

ELITE EDGE TRAINING

(HRDC Registered Training Providers)

Proudly Present

ONLINE TRAINING

On

PRACTICAL GUIDE ON E-INVOICING FOR COMPANIES

HRDC SBL KHAS Claimable

PROGRAMME OVERVIEW

To support the growth of the Digital Economy and to increase the tax collection, the government intends to implement e-invoicing in stages starting from 1st August 2024 to enhance the efficiency of Malaysia's Tax Administration.

The focus is on strengthening the digital services infrastructure and digitalizing the tax administration.

An e-invoice is a digital representation of a transaction between a supplier and a buyer that is generated, sent, received, and processed electronically over the internet.

OBJECTIVE

This course will enable participants to:

- Understand what is e-Invoicing
- Be aware of the timeline set by the Government
- Evaluate their current situation and take appropriate steps to get ready for e-Invoicing
- Understand how e-invoicing will impact each staff's job functions
- Understanding the role of staff members especially in Accounting and IT in ensuring the smooth implementation of e-Invoicing

DELIVERY METHODOLOGY

Presentation, practical exercises, case study & Interactive discussions via zoom apps.

WHO SHOULD ATTEND?

This course is suitable for all staff and management who require a good understanding of e-invoicing to help them get prepared now

COURSE CONTENT

MODULE 1 – WHAT IS E-INVOCING, TYPES OF TRANSACTION AND OVERVIEW

09.00 a.m. 10.30 a.m.

- Introduction
- What is e-Invoicing?
- Why implement e-Invoicing?
- Benefits to companies
- Implementation timeline
- Challenges to companies
- E-Invoicing catalogue
- Types of transactions that are covered
- Who must implement e-Invoicing?
- Who is exempted?
- Types of e-Invoices
- Situations that do not require an e-Invoice
- E-Invoicing overview and workflow
- Items from LHDN that must be on a validated e-invoice
- Centralized pre-clearance model

Break 10.30 am to 10.45 am

10.45 am – 1.00 pm

MODULE 2 – TRANSMISSION MECHANISM OF E-INVOICE DATA

- Transmission mechanism for e-invoice to LHDN for validation
- 55 fields in an e-Invoice
- Mandatory and optional fields
- Buyer information required
- Formats required for transmission
- What does LHD check after submission of e-invoices
- Steps from submission to validation of an e-invoice
- Generation and submission of e-invoice using MyInvois Portal

1.00 pm – 2.00pm – Lunch

2.00pm – 2.30pm

Q & A and review questions

2.30pm to 5.00pm (3.45pm to 4.00pm – Coffee Break)

MODULE 3 – METHODS & TYPE OF TRANSACTIONS

- Transactions with consumers (B2C) - 2 scenarios
- Consolidated e-Invoice and information requirements
- Methods of consolidation that are allowed
- Avenues for issuing E-invoices for B2C transactions
- E-invoice size limitations placed on LHDN's MyInvois System
- When is consolidated e-invoice not allowed?
- E-invoice for periodic statements or bills
- Disbursement and reimbursement
- Employment prerequisite and benefits and concessions
- What is Self-billed Invoice and when is it required?
- Cross border transactions
- Foreign income
- E-invoicing for e-commerce transactions
- Getting Prepared now

Q & A and review questions

5,00 pm: End

TRAINER PROFILE

GERALD PERIES **(BSc. Finance MSc. Administration)**

GERALD PERIES received his Master's in Business Administration and Bachelor of Science Degree in Finance from Southern Illinois University, U.S.A. Gerald has over 12 years' experience in training and lecturing for various business organisation and private colleges.

His areas of expertise are in Finance and Accounting. Gerald combines a wide range of practical and hands-on training experience in a challenging and interactive environment. At present he regularly conducts training programs on effective cash flow management, investment decision making, costing skills, fundamentals of financial accounting and accounting for non-accounting staff. He is also actively involved in lecturing on several M.B.A. and Degree programs, affiliated with Edith Cowan University, University of Ballarat, University of Sunderland, Northumbria University and several other universities.

Prior to this, he served as a Finance Manager for a large engineering company for several years where he was responsible for making investment, costing financing and working capital decisions.

His specific duty among others was:- Evaluating the viability of long-term projects and making appropriate recommendations to the board of directors.

Costing for Projects Sourcing for appropriate financing upon approval of projects Preparing the budgets for projects, ensuring compliance and investigating any deviations Managing the day to day running of the finance department.



Participation Registration & Fee

Participation Fee: **RM888.00 per person**
Training Delivery Method: **REMOTE ONLINE**

This Program is registered under HRD Corp Claimable Courses

*In-House Training can be organised upon request.

We have limited seats! Register Now!

To register, email to marketing department at mytrain2@mytrainingmalaysia.com
Registration via online can be done thru our website at www.eliteedge.com.my

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