

Suppliers accounting

General Objectives:

This Course aims to provide participants with the knowledge and skills to enable them to effectively prepare the so-called accounts payable in its various aspects, namely in the accounting, legal and tax aspects.

Specific Objectives:

At the end of this Course participants will know:

- Master the tax and legal rules useful for accounts payable;
- Participate effectively in the internal control system;
- Check and account for invoices;
- Handle VAT on purchasing transactions;
- Participate in the closing operations of purchasing processes.

Recipients

This course is essentially intended for employees of the accounting and financial services, who participate in the preparation of accounts payable.

Duration:

18 Hours

Content Program:

Module I - Know the main legal aspects of commercial contracts

- The obligations of the parties involved in the contract;
- The application of the general conditions;
- The clauses to know;
- The obligations linked to payment deadlines.

Module II - Understanding the risks of the purchasing process

- The objectives of the internal control of the purchasing cycle;

- Identify and assess the risks of the purchasing process;
- Participate effectively in the control mechanism.

Module III - Checking and scheduling the payment of invoices

- The obligations linked to invoicing;
- The legal mentions that must appear on invoices;
- Check, good for payment and schedule;
- Handling disputes.

Module IV - Dealing with VAT on transactions in the purchase - supplier cycle

- The rules and conditions for VAT deductibility;
- VAT and intra-Community acquisitions;
- VAT and imports;
- Intra-Community supplies of services;
- The reverse charge of VAT.

Module V - Accounting for invoices

- Accounting for invoices;
- Accounting for investments;
- The distinction between capitalization of investments and charges to the period of subsequent expenditure;
- Invoices in foreign currencies.

Module VI - Settlement of suppliers

- The means of payment;
- Credits assigned by the supplier;
- Accounting for regularizations.

Module VII - Participate in the preparation of accounting situations

- Analysis and justification of suppliers' accounts;

- The accrual principle (accrual accounting): the rules for allocating charges to the period;
- Assessment of impairment risks (provisioning) linked to the purchase cycle;
- Accounting for closing operations.

Module VIII - Question & answer session