

Check supplier invoices



CF-45 1 Days (7 Hours)

Description

The invoice is the key document in the daily management of a business. It is the support for all commercial transactions; from a tax perspective it allows the exercise of the right to deduct VAT and finally in accounting it is a supporting document. The invoice is at the intersection of several accounting, commercial and tax regulations that an accountant must master. This one-day training course allows you to participate effectively in your company's purchasing process. You will validate that the regulations on the establishment, transmission, reception and storage of the invoice are respected and you will thus control the associated risks.

Who is this training for ?

For whom

Accountant and accounting associate in charge of monitoring supplier accounts.

Prerequisites

None.

Training objectives

- Master the establishment rules and invoicing methods
- Ensure that the formality of the invoice is respected
- Guarantee compliance with VAT obligations to secure the exercise of the right to recovery
- Apply the tax rules for conservation and storage

Training program

En amont du présentiel

- A self-diagnosis to determine your priorities.

Maîtriser les obligations et modalités de facturation

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We are at your disposal De Lun - Ven 09h00-18h00

- Obligations to issue an invoice: when? which issuer? what frequency? Sanctions.
- The different methods of transmission: paper; dematerialized; electronic in the tax sense .
- Securing invoices received electronically.

Contrôler le respect des mentions obligatoires

- Identification of the seller and the buyer.
- Information on the operations carried out.
- Information on the payment terms and deadlines.
- Special invoices: advance payments; amendments; in a foreign language.

Maîtriser les règles de la TVA sur les factures

- Reminder of the fundamental principles regarding VAT.
- Subject and exempt transactions.
- The taxable base for VAT: case of re-invoicing.
- Conditions for exercising the right to deduct.
- Situations of reverse charge of VAT and special information on invoices.
- Situations of duty-free purchases of VAT.
- Case of expense reports.

Appliquer les règles de conservation des factures

- Retention obligations.
- Rules for retaining electronic and paper invoices.

Après le présentiel, mise en œuvre en situation de travail

- Interactive tool sheets to help you implement.