

Master supplier accounting

**CF-45 2 Days (14 Hours)**

Description

The purchasing-supplier process constitutes one of the main information processing chains. The quality of this process is crucial to guaranteeing the reliability of the accounts. Accounts payable carries out recording, control and payment missions, etc. to accomplish these different activities, legal, accounting, tax and relational skills are necessary. This training will help the accounting employee to fully fulfill their role on all accounts payable missions and to communicate better with their internal and external contacts to deal with anomalies.

Who is this training for ?

For whom

Accountant and accounting associate in charge of monitoring supplier accounts.

Prerequisites

None.

Training objectives

- Master the contractual aspects of the customer/supplier relationship
- Check and record purchase invoices
- Account VAT on purchasing transactions
- Participate in closing operations of the purchasing process
- Participate effectively in the internal control system

Training program

En amont du présentiel

- A self-diagnosis to determine your priorities.

Identifier le rôle et les acteurs du processus achat L'acheteur, l'approvisionneur, le réceptionnaire et le comptable.

- The rights and obligations of the buyer and the seller.
- The missions of the accountant.

Contrôler et ordonnancer les factures

- Obligations related to invoicing.
- Validate the conformity of the invoice.
- Control, payment note and payment order.
- The electronic invoices: the controls to be put in place.
- Deal with disputes.

Traiter la TVA sur les factures

- Reminder of the VAT mechanism.
- The rules and conditions for VAT deductibility.

Comptabiliser les factures et les avoirs

- Accounting for invoices, credit notes, expenses and deposits.
- Investments.
- The distinction between fixed assets and expenses.
- Invoices in foreign currency.

Participer à l'élaboration des situations comptables

- Analysis and justification of supplier accounts.
- Accounting for accrued charges and prepaid charges.
- Subscriber charges.

Être acteur de la maîtrise des risques du processus achat Les objectifs du contrôle interne.

- Identify and assess risks.
- Participate in the control system.

Après le présentiel, mise en œuvre en situation de travail

- Enriched tool sheets.