

ZeroTouch Vendor Invoice Processing by TYASuite

VENDOR INVOICE VALIDATION CHECKLIST

71 KEY POINTS

Ensure 99% Accuracy, Save 90% Processing Time



INTRODUCTION

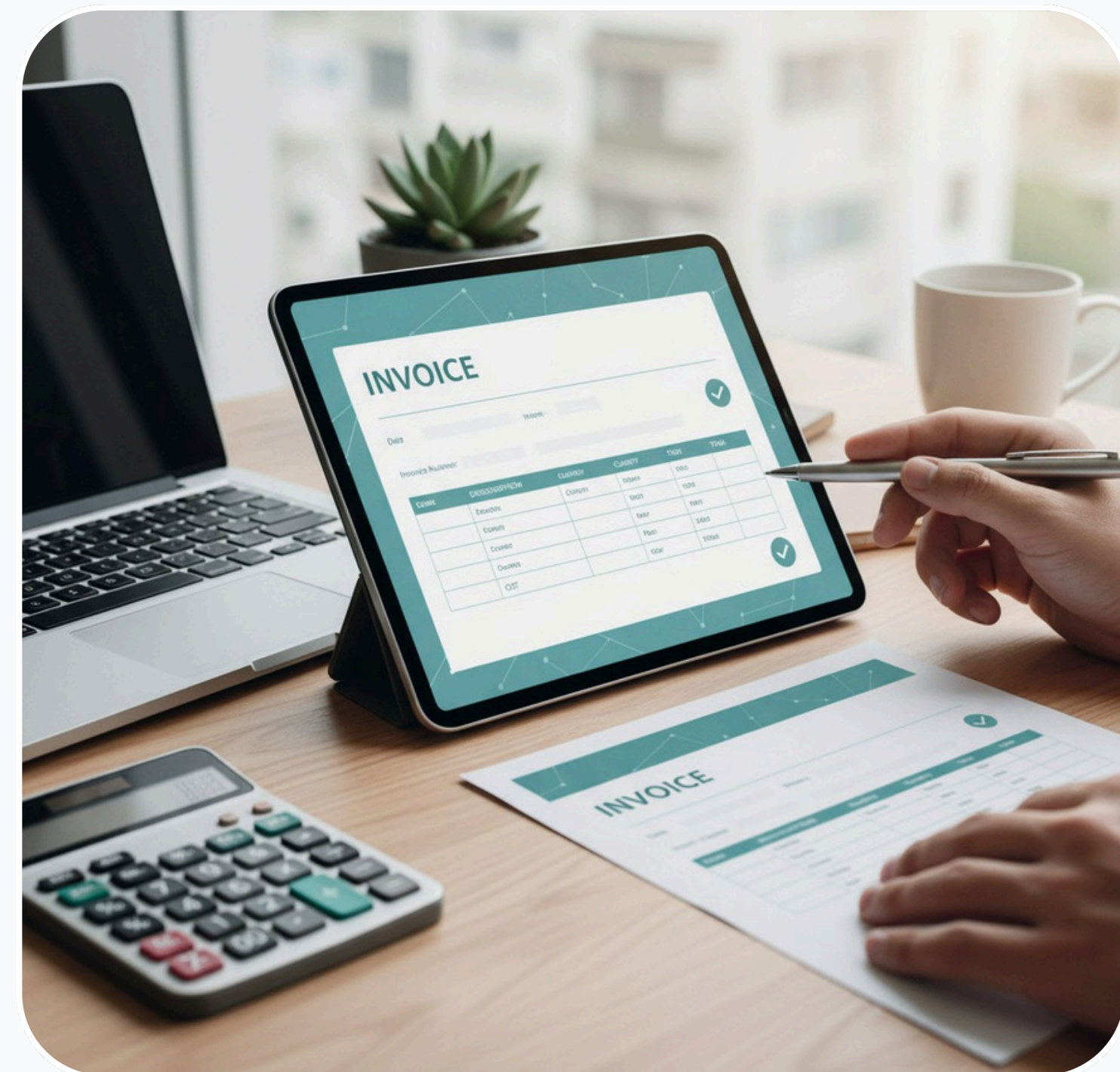
This checklist helps finance and AP teams validate every invoice before posting, ensuring compliance, accuracy, and zero revenue leakage.

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

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

OVERALL INVOICE VERIFICATION (1-14)

- ✓ 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?
- ✓ Is MSME mentioned on Invoice?
- ✓ Is MSME Status as per Invoice matching with Master?



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GST CHECK (15-33)

- ✓ 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 Applicability 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?
- ✓ Is Vendor GST Correct as per Master
- ✓ Vendor Name Mismatch with GST Database
- ✓ Total Purchases from Unregistered Vendor Exceeding the limit as per GST Act



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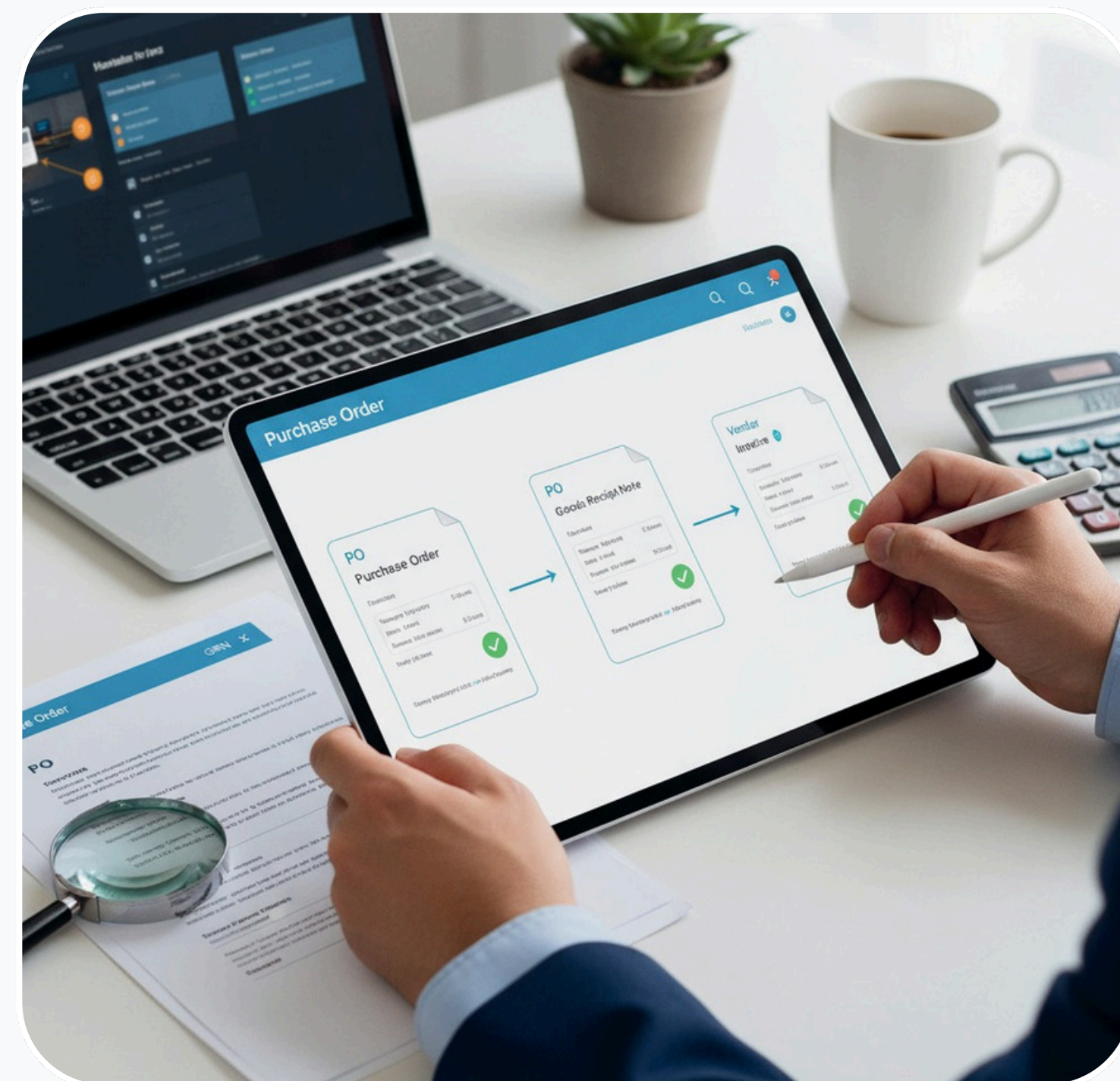
IS INVOICE GST COMPLIANT AS PER RULE 46 (34-49)

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 (50-56)

- ✓ 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 (57- 61)

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

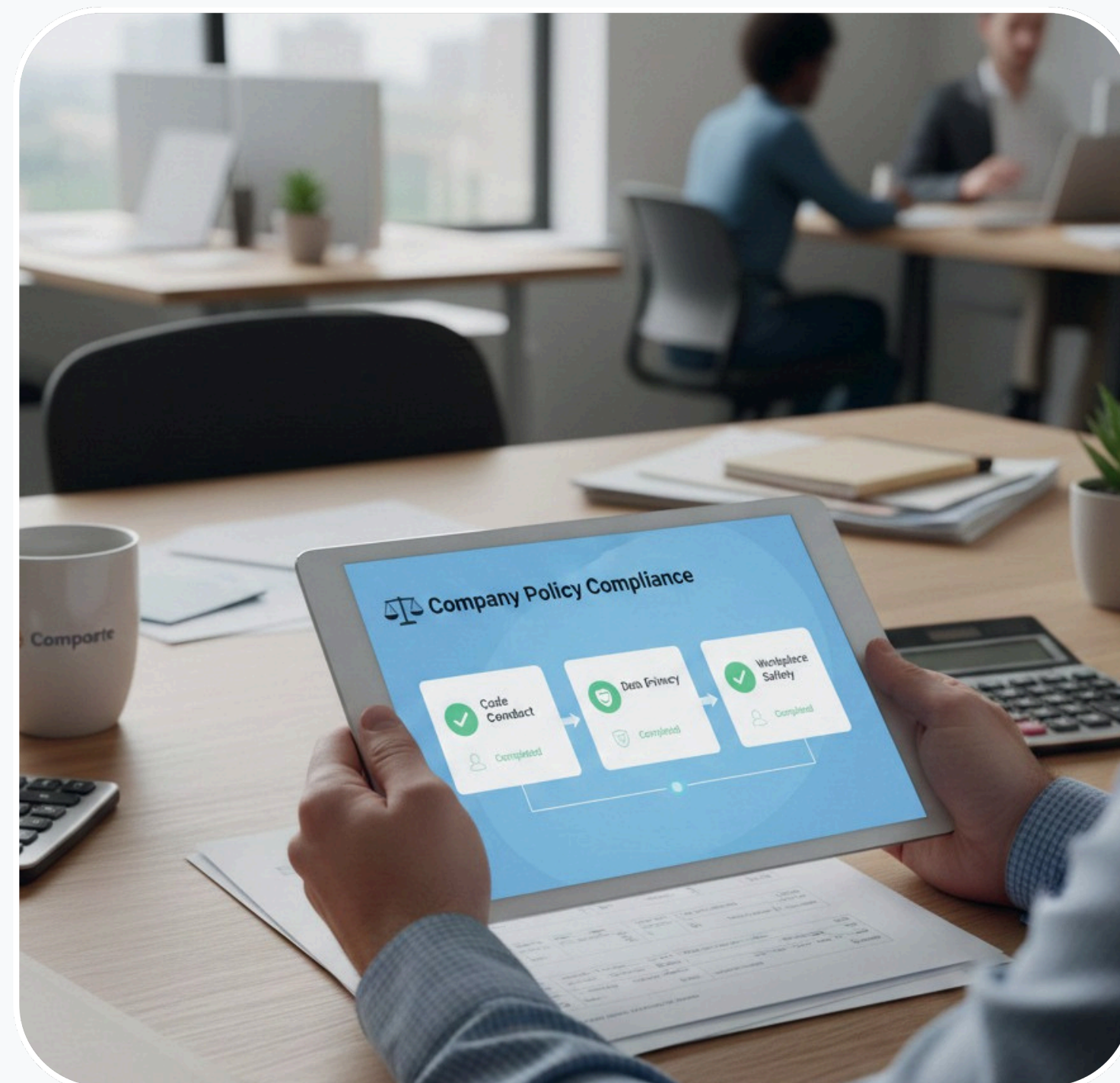


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COMPANY POLICY COMPLIANCE (62-71)

- ✓ 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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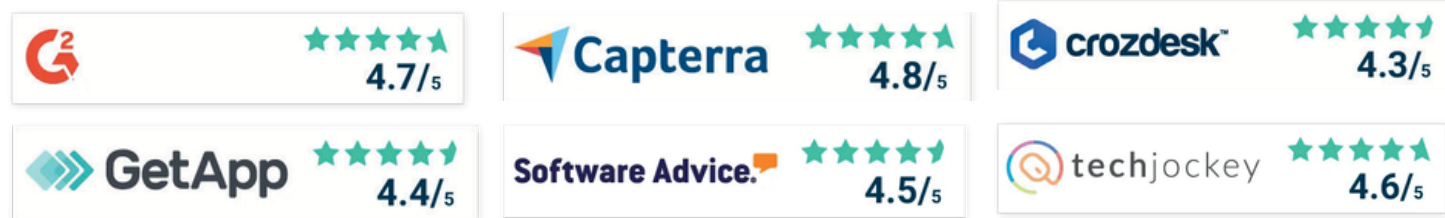




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Transform Your Invoice Validation Today

Join 150+ CFOs automating invoice validation and saving 10,000+ man-hours annually.



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