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UNIVERSITI  
TEKNOLOGI  
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TERENGGANU  
KAMPUS DUNGUN (UiTM CTKD)**

**FACULTY OF ACCOUNTING**

**INDUSTRIAL PROJECT  
(PAC671)**

**INDUSTRIAL TRAINING REPORT**

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## SECTION A

### 2.0 COMPANY'S PROFILE

<b>Name</b>	Guppy Plastic Industries Sdn. Bhd
<b>Company Logo</b>	 The logo features a stylized red fish with the word "GUPPY" written in white capital letters across its body.
<b>Address</b>	Lot 15-19, Lorong 3A, Jalan Balakong, Kawasan Perusahaan Cheras Jaya, 43200 Cheras, Selangor
<b>Operation Hours</b>	<u>Office</u> 8.30 a.m - 6.00 p.m

#### 2.1 Company Background

Guppy Plastic Industries Sdn. Bhd. began in 1970 as a small company manufacturing plastic aquarium accessories. Today, it has grown into a multi-million industry by designing, researching and developing, customising, and manufacturing world-class products for clients around the globe. From automotive, agricultural, office furniture, pet products electrical and electronics, industrial, pharmaceutical & medical, and personal care to our daily F&B needs, it prides itself on serving customers only with quality products.

The company aims to solve as many aspects of people's time-pressed lifestyles as possible. As it goes the extra mile in fulfilling the ever-evolving market and adhering to HACCP, ISO and GMP standards, it believes that its cumulated extensive experience has allowed it to become the spearhead and the benchmark of quality in plastic injection moulding.

#### 2.2 Vision, Mission, and Values

##### Vision

To be a preferred supplier with a dominant market position in our balanced and diversified portfolio of value-driven businesses that provide strategic value to our customers.

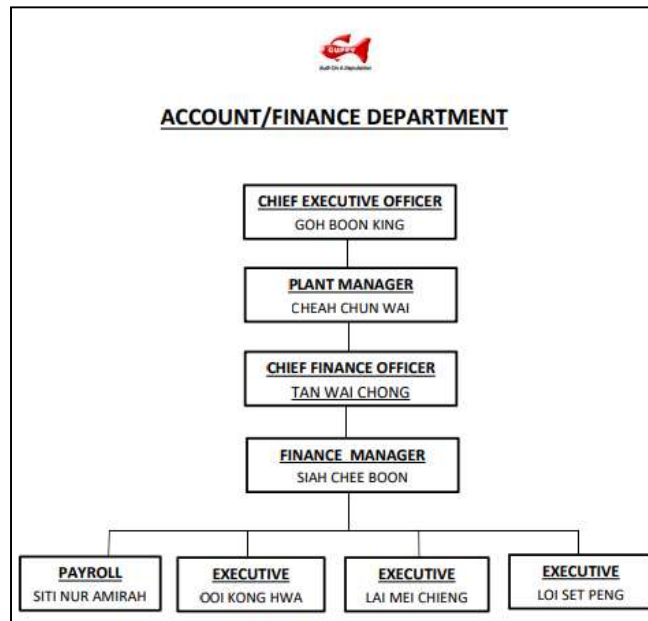
##### Mission

To be a leading plastic injection molder providing high-quality products and excellent services based on our core business values.

## Values

The values serve as the foundation on how to treat the employees, the customers, the owners, the shareholders and the associates. They aspire to these values to make Guppy a great place to work and to do business. What they stand for: “To be the best in the eyes of our customers, employees and shareholders”

## 2.3 Organisational Structure



## 2.4 Products and Services

Guppy Plastic Industries Sdn Bhd manufactures various lines of products ranging from household to precision parts. They specialise in engineering plastic for precision and cosmetic moulding including assembly, silk screening, tampo printing, hot stamping and spraying. They service a range of plastic moulded products for automotive, electrical & electronic, industrial packing, office furniture, personal care & hygiene, pets, pharmaceutical & medical, printing and imaging solutions and others. They strive for continuous development and innovation in plastics manufacturing technology.

### **3.0 SUMMARY OF WORK DONE**

#### **3.1 Accounts Payable**

The very first task I was taught was keying in invoices. To key in the invoices for payment, I need to gather the invoices and Delivery Orders (DO) received and passed from the other departments then match the invoices to the DO. The Goods Received Note (GRN) is either stapled with the DO or its number is written on the respective DO. While matching the documents, I must ensure the correct supportive documents were present before keying in the invoice. Next, I will log into the Enterprise Resource Planning (ERP) system used by the company, OS Trio, and key in the invoices. These invoices are generated through purchase, meaning the invoice must be linked to its Purchase Order (PO), which will automatically fill in the amount invoiced. In some cases, there will be invoices which are issued without PO such as despatch services, utility bills, and medical services. These invoices need to be keyed in manually and different invoices need different methods of input and documentation. After I am done, I will pass the invoices to my coworker to check and post. These posted invoices will be returned to me for filing.

The next task I learned was arranging despatch for a cheque and Banker's Acceptance (BA). Payment for vendors exceeding RM20,000 will be made through BA. The head of finance will pass the BA to us for despatch. I need to key in the details in an Excel document and then use a formatted Excel spreadsheet to fill in the despatch form and print it out. The documents are then scanned for proof and put in an envelope for delivery to the bank. A copy of the documents is also made to be passed to GL for record keeping. On the day of delivery, the envelope will be left in the tray at the receptionist which will be picked up by a runner upon request in the WhatsApp group chat.

At the end of each month, vendors will send out a Statement of Accounts (SOA). I need to check and reconcile that the purchase, payment, and final balance are the same as our record. In some cases, there will be some missing figures which are usually late invoices which will be input in the next period and unrecorded payment on the vendor's side. I will write down these anomalies and make sure it is balanced before filing the SOA in its file.

Sometimes, we will receive a stock adjustment approval from the data entry department. I need to check the amount in the form and make sure it tallies with the amount in the system before filing in its respective file.

In the middle and end of each month, payment will be made for the invoices from 2 months prior by batch. Payment vouchers (PV) will be keyed in and printed out according to the total amount of the invoices from each vendor. These payment vouchers will be sent to the head of finance for approval. After that, my coworker will make the online payment before passing it to me. My task is to match the invoices to the payment vouchers in the system and print out the matched PV. After that, I will staple them back together and file them in its file.

The most time-consuming task in this department is keying in the miscellaneous disbursements. Some staff pay for expenses on behalf of the company and submit the claims later. I need to organise the receipts and paste them together on standard-sized paper to make it neater for reference and filing. Then, I need to identify a suitable account to record the expenses. After that, I will key in the details into the miscellaneous disbursement tab. Then, I will print out the vouchers and pass them to my colleague for payment. In the same section, I was taught how to key in payment for instalments of machines purchased and other expenses for unlisted vendors such as hostel utility expenses.

Aside from the regular day-to-day tasks, I also had to contact vendors to request information for e-invoices. In light of the e-invoice implementation, we exported the vendor lists and sorted the contacts. Then, my colleague and I distributed the contacts for us to e-mail and call regarding the matter. In addition, I was also tasked to pack records which have exceeded the archive period requirement and transfer them to another store.

### **3.2 Accounts Receivable**

Most of the tasks I was given were regarding sales reports. The exported reports from the system could be more organised and take less space so I need to reconstruct and rearrange the reports so we can identify any abnormal amounts and solve the differences.

Other than that, I was tasked with offsetting invoices with customer payments and credit notes. My colleague will forward the payment advice to me and I will make sure the amount is tallied since there might be differences due to the currency rate. Then, I will check the invoices one by one, and key in the correct amount before saving. Similarly, I will offset the invoices with credit notes if there are any except that I need to change the date according to the credit notes.

Furthermore, I also learned how to record and issue invoices for sundry sales. This task is fairly similar to recording invoices manually. Since the sales are recurring every month, I can refer to past records and key in the details accordingly.

Aside from the sales reports, I also need to export the customer's Statement of Account as Excel, reconstruct the sheet into a better arrangement, and then forward it to customers. Likewise, the customers will send their own Statement of Account and I will reconcile the outstanding amount with the system amount.

### **3.0 STRENGTH AND WEAKNESSES OF TRAINING**

Undeniably, there are many strengths not to mention weaknesses of the training I received. The first strength I perceived was regarding the practical experience. This internship allowed me to put the theoretical knowledge I learned at the University into practice. I was introduced to the ERP system used which is OS Trio and learned how double-entry accounting is applied in the system. Besides, I got to delve deeper into the accounting cycle in the manufacturing industry.

The next strength is in knowledge exposure. Aside from accounting, I learned the work of other related departments such as purchasing from the constant communication regarding invoices. I was allowed to participate in the internal audit and add to my experience. The implementation of e-Invoice especially inspired me in writing my report and my first-hand experience influenced my research and writing.

Moreover, I also developed my technical skills during the internship. I was allowed to join Excel training and gain extra proficiency. The company included me in the basic and intermediate-level training for Excel and the training has greatly inspired me on how to organize data better for reporting.

Furthermore, I picked up the proper etiquette to deal with vendors. Since the company is in the first phase of e-invoicing, we needed to acquire extra information from vendors such as e-mail for e-invoice exchange and Tax Identification Number (TIN). During the process, I learned how to use the company's intercom phone to call suppliers and deliver the message. While confirming the supplier's contact, I understood the process from ordering to payment better.

On the other hand, this internship is flawed in terms of the limited responsibilities. Since my position in the department is only temporary, there are many parts of the process that I am not allowed to directly participate such as making payments using the company's bank account. It is an important task so it makes sense that they don't allow beginners who are unfamiliar and unskilled to be in charge of it. I find that to be the main weakness of industrial training that limits the amount of knowledge a student can earn. Thankfully, many of my colleagues understood this challenge and kindly helped me by showing examples and sneak peeks of the processes such as bank reconciliation between the bank balance and the system balance. One of my coworkers has a background in auditing and is open to questions and willing to educate me.



In addition, the inconsistent workload also contributed to the weakness of the internship. This situation applies to many jobs not limited to accountants when there are times employees are overloaded with work while there are times when they have nothing to do. During this free time, I spent it completing my report or packing the past years' records for the archive and tidying the files storage. During busy times like the closing of monthly accounts, I share the workload with my colleagues and plan my task schedule better.

#### **4.0 SELF REFLECTION**

The first thing I noticed during the internship is how vast the difference is between what learned in uni and real work especially since this is a commercial company, not an audit firm. I believe that not many other accounting students chose a manufacturing company as their place of internship. Still, I am grateful for the opportunity to venture into this industry and observe how the accounting process works. Furthermore, there were so many firsts of many things such as learning how to use invoices, credit notes, despatch forms, and Sales and Service Tax (SST) among others. Because of this, I had a hard time remembering what to do but learning the ropes of the workflow is rewarding at the end.

I then learned soft skills other than accounting-related work such as how office life is. In addition to the clerical skills, I learned how to manage time for my tasks and maintain a work-life balance. I realised my clerical skills were lacking which slowed my pace in completing my job. Thankfully, resources are extensive on the internet these days so I do my research and practice in my free time.

I also realised how short-term my memory can be. Since the tasks are repetitive, I don't pay full attention while completing them and tend to forget the details after I am done. Whenever my colleagues asked me if I noticed anything such as abnormal amounts and different tax exemption codes, my mind went blank and I could not give a response until I checked. I try to fix this problem by learning from mistakes and depending on pieces of advice from my colleagues.

Overall, it was a very effective training. It helped me in navigating what direction I would take in my career. It also has influenced me in my management of work and personal life. I believe the duration is perfect providing the interns adequate time to learn and familiarize themselves in the working phase of life.

## **SECTION B**

### **TOPIC: E-INVOICING IN MALAYSIA: WHAT TO EXPECT**

#### **1.0 INTRODUCTION**

The government plans to gradually implement e-Invoice, according to the Inland Revenue Board of Malaysia (IRBM), to enhance the efficiency of tax administration in Malaysia and encourage the growth of the digital economy. This aligns with the Twelfth Malaysia Plan, which stresses the digitalization of tax administration and the enhancement of digital service infrastructure. Business-to-Business (B2B), Business-to-Consumer (B2C), and Business-to-Government (B2G) transactions could all be supported by the e-Invoice, which will enable near real-time transaction validation and archive.

An electronic invoice is a digital representation of a purchase made by a buyer from a supplier. Paper or electronic invoices, credit notes, and debit notes are being substituted by e-invoices. The same essential information that is included in a traditional document is also included in an electronic invoice: the supplier's and buyer's details, item description, quantity, price excluding tax, tax, and total amount. These details are used to record transaction data for everyday business operations. An electronic invoice is a file prepared in the IRBM-specified format that can be automatically processed by JSON or XML-capable systems. The electronic invoice is not in the form of a paper invoice, mail, PDF, DOC, or JPG.

The purpose of this paper is to look into the various aspects of electronic invoicing, including its advantages, challenges, and effects on accounting procedures. It will also offer suggestions for companies in implementing e-invoicing systems. This paper aims to highlight the importance of electronic invoicing in current business operations in Malaysia and its potential to entirely change accounting processes by analyzing these elements.

## **2.0 DISCUSSION**

### **2.1 Benefits and Challenges of E-Invoicing**

#### **2.1.1 Benefits of E-Invoicing**

The adoption of e-invoices streamlines the taxpayer's experience, improves tax compliance, and increases the efficiency of companies. Automation of invoice processing and invoice validation, lower printing and postal costs, faster cash management, and lower carbon footprint are among the benefits that businesses will have from e-invoice implementation.

Firstly, the use of electronic invoices will result in significant savings on expenses. On the other hand, using paper invoices not only harms the environment but also causes energy costs, shipping costs, printing costs, and waste paper. Postal service charges are one example of the costs that can rise in manual invoicing. Postal expenses can add to the cost of the invoice issuer, especially if the invoice is sent to the customer via registered mail and requires a return. Additionally, there are costs for materials and transportation, such as document archiving, envelopes, paper, stamps, printing, and other expenses. It is very clear for any firm to determine how much it can save on a monthly or annual basis because electronic invoicing does not incur these fees. The expenses related to archiving are another example. Archives take up a lot of room, both physically and digitally, depending on the amount of invoices and the obligation to maintain and submit papers for tax and other requirements. Businesses can save a lot of money by paying for certain terabytes or gigabytes of server memory rather than spending on document archiving. In addition, the MyInvois portal stores the invoices in the system which can be accessed at any time so users can utilise that feature to their advantage. Users of electronic invoice exchange systems can save up to 80% on postage, materials, processing, and archiving expenses in addition to large shipping cost savings. Reduced printing needs, customer calls, and electronic payments contribute to the extra savings. Additionally, businesses that use electronic invoices save money on paper storage by having their electronic archives. Considering these expenses, adopting electronic invoices might free up resources for other parts of the business that could improve the business's overall performance. However, while costs are lower in some parts, they also increase in other parts of the business due to the need to change or upgrade the existing ERP system.

Furthermore, e-invoicing also saves time. The organisational process tends to slow down when paper invoices are prepared because human data input is prone to mistakes, misplaced invoices, processing hold-ups, longer checking times, and error repair. Paper invoices need to be sent by mail, archived, and stored, which adds to their cost and is time-consuming. E-invoicing saves time for business owners and staff who would otherwise

have to spend it contacting, composing messages, or even going to see clients to inquire about the progress of their outstanding invoices.

This is because electronic invoicing speeds up communication between buyers and sellers, assisting in the continuous shift of businesses and governments towards a "real-time economy". Through the portal, customers may verify that the seller's data is accurate, quickly review invoices notify the seller of any errors, and reject or cancel invoices within 72 hours without having to issue credit or debit notes upon receipt. The seller may make changes to the invoice for quicker payment, and all of this could occur in a matter of hours or days. If invoices are exchanged traditionally, the payment procedure can take a long time. Namely, a result of faster communication and timely corrected errors on the sent and received invoices increase customer satisfaction due to the higher level of services.

Additionally, it streamlines the preparation of transaction documents and the electronic input of data to IRBM, consequently standardizing the invoicing process. Transaction data entry automation lowers manual labour and human error. The majority of businesses use specific computer software to prepare invoices, print them, make copies, and mail them to their clients. The client scans and saves the invoice to his computer as soon as it is received. Knowledge is transferred from the vendor's computer to the client's PC during the entire process. Similar to e-invoicing, electronic data interchange (EDI) allows the number of manual processes in this communication to be reduced or perhaps completely removed.

The organization can compete more effectively in the current business environment through EDI. Companies using EDI in 1994 decreased the time it took to send and receive documents by around 40.3% according to a study by EDI Group, Ltd. At the same time, error rates decreased from an average of 10.1% to 4.4%. The average cost savings after EDI implementation was \$2.20 per document. (Mancheski et al., 2019)

Other than that, automated processes, seamless data interaction, and improved invoice administration, the implementation of e-invoice help larger firms streamline their operations and achieve notable time and cost savings. Because of the better accuracy of the invoice, it can be processed more quickly, resulting in a faster payment process. Micro, small, and medium-sized businesses (MSMEs) can align their financial reporting and processes to be digitalized following industry standards through phased implementation, which provides a steady and manageable transition to e-Invoice. This helps MSMEs adapt over a longer period and reduce disruptions. Consequently, the company's cash flows will improve as a result of quicker invoice collection. Since invoices are provided to clients electronically and are visible in their systems, e-invoicing avoids delays and speeds up the processing and approval of invoices. This makes it possible to pay the invoice on time, lessen waiting times, and improve cash flow.

Moreover, e-invoicing can improve security and lessen fraud. This is based on the fact that invoice data in the portal does not change beyond the first 72 hours of the cancellation period. The buyer's Tax Identifying Number (TIN), registration number, unique identifying number, and QR code are also included on each invoice. Anyone can verify the validity of the invoices by scanning the QR code of each invoice. This implies that any fraud can be found by comparing and checking the invoices provided to clients through the portal. Not to mention,

Besides, this change enhances the IT system and its optimization. In this instance, significant technological investments are not exactly necessary for e-invoicing. By utilizing third-party infrastructure or upgrading their IT infrastructure, the majority of IT departments can transfer data safely. Alternatively, they can choose to manually enter the data into the MyInvois portal. The resources required to maintain an electronic invoice exchange system's functionality can be maintained by IT management.

Lastly, the increase in compliance is among the main advantages of electronic invoicing. Through a smooth system connection with IRBM, e-invoicing makes filing tax returns easier and ensures correct and efficient tax reporting. As a result, since all income must pass and be verified by IRBM, and then archived by the site, there won't be any insufficient or missing tax payments.

### **2.1.2 Challenges of E-Invoicing**

First, there's the challenge of complying with regulations. Malaysia is expected to implement e-invoicing laws that will be mandatory for certain types of businesses starting in August 2024 and gradually expand to include all tax-registered entities by 2027. Keeping up with these requirements is very challenging, especially for companies that have complicated systems. Moreover, different regions and industries may have specific e-invoicing standards. For operations to run smoothly, compliance with these standards must be assured. IRBM only requires e-invoicing to be employed for local sales at present. Making sure the e-invoicing system is capable of handling various currencies, laws, and languages is an additional challenge for companies that conduct business globally.

Another major challenge is the technological aspect of this transition. Not every business, especially smaller ones with a more limited IT infrastructure, may be ready for e-invoicing due to technological limitations. Management must decide which of the different approaches to use and assess if the current Enterprise Resource Planning (ERP) system is appropriate. It can take a lot of resources to upgrade and modify systems to comply with e-invoicing standards. Since this e-invoicing is still new and has never been done before, calculating and analyzing the costs and benefits of each alternative will be difficult.

This places users up against another challenge when attempting to integrate e-invoicing technology with existing systems, such as enterprise resource planning (ERP) solutions. To ensure smooth data transfer and synchronization, careful planning is required. In this process of integration, data consistency and accuracy across departments become important. In addition, as e-invoicing is still in its early stages of implementation, mistakes and technical errors are to be expected. For instance, a large number of users at once could cause the MyInvois portal to crash. If this event resulted in a delay in the transaction process, how would the management respond? It is essential to make sure the e-invoicing system can manage higher transaction volumes as the company expands. These problems can cause inefficiencies and performance problems. When the quantity of invoices increases, large businesses with hundreds of invoices face the risk of losing them. However, there is a unique identification number in addition to the invoice number to differentiate and ease the search for invoices.

On top of that, there are security and privacy risks including cyberterrorism and cybercrime. With sensitive financial data flowing electronically, companies must address concerns related to data security and privacy. There is a risk of cyber terrorism such as misusing the information for the wrong reason. MyInvois System is designed by IRBM with the necessary Network & Security monitoring tools to ensure data security and privacy. IRBM will assess the data protection needs, implement the necessary data protection controls, monitor and audit data protection performance and incidents, and review and improve the practices based on the results.

Other than that, the human aspect is also an important factor in implementing this change. Whether there is organizational or cultural resistance to change, how staff members handle the change, and other factors, it can be challenging. Another obstacle is getting past employee's refusal to change. It may be difficult for accountants used to traditional invoicing procedures to accept electronic invoicing, which will require an effective adjustment in management strategies. Management must ensure that staff have a willingness to change, even though implementation is mandatory according to the prescribed phases. Furthermore, they have to make sure that staff members are responding to these changes appropriately to prevent long-term threats to the company. Not to mention, some employees of the older generation may be technologically illiterate and they will find it difficult to adapt to the development.

Additionally, the adoption of e-invoicing is influenced by both the supplier and the customer. This shift can be difficult depending on the adoption strategy, if the supplier is on board with the changes, the various stages of implementation, and whether certain firms require a physical form of original invoices. Working together to embrace e-invoicing with suppliers and customers can be difficult, particularly when inquiring about the data required

before e-invoicing starts. It can take a lot of time to make sure that all partners are updated and following the same e-invoicing standards. Due to certain parties not having started e-invoicing yet, the taxpayers in the first phase cannot completely convert to e-invoicing because of the different implementation phases. Additionally, a lot of businesses still need actual, physical invoices to provide the documentation that auditors need.

## **2.2 Implications of E-Invoicing on Accounting**

Similar to the effects of emerging technologies on other lines of work not limited to accounting, it threatens to either fully or partially automate the jobs leading to potential loss of jobs. Even so, automation can also enhance the accounting occupation closely related to the benefits of e-invoicing as discussed earlier. It may even bring about new duties of an accountant. (Bessen, 2016) It also affects the business as a whole rather than accounting alone. Transitioning to e-business requires vision and organisations should not focus on paperless operations only, but should also rethink the processes. (Grozniak & Manfreda, 2015) It also analyses whether business processes were merely automated or redesigned.

With that in mind, the implementation of e-invoicing in Malaysia is expected to have a profound impact on accounting in several specific ways. Firstly, it streamlines transaction processes and tax audits. By automating data entry, e-invoicing reduces the need for accountants to manually enter invoice details. Through this automation, accountants can focus on more strategic job duties and minimize the possibility of human error. Regular processes including creating invoices, shipping them, approving them, and handling payments are expedited. This effectiveness shortens the time spent on administrative duties and enhances workflow overall. By giving tax auditors quicker access to a company's financial transactions, e-invoicing will also speed up the audit process. Because digital invoices can be quickly sorted, searched, and analyzed, audits can be carried out more effectively and efficiently while using less time and resources for tax audits.

Similarly, it enhanced transparency by giving accountants instant access to financial data so they could keep track of transactions as they happened. Making timely and well-informed decisions is facilitated by this instant visibility. Better tracking of receivables and payables is made possible by real-time data, which helps with more efficient cash flow management. Accountants can detect late payments quickly and take preventative action.

Furthermore, it enhances accuracy and reporting through the reduction in errors and the development of the invoice system. By standardizing and automating invoicing procedures, errors that usually happen during manual data entry are less likely to occur. Financial records are more trustworthy when accurate data is utilized. Accountants can



provide more accurate financial reports with real-time and reliable data. The quality of financial analysis and decision-making is improved by this accuracy. Electronic invoicing platforms maintain a complete digital audit trail, documenting every transaction detail. This transparency guarantees regulatory compliance and streamlines the auditing procedure.

As mentioned in the previous sections, MyInvois can connect with other ERP and accounting programs to form a unified financial environment. By ensuring smooth data transfer between systems, this integration lowers inequities and enhances overall financial management. By encouraging the adoption of standardized formats and protocols, e-invoicing makes it simpler for parties and systems to exchange data. The accuracy of economic data is increased and reconciliation procedures are made simpler by this standardization.

Additionally, advanced data analytics can be done with the extensive information produced by electronic invoicing systems. Accountants can recognize patterns, analyze trends, and learn more about the organization's financial health. Accountants can participate in strategic planning and decision-making more successfully if they have access to timely and reliable data. They can offer critical analysis and suggestions based on current financial data.

Furthermore, E-invoicing also improves security and prevents fraud. It protects sensitive financial data by implementing strong security standards, like encryption and safe access controls, to secure transactions. The possibility of fraud and illegal access is decreased by this security. The MyInvois portal comes with safety features to identify and stop fraud. These technologies can identify unusual or suspicious transactions, allowing accountants to quickly look into and resolve any possible problems. On top of that, electronic invoicing reduces the potential for tax avoidance. It is harder for firms to falsify or change invoices once they are issued because they are created and maintained digitally. This will have a major negative effect on tax fraud incidents, which is an important issue for revenue agencies around the world.

Finally, e-invoicing also upgrades accountants as an employee when they are pushed to develop new skills related to digital tools and technologies. In the constantly evolving accounting field, it becomes compulsory to continuously learn and adapt. Accountants can focus on advisory matters, offering strategic opinions and direction to the company, as routine operations become automated. The value of accountants within the company will increase because of this change.

### **3.0 RECOMMENDATIONS**

The first step in approaching the conversion process to e-invoicing is to study the requirements and regulations. An e-invoice working guideline has been released by the IRBM. Section 2 of the guideline specifies the general principles to know when preparing for E-invoice. For example, it provides an overview of the e-invoicing procedure, available models, and prerequisites for e-invoice submission. Lastly, the appendix lists the required and optional fields for electronic invoicing, including the Sales and Service Tax (SST) number, Business Registration Number, Tax Identification Number (TIN), and Malaysia Standard Industrial Classification (MSIC) code. Before sending an electronic invoice, the organization might need to retrieve and verify the company's TIN.

Next, determine whether the organization is ready to adopt the practice. Some important steps may be taken to evaluate standardization and competence to make sure that companies are prepared for the implementation of e-invoices in the coming months. First, assign and provide staff members with the skills they need to accept and manage the use of e-invoices. Accountants should receive e-invoicing training to provide them with the knowledge they need. They will then be able to envision with greater clarity how to carry out the modifications. Take into consideration that not all accountants will be on board or capable of adapting to these changes. As a result, they deserve the right kind of equipment as well as motivation and training to support their development. To ensure that this shift is successful in the long term, the accountants should also monitor their approaches to this change.

Next, identify the availability of data sources and structure, existing IT capacities to facilitate system preparation, and procedures for complying with e-invoice obligations. The mandatory fields for the invoice, particularly the email address, which is necessary for the distribution of e-invoices, must be updated in the business partner's master data. Encourage business partners to adopt e-invoicing to prevent hiccups due to disagreements during the implementation. Addressing the issue of different implementation phases, accountants can continue with the current practice until the respective business partners begin e-invoicing. An email account designated only for e-invoices can be made and shared with business partners to create an e-invoice receipt system, keeping it apart from other emails of non-e-invoicing matters. Then, determine whether the current ERP system is sufficient for creating e-invoices and make the necessary changes. To generate e-Invoices in the required XML or JSON format with mandatory and optional fields in line with the defined structure, taxpayers have to modify their systems or work with a technology provider.

In addition, evaluate the current processes of distributing transaction documents (such as invoices, debit notes, credit notes, and refund notes) and redesign the standard operating procedures following the anticipated changes. The entire procedure needs to be examined and integrated smoothly. Firstly, measure each of the possible e-invoicing options before selecting one. The manual method, which utilizes the government-prepared MyInvois Portal, enables the generation of individual e-invoices using a comprehensive template or generating them in a batch by uploading a spreadsheet for multiple transactions. The alternative is to use a middleware, as previously discussed, or directly integrate with the current ERP system using an Application Programming Interface (API). With the use of API, e-invoices are created in real-time within the ERP system and transferred, free of mistakes straight to the IRB database. Moreover, the e-invoice is immediately accessible for additional processing, like validation and approval.

More importantly, before selecting the appropriate solution for the e-invoice, accountants must perform impact assessments to understand the technical, system, process modification, and data requirements. This will guarantee that there are minimum obstacles in the way during and after implementation, with some room for improvement—for example, to include e-reporting functions. Information system infrastructure testing and validation are just as important. It is recommended to establish a trial period with specific business partners to identify any weaknesses before making changes to the overall business arrangement.

Lastly, data security is an important factor to take into consideration when putting e-invoicing into practice. IRBM built the MyInvois System with the Network & protection monitoring tools required to guarantee data protection and privacy. Beyond that, accountants must look for loopholes and take additional precautions to guarantee that the data transfer is sufficiently safeguarded.

#### **4.0 CONCLUSION**

E-invoicing is introduced to facilitate and mainly benefit the government and tax authorities. Therefore, accountants are expected to encounter problems while implementing it. However, this major transition will surely take time to perfect. Based on what was discussed in this paper, there are undoubtedly more benefits and positive outcomes than drawbacks in implementing e-invoicing. Through proper planning following the recommendations and looking at other countries as examples, businesses in Malaysia can be more ready for a smoother transition to e-invoicing. Through the research, new questions arise regarding the e-invoice application that cannot be answered by the guidelines published by IRBM alone. Nevertheless, all these uncertainties will be solved later when practice is commenced.

To improve the digital economy and streamline Malaysia's tax administration, e-invoicing is essential. The effectiveness, cost savings, time savings, and increased accuracy it provides make it an innovative tool for companies of all sizes. Even with their size, the difficulties are manageable with careful planning, education, and appropriate technology investments. The consequences for the accounting industry are significant; automation, better reporting, and more security signal a new era in the accounting profession.

In conclusion, Malaysia's transition to e-invoicing is not only enforced by law but also presents a chance for companies to innovate and enhance their operational procedures. E-invoicing will be essential to the digital transformation that Malaysian accounting is about to experience. Businesses that embrace this shift will be able to obtain a competitive advantage in the rapidly changing digital landscape in addition to adhering to new rules.

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