Course : Chorus Pro, an introduction to the electronic invoicing platform

Practical course - 1d - 7h00 - Ref. HOR
Price : 830 € E.T.

Electronic invoicing became a reality for administrations on January 1, 2017. It is the first step in a broader process of dematerializing procedures. This course will help you understand and comply with your Chorus-related regulatory obligations.

Teaching objectives

At the end of the training, the participant will be able to:

- Discover the regulatory context for the dematerialization of the accounting chain
- Understanding how Chorus Pro works
- Evaluate the different ways of accessing the Chorus Pro solution
- Using Chorus Pro in portal mode

Intended audience
Anyone working in the public or private sector concerned by the obligation to dematerialize invoicing.

Prerequisites
No special knowledge required.

Course schedule

PARTICIPANTS
Anyone working in the public or private sector concerned by the obligation to dematerialize invoicing.

PREREQUISITES
No special knowledge required.

TRAINER QUALIFICATIONS
The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS
The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

1 Introduction to the Chorus electronic invoicing platform

- What's at stake?
- Electronic invoicing, the issues involved, legal obligations and the Chorus pro solution.
- Presentation of the regulatory context for the dematerialization of the accounting chain.
- Calendar presentation.
- Presentation of target audience: public entity/supplier (public/private).

Storyboarding workshops
Discussions with participants and identification of expectations.

2 Platform access modes and configuration options

- The "EDI" access mode of the Chorus pro platform, involvement and target audience.
- Access mode "Service" of the Chorus pro platform, involvement and target audience.
- Access mode "Portal" of the Chorus pro platform, involvement and target audience.
- Structure file parameters.

Hands-on work
Set up a structure file.

3 Using Chorus Pro in portal mode

- Presentation of the Chorus Pro portal.
- Presentation of the portal's various functions.
- Management of structures and services.
- User management.
- Presentation of the different types of invoice on Chorus.
- Invoice entry and processing, billing life cycle.
- Enter the various statuses in the invoice life cycle, on the supplier side.
- Recommendations and information to be communicated to suppliers, on the public entity side.

Hands-on work
Complete invoice entry in portal mode.

4 Change management support for dematerialization in Chorus

- Organizational impact: a case study.
- Tools and working methods: the process-based management approach.
- Chorus: a structuring tool and entry point for more global dematerialization.

Hands-on work
Case study. Individual work to identify the organizational repercussions of dematerialization.

Dates and locations

REMOTE CLASS
2026 : 23 June, 6 Oct., 20 Nov.

PARIS LA DÉFENSE
2026 : 23 June, 6 Oct., 20 Nov.