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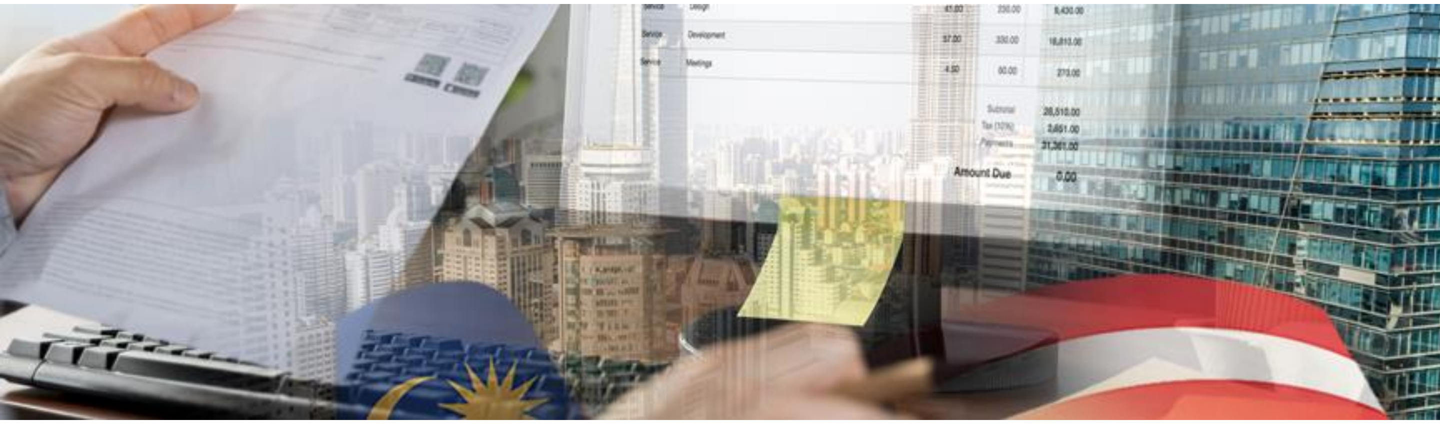
Axon Consultancy Sdn Bhd

POWERING UP YOUR FINANCE TEAM

E-INVOICING MADE EASY

YOUR MASTERY FAST TRACK TO COMPLIANCE, CONTROL & REAL BUSINESS ROI



LEVEL 1 : MALAYSIA E-INVOICING – FRAMEWORK, IMPLEMENTATION & COMPLIANCE

LEVEL 2 : E-INVOICING ENHANCEMENT

LEVEL 3 : MASTERING E-INVOICING AND TAXATION STRATEGIES FOR BUSINESS

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MALAYSIA E-INVOICING –
FRAMEWORK, IMPLEMENTATION & COMPLIANCE

LEVEL 1 **DURATION: 1 DAY**

This course provides participants with a **comprehensive understanding of Malaysia's E-Invoicing framework**, its significance in today's business landscape, and the **practical steps for effective implementation**. It blends theoretical insights with hands-on applications to help organizations achieve compliance and operational efficiency under the new digital invoicing regime

Who Should Attend

- **SME Business Owners** transitioning to digital invoicing systems.
- **Entrepreneurs, E-Commerce Operators, Traders, Agents, Dealers, and Distributors.**
- **Managers and Executives** in Finance, HR, Sales, Procurement, IT, and Administration.
- **Operational Staff** involved in purchasing, claims, or expense transactions.
- **Freelancers, SOHO, and Micro-Entrepreneurs** managing business invoicing.
- **IT Professionals** (System Admins, IT Support, IT Facilitators).
- **Consultants and Advisors** supporting digital transformation for SMEs.

COURSE OBJECTIVE

By the end of this programme, participants will be able to:

•Understand the **fundamentals and regulatory framework** of E-Invoicing in Malaysia.
•Recognize the **benefits, challenges, and business implications** of adopting E-Invoicing.
•Learn the **implementation steps** and pre-requisites for successful E-Invoicing integration.
•Navigate and use **E-Invoicing systems and software tools** effectively.
•Ensure **full compliance** with Malaysian E-Invoicing regulations and IRBM standards.

TRAINING METHODOLOGY

•**Interactive Lectures:** Visual and conceptual presentations to simplify technical information.
•**Hands-On Exercises:** Practical demonstrations of E-Invoicing processes.
•**Case Studies & Group Discussions:** Real-world problem-solving and experience sharing.
•**Q&A Sessions:** Direct engagement to address participant-specific questions.
•**Feedback Loops:** Continuous participant feedback to adapt session pace and focus

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COURSE CONTENT

Session	Key Topics
Ice-Breaking & Industry Overview	Participant introductions, business landscape discussion, and identification of E-Invoicing challenges.
Session 1: E-Invoicing Model in Malaysia	• Budget 2024 & latest E-Invoicing updates • Cost–Benefit Analysis for E-Invoicing • IRBM E-Invoice Guideline walkthrough • Pre-implementation requirements
Session 2: Essentials of E-Invoicing in Malaysia	• Definition and framework of E-Invoice • Relationship between E-Invoice and Corporate Tax • 4 B2C Retail Scenarios
Session 2 (Continued): Types of E-Invoices	• Standard E-Invoice • Consolidated E-Invoice • Self-Billed E-Invoice
Session 3: Special Guidelines of E-Invoicing	• Disbursement & Reimbursement • Employment Perquisites & Employee Claims • Six Guidelines for Self-Billed Invoices • Inter-Company Transactions • Relationship between E-Invoice & Accounting
Classroom Activity	Interactive team exercise and real-case analysis.
Session 4: Software Development Kit (SDK)	• API Overview & SDK introduction • Key contents relevant to end-users • Business rule validations for accounting personnel
Session 5: Preparing for Implementation	• Readiness assessment and gap analysis • Preparation checklist • Understanding tax implications
Recap & Closing	• Final Q&A session • Key takeaways and feedback • Certificate presentation

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E-INVOICING ENHANCEMENT

LEVEL 2 **DURATION: 1 DAY**

This enhancement programme is designed to strengthen participants' capability in managing **E-Invoicing within daily business operations**, with special focus on **taxation implications and compliance requirements**. Through practical guidance and real-world examples, participants will learn how to navigate tax impacts, reconcile accounting figures, and implement best practices to ensure corporate compliance and efficiency.

Who Should Attend

- Participants who have already completed a **full-day E-Invoicing introductory training**. **(LEVEL 1)**
- **SME Owners**, Entrepreneurs, E-Commerce Operators, Traders, Agents, Dealers, Distributors.
- Managers and Executives in **Finance, HR, Sales, Procurement, IT, Admin**.
- Staff responsible for **E-Invoice preparation, verification, or submission**.
- **Accounting & Finance teams** (Staff, Executives, HODs, Managers – monthly/year-end closing).
- **SOHO, Freelancers, Micro-entrepreneurs, Mini-entrepreneurs**.
- **IT Professionals** (System Admin, IT Support, Facilitators).
- **Consultants and Advisors** guiding SMEs through digital transformation

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LEARNING OUTCOMES

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

1. Manage E-Invoicing Effectively

•Perform hands-on E-Invoice handling.

•Recognize the essential components and elements of an E-Invoice.

2. Apply Best Practices in E-Invoicing

•Implement structured and compliant E-Invoicing procedures.

3. Reconcile Accounting vs. E-Invoicing Figures

•Apply reconciliation methods to resolve differences between accounting books and e-invoicing records.

4. Minimise Unnecessary Tax Exposure

•Apply correct tax treatment for E-Invoicing-related expenses.

•Identify opportunities for **tax savings** and avoid non-compliance.

5. Understand E-Invoice Submission Methods

•Differentiate between **API submission** and **MyInvois Portal direct login** processes.

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COURSE CONTENT

Module	Content Description
Module 1: Revision of E-Invoicing Fundamentals	A refresher on E-Invoicing concepts, regulatory expectations, and essential definitions.
Module 2: Understanding Corporate Taxation	– Tax-deductible vs. non-deductible expenses – Tax implications related to E-Invoicing – Impact on corporate compliance and audit readiness
Module 3: E-Invoicing vs Accounting Reconciliation	– Identification of variances – Reconciliation techniques and practical methods – Ensuring accuracy between E-Invoicing and accounting records
Module 4: E-Invoice Submission & Application	– Overview of submission methods: **API vs MyInvois Portal** – Practical guidance on correct submission procedures – Common operational errors and how to avoid them
Module 5: Best Practices in E-Invoicing	– End-to-end process best practices – Internal controls and documentation – Practical tips for smoother implementation
Conclusion & Q&A	Summarisation, discussion, clarifications, and closing.

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MASTERING E-INVOICING AND TAXATION STRATEGIES FOR BUSINESS

LEVEL 3 **DURATION: 1 DAY**

This comprehensive training is designed to strengthen participants' ability to effectively manage **E-Invoicing processes** and navigate **taxation issues** from an E-Invoicing perspective. Through practical guidance, participants will learn how to address tax implications and compliance requirements impacting corporate operations

Who Should Attend

- Participants who have attended a prior **E-Invoicing implementation or revision training**.
- **SME Business Owners**, Entrepreneurs, E-Commerce Operators, Traders, Agents, Dealers, and Distributors.
- **Managers** in Finance, HR, Sales, Procurement, IT, and Administration.
- **Accounting and Finance Teams** (HODs, Managers, and staff handling monthly/yearly closing).
- **Freelancers, SOHO, and Micro-entrepreneurs** managing their own E-Invoicing and tax compliance.
- **Consultants and Advisors** supporting SME digital transformation initiatives.

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COURSE OBJECTIVE

By the end of this programme, participants will be able to:

•Understand the fundamentals and regulatory framework of **E-Invoicing in Malaysia** and its implications on corporate taxation.
•Manage and reconcile **accounting figures vs. E-Invoicing data** effectively.
•Prepare and plan for **tax audits** with confidence.
•Implement **best practices** in E-Invoicing management.
•Develop **tax protection mechanisms** and strategic tax planning aligned with E-Invoicing compliance.

TRAINING METHODOLOGY

•Instructor-led presentation and discussion
•Case study and scenario-based analysis
•Practical demonstrations and reconciliation exercises
•Interactive Q&A and peer sharing

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COURSE CONTENT

Module	Description
Ice-Breaking & Industry Context	Introduction, participant background sharing, and identification of current E-Invoicing challenges across industries.
Module 1: Essentials of E-Invoicing in Malaysia	– Understanding 4 key Retailer Scenarios (B2C) – Overview of 3 Types of E-Invoicing: Standard, Consolidated, and Self-Billed
	Deeper exploration of E-Invoicing structures and applications.
Module 2: Special Guidelines in E-Invoicing	– In-depth discussion on **3 special HR-related guidelines**, including employee claims and compliance requirements.
	– Detailed walkthrough of **6 key self-billed guidelines** and their implications.
Module 3: Operational Issues in E-Invoicing	– Identifying operational changes required for compliance. – Departmental functionality focus: **Purchasing, Sales, HR**.
Module 4: E-Invoicing vs. Accounting Reconciliation	– Key reconciliation processes for Accounting and Finance departments. – Common discrepancies and resolution techniques.
Module 5: E-Invoice Submission & Practical Matters	– Submission process walkthrough. – Add-on implementation tips. **– Q&A and discussion session.**

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Trainer Portfolio: Ms Doris Wong
HRDC Accredited Trainer |
Finance & Operations Specialist

With over **30 years of corporate experience**, Doris Wong brings a wealth of expertise across **accounting, finance, operations, and corporate management**. Her extensive career spans leadership roles in **multinational corporations** from **Japan, the United States, Ireland, and the United Kingdom**, giving her a deep understanding of **global business practices** and **cross-functional operations**.

Doris is recognized for her **clear, structured, and engaging delivery style**. She simplifies complex financial and business concepts into actionable insights, empowering participants to think strategically, make data-driven decisions, and lead continuous improvement within their organizations.

With her strong foundation in **corporate management and people development**, Doris continues to support professionals and organizations in building **financial discipline**, **streamlining operations**, and achieving **long-term business success**.

Doris specializes in:

- **Financial Planning & Analysis**
- **Cash Flow and Working Capital Management**
- **Cost & Inventory Control**
- **Operational Efficiency & Process Improvement**
- **Corporate Governance & Internal Controls**

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