

DIGITAL ACCOUNTING

Credit points	3 CP		
Study course annotation	The study course provides theoretical knowledge and practical skills that allow students to understand how to organize accounting activities properly in a digital technology environment. The course cover normative documents that determine the conduct and organization of accounting in companies; requirements and procedures for drawing up electronic accounting documents; online financial and accounting software in the cloud; cyber security of corporate financial data.		
Aim of the study course	Provide insight into the organization of accounting activities, taking into account the continuous technological achievements, as well as provide practical work skills with e-invoices, justification electronic documents, cloud-based accounting programs.		
Study course results	Knowledge	Skills	Competences
	<ul style="list-style-type: none"> • Know normative documents that determine conduct and organisation of accounting in enterprises; • know the basic requirements of conduct and organisation of accounting; • understand the procedure of development, design, storage and circulation of electronic accounting documents; • have knowledge of cybersecurity, anti-money laundering (AML) policies and personal data protection principles. 	<ul style="list-style-type: none"> • work with electronic documents; • perform accounting operations in the Paytraq computer program; • use mobile devices in the work of an accountant; • ensure the protection of personal data and the security of customers/business partners and the company's internal financial data; • to develop an internal control system in accordance with the provisions of the Law on the Prevention of Money Laundering and Terrorism and Proliferation Financing 	<ul style="list-style-type: none"> • use information and communication technologies and applications to perform the work of an accountant; • comply with the requirements of regulatory enactments binding in the field of accounting; • observe the basic principles of professional ethics; • apply their knowledge in practical activities.
Study course content	Topics		
	1	Rules on harmonization and organisation of accounting in enterprises	
	2	Procedures for development, design, storage and circulation of electronic accounting documents	
	3	Automated accounting and requirements for accounting computer programs	
	4	Posting of business transactions and keeping accounting records in the Paytraq cloud-based accounting program	
	5	Use of mobile devices in the work of an accountant	
	6	Cyber security of company financial data	
	7	Protection of personal data	
	8	Internal control system in accordance with the provisions of the Law on the Prevention of Money Laundering and Terrorism and Proliferation Financing	
Form of assessment:	Differentiated written assessment		



Obligatory literature:

1. Ashutosh Desmukh. Digital Accounting: The effects of the Internet and ERP on Accounting. – IRM press, 2005. ISBN-10: 1591407397
2. Alnoor Bhimani. Management Accounting in the Digital Economy. 1 edition. Oxford University Press, 2004
3. Law of the Republic of Latvia “On Accounting”. Adopted: 14.10.1992 Effective as of 01.01.1993 as amended
4. Law of the Republic of Latvia “Law on Processing of Personal Data” Adopted: 21.06.2018. Effective 05.07.2018, as amended
5. Law of the Republic of Latvia “Law on Prevention of Money Laundering and Financing of Terrorism and Proliferation Financing” Adopted: 17.07.2008. Effective as of 13.08.2008, as amended
6. Procedures for Development, Execution, Storage and Circulation of Electronic Documents in State and Local Government Institutions and Procedures for Circulation of Electronic Documents between State and Local Government Institutions or Between These Institutions and Natural and Legal Persons: Regulations of the Republic of Latvia [online] Adopted: 28.06.2005. Effective as of 02.07.2005, as amended
7. Regulation Regarding the Conduct and Organisation of Accounting: Regulations of the Republic of Latvia [online] Adopted: 21.10.2003. Effective as of 30.10.2003, as amended [accessed on 12.12.2019.] Available at: <https://likumi.lv/ta/id/80418-noteikumi-par-gramatvedibas-kartosanu-un-organizaciju>
Mott, Graham Accounting for non-Accountants. A manual for Managers and Students / Graham Mott. - 6th ed. - Kogan Page, 2005. - 344, [8] p.
8. Ilze Palmbaha. Grāmatveža darba digitalizācija: kā pareizi piemēroties tehniskiem jauninājumiem un saglabāt savu darba vietu. - SIA “Biznesa Konsaltinga Grupa” Seminar

Other sources of information:

1. Website of legal enactments of the Republic of Latvia. Available at: <http://www.likumi.lv>
2. Website of the State Revenue Service. Available at: <http://www.vid.gov.lv>
3. iFinances – žurnāls par nodokļiem, grāmatvedību, darba un komercietībām. Rīga: iŽurnāli. ISSN 2255-985x Available at: <http://ifinances.lv>
4. Grāmatvedība & Ekonomika magazine <http://ge.lv>
5. Fintechnews in Estonia, Lithuania and Latvia. <https://fintechbaltic.com/>
6. Latvian Information and Communication Technology Association <https://likta.lv/>
7. Online business automation and management system <https://paytraq.lv>
8. BIA library databases: EBSCO, Scopus

Changes and additions to the program and literature list are possible during the study process