



HMCL Supplier GST Invoice reconciliation



Invoice Reconciliation

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Background:

Post Implementation of GST, ITC reconciliation is the backbone of the GST ecosystem and during last 5 years ITC reconciliation process has observed multiple changes and finally effective January 2022, Government has introduced a new provision according to which ITC can be availed only if the same is fully reconciled with GSTR 2B. Accordingly in order to achieve smooth GST compliance process it is important to have robust ITC reconciliation mechanism in place.

In view of the above, we have implemented a new process where all unreconciled invoices will be automatically sent to respective supplier for their action and ensuring 100% reconciliation.

Scope:

- Auto identification of unreconciled Invoices
- Auto mail trigger for unreconciled Invoices to respective suppliers.
- Receiving of mail related to mismatch cases, vendor shall access to Invoice reconciliation portal.
- Facility to upload comments in one go or by excel file.
- This program does not include any correction in the invoices. For that, vendor has to login to GSTIN portal and necessary correction can be done.

Benefits:

- Optimization of Input Tax Credit under GST.
- Real time intimation to suppliers w.r.t unreconciled invoices.
- Better compliance w.r.t Invoice reconciliation.
Suppliers can rectify the mistake and avoid charging of interest on unreconciled invoices.
- Auto reminders to the supplier about errors (if any).

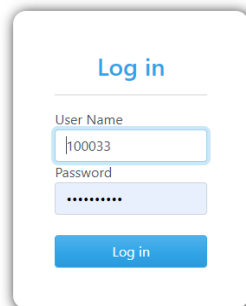
Pre-requisites:

- Supplier e-mail id to whom data need to be sent should be maintained in SAP (Transaction code ZF225 and ZFI311).
- Invoices where ITC availed must be accepted in ASP.

Process Flow - HMCL User:

Login Screen:

- Visit to URL :- <https://invoicerec.azurewebsites.net/>
- Respective user shall Login to Invoice Reconciliation Portal using the credentials.
- For HMCL users login shall be done through ADID credentials.



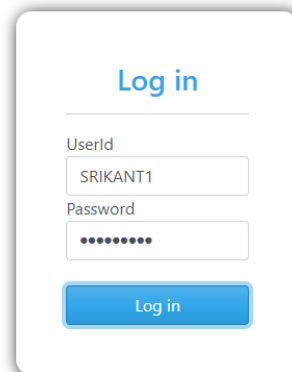
Log in

User Name

|100033

Password

Log in



Log in

UserId

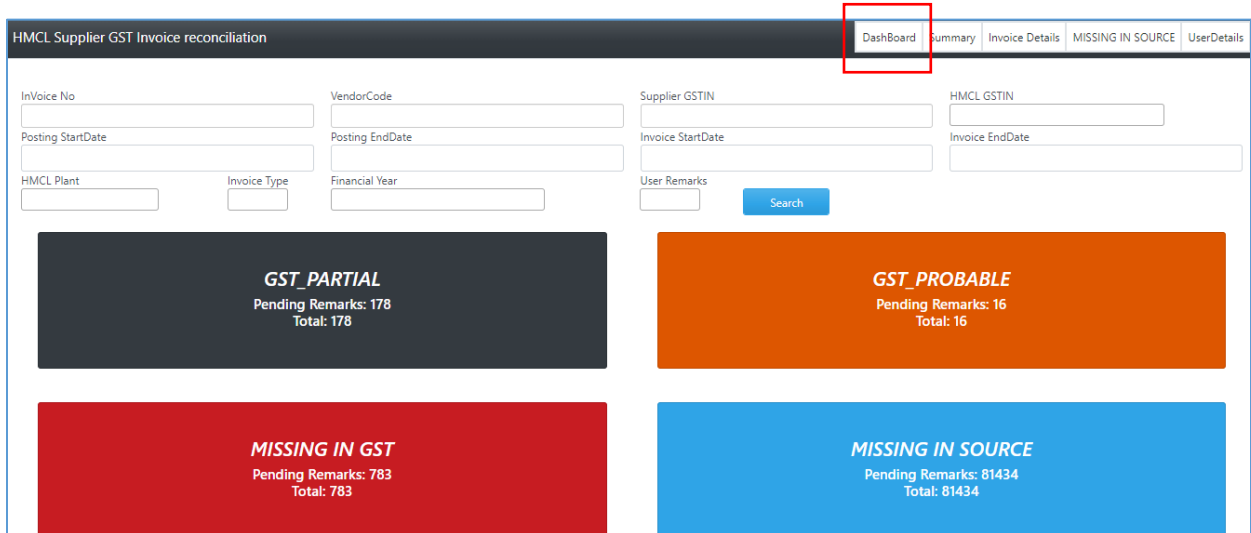
SRIKANT1

Password

Log in

Dashboard – HMCL User View

- After login on Invoice Reconciliation portal user can see reconciliation dashboard.
- User shall click on Dashboard button
- User can see 4 tiles count for ***GST_Partial, GST_Probable, Missing in GST and Missing in source*** and clicking on the tiles count user can also see invoice wise details.



GST partial – Indicates Invoices available in GSTR 2B but there is mismatch in GST amount for > INR 20

GST probable – Indicates Invoices available in GSTR 2B but there is mismatch of GSTIN or POS.

Missing in GST – Indicates invoices not available in GSTR 2B or if available then with different Invoice number which system cannot reconcile.

Missing in source – Indicates invoices available in GSTR 2B but HMCL has not received such invoices

Invoice Details Screen – HMCL User View

- User can click on Invoice Details Tab to see invoice wise details.
- Search button -> Can filter records using the provided the fields.
- Click on **Back to full list** button -> After filtered records user can clear the filter's field values and search all data.
- Click on **Download** Button to download the Invoice details in excel sheet.



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DashBoardSummaryInvoice DetailsMISSING IN SOURCEUserDetails

Invoice No

VendorCode

Supplier GSTIN

HMCL GSTIN

Posting StartDate

Posting EndDate

Invoice StartDate

Invoice EndDate

HMCL Plant

Invoice Type

Financial Year

Reconciliation Type

User

Remarks

Search

Back to Full List

Download

Click here

Download the invoice wise details and Review the same w.r.t Mismatch reason, action taken by supplier

Step 1: After downloading the excel, review mismatch reasons and supplier remarks if updated by suppliers.

FileHomeInsertPage LayoutFormulasDataReviewViewDeveloperTell me what you want to do...Sign inShare

From AccessFrom WebFrom Text

From Other Sources

Existing Connections

New Query

Show QueriesFrom TableRecent Sources

Get External DataGet & Transform

Refresh All

PropertiesEdit Links

Connections

SortFilter

ClearReapplyAdvanced

Sort & Filter

Flash FillRemove DuplicatesText to Columns

ConsolidateRelationshipsData Validation

Data Tools

What-If AnalysisForecast SheetForecast

GroupUngroupSubtotalOutline

AJ1

X

Y

Z

AA

AB

AC

AD

AE

AF

AG

AH

AI

AJ

AK

CGST Amount

CGST Amount 2A2B

SGST Amount

SGST Amount 2A2B

CESS Amount

CESS Amount 2A2B

Total Tax

Total Tax 2A2B

Mismatch reason

User Remark

0

0

0

0

0

0

1800

1800

Invoice not found

Sort A to Z

Sort Z to A

Sort by Color

Clear Filter From "Mismatch reason"

Filter by Color

Text Filters

Search

(Select All)

Invoice not found in GSTR 2A / GSTR 2B.

Mis-Match in TotalTax, IGST Amount, Invoice Amount

Mis-Match in TotalTax, IGST Amount, Invoice AmountInvoice No.

Mis-Match in TotalTax, SGST Amount,

Mis-Match in TotalTax, SGST Amount, Invoice Amount

Mis-Match in TotalTax, SGST Amount, Invoice AmountDocument t

POS is not correct


Step 2: Action to be taken by HMCL user where pendency is more than 45 days.

*In case where supplier email id is not correct in the portal then you need to take it up with relevant suppliers

Suppliers email id updation in ZF225

- Respective plant finance user shall ensure that email id of respective supplier is maintained.
- All email id maintained should be of person who are dealing with us.
- There is option for escalation email id as well, make sure that same is also maintained.
- **System will also send the mail where email id is not maintained and make sure that respective email ids are also maintained.**
- In case any mail id maintained is not correct and system received notification for failure of mail sending then same will be updated on monthly basis.
- Basis system notification, finance user shall update correct email id.
- To update escalation mail ids and alternate mail ids, ZFI311 to be used.
- ZFI311 shall work as report and for authorized users as maintenance window as well.

Maintain Mail ID For GST Notification



☒ Vendor
☐ HMCL Users

Supplier

to

Authorized user should be able to download the template, fill and upload the same in the application to update the mail ids.

| ID | Name | Plant | PMAILID | MAILID1 | MAILID2 | MAILID3 |
|------------|---------------------------------|-------|---------------------------------|---------|---------|---------|
| 0000100042 | BLOWELL AUTO PVT. LTD. | | bsbapl@yahoo.com | | | |
| 0000100044 | BONY POLYMER PVT LTD.(PLA... | | sangeeta@bonypolymers.com | | | |
| 0000100047 | BAJAJSONS LIMITED (UNIT - II... | | info@bajajsons.com | | | |
| 0000100048 | CEAT LIMITED | | shyam.khanna@ceat.in | | | |
| 0000100051 | DAMAN AUTO INDUSTRIES PV... | | dmnauto@bom8.vsnl.net.in | | | |
| 0000100052 | DENSO INDIA PVT. LTD. | | ANKUSH.KHURANA.A6S@AP.DENSO.COM | | | |
| 0000100054 | EESHAN PRECISION INDUSTRI... | | parkview1@vsnl.com | | | |

| SAP | | | | |
|---------|---------|----------|----------|---------|
| MAILID2 | MAILID3 | ESCMail1 | ESCMail2 | BMAILID |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Process Flow - Supplier:

Mail notification for unreconciled invoices:

- Suppliers will receive the email from HMCL with URL to login and relevant User ID and password
- Please note that every month password will get automatically changed and same will be available in latest mail.
- Suppliers need to login the portal and take necessary action against unreconciled invoices as provided in below steps.

Login Screen:

- Visit to URL :- <https://invoicerec.azurewebsites.net/>
- Suppliers have to Login to Invoice Reconciliation Portal using the credentials received through mail.

Log in

User Name

100033

Password

.....

Log in

Dashboard – Supplier View

- After login on Invoice Reconciliation portal supplier can see reconciliation dashboard.
- User shall click on Dashboard button
- User can see 3 tiles count for GST_Partial, GST_Probable, missing in GST and clicking on the tiles count user can also see invoice wise details.



GST partial – Indicates Invoices available in GSTR 2B but there is mismatch in GST amount for > INR 20

GST probable – Indicates Invoices available in GSTR 2B but there is mismatch of GSTIN or POS.

Missing in GST – Indicates invoices not available in GSTR 2B or if available then with different Invoice number which system cannot reconcile.

Missing in source – Indicates invoices available in GSTR 2B but HMCL has not received such invoices

Invoice Details Screen – HMCL User View

- Supplier can click on Invoice Details Tab to see invoice wise details.
- Search button -> Can filter records using the provided the fields.
- Click on **Back to full list** button -> After filtered records user can clear the filter's field values and search all data.
- Click on **Download** Button to download the Invoice details in excel sheet.
- In case of credit note issued by suppliers against rejection sent by HMCL / any other wrong credit notes against warranty etc. then same must be amended to Zero in your respective GSTR 1 otherwise it will lead to non-compliance at supplier's end and government may take adverse action against such credit notes. Please note HMCL issues Supply invoice against rejection hence credit notes are not required.



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DashBoard Summary Invoice Details MISSING IN SOURCE UserDetails

Click here

Invoice No: VendorCode: Supplier GSTIN: HMCL GSTIN:

Posting StartDate: Posting EndDate: Invoice StartDate: Invoice EndDate:

HMCL Plant: Invoice Type: Financial Year: Reconciliation Type: User: Remarks:

Search Back to Full List Download

Download the invoice wise details and Review the same w.r.t Mismatch reason, action taken by supplier

Step 1: After downloading the excel, review mismatch reasons and update your remarks w.r.t unreconciled invoices.

FileHomeInsertPage LayoutFormulasDataReviewViewDeveloperTell me what you want to do...Sign inShare

From AccessFrom WebFrom Text

Get External Data

From Other Sources

Existing Connections

New Query

From TableRecent Sources

Get & Transform

Refresh All

ConnectionsPropertiesEdit Links

Connections

SortFilter

Sort & Filter

Flash FillRemove Duplicates

Data Tools

ConsolidateRelationships

Forecast Sheet

Forecast

GroupUngroupSubtotal

Outline

AJ1

XYZAAABACADEAFAGAHAI

CGST AmountCGST Amount 2A2BSGST AmountSGST Amount 2A2BCESS AmountCESS Amount 2A2BTotal TaxTotal Tax 2A2BMismatch reason

User Remark

00000001800

10893.610893.66742.027999.328732.158334.899625.0611638.3111983.36702.17143.271416.8

Invoice not found in GSTR 2A / GSTR 2B.

381.881322.231322.111322.111322.231056.63619.28465842520864.0

381.8801322.2301322.1101322.2301056.630619.2846584025200864.0

000

Step 2: Vendor can Update Comment in remarks column in list in one go

Step 3: Submit By Excel - Vendor Can also bulk update the remarks against each record by uploading the downloaded excel sheet with updated comments.



HMCL Supplier GST Invoice reconciliation

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Welcome accounts@moonlightautomat.com [LogOut](#)

[DashBoard](#) [Summary](#) [Invoice Details](#)

Invoice No

Posting StartDate

HMCL Plant

VendorCode

Posting EndDate

Invoice Type

Supplier GSTIN

Invoice StartDate

Reconciliation Type

HMCL GSTIN

Invoice EndDate

User Remarks

Search

Back to Full List

Submit By Excel

UpdateComment

Download

Filtered Records : 670

| Business_A | Invoice_number | Reconciliation_Type | Mismatch reason | HMCL GSTIN | Counterparty_GSTIN | Counterparty_Name | Invoice_number | cpInvoiceNumber | Invoice |
|------------|-----------------|---------------------|-----------------|-----------------|--------------------|-----------------------------|-----------------|-----------------|---------|
| HMCL | 120103-33433327 | Reconciliation Type | | 3784AC108133271 | 03843034540341321 | MOONLIGHT AUTOMAT (PVT) LTD | 120103-33433327 | | |