Lesson Plan

Module: Cloud accounting **Learning Unit: E invoicing: Getting set up to send e-invoices**

Desired Core professional goal	Benchmark
Learners will be able to – set up a system for receiving and processing e-invoices from their suppliers and customers, – train their staff on how to use the system effectively, – explore additional features and benefits of e-invoicing, – fully transition their invoicing process to e-invoicing, – streamline the invoicing process and improve cash flow management for the business.	e-invoicing
Level	**Framework**
Basic	Empower

Professional micro-learning outcomes

Learners will

- understand the concept and benefits of e-invoicing
- learn how to set up an e-invoicing system
- gain practical experience in choosing an e-invoicing system for their business
- understand the importance of e-invoicing in streamlining business operations

Micro-learning activities

Learners will

1. watch the video Basic level: Module 4: Cloud accounting - E invoicing: Getting set up to send e-invoices: https://youtu.be/8MGBMvCpO7k (2:41)

2. read the 5 success stories of e-invoicing
3. have an option to do the following activity:

Read the Factors to choose your e-invoicing system Infographic and make the first step to setting up an e-invoicing system by identifying your business needs through the following questions:

1. How many invoices does your business generate per month?

2. What software do you currently use for accounting and managing your finances?

3. What is your budget for an e-invoicing system?

4. How important is security and compliance for your business?

5. What features are essential for your business in an e-invoicing system?

6. How important is ease of use for you and your customers?

7. Have you considered the level of customer support that you would require from an e-invoicing system?

8. How would you like to receive payments from your customers?

9. Do you require multi-currency support for your invoicing system?

10. Would you like to have the ability to track and manage your invoices and payments in real-time?

Research and compare different e-invoicing systems available in the market, their pricing plans, and their customer reviews and ratings. Make a list with a few options that meet your requirements to make an informed decision on which e-invoicing system to choose. Test the chosen e-invoicing system before fully implementing it in your business to ensure that the system works smoothly and efficiently, and that it meets your expectations and requirements. Ask for feedback from other learners or your group and discuss which e-invoicing system suits best your business needs. You may introduce yourself to the course forum and make a team with other learners sharing the same interests and professional sector. We highly recommend working collaboratively throughout the course.

4. have an option to see more resources:

a. Case studies | eInvoicing. This website provides several case studies of New Zealand businesses that have implemented e-invoicing and realised the benefits of cost savings, faster payments, improved cash flow and reduced admin time.

b. Checklist to Prepare for e-Invoicing in Your Company. A list of 20 questions that a company needs to know the answers for in order to determine and to cost its einvoicing strategy. The questions cover topics such as the number and location of invoices, the business regions and

customers, the regulatory compliance and tax issues, the organisational structure and functions, the IT infrastructure and support, and the financial exposure and benefits of e-invoicing.

c. [European E-Invoicing Guide for SMEs](). This guide provides an overview of the benefits, challenges and best practices of e-invoicing for SMEs in Europe. It also explains the legal and technical aspects of e-invoicing and provides case studies and practical tips for SMEs.

d. [E-invoicing: bringing the payment process fully into the digital age (europa.eu):]() The article discusses the benefits of e-invoicing, such as cost savings and improved cash flow management, and highlights the growing adoption of e-invoicing in Europe due to EU standards and regulations.