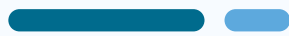


ZeroTouch Vendor Invoice Processing by TYASuite

# VENDOR INVOICE VALIDATION CHECKLIST

## 42 KEY POINTS

**Ensure 99% Accuracy, Save 90% Processing Time**



# INTRODUCTION

**This checklist helps finance and AP teams validate every invoice before posting, ensuring compliance, accuracy, and zero revenue leakage.**

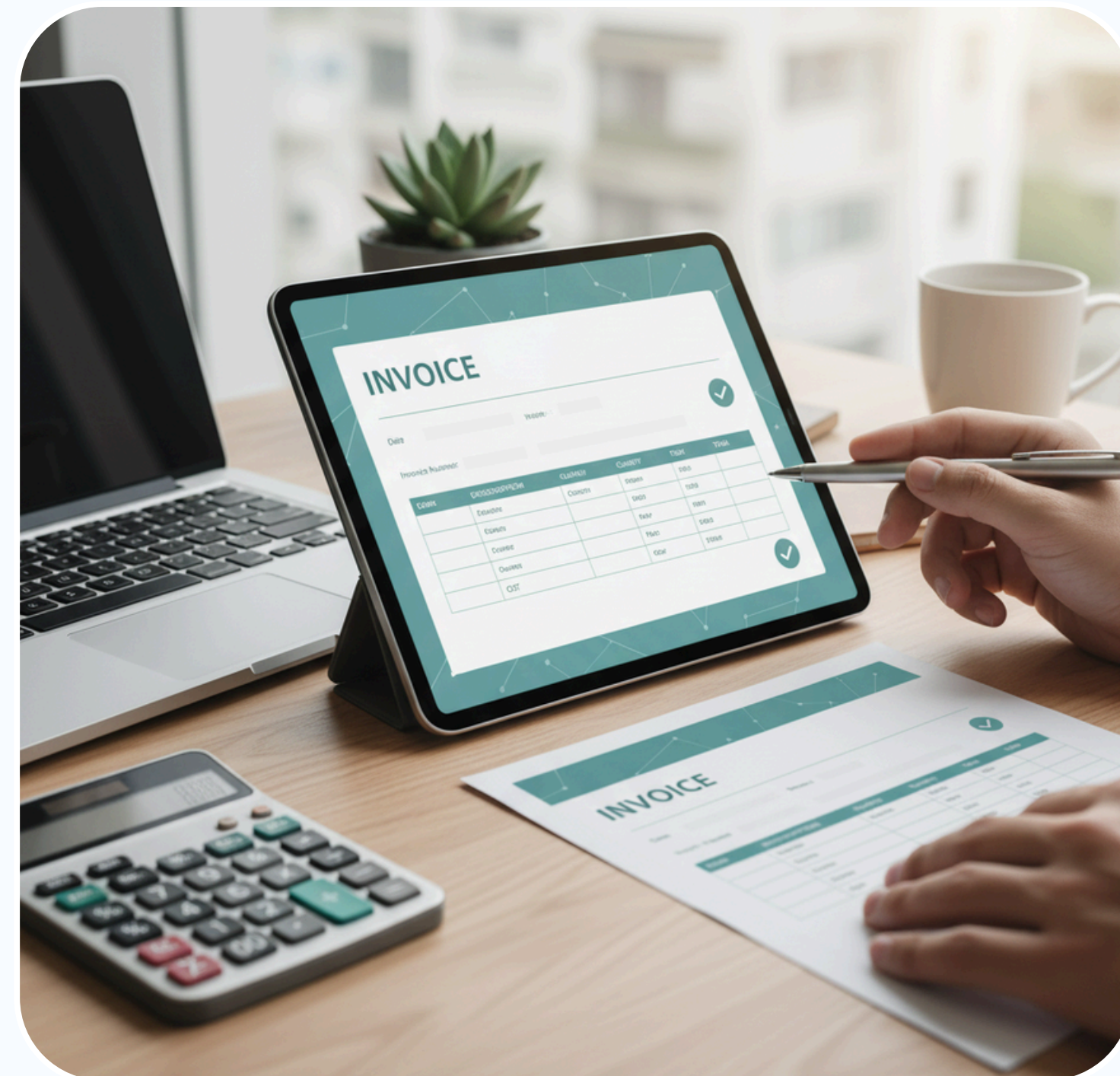
■ **90% Time Saving**   ■ **99% Accuracy**   ■ **Go-Live in Weeks**

Powered by TYASuite – India's #1 AI- Powered ZeroTouch Vendor Invoice Processing



## **INVOICE BASICS (1–9)**

- ☒ Duplicate invoice number verification
- ☒ Invoice date within current FY, not future-dated
- ☒ Vendor name matches Vendor Master
- ☒ Vendor GSTIN mentioned on invoice
- ☒ Vendor GSTIN active with GST Department
- ☒ Vendor is filing GST returns on time
- ☒ Buyer's name (your company) correctly mentioned
- ☒ Buyer GSTIN correctly mentioned
- ☒ IGST/CGST/SGST applied correctly

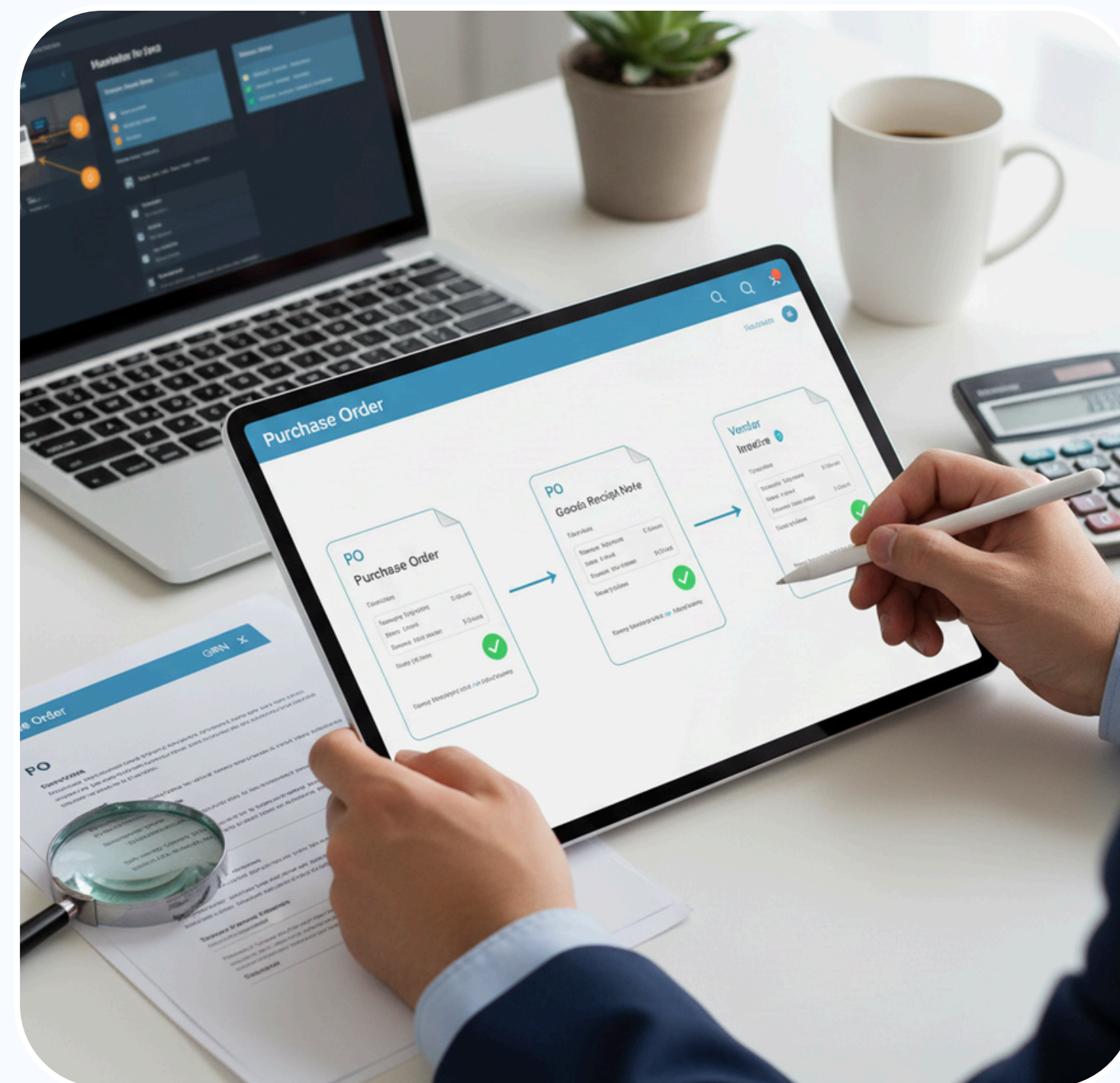


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## **PO & GRN VALIDATION (10–15)**

- ✓ Invoice linked to valid PO number
- ✓ Invoice quantity  $\leq$  PO quantity
- ✓ Invoice unit rate  $\leq$  PO rate
- ✓ PO validity not expired/cancelled
- ✓ GRN (Goods Receipt Note) / SRN available
- ✓ GRN/SRN matches invoice



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## **TAX & COMPLIANCE (16–26)**

- ☒ GST rate correct as per HSN/SAC
- ☒ GST amount calculation accurate
- ☒ Reverse charge applicability (RCM) checked
- ☒ Invoice not old if vendor is MSME (MSME Act)
- ☒ TDS applicability & correct section-wise rate
- ☒ Lower TDS if vendor certificate provided
- ☒ Higher TDS under Section 206AB defaults
- ☒ TCS applicability check
- ☒ GST invoice format compliance (Rule 46)
- ☒ E-invoice applicability & IRN validity
- ☒ E-way bill requirement validation (>₹50,000)



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## **VENDOR MASTER (27–28)**

- ☒ Valid vendor agreement exists
- ☒ Vendor bank details match master record & bank records

## **12 34** **ARITHMETIC & DATA ACCURACY (29–30)**

- ☒ Arithmetic accuracy (totals, subtotals, rounding)
- ☒ Currency correctness (multi-currency, FX check)



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## **APPROVALS & CONTROLS (31–34)**

- ☒ Proper invoice approval workflow (sign-off as per policy)
- ☒ Budget availability for expense booking
- ☒ Approver authorization limits enforced
- ☒ Segregation of duties maintained

## **ACCOUNTING & POSTING (35–40)**

- ☒ Correct GL code mapping
- ☒ Correct cost center/department allocation
- ☒ GST input credit eligibility checked
- ☒ Advance payment adjustments made
- ☒ Net payable = Invoice – TDS – Retention – Advances
- ☒ Adjust debit notes / vendor disputes



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## **FRAUD PREVENTION & TIMING (41–42)**

- ☒ Invoice not raised before PO date
- ☒ Invoice not raised before delivery of goods/services



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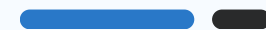




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