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2019 | Syllabus

Certified Advanced Bookkeeping

Develop your career with iKAF

Certified Advanced Bookkeeping

The main purpose of Advanced Bookkeeping Certification in Bookkeeping is to increase bookkeeper's knowledge and skills for those who already have basic knowledge, yet they aim to work as a bookkeeper or study advancement accounting. Therefore, those who are already working or aim to work in a bookkeeping profession, are able to be part of this qualification.

To work as a Bookkeeper, to act like professional and lead events in a company, you must be professionally certified by the accredited institutions, and this is already possible in Kosovo through the KAF Institute. People who aim to work in a bookkeeping role should have advancement bookkeeping knowledge and skills. Those skills are necessities to work in a bookkeeping profession or to have a progress in the accounting profession. This is why we are offering an Advanced Bookkeeping Certification and Training sessions: to ensure that students will gain knowledge and skills needed to carry out advanced bookkeeping transactions and tasks in three modules:

- Financial Accounting
- Taxation and
- Computerized Accounting

At the end of this qualification, students will understand advanced bookkeeping, theories, types of business transactions and documentation, generally accepted accounting principles and concepts, principles and process of basic bookkeeping, the preparation of journals and ledger accounts, tax Administration and procedures, practice on Online Accounting Software (Planet Accounting Online)... All of this will be learned in the context of the ethical issues that a bookkeeper may encounter in their professional life.

A bookkeeper plays a key role in the company's development, based on today's financial transactions and information related to a business. It ensures that the records of financial transactions executed are accurate, up-to-date and comprehensive. In a few words, Bookkeeper is basically the failure or the success of any company.



Module Scheme of Certified Advanced Bookkeeping

BA1- Financial Accounting	<ul style="list-style-type: none">▪ Types of business transactions and documentation▪ Duality of transactions and the double entry system▪ Banking system and transactions▪ Payroll▪ Ledger accounts▪ Cash and bank▪ Sales and credit transactions▪ Purchases and credit transactions▪ Reconciliation▪ Preparing the trial balance▪ Generally accepted accounting principles and concepts▪ Principles and process of basic bookkeeping▪ The preparation of journals and ledger accounts▪ Recording transactions and events▪ Preparing a trial balance and correcting errors▪ Reconciliations▪ Extending the trial balance▪ Partnerships
BT1- Taxation	<ul style="list-style-type: none">▪ Business Associations▪ Tax Administration and Procedures▪ Value Added Tax (VAT)▪ Customs and Excise▪ Personal Income TAX▪ Corporate Income TAX▪ Legal requirements for the preparation and audit of the statements
BC - Computerised Accounting	<ul style="list-style-type: none">▪ Company Settings▪ The Customer Record▪ The Supplier Record▪ The Nominal Ledger▪ The Bank▪ Products▪ Invoices▪ Processing Sales Orders▪ Purchase Orders▪ Financials▪ Fixed Assets▪ Opening Balances▪ Data Management▪ Final Assessment Test

Module

BA1 Financial Accounting

40 Credits

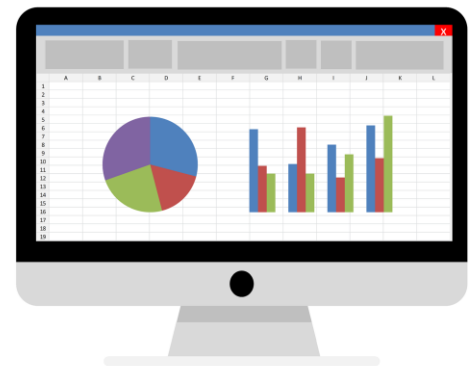
Objectives

To develop knowledge and understanding of the main types of business transactions and documentation and how these are recorded in an accounting system up to the trial balance stage; underlying principles and concepts relating to maintaining financial records and technical proficiency in the use of double-entry accounting techniques including the preparation of basic financial statements. In details:

- ❖ Types of business transactions and documentation
- ❖ Duality of transactions and the double entry system
- ❖ Banking system and transactions
- ❖ Payroll
- ❖ Ledger accounts
- ❖ Cash and Bank
- ❖ Sales and Credit transactions
- ❖ Purchases and Credit transactions
- ❖ Preparing the trial balance
- ❖ Reconciliation
- ❖ Explain generally accepted accounting principles and concepts
- ❖ Outline the principles and process of basic bookkeeping
- ❖ Preparing journals and ledger accounts
- ❖ Record transactions and events
- ❖ Prepare a trial balance (including identifying and correcting errors)
- ❖ Reconcile the control accounts and cashbook
- ❖ Extending the trial balance, yearend adjustments and final accounts
- ❖ Account for partnerships.

Topics to be covered:

- ❖ Types of business transactions and documentation
- ❖ Duality of transactions and the double entry system
- ❖ Banking system and transactions
- ❖ Payroll
- ❖ Ledger accounts
- ❖ Cash and bank
- ❖ Sales and credit transactions
- ❖ Purchases and credit transactions
- ❖ Reconciliation
- ❖ Preparing the trial balance
- ❖ Generally accepted accounting principles and concepts
- ❖ Principles and process of basic bookkeeping
- ❖ The preparation of journals and ledger accounts
- ❖ Recording transactions and events
- ❖ Preparing a trial balance and correcting errors
- ❖ Reconciliations
- ❖ Extending the trial



Training Features:

- ✓ A Comprehensive review of Financial Accounting (BA1); and during the training, participants will be provided with case studies, exercises, and mock exam.
- ✓ Trainers are holding professional qualifications, and well experience in their field
- ✓ Upon completion of this course, participants will be able to take the exam of BA1 at IKAF center.

Module BT1 Taxation

40 Credits

Objectives

To develop the knowledge and understanding of the types of business organizations, their classification according to ARBK, TAK, and KFRC, as well as the technical-fiscal capabilities including the preparation of the underlying financial statements. In detail:

- ❖ Understanding Business Types
- ❖ Understanding Tax Procedures
- ❖ Understand the value added tax
- ❖ Understanding of Doan and excise
- ❖ Understanding Personal Income Tax
- ❖ Understanding Corporate Income Tax

Topics to be covered:

- ❖ Business Associations
- ❖ Tax Administration and Procedures
- ❖ Value Added Tax (VAT)
- ❖ Customs and Excise
- ❖ Personal Income TAX
- ❖ Corporate Income TAX
- ❖ Legal requirements for the preparation and audit of the statements



Training Features:

- ✓ A Comprehensive review of Taxation (BT1); and during the training, participants will be provided with case studies, exercises, and mock exam.
- ✓ Trainers are holding professional qualifications, and well experience in their field
- ✓ Upon completion of this course, participants will be able to take the exam of BT1 at IKAF center

Module

BC1 Computerized Accounting

40 Credits

Objectives

To provide students with computerized accounting skills using accounting software (Planet Accounting Online). Application of accounting through software is the bridge of the gap between manual and computerized accounting systems, where students will gain experience and expertise with software systems. This experience will help certified users sustainable access in and/or advancement in the accounting market in small and medium-sized organizations.

- ❖ Create a company file
- ❖ Navigate Planet Accounting Online
- ❖ Create a chart of accounts
- ❖ Add the accounts you need to your chart of accounts
- ❖ Set up customers, vendors, and the products you sell in Planet Account
- ❖ Create and send invoices and sales receipts
- ❖ Enter and pay bills
- ❖ Make journal entries

Topics to be covered:

- ❖ Company Settings
- ❖ The Customer Record
- ❖ The Supplier Record
- ❖ The Nominal Ledger
- ❖ The Bank
- ❖ Products
- ❖ Invoices
- ❖ Processing Sales Orders
- ❖ Purchase Orders
- ❖ Financials
- ❖ Fixed Assets
- ❖ Opening Balances
- ❖ Data Management
- ❖ Final Assessment Test



Training Features:

- ✓ A Comprehensive review of Computerized Accounting (BC1); and during the training, participants will be provided with Planet Accounting Online Program exercises and practices www.planetaccounting.org
- ✓ Students will be able to access Planet Accounting Online Platform for practicing until they get certified.
- ✓ Trainers are holding professional qualifications, and well experience in their field
- ✓ Upon completion of this course, participants will be able to take the exam of BC1 at IKAF center.