

4		DOCUMENTATION	FM and IT Manager
	Invoices	Format of Invoice & Content to be picked (Auto/Manual)	
	Invoices	Numbering Logic & Series Information	
	Invoices	Invoice Generation & Dispatch	
	Invoices	Invoice Cancellation and Rectification Process	
	Invoices	Draft / Proforma Invoices	
	Invoices	Uploading of Invoice Series Numbers including Cancelled Invoices	
	Debit Notes	Formats of Debit Notes	
	Debit Notes	Numbering Format and Linkage with Invoice Number	
	Debit Notes	Scope and Limitations of Debit Notes	
	Debit Notes	Debit Note Generation & Dispatch	
	Debit Notes	Debit Note Cancellation and Rectification Norms	
	Credit Notes	Credit Note Format	
	Credit Notes	Numbering Format and Linkage with Invoice Number	
	Credit Notes	Credit Note Generation, Dispatch, Cancellation and Rectification Norms	
	Inventory	Way Bill Generation and Updation	Purchase manager
	Tax	Finalisation of Formats for Monthly Output Tax Calculations - Normal, DN, CN, Rejection	FM & IT
	Tax	Finalisation of Formats for Monthly Tax Calculations - RCM	
	Tax	Finalisation of Formats for Monthly Tax Calculations - Reconciliation of Output Tax	
	Tax	Finalisation of Formats for Monthly Input Credit - Matching, Mismatch, Deferred, Ineligible	
	Tax	Finalisation of Formats for Monthly Import of Goods	
	Tax	Finalisation of Formats for Monthly Import of Services	
	Tax	Finalisation of Formats for Monthly ITC, Tax Liability and Tax Payment Ledgers	
5		USER TRAINING	Consultant
	Tax	Procurement Team - Training	
	Tax	Business Team - Training	
	Tax	Accounts and Tax Team - Training	
	Tax	Outsourced Payment Processing Team - Training	
	Tax	Clients/Vendors/BA - Training or Advisory - Need Based	