

ZeroTouch Vendor Invoice Processing by TYASuite

VENDOR INVOICE VALIDATION CHECKLIST

66 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

OVERALL INVOICE VERIFICATION (1-12)

- ✓ Duplicate Invoice Checked
- ✓ Invoice Date is in Current Financial Year
- ✓ Invoice Date is not Future Dated
- ✓ Invoice Date is after PO Date
- ✓ Is Vendor Name Correct Invoice?
- ✓ Is Your Company Name Correct on Invoice?
- ✓ Vendor Bank Account Matched with Vendor Master
- ✓ Net Payable Calculated Properly?
- ✓ Debit Note Adjusted?
- ✓ MSME Invoice Delay
- ✓ Arithmetical Accuracy Verified?
- ✓ Is Correct Currency Selected?



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GST CHECK (13-44)

- ✓ Is Invoice part of GST 2B?
- ✓ Vendor GST/VAT Number Mention on Invoice?
- ✓ Is Vendor GST is Active?
- ✓ Is Vendor Regular in filing GST return?
- ✓ Is Your Company GSTIN Correctly Mentioned?
- ✓ Is IGST/CGST/SGST applied correctly?
- ✓ Is HSN Number correct as per Master
- ✓ Is GST rate correct as per Master ?
- ✓ Is GST amount calculation accurate?
- ✓ RCM Applicablility Verified?
- ✓ Is E-Invoice Applicable for this vendor?
- ✓ Is IRN Number Mentioned on invoice ?
- ✓ Is E-Way Bill required?

- ✓ Does E-Way Bill Exist?
- ✓ GST Input Credit Eligibility Verified?
- ✓ GST Input Credit Available?



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IS INVOICE GST COMPLIANT AS PER RULE 46

Below information must be there in a valid tax invoice:

- ✓ **Name, Address and GSTIN of the supplier;**
- ✓ **Invoice number not exceeding sixteen characters in total including space/special, character etc. space before and after shall not be considered,**
- ✓ **Date of Invoice**
- ✓ **Name, address and GSTIN if registered, of the recipient;(Buyer company)**
- ✓ **HSN Code mentioned in each line item**
- ✓ **Description of goods or services mentioned**
- ✓ **Quantity mentioned**
- ✓ **Total Amount mentioned**
- ✓ **Total taxable value after discount mentioned**
- ✓ **Rate of tax mentioned (not only amount)**
- ✓ **Amount of tax mentioned with IGST/CGST/SGST/Cess**
- ✓ **Place of supply along with the name of the State (if IGST applied)**
- ✓ **Is delivery address mentioned**
- ✓ **If RCM is payable- It must be mentioned on Invoice except foreign vendor**
- ✓ **Is Physical signature or digital signature on the invoice present**
- ✓ **Is QR code/IRN number there if vendor is E-Invoice Applicable as per Master.**

PO RELATED VERIFICATION (45-51)

-  **Invoice linked to valid PO number?**
-  **Invoice quantity \leq PO quantity (no overbilling)**
-  **Invoice quantity \leq GRN quantity (no overbilling)**
-  **Invoice unit rate \leq PO rate**
-  **PO validity (not expired / cancelled)**
-  **GRN (Goods Receipt Note)/SRN available**
-  **3- Way Matching passed at item level?**



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TDS COMPLIANCES (52-56)

- ☒ **TDS Section Verified**
- ☒ **TDS Rate Verified**
- ☒ **Lower TDS Applicability Verified?**
- ☒ **Lower TDS Applied in this Invoice?**
- ☒ **Higher rate TDS Applicable for this Vendor?**

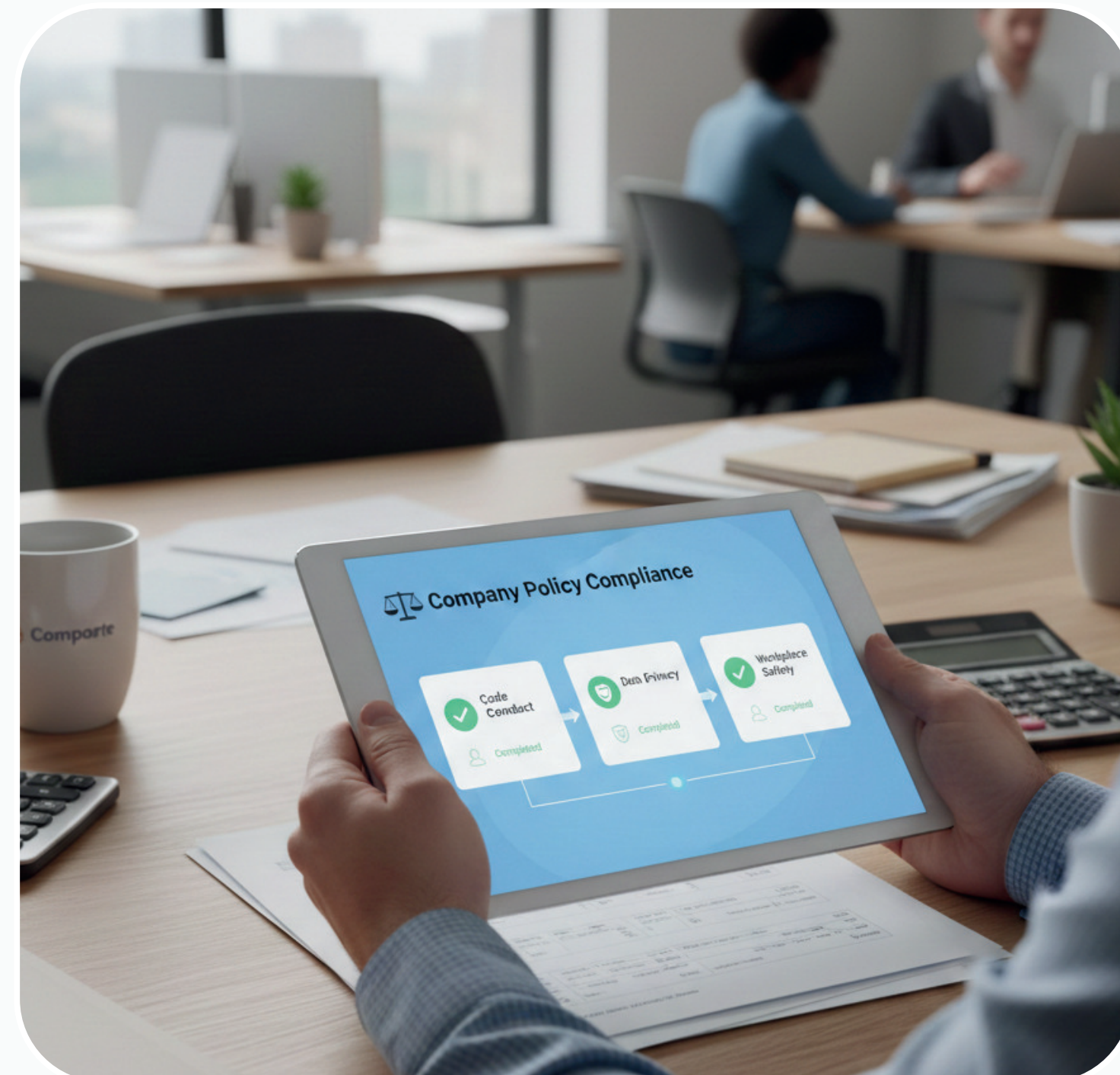


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COMPANY POLICY COMPLIANCE (57-66)

- ☒ **Is Vendor Agreement Mandatory for this Vendor?**
- ☒ **Is Valid Agreement selected?**
- ☒ **Is Approval matrix Followed in the Invoice?**
- ☒ **Budget Verified?**
- ☒ **Segregation of Duties Followed?**
- ☒ **GL Code Verified?**
- ☒ **Correct Cost Centre Mapped**
- ☒ **Advance against this PO given?**
- ☒ **Is Advance Adjusted in the Invoice?**
- ☒ **Invoice Due Date Calculated as per Vendor Master**



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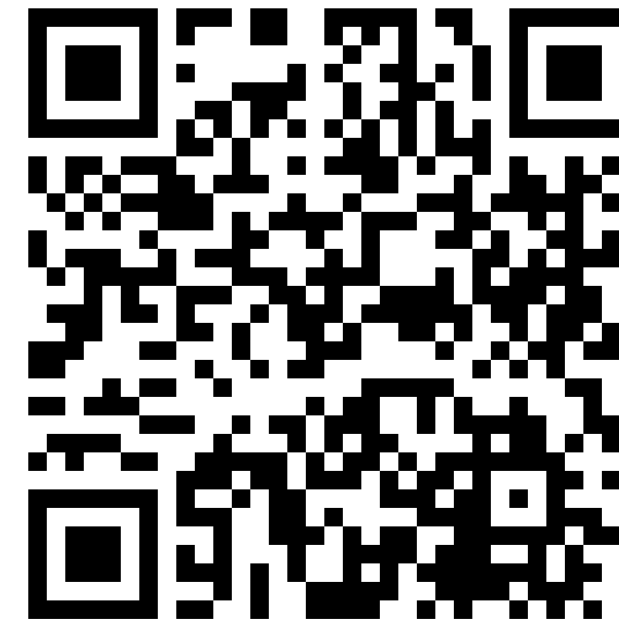
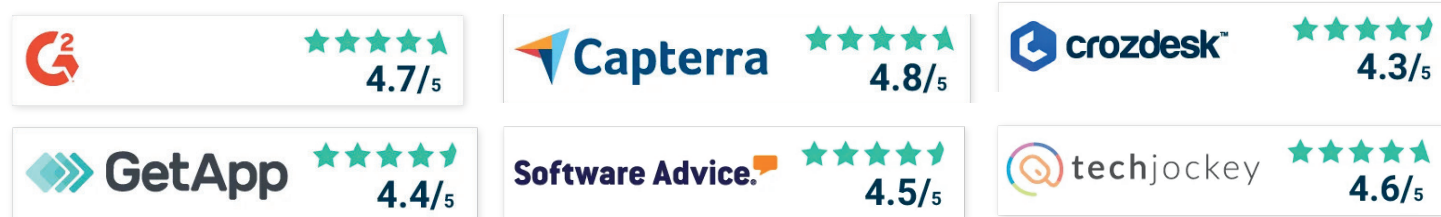




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