Online Training Record
Student’s User Guide

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**

![Diagram](image)

**Browse/Version Requirements**

<table>
<thead>
<tr>
<th>Browser</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firefox</td>
<td>23 or above</td>
</tr>
<tr>
<td>Google Chrome</td>
<td>26 or above</td>
</tr>
<tr>
<td>Internet Explorer</td>
<td>8.x, 9.x</td>
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</tbody>
</table>

Note: Java script should be enabled in your browsers.
Registration Procedure
Students have to submit their payment slips with an application to the training division for the registration of online training records. Students 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 TR05).

Student can make the payment through the 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 of 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.
How to Update Weekly Records

- To update your weekly records click “weekly summary”

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

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Org. Category</th>
<th>Exp. Category</th>
<th>Details of work done</th>
<th>No of days</th>
<th>Level of involvement</th>
<th>Remarks</th>
<th>OU Remarks</th>
<th>SM Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/09 &amp; 03/09</td>
<td>E</td>
<td>0.2</td>
<td>Check the accuracy of debtors age analysis</td>
<td>2</td>
<td>A</td>
<td>Note 01</td>
<td></td>
<td></td>
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<tr>
<td>04/09 &amp; 06/09</td>
<td>E</td>
<td>0.3</td>
<td>Note 01</td>
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<tr>
<td>05/09</td>
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<td>Leave</td>
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</table>

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:
  A. Manufacturing / Processing  G. Hotels
  B. Banking / Finance / Insurance / Leasing  H. International Trading
  C. Travel  I. NPO / NGO
  D. Agriculture  J. State Corporations & Statutory Boards
  E. Services  K. Others
  F. Local Trading

<table>
<thead>
<tr>
<th>Experience Category</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
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<tr>
<td>Financial Accounting &amp; Management Accounting</td>
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<td>1.1 Recording financial transactions</td>
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<td>1.2 Preparing financial statements</td>
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<td>1.3 Applying relevant Sri Lanka Accounting</td>
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<td>1.4 Analyzing and interpreting financial</td>
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<td>1.5 Preparing and reviewing budgets,</td>
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<td>1.6 Designing and implementing management</td>
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<table>
<thead>
<tr>
<th>Audit &amp; Assurance</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
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<tbody>
<tr>
<td>2.1 Planning and controlling of statutory audits</td>
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<td>2.2 Evaluating and testing the accounting</td>
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<td>2</td>
</tr>
<tr>
<td>2.3 Gathering and evaluating audit evidence</td>
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</table>
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.

- 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.

- Now you can see the updated weekly records as given below & add more weekly records for this quarter as previous
Update Week End Records to the Online Training Record Book

- Tick on “Yes” to update Week End Records

- Select an appropriate date

Options - 01 02 03

<table>
<thead>
<tr>
<th>Option</th>
<th>Week End Date</th>
<th>No of Working Days</th>
<th>No of Non Working Days</th>
<th>Total of Working Days &amp; Non Working Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Saturday</td>
<td>6 *</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>02</td>
<td>Sunday</td>
<td>6 **</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>03</td>
<td>Sunday</td>
<td>7 ***</td>
<td>0</td>
<td>7</td>
</tr>
</tbody>
</table>

* We have assumed that student has worked Monday to Saturday
** We have assumed that student has worked Monday to Sunday except Saturday
*** We have assumed that student has worked Monday to Sunday

- Enter the number of days completed under each experience category for entire week record as previous

*Note - Students are allowed to add week end records subject to maximum of 10 days per annum*

- Select the relevant week & Change the required details
- Follow previous steps which you use to add new record to save your amended records
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.

  ![Training Record Book](image)

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

  ![Supervisor member updated](image)

  - 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.

  ![Quarterly Summary](image)

  - 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”

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

<table>
<thead>
<tr>
<th>Experience Category</th>
<th>Public Practice Organization</th>
<th>Non-public Practice Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Executive Level</td>
<td>Business Level</td>
</tr>
<tr>
<td>Financial Accounting &amp; Management Accounting</td>
<td>40</td>
<td>50</td>
</tr>
<tr>
<td>Audit &amp; Assurance</td>
<td>80 (note vi)</td>
<td>75 (note vi)</td>
</tr>
<tr>
<td>Taxation</td>
<td>10 (note iv)</td>
<td>15 (Note iv)</td>
</tr>
<tr>
<td>Financial Management</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Use of Information Technology</td>
<td>20 (Note iv)</td>
<td>25</td>
</tr>
<tr>
<td>Secretarial Practice</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Total</td>
<td>220</td>
<td>220</td>
</tr>
</tbody>
</table>

### 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.
Click "Yearly Summary" to view master summary

- See the master summary & compare it with the minimum requirements.
- If there is any shortage, those can be identified by yourself.
- 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 04th March 2012

<table>
<thead>
<tr>
<th>Starts on</th>
<th>Quarter end on</th>
<th>Hand over before</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter 1 4th March 2012</td>
<td>3rd June 2012</td>
<td>3rd July 2012</td>
</tr>
<tr>
<td>Quarter 2 4th June 2012</td>
<td>3rd September 2012</td>
<td>3rd October 2012</td>
</tr>
<tr>
<td>Quarter 3 4th September 2012</td>
<td>3rd December 2012</td>
<td>3rd January 2013</td>
</tr>
<tr>
<td>Quarter 4 4th December 2012</td>
<td>3rd March 2013</td>
<td>3rd April 2013</td>
</tr>
</tbody>
</table>

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 generates through online record book system. However, if you want to apply for Certified Senior Business Accountant & but could not complete minimum training requirement with in 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 mention 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
(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