

Paper and electronic invoice: comply with legal and tax rules



DTRS-41 2 Days (14 Hours)

Description

This training will allow you to master the legal and tax rules in force to issue and require compliant invoices. You will also learn how to manage issues related to securing electronic and dematerialized invoices. At the end of this training, you will be able to produce compliant and secure invoices with full knowledge of the facts.

Who is this training for ?

For whom

Managers and collaborators of accounting services, administrative and financial managers and all people involved in invoicing operations.

Prerequisites

No special knowledge.

Training objectives

- Prepare invoices that comply with legal and tax rules
- Correctly apply VAT rules
- Secure the dematerialization of your invoices
- Prevent the risks of non-compliance with invoicing rules

Training program

Maîtriser le formalisme des factures

- Identify the mandatory information to be included on an invoice: legal, tax...
- Indicate the deadlines and payment methods.
- Measure the sanctions in the event of infringements of invoicing rules: invoicing failure, omission or inaccuracy.
- Special cases: corrective invoices, advance payments, in a foreign language, linked to a sector...

Les règles applicables aux factures électroniques et dématérialisées

- Understand the rules relating to dematerialized invoices and those transmitted electronically.
- Obtain the signature and the electronic certificate.
- Comply with the obligation to declare to the services competent tax authorities.
- Know the conditions of acceptance by the recipient.
- Master the principle of coding information and automated processing.
- Use the systems of EDI and ASP teletransmission.
- Understand the methods of restoring data in plain language.

Connaître les règles de conservation des factures

- Understand the archiving rules and manage invoice storage locations.
- Know the validity conditions of electronic archives.
- Respect the retention periods for invoices.

Prévenir les risques fiscaux d'un respect insuffisant des règles

- Check the integrity and accuracy of the invoice message.
- Know the sanctions applicable in the event of non-regularization or failure to provide justification within the required time frame.