

# E-Invoicing Implementation Excellence

## Mastering the Digital Ledger

### Introduction

In an era characterized by technological advancement and digital transformation, Malaysia is poised to undergo a significant transition in its business landscape. Starting from June 2024, companies with annual revenues exceeding 100 million Malaysian Ringgit will embark on a transformative journey toward e-invoicing adoption. By 2025, this transformation will extend to companies with annual revenues exceeding 50 million Ringgit, and finally, in 2026, e-invoicing will become compulsory for all businesses, irrespective of their size. This seismic shift in Malaysia's financial ecosystem heralds a pivotal moment for organizations, necessitating a fundamental reevaluation of their invoicing processes. The implementation of e-invoicing not only promises enhanced efficiency but also unlocks a multitude of opportunities for cost reduction, accuracy improvement, and increased competitiveness.

Our comprehensive training program, "Mastering the Digital Ledger: E-Invoicing Implementation Excellence," has been meticulously designed to equip individuals and organizations with the knowledge, skills, and strategies needed to navigate this digital transformation seamlessly. Whether you are a seasoned financial professional, an IT specialist, or a business owner, this program will empower you to adapt and thrive in the rapidly evolving e-invoicing landscape.

Over the course of this program outline, we will delve into the intricacies of e-invoicing, explore its potential benefits, dissect the implementation process, and provide you with practical insights and tools to successfully transition your organization into this new era of financial management.

Join us on this transformative journey as we embark on a mission to harness the power of digital innovation, maximize efficiency, and ensure compliance with the evolving regulations. Together, we will pave the way for a more streamlined, cost-effective, and technologically advanced invoicing landscape in Malaysia.

**Program Objective:** The primary objective of the "Mastering the Digital Ledger: E-Invoicing Implementation Excellence" program is to empower participants with the knowledge, skills, and strategies required to successfully implement and navigate the transition to e-invoicing in compliance with Malaysia's evolving regulatory landscape. By the end of this program, participants will be well-equipped to drive their organizations toward enhanced efficiency, accuracy, and competitiveness through the effective adoption of e-invoicing solutions.

### Learning Outcomes:

Upon completion of this program, participants will:

#### 1. Understand E-Invoicing Fundamentals:

- Demonstrate a comprehensive understanding of what e-invoicing is and its significance in the context of modern business operations.
- Identify key terminologies, concepts, and components related to e-invoicing.

#### 2. Comprehend Malaysia's E-Invoicing Regulations:

- Interpret and stay up-to-date with Malaysia's e-invoicing regulatory requirements, including the timeline for implementation.

- Ensure compliance with legal and regulatory obligations related to e-invoicing.
3. **Evaluate Organizational Readiness:**
- Assess an organization's current invoicing processes and technology infrastructure to determine readiness for e-invoicing implementation.
  - Identify areas of improvement and establish a strategic roadmap for transition.
4. **Select and Implement E-Invoicing Solutions:**
- Evaluate various e-invoicing software and technology options available in the market.
  - Choose an appropriate e-invoicing solution and oversee its successful implementation within the organization.
5. **Facilitate Change Management:**
- Create a change management plan to ensure smooth adoption of e-invoicing throughout the organization.
  - Develop communication strategies to gain buy-in from stakeholders.

**Who should attend ?**

CEO, CFO, Accountant, Auditors, Tax Agent, Finance Officers, Finance assistant, Account managers, Account Assistant, Business Owners

**Methodology**

Lecture, forum, discussion, case study

**Program Outline**

Time	Program
9.00am-11.00am	<b>Introduction to E-Invoicing</b> <ul style="list-style-type: none"> <li>• Overview of E-Invoicing</li> <li>• Importance and Benefits of E-Invoicing</li> <li>• E-Invoicing Landscape in Malaysia</li> <li>• Regulatory Framework and Timeline</li> </ul>
11.00am-1.00pm	<b>E-Invoicing Fundamentals</b> <ul style="list-style-type: none"> <li>• Key Terminology and Concepts</li> <li>• Different Types of E-Invoices</li> <li>• Digital Signatures and Encryption</li> <li>• E-Invoicing Standards</li> </ul>
1.00pm-2.00pm	<b>Lunch</b>
2:00pm-4.00pm	<b>Assessing Organizational Readiness</b> <ul style="list-style-type: none"> <li>• Evaluating Current Invoicing Processes</li> <li>• Technology Infrastructure Assessment</li> <li>• Identifying Readiness Gaps</li> <li>• Creating a Transition Strategy</li> </ul>
4:00pm-5.00pm	<b>E-Invoicing Solutions Selection</b> <ul style="list-style-type: none"> <li>• Exploring E-Invoicing Software Options</li> </ul>

	<ul style="list-style-type: none"> <li>• Vendor Selection and Evaluation</li> <li>• Implementing Cloud-Based vs. On-Premises Solutions</li> </ul>
<b>Day 2</b>	
9.00am-11.00am	<b>Implementation and Workflow Optimization</b> <ul style="list-style-type: none"> <li>• Planning the E-Invoicing Implementation</li> <li>• Workflow Redesign for Efficiency</li> <li>• Data Validation and Quality Assurance</li> <li>• Ensuring Accurate and Timely Invoicing</li> </ul>
11.00am-1.00pm	<b>Data Security and Compliance</b> <ul style="list-style-type: none"> <li>• Data Security Best Practices</li> <li>• Compliance with Data Privacy Regulations</li> <li>• Secure Data Transmission</li> <li>• Auditing and Monitoring</li> </ul>
1.00pm-2.00pm	<b>Lunch</b>
2:00pm-4.00pm	<b>Realizing Cost Savings and Efficiency Gains</b> <ul style="list-style-type: none"> <li>• Calculating the ROI of E-Invoicing</li> <li>• Strategies for Cost Reduction</li> <li>• Increasing Efficiency in Invoicing Processes</li> <li>• Supplier and Customer Onboarding</li> </ul>
4:00pm-5.00pm	<b>Troubleshooting and Change Management</b> <ul style="list-style-type: none"> <li>• Common Implementation Challenges</li> <li>• Problem-Solving Strategies</li> <li>• Change Management Planning</li> <li>• Stakeholder Communication and Buy-In</li> </ul>