DAY 1 : Malaysia E-Invoicing

INTRODUCTION

This course is designed to provide you with a comprehensive understanding of e-invoicing, its significance, and how it is implemented in Malaysia. We'll cover both the theoretical aspects and the practical steps necessary for effective implementation.

Learning objective:

Objectives of this course is to:

1. Understand the basics of e-invoicing and its regulatory framework in Malaysia.
2. Recognize the benefits and challenges of e-invoicing.
3. Learn the steps to implement e-invoicing in your organization.
4. Navigate and use e-invoicing software effectively.
5. Ensure compliance with Malaysian regulations and standards.

LEARNING OUTCOME

By the end of this one-day training course, participants will be able to:

- **Comprehend the Fundamentals of e-Invoicing**

- Understand what e-invoicing is and how it differs from traditional invoicing methods.
- Recognize the key components and elements of an e-invoice.

- **Understand the Regulatory Framework in Malaysia**

- Gain knowledge of the current regulatory requirements and guidelines for e-invoicing in Malaysia.
- Identify the relevant authorities and legislation governing e-invoicing practices.

- **Identify the Benefits and Challenges of e-Invoicing**

- Articulate the primary benefits of implementing e-invoicing, including cost savings, efficiency, and accuracy.
- Discuss common challenges and barriers to e-invoicing adoption and strategies to overcome them.

- **Ensure Compliance with Malaysian Regulations**

- Apply best practices to ensure compliance with Malaysian e-invoicing standards and requirements.
- Understand the audit and documentation requirements for maintaining compliance.

- **Engage in Interactive Case Studies and Practical Exercises**

- Participate in hands-on exercises and case studies to reinforce learning and apply concepts in real-world scenarios.
- Collaborate with peers to share experiences and best practices in e-invoicing.

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Programme Outline

9:00am ~ 9:30am **Ice Breaking and background / industry understanding of participants**

9:30am ~ 10:00am **SESSION 1 E-Invoicing Model in Malaysia**

- Budget 2024 and latest E-Invoice updates
- Cost and Benefits Analysis for E-Invoicing implementation
- IRBM E-invoice Guideline walk through
- Pre-requirement for e-Invoice era

10:00am ~ 10:30am **SESSION 2 The Essentials about E-Invoicing in Malaysia**

- Definition of E-Invoice
- 4 Scenario in B2C / Retailer Business Module

10:30am ~ 10:45am **SESSION BREAK**

10:45am ~ 12:30pm **SESSION 2 (…. continue …)**

- Introduction of 3 type of E-Invoices
  - ❑ Standard E-Invoices
  - ❑ Consolidated E-Invoices
  - ❑ Self-Billed E-Invoices

12:30am ~ 01:30pm **LUNCH BREAK**

1:30pm ~ 03:00pm **SESSION 3 Special Guidelines of E-Invoicing**

- Disbursement & Reimbursement
- Employment Perquisites
- Employee's Claim
- Self-Billed E-Invoice

3:00pm ~ 3:30pm **Classroom Activity**

3:30pm ~ 3:45pm **SESSION BREAK**

3:45pm ~ 4:20pm **SESSION 4 Software Development Kit**

- API Overview and Software Development Kit
- Contents that are related to end-user instead of application developer
- Business Rules validation that accounting Personnel must aware

4:20pm ~ 4:40pm **SESSION 4 Brief on Preparation needed for E-Invoicing Implementation**

- Preparing for the E-invoice
- Gap Assessment analysis
- The impact of E-Invoicing and Tax Implications

4:40pm ~ 5:00pm **Q & A /** Recap of key topics covered

- Final Q&A session
- Feedback and evaluation
- Certificates of completion

DAY 2 : Malaysia E-Invoicing Enhancement Course

INTRODUCTION

This course is designed to enhance you capability of handling E-Invoicing relate to dairy task and taxation implications in E-Invoicing prospective. We'll lead you practically how to address taxation impact to the corporation.

COURSE OBJECTIVES

Objectives of this course is to:

1. Understand the basics of e-invoicing and its regulatory framework in Malaysia that impact on corporation tax.
2. Deal with the variances of accounting figures and E-Invoicing Figures
3. Learn the tax deductible and non-deductible cost and expenses
4. Best practices in E-Invoicing

LEARNING OUTCOME

At the end of the course, participants will be able to:

1. **Deal with e-Invoicing matters**

- Hands-on to handle E-Invoicing
- Recognize the key components and elements of an e-invoice.

2. Understand the Best practices in E-Invoicing

- To have best practice in E-Invoicing

2. **Handle with variances of accounting and E-Invoices' figures**

- Methods of reconciliation of E-Invoicing vs. Accounting.

3. Avoidance of unnecessary extra tax expenses

- Wisely in handling taxation matter that related to E-Invoicing
- Wise Tax saving

5. **Learned E-Invoicing submission.**

- API vs. Direct Login Myinvois Portal.

No.	Content
Malaysia E-Invoicing Enhancement	
1	Module 1 – Understanding Corporate Taxation – Deductible and non-deductible cost and expenses
2	Module 2 – Revision on E-Invoicing Fundamental Concept
3	Module 3 – E-Invoice vs. Accounting and reconciliation
4	Module 4 – E-Invoicing Submission and Other Matters
5	Module 5 – Best Practices in E-Invoicing
6	Conclusion – Q & A

No.	Content	
Malaysia E-Invoicing Enhancement		
1	9:00am - 9:30am	Welcome & Introduction
2	9:30am - 10:30am	Module 1 – Understanding Corporate Taxation – Deductible and non-deductible cost and expenses
3	10:30am - 10-:45am	Session Break
4	10:45am - 11:30am	Module 1 – Understanding Corporate Taxation – Deductible and non-deductible cost and expenses
5	11:30am - 12:30am	Module 2 – Revision on E-Invoicing Fundamental Concept
6	12:30am - 13:30pm	Lunch Break
7	13:30pm - 14:30pm	Module 3 – E-Invoice vs. Accounting and reconciliation
8	14:30pm - 15:30pm	Module 4 – E-Invoicing Submission and Other Matters
9	15:30pm - 15:45pm	Session Break
10	15:45pm - 16:30pm	Module 5 – Best Practices in E-Invoicing
11	16:30pm - 17:00pm	Conclusion – Q & A