



How to **SAVE**

5% to **18%**

in T&E costs with GST automation using **Happy**



01 Pre-Trip:

Happay's Self-booking tool will automatically push your GST details while booking


Flight(Bangalore ⇌ New Delhi)
Round Trip | 25th Aug - 30th Aug, 2022

Booking status: Confirmed
Happay Booking ID: 2348239239

Approved

Bangalore → New Delhi | 25th Aug, 2022 **Confirmed** ID: 1283923239 Regular Fare | Economy Class

GSTIN: 29ABCDE1234F2Z5


Air Asia
AI - 956

23:10
BLR
Terminal 1, Kempegowda
International Airport, India

10hr 05m
Non Stop

00:15
DEL
Terminal 1, Indira Gandhi
International Airport, India

₹ 5,890

PNR A3248Z

✔ Baggage Selected ✔ Seat Selected ✔ Meal Added [Web checkin](#) | [Fare Rules](#)

- ✔ This eliminates the missing out on GSTIN while booking and ensures that airlines & hotels will file GSTR1 for the bookings made

02 On-Trip:

GST details get captured while filing expenses automatically & accurately

Vendor GSTIN will be auto captured along with amount and vendor name will be validated

Expense

Expense receipt

Espresso: Macchiato (Gourmet, 100ml, 100g)	299.00
Granola: Pudding, Lattic (Gourmet, 100ml, 100g)	346.75
Subtotal:	444.75
Tax: 18%	80.25
Total:	733.00

Expense type*
Cash

Vendor_GST_Number*
29ABCDE1234F2Z5

Invoice_Number*
34236233

Type_of_Tax*
CGST + SGST

Tax_Percentage*
18%

Base_Amount_for_Room_Rent_Only*
10000

CGST_Amount*
900.00

SGST_Amount*
900.00

Cancel Save

GST Break-up will be auto calculated by choosing the percentage

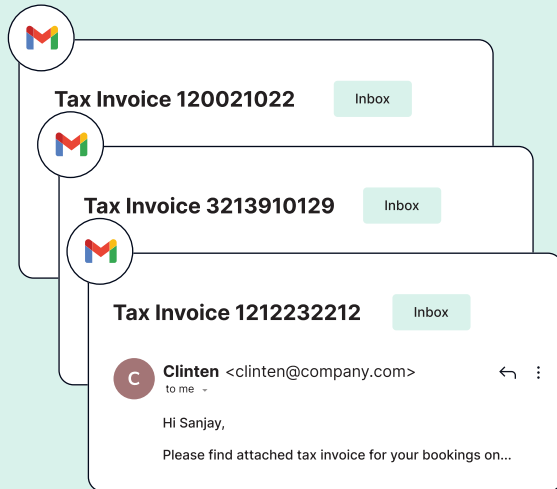
- ✔ Zero manual errors while filing expenses
- ✔ No need for finance team to recalculate GST while auditing expenses

03 Post-Trip:

Fetch GST details from airlines automatically

Get all travel invoices on
central email ID...

...and Happay auto-reads all emails
(fetches vendor & GST details)



Traveller	Vendor	Invoice No	Supplier GST
Sumit Vyas	Indigo	45212372	23AA2232...
Anand Kumar	Indigo	11283232	23AA2212...
Viraja Sharma	Air Asia	230420	23AA2223...
Anil Thomas	Air Asia	232342	23AA2234...

- ✓ Avoid missing out on GST invoices & capture 100% vendor GSTIN from invoices

04 Before-Filing

Automatic report generation for GSTR-2 verification

Supplier GSTIN			
21AALCA4699P1ZZ			
36AACCR1234F1ZH			
CGST	SGST	IGST	Total GST
0	0	92	92
67	67	0	134
0	0	299	299
64	64	0	128

- ✓ Auto-generate consolidated error-free GST report for all your expenses, giving 100% accurate Input Tax Credit (ITC) data

05

Speed up the reconciliation of GST invoices with travel transactions

GST invoice consolidated report			
Traveller	Vendor	Invoice No	Amount
Anand	Air Asia	AA454	₹ 8907
John	Air Asia	AA747	₹ 7649

Transaction report(Travel booking)			
Traveller	Vendor	Invoice No	Amount
John	Air Asia	AA747	₹ 7649
Anand	Air Asia	AA454	₹ 8907

- ✔ Happay will provide consolidated GST invoices (with traveller details) in a click, making it easier to reconcile with transaction report. Thereby, reduce 90% effort on flight expense reconciliation

06

Create a GST master & ensure that correct details are used by employees in every booking

State Wise GSTIN			
+ Add GSTIN			
State	Product Type	GSTIN CODE	Email Id
1	Hotel	29AAACV194BZZB	vijaykumar@happay.in
11	Flight	06AAACG3306NTZ	vijaykumar@happay.in
19	Flight	06AAACG3306NTZ	vijaykumar@happay.in
16	Flight	06AAACG3306NTZ	pipulani@gmail.com

Create a one time list of GSTIN, state and business entity wise.

Cost_Center_Code

Date Field

Designation_name

Et_one

Employee_Code

Operator

in

Right Operand

Right Operand type

Value

Right Operand Value

11,12,13,14

Map GSTIN to employee code, designation and so on...

Cancel

Update

- ✔ Companies with multiple business entities or branch offices in different States, can auto add respective GSTIN while employees book flights and hotels