

## **New Billing Rules and Standards - Simplification, Harmonization and Modernization of Standards**

### **General Objectives:**

At a time when the Tax Administration has increased control over the compliance of invoices issued by companies, the European Commission has adopted a proposal for a Directive with the aim of simplifying, harmonizing and modernizing the rules on invoicing. This Course aims to provide participants with knowledge about the new billing rules and answers to the questions that companies are faced with.

### **Specific Objectives:**

At the end of this course, participants will know:

- Master the rules applicable to invoices;
- Assess the degree of compliance of invoices issued and received by the company and weigh the potential risks of the company's internal billing system;
- Analyze the Proposed Directive of 28/01/2009.

### **Audience:**

This Course is intended for all those responsible for the tax, financial or accounting, financial and accountants, statutory accountants and statutory auditors, lawyers.

### **Duration:**

12 Hours

### **Program content:**

#### **Module I - Invoices and equivalent documents**

- Invoice definition;
- Definition of debit note;
- Definition of Credit Note;
- Definition of Cash Sale;
- Receipt definition.

#### **Module II - What should be billed?**

- Sale of goods;
- Provision of services;
- Regularizations;
- Other specific cases.

### **Module III - Who should bill and when?**

- Conditions for issuing an invoice or equivalent document;
- Which invoices and equivalent documents are mandatory;
- What are the terms of invoices and equivalent documents.

### **Module IV - What is the support for invoices?**

- Paper support;
- Electronic support.

### **Module V - Mandatory requirements for invoices or equivalent documents (according to VAT and the company code).**

- Date and numbering;
- Identification of the recipient or buyer;
- Specification of goods transferred or services provided;
- Net amount of tax, and the other elements included in the taxable amount;
- The applicable rates and the amount of tax (VAT) due;
- The reason for not applying VAT (if applicable);
- Date on which the goods were placed at the disposal of the purchaser, on which the services were performed or on which payments were made prior to carrying out the operations, if that date does not coincide with the date on which the invoice was issued.

### **Module VI - Conservation and archiving of invoices: consequences of the choice**

- Rules for keeping invoices and equivalent documents (issued in paper and electronic format);
- Rules for the filing of invoices and equivalent documents (issued in paper and electronic format).

### **Module VII - Consequences of paying an irregular invoice**

- Implications at the level of CIVA;
- Implications at the CRIC level;
- Other implications.

### **Module VIII - Control of billing rules**

- General tax law;
- DGCI.

### **Module IX - Tax infractions**

- Tax sanctions;
- Administrative sanctions.

## **Module X - Software and saf-t files certification**

- Changes required;
- Obligation to use certified software;
- Exceptions;
- Export to SAF-T files.

## **Module XI - Clarification of doubts**

- Question and answer session;
- Case studies.