

## **International Diploma in Computerised Accounting and Finance**

### **Qualification Code- IDCAF**

#### **QUALIFICATION SPECIFICATION**

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#### **INTERNATIONAL DIPLOMA IN COMPUTERISED ACCOUNTING AND FINANCE**

##### **1. Introduction**

This qualification is certified and issued by IAAP (International Association of Accounting Professionals) specifically for India. The qualification covers the manual, financial and computerised accounting. Qualifications within the structure are made up of units and each unit is given a credit value, where each credit is of 10 Hrs training time.

Once the course fees have been paid and the learner registered, they will be issued a roll number towards the programme which also stands as their identifications number also the exam roll number. They will also get limited

access to the online practice of assessments together with the registrations.

## **2. Objectives**

1. To meet the demand for trained and professional accounting professionals in India.
2. Give candidates the necessary skills to assess their own competence in carrying out a range of day-to-day computerised accounting routines and activities.
3. Act as an enhanced understanding of financial record keeping and computerised accounting using Tally software.
4. Give candidates a greater understanding of the capabilities of the software like QuickBooks and Peachtree which is optional and help them to cope with any changing accounting software in a working environment.
5. Undertaking further studies in IAAP certification programmes.

## **3. Target group**

The qualification is aimed at the students who have completed their (12<sup>th</sup>), A level equivalent and also for the students who are pursuing or completed B.Com. It could also be taken by those candidates who already possess the practical knowledge and skills and wish to gain an internationally recognised qualification in this area.

## **Entry requirements**

Students who have completed (12<sup>th</sup>) or 'A' level equivalent.

#### 4. Qualification Structure

To achieve this qualification, all the mandatory units must be achieved.

Unit	TOPIC	DURATION
1	Manual Accounting	80 glh
2	Financial Management	80 glh
3	Computerised Accounting – Tally	120 glh
4	Optional Accounting Software –(QuickBooks or Peachtree)	20 glh
5	Foundation in IFRS	20 glh

#### 5. Assessment and Grading

The qualification will be independently assessed by skill excel and a minimum of 50% is required to pass towards the award.

It is the responsibility of the accredited centre to appoint a professionally competent Assessor/Tutor to ensure that there is sufficient evidence to cover all the Learning Outcomes and associated Assessment Criteria for all the units which are needed to pass the qualification.

On completion of the programme the written exams and assignments will be internally verified and sample issue externally to skill excel which will be verified for external moderation.

### **Internal verification of assessment**

It is the responsibility of the accredited centre to appoint a suitably experienced and qualified person to act as the internal verifier. The IAAP do need to be assured that at least 25% of assessment has been internally moderated and in any batch of knowledge tests/assignment forwarded for external moderation, the IAAP would expect to see some evidence of internal verification.

### **External moderation of assessment**

It is the responsibility of each centre to choose a cross section of knowledge tests/assignments for moderation by Skilxcel /IAAP. The Skilxcel would expect to see a mix of completed assessments which are representative of the overall quality from that particular group of learners. This will be moderated by the External Quality Assessor from Skilxcel. If the centre has any doubt about which work to forward for external moderation they should contact Skilxcel office.

## **6. Certification**

On successful completion of the mandatory units the learner will be issued a certificate with his full name and the identification number of the qualification. This will also have an award of pass. The certification will also have a code which can be verified in Skillxcel/IAAP website.

## 9. Units with Learning Outcomes and Assessment Criteria

<b>UNIT TITLE – Manual Accounting</b>	
<b>Learning outcomes</b>	<b>Assessment criteria</b>
1. Understand the use of generally accepted accounting concepts and the qualitative characteristics of financial statements	<p>1.1 Explain how the accounting concepts of going concern, accruals/matching, prudence and consistency are used in the preparation and presentation of financial statements</p> <p>1.2 Recognise and explain the use of other accounting concepts including:</p> <ul style="list-style-type: none"><li>Dual Aspect</li><li>Realisation</li><li>Objectivity</li><li>Materiality</li></ul> <p>1.3 Explain the importance of the qualitative characteristics of relevance, reliability, ease of understanding and comparability to the preparation and presentation of financial statements</p>
2. Understand the accounting concepts and its principles	<p>2.1 Explain the accounting concepts and convention are related to each other</p> <p>2.2 Explain the Fundamental accounting concepts</p>

	2.3 Explain the fundamental accounting assumptions
3. Understand the concept and objectives of accounting standards	3.1 Recognize the accounting concepts and standards 3.2 Explain the benefits and limitations accounting Standards 3.3 Explain the accounting standards in India
4. Understand the International Ethics Standards Board for Accountants.	4.1 Explain general Application of the Code
5. Understand the accounting procedures and posting of entries	5.1 Describe double entry system, and its advantages 5.2 Explain Journalising process and advantage of journal 5.3 Explain account classifications and list down the golden rules of accounting 5.4 Explain the traditional approach
6. Understand Rules while posting the entries	6.1 Explain the rules to be followed while posting entries in ledgers
7. Understand meaning and need of subsidiary books	7.1 Explain subsidiary books 7.2 Differentiate subsidiary books and primary books
8. Understand the importance of posting cash book entries	8.1 Explain the importance of cash book/ different types of cash book 8.2 Posting cash book entries
9. Understand the procedure followed in trial balance preparation	9.1 Explain the methods of preparing trial balance 9.2 Rules to be followed while preparing the trial balance of a company

10. Understand the procedure followed in Income statement and Balance sheet preparation.	10.1 Explain entries in Balance sheet 10.2 Explain preparation of Income statement
11. Understand the need and importance of Bank Reconciliation Statement and its preparation	11.1 Explain the importance of Bank Reconciliation Statement 11.2 Explain the process of preparing Bank Reconciliation statement.
<b>UNIT TITLE-FINANCIAL MANAGEMENT</b>	
<b>Learning outcomes</b>	<b>Assessment criteria</b>
1. Understand the meaning of Financial management and the its aspects	1.1 Explain objectives and functions of financial management
2. Understand the process and techniques of financial analysis	2.1 Explain the process of financial analysis and concept 2.2 Explain Financial analysis techniques 2.3 List down the Analysis tools and report.
3. Understand the concepts and types of Ratios	3.1 Explain the types of Ratios 3.2 Describe how the following are used: a) Liquidity Ratio b) Activity Ratio c) Capital Structure Ratio d) Profitability Ratio e) Gross profit Ratio f) Net Profit Ratio g) Operating profit Ratios
4. Understand the analysis of fund flow statement	4.1 Explain objectives of fund flow statement 4.2 Describe the methods for preparing fund flow statement and explain each
5. Understand the importance of cash flow statement analysis	5.1 Explain the preparation of cash flow statement. 5.2 Explain the objectives of cash flow

statement analysis

**UNIT TITLE- Computerised Accounting - Tally**

**Learning outcomes**

1.Set up initial data

**Assessment criteria**

1.1Enter or edit the following data for a

Company:

Business name

Financial Year

VAT\* scheme

Customer and supplier details

2.Understand the creation of  
Groups and ledgers in Tally

2.1Record transaction to create group/sub  
group/multiple Groups.

2.2Alter Group

2.3create ledger/multiple ledger

2.4Alter single ledger/Multiple ledger

3.Understand Stock group and stock  
categories and the methods to post  
entries in each group and category

3.1Create single stock group

a) Display single stock group

b) Alter Stock group

3.2 Create multiple stock groups

a) Display multiple stock groups

b) Alter multiple stock groups

3.3Explain the method to create single and  
multiple godowns/alter single and multiple  
godowns

4.Understand the methods to enter  
different types of vouchers

4.1Enter different types of vouchers

5.Understand the meaning and  
purpose of contra and journal  
voucher

5.1contra voucher entry

5.2 journal entry

6.Understand the methods to post  
entries in purchase and sales

6.1Post entries in sales and purchase  
vouchers

vouchers	
7.Understand the meaning and purpose of cost categories and cost centres	7.1 Create, alter single cost category and multiple stock category 7.2 Creation and altering of single and multiple cost centres
8.Understand the Concept of Bill of Material and price list	8.1 Enter Bill of Material 8.2 Enter Price list
9.Understand the meaning/method and purpose of Bank reconciliation	9.1 Enter Bank reconciliation statement.
10. Understand the concept of TDS and the entries related to it.	10.1 Define TDS 10.2 Explain TDS statutory master 10.3 What is Ledger master 10.4 How we can define TDS Voucher 10.5 Types of Ledger Masters/ 10.6 Explain the following terms a) Challan reconciliation b) TDS return, TDS computation c) Form 27Q d) TDS outstanding Reports
11.Understand the concept and computation of VAT	Define VAT 11.1 Explain the following, a) Purchase ledger for VAT b) VAT payment voucher c) VAT adjustment against Tax payable ledger 11.2 How to create a) VAT Payable ledger b) Input VAT ledger 11.3 Computation of VAT 11.4 Explain VAT return Form and VAT Annexure
12.Understand the meaning and computation of service tax	12.1 Define service Tax

12.3 Explain ST3 Report  
 12.4 Explain the vouchers comes under service Tax

12.5 How to create Input Service tax ledger  
 12.6 How to create sales ledger for service tax

13. Understand the importance and preparation of Final Accounts

13.1 Define Balance sheet, Profit & Loss account  
 13.2 Set format of a balance sheet  
 13.3 Comparing the given balance sheets  
 13.4 How to configure Profit & Loss account/ set a format of Profit & Loss account

**Optional            1.QuickBooks**

**Learning outcomes**

1. Understand the advanced features and applicability of QuickBooks in an organisation

**Assessment criteria**

1.1 Open quick books software  
 1.2 Explain the menus and tool bars  
 1.3 Create a company in QuickBooks  
 1.4 How to edit/select/shut and delete a company  
 1.5 Method to enter information and back up information

2. Understand the purpose of list and its importance

2.1 How to create Customer list, employee list, vendor list  
 2.2 How to manage lists  
 2.3 Create item lists  
 2.4 Set tax rate and agencies  
 2.5 Apply tax on each sale  
 2.6 Method to pay tax agencies  
 2.7 Create group of items  
 2.8 Create discount items

3. Understand to create more lists in QuickBooks.	3.1 Create Invoice/Sales receipt/Sales forms 3.2 What all would be the item comes under vendor list 3.3 Write Fixed Assets Lists 3.4 Describe customer & Vendor Balances
4. Understand the methods to create Invoices in QuickBooks	4.1 Create sales order 4.2 Prepare invoice 4.3 How to print invoices 4.4 Define sales forms and credit memos
5. Understand more about sales receipt	5.1 Methods to a) Record payments b) Make bank deposits
6. Understand recording of bills, pay bills and entries corresponding to it	6.1 Method to record bill 6.2 Pay sales tax 6.3 Use of bill reminders 6.4 How to delete a bill
7. Understand the application and entries of inventory bills in QuickBooks	7.1 set up QuickBooks inventory 7.2 Assemble a product 7.3 Filling a purchase order
8. Learn more about balancing of Account	8.1 How to balance bank account
9. Learn reports and its importance in detail.	9.1 What is a report in QuickBooks 9.2 How to create and print a report 9.3 How to customize reports

## **Optional            2. Peachtree**

<b>Learning outcomes</b>	<b>Assessment criteria</b>
1. Understand and learn the application of Peachtree in an	1.1 Create, Open and shut a company 1.2 How the entries are done under vendor

<p>organisation</p>	<p>lists</p> <p>1.3 How to set up beginning balance for customers/vendors</p> <p>1.4 How to back up and restore</p> <p>1.5 Enter</p> <ul style="list-style-type: none"> <li>a) Customers</li> <li>b) Vendors</li> <li>c) Stock Items</li> <li>d) Services</li> </ul>
<p>2. Understand the Navigation in Peachtree</p>	<p>2.1 How to display the business status</p> <p>2.2 Entries in Vendors</p> <p>2.3 Entries in sales and customer list</p> <p>2.4 Create bank ledger and posting</p> <p>2.5 Creation of a company/Editing/ deleting</p>
<p>3. Enhance the knowledge related to the company transactions</p>	<p>3.1 What is cash account register</p> <p>3.2 Define General ledger</p> <p>3.3 Explain daily register and items included in it.</p>
<p>4. Understand more about the sales and customer entry transactions in Peachtree</p>	<p>4.1 Enter the following data</p> <ul style="list-style-type: none"> <li>a) Customer</li> <li>b) Sales order</li> <li>c) Sales Invoice</li> <li>d) Bank deposit</li> <li>e) Credit and returns</li> </ul> <p>4.2 Entry of Finance charges</p> <p>4.3 Receipt of Money</p> <p>4.4 What are the Peachtree solutions pertaining to it</p>
<p>5. Understand more about the Purchase and vendor entry transactions in Peachtree</p>	<p>5.1 Enter the following data</p> <ul style="list-style-type: none"> <li>a) Vendor</li> <li>b) Purchase order</li> <li>c) Purchase invoices</li> <li>d) Pay bills</li> </ul> <p>5.2 Explain purchase journal</p>

	5.3Check register
6.Understand entries related to the inventory side	6.1Creation of Inventories and services 6.2How to create inventory list 6.3Explain service reports 6.4What is inventory adjustment journals 6.5What is physical inventory list 6.6Explain inventory profitability report

### **UNIT TITLE - FOUNDATION IN IFRS**

1.IASB and regulatory framework	1.1.Describe the impact of globalization in the capital markets 1.2.Describe International Accounting Standards Board (IASB) 1.3.Describe GAAP 1.4.Explain the international influences on the International Accounting Practices 1.5.Describe the progress on global harmonization, benefits and barriers also the effects of IASs and IASB 1.6.Explain rule based and principle based financial reporting standards 1.7.Compare IFRS, UK GAAP, IND GAAP.
2.Adoption of IFRS	2.1.Define and explain the framework of application of IFRS 1 in various financial Statements 2.2.State IFRS 1 in the statement of financial position 2.3.Explain exemptions of IFRS especially from the perspective of business Combinations.

3. Conceptual framework for financial reporting

- 3.1. Describe the advantages and disadvantages of the framework
- 3.2. Explain the preface of the framework
- 3.3. Explain the users and information needs in the framework
- 3.4. Describe accruals basis and going concern
- 3.5. Explain the qualitative characteristics of financial statements
- 3.6. Explain various elements of financial statements
- 3.7. Explain historical cost, current cost and realizable value

4. Presentation of financial statements

- 4.1. Define IAS 1 (revised)
- 4.2. Explain the components of financial statements
- 4.3. Describe going concern
- 4.4. Define accrual basis of accounting
- 4.5. Explain offsetting
- 4.6. Describe disclosing of items
- 4.7. Illustrate a sample statement of financial position based on IAS
- 4.8. Distinguish current and non-current assets
- 4.10. Explain income statements and its specifications
- 4.11. Define IAS 34. Explain the components, form, content and periods of the standard
- 4.12. Describe estimates and materiality of interim financial reporting

5. IFRS in the global and regional scenario

- 5.1. Describe the need of IFRS from the perspective of globalization
- 5.2. Explain the international market based on various accounting parameters relevant
- 5.3. Explain the IFRS implementation in the emerging markets

5.4.Explain the adoption process of IFRS with special reference to India

5.5. Map the industry need and requirements for IFRS professionals in India