In my opinion the training acquired by him/her is adequate.

Date .....  
.....  
Signature of the  
Supervising Member

**CERTIFICATE UNDER REGULATION 27**

*(Applicable for Non Public Practice Organizations)*

The foregoing is a true record of training acquired by the registered student  
Mr./Ms.....  
.....in this Organization.

.....  
Signature of Authorized Officer  
of the Training Organization

Date .....  
.....  
Designation

**CERTIFICATE UNDER REGULATION 29**

I certify that Mr. / Ms. ....  
.....has successfully  
completed the period of Practical Training of .....year/s with ..... days  
from ..... to ..... as required for the Diploma in  
Accounting & Business.

In my opinion the training acquired by him/her is adequate.

Date .....  
.....  
Signature of the  
Supervising Member

**CERTIFICATE UNDER REGULATION 27**

Annexure III

*(Applicable for Non Public Practice Organizations)*

The foregoing is a true record of training acquired by the registered student

Mr./Ms.....

.....in this Organization.

.....  
Signature of Authorized Officer  
of the Training Organization

Date .....

Designation

**CERTIFICATE UNDER REGULATION 29**

I certify that Mr. / Ms. ....

.....has successfully

completed the period of Practical Training of .....year/s with ..... days

from ..... to ..... as required for the Associate  
Membership. In my opinion the training acquired by him/her is adequate.

Date .....

Signature of the  
Supervising Member

**CERTIFICATE ON ELIGIBILITY FOR CERTIFICATE TO PRACTICE**

I certify that Mr. / Ms. ....

..... has successfully  
completed the eligibility requirements for Certificate to Practice \* as specified  
in Practical Training Guide.

Date .....

Signature of the  
Supervising Member

\* Eligibility Requirements for Certificate to Practice -

*Please refer the "Certificate to practice" Section of the Practical Training Guide or user guideline*