

# **Audit, Business Processes and Digitalization [BL 5]**

## **Business Level II | CA Sri Lanka**

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Study Text

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### **Contents of the Curriculum**

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#### **PART A: INTRODUCTION TO CORPORATE GOVERNANCE, RISKS AND CONTROLS**

A.1: Corporate Governance

A.2: Internal Controls

#### **PART B: BUSINESS PROCESSES AND INTERNAL CONTROLS**

B.1: Sales Management

B.2: Procurement Cycle Management

B.3: Payroll Management

B.4: Cash Management

B.5: Property, Plant & Equipment Management

B.6: Inventory Management

#### **PART C: DIGITALIZATION AND BUSINESS PROCESSES**

C.1: Effectiveness of Controls and Digitalization

#### **PART D: ETHICS AND VALUES**

D.1: Introduction to Assurance Engagements

D.2: Ethics and Agreeing the terms of the Engagement

#### **PART E: FUNDAMENTALS OF AUDIT AND ASSURANCE**

E.1: Risk Assessments

E.2: Audit Planning and Documentations

E.3: Audit Procedures and Audit Evidence

E.4: Audit Finalization and Reporting

## Introduction to the module

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At the Business Level, the focus is on business processes and the nature of internal controls surrounding them including the concepts of audit and assurance. Principles of values and ethics are also discussed broadly at this level.

### Syllabus structure

Key areas of the syllabus	Weightings
PART A: Introduction to Corporate Governance, Risks and Controls	10%
PART B: Business Processes and Internal Controls	25%
PART C: Digitalization and Business Processes	10%
PART D: Ethics and Values	15%
PART E: Fundamentals of Audit and Assurance	40%

One of the key elements in examination success is practice. It is important that not only you fully understand the topics by reading carefully the information contained in this Study Text, but it is also vital that you practice the techniques and apply the principles that you have learned

In order to do this, you should:

- Work through all the examples provided within the chapters and review the solutions, ensuring that you understand them
- Complete the progress test for each chapter

In addition, you should use the Practice and Revision Kit. These questions will provide you with excellent examination practice when you are in the revision phase of your studies



## Getting ready for the exam

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One of the key criteria for achieving exam success is question practice. There is generally a direct correlation between candidates who studies all topics and practice exam questions and those who are successful in their real exams.

Questions in your exam may test any part of the syllabus so you must study the whole syllabus. Selective studies will limit the number of questions you can answer and hence reduce your chances of passing. It is better to go into the exam knowing a reasonable amount about most of the syllabus rather than concentrating on a few topics to the exclusion of the rest. You should avoid falling into the trap of question spotting, that is trying to predict what are likely to be popular areas for questions and restricting your studies and question practice to those.

Practicing as many exam-style questions as possible will be the key to passing this exam. You must do questions under timed conditions and ensure you write full answers to the discussion parts as well as doing the calculations.

Honestly do your studies, then you can pass this exam. What you must do is remain calm and tackle it in a professional manner. There are number of points which you should bear in mind.

- You must read the question properly.** Students often fail to read the question properly and miss some of the information. Read first, read again and read again. Make yourself do this, don't just rush into it in a panic.
- Stick to the timings and answer all questions.** Do not spend too long on one question at the expense of others. The number of extra marks you will gain on that question will be minimal and you could have at least obtained the easy marks on the next question.



**All the very best!**