**Installation Checklist**

|  |  |
| --- | --- |
|  | If I am to have an Anydesk session is my internet connection fast enough, |
|  | Do I use any of the following Windows 10 Pro/ Windows 10 Enterprise/ Windows 11  If not get this sorted out. **REVMAX ONLY WORKS WITH THESE** |
|  |  |
|  | Have I entered the updated VAT and TIN (available on your TARMS) |
|  | Have I put in all my company details. (address, phone number and email) |
|  | Have I put in the registered name and the trade name |
|  | Have I put in the correct address that Is registered at ZIMRA |
|  | Have I entered the correct contact details (email + telephone) |
|  | Have I left a space for the QR code to fit in. |
|  | Have I written Document No / Reference No instead of Invoice No |
|  | [Ensure there are no other fields or texts to the right of the Document No) |
|  |  |
|  | Have I added the customer details |
|  | Have I added the field for the customer VAT called Customer VAT |
|  | Have I added the field for the customer TIN called Customer TIN |
|  | Have I put in the customer address |
|  |  |

**Requirements for the line items**

|  |  |
| --- | --- |
|  | Do I have 3 line items |
|  | Line 1 is an item with 15% VAT  Write the actual vat amount for the line item  If you use **quickbooks** write 15% / 15.00% |
|  | Line 2 is an item that has 0 VAT  write 0, 0.00  if you use **quickbooks** write 0% / 0.00% |
|  | Line 3 is an item that is exempt of VAT  write 0 / EXE / EX / Exe / Ex / 0.00  if you use **quickbooks** write 0% / 0.00%  if you use **quickbooks** write Non / Exe / Ex / EXE / EX |
|  | Quantity must be greater than 1 for each of the 3 items |
|  |  |
|  | **Is my VAT an amount. Only QuickBooks can have it as a percentage.** |
|  | Is the discount as a percentage if I offer it. |
|  |  |
|  | If your Unit Price is **INCLUSIVE of VAT** these are the heading we expect |
|  | Quantity Description Unit Price VAT Amount(Incl) |
|  |  |
|  | NB You can add extra columns, but they must be filled in and mustn’t interfere with these core columns |
|  |  |
|  |  |
|  | If your Unit Price is **EXCLUSIVE of VAT** these are the heading we expect |
|  | Quantity Description Unit Price Amount(Excl) VAT Amount(Incl) |
|  |  |
|  |  |

**Final Check**

|  |  |
| --- | --- |
|  | Have I create a USD invoice and its credit note, |
|  | If I transact in ZWL also, have I created a ZWL invoice and its credit note. |
|  | Do my invoices and credit notes have todays date |
|  | Have I filled in the reason for the credit notes. |
|  |  |