E-INVOICING MASTERY:

From Basics to Implementation

Professional Certificate in E-Invoice Implementation and Management

Course Code: M024/25

Duration: 16 Hours

Delivery Format: Hybrid

Target Audience:

- Finance Professionals
- IT Professionals
- Compliance Officers
- Business Owners
- Procurement Officers
- Administrative Staf

Program Outcomes:

Upon completion of this program, participants will be able to:

- Automate the invoicing process to speed up creation, approval, and payment.
- Reduce errors and discrepancies through automated invoice handling.
- Meet regulatory requirements to avoid legal issues.
- Lower administrative and operational expenses related to invoicing.
- Protect financial data with secure digital processes.
- Understand how e-invoicing integrates with existing systems and scales with business needs.

Detailed Syllabus

Module 1: E-Invoice Guideline

Outcome: Participants will understand the fundamentals of e-invoicing, its benefits, and key concepts.

Topics:
- What is e-Invoice?
- File Format Accepted by e-Invoicing System
- Benefits of Adopting e-Invoice
- Who is Affected by e-Invoice?
- E-Invoice Application

Activities:
- Group discussion: "Why is e-invoicing important for modern businesses?"
- Case study analysis: Analyze a company's current invoicing process and identify areas where e-invoicing can improve efficiency.

Assessments:
- Quiz on e-invoicing terminology and benefits.
- Short answer questions on the impact of e-invoicing on different stakeholders.

Module 2: Usage of E-Invoices

Outcome: Participants will understand the scenarios, purposes, and types of e-invoices.

Topics:
- Scenarios Requiring e-Invoice to be Issued
- Purposes of Invoice
- Types of e-Invoices
- e-Invoice Model via MyInvois Portal

Activities:
- Role-playing: Participants simulate issuing and receiving e-invoices in different business scenarios.
- Practical exercise: Navigating the MyInvois Portal (if applicable) and identifying key fields in an e-invoice.

Assessments:

- Matching exercise: Match e-invoice types with their appropriate usage scenarios.
- Short essay: Explain the purpose of e-invoices in financial transactions.

Module 3: Implementation of E-Invoice

Outcome: Participants will gain a thorough understanding of the e-invoice implementation process and timeline.

Topics:
- Mandatory Implementation Timeline
- Voluntary Implementation
- Exemptions from Implementing e-Invoice
- Overview of e-Invoice Workflow
- E-Invoice Models
- Overview of e-Invoice Workflow via MyInvois Portal and API

Activities:
- Timeline planning exercise: Participants create a project timeline for implementing e-invoicing in a hypothetical company.
- Workflow diagramming: Participants create a flowchart of the e-invoicing workflow, identifying key steps and decision points.

Assessments:
- Sequencing task: Participants arrange the steps of the e-invoice implementation process in the correct order.
- Short answer questions on the differences between mandatory and voluntary implementation.

Module 4: Self-Billed E-Invoice

Outcome: Participants will understand the concept and usage of self-billed e-invoices.

Topics:
- When to Issue Self-billed e-Invoice?
- Cross-border Transaction
- Goods Sold or Services Rendered by Foreign Seller to Malaysian Purchaser

Activities:

- Scenario analysis: Participants analyze case studies to determine when self-billed e-invoices are required.
- Comparative analysis: Participants compare and contrast the process of issuing a regular e-invoice versus a self-billed e-invoice.

Assessments:

- True/false questions on the rules for self-billed e-invoices.
- Problem-solving: Participants solve a problem involving a cross-border transaction and determine the correct invoicing procedure.

Module 5: Consolidated E-Invoice

Outcome: Participants will understand the concept and application of consolidated e-invoices.

Topics:

- What is Consolidated e-Invoice?
- Example of Receipts to Buyers

Activities:

- Use case development: Participants work in groups to develop scenarios where consolidated e-invoices would be beneficial.
- Document analysis: Participants analyze sample consolidated e-invoices and identify the key information they contain.

Assessments:

- Short answer questions on the advantages of using consolidated e-invoices.
- Scenario-based problem: Participants determine whether a consolidated e-invoice is appropriate in a given situation.

Module 6: E-Invoice for Staff Claims

Outcome: Participants will learn how e-invoicing applies to staff claims.

Topics:

- E-Invoice for Staff Claims

Activities:

- Process mapping: Participants map out the current staff claims process and identify how e-invoicing can streamline it.
- Policy discussion: Participants discuss the implications of e-invoicing for staff expense reporting policies.

Assessments:
- True/false questions on the requirements for e-invoicing staff claims.
- Short essay: Explain the benefits of using e-invoices for staff reimbursements.

Module 7: E-Invoice Offences

Outcome: Participants will understand the penalties for non-compliance with e-invoicing regulations.

Topics:
- Offences for failing to comply with e-invoice

Activities:
- Legal review: Participants examine relevant legal documents outlining e-invoicing offences and penalties.
- Compliance workshop: Participants discuss best practices for ensuring compliance with e-invoicing regulations.

Assessments:
- Multiple-choice questions on the types of e-invoicing offences.
- Case study analysis: Participants analyze a case of non-compliance and determine the potential consequences.