**Templates Checklist**

|  |  |
| --- | --- |
|  | Have I entered the updated VAT and TIN (available on your TARMS) |
|  | Have I put in all my company details. |
|  | 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's address |
|  | Have I sent all the templates for the currencies that I use. (Credit Notes + Invoices) |
|  | Have I sent templates that are not protected |
|  | (You must be able to copy a text from the document) |
|  | Have I used USD or ZWL/ZWD for the currencies.(**Don’t use the $,** it is not allowed) |

**For the line items**

|  |  |
| --- | --- |
|  | Have I put adequate spacing between the different columns. |
|  | Have I filled in all the columns. |
|  | Have I used 2 decimal places for the line 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) |
|  |  |
|  |  |
|  | Make sure that we only put items that are being sold in the line items (No notes and headings must be in the line items) |
|  | If my accounting package allows, have I removed the currencies from the line items |

**For the bottom of the invoice and credit note**

|  |  |
| --- | --- |
|  | Do you have a Subtotal |
|  | Do I have a Total VAT field |
|  | Do I have an Invoice Total field |
|  |  |
|  | You can add other field, but these are the core that you will need to have |
|  |  |
|  |  |

**Credit note Checklist**

|  |  |
| --- | --- |
|  | Have I put a field called Credit Note No/ Document No/ Credit No. |
|  | Do I have a Reference Number/ Original Invoice No. field  (This field will contain the original invoice number that you want to credit MUST BE FILLED IN) |
|  | Do I have a field for the Reason for the credit note. |
|  |  |
|  | Everything else is similar to the invoice |
|  |  |
|  |  |