ZANTASOFT

FBR Digital Invoicing Readiness Checklist

For businesses in Pakistan • 12 plain checks • Tick them off with your billing person

What this is: a 12-point check of whether your business is ready for FBR digital invoicing in Pakistan. Every ticked box is one less surprise later. It is for any business that issues sales invoices — factories, shops, wholesalers and service businesses alike.

☐ **1** **NTN and STRN confirmed**

Your NTN — and your Sales Tax Registration Number, if you are registered — are active and match the name on your invoices. If you are not registered, confirm whether your business needs to be.

☐ **2** **Invoice format has every required field**

Buyer name, NTN or CNIC where required, item description, quantity, rate, tax amount and total — one standard format used for every sale, with no missing fields.

☐ **3** **QR code and IRN fields are ready**

Your invoice layout has space for the QR code and the Invoice Reference Number (IRN) fields the FBR digital invoicing format expects — on every invoice, even before you go live.

☐ **4** **Buyer NTN or CNIC captured on every sale**

Your billing screen asks for the buyer’s NTN or CNIC on every invoice and stores it with the sale — nobody has to remember to ask.

☐ **5** **Tax rate mapped for every item**

Each product or service in your system has the correct sales tax rate attached, so the tax on an invoice is calculated by the software and never typed by hand.

☐ **6** **Credit and debit notes handled properly**

Returns and corrections go through proper credit and debit notes that link back to the original invoice — invoices are never edited or deleted after issue.

☐ **7** **Invoice numbering is serial, with no gaps**

Invoices run in one unbroken series. A missing number is investigated the same day, not discovered at month end.

☐ **8** **Records kept safe and backed up**

Every invoice, note and return is stored safely and can be found again in minutes — with a backup kept outside the shop computer.

☐ **9** **Staff trained on the new billing steps**

The person who bills knows the new fields, what to ask the buyer, and what never to skip — and has practised on real examples, not just watched a demo.

☐ **10** **Software produces the IRN-ready format**

Your billing software prints invoices in the IRN-ready format with QR code and IRN fields, and you have tested one full invoice end to end.

☐ **11** **Daily sales reconciled with invoices**
At day end, cash and card sales match the invoices issued. Any difference is noted and fixed the same day.

☐ **12** **Monthly review habit in place**
Once a month, someone checks totals, missing invoice numbers and unmatched notes before the month closes — a fixed habit, not a panic at year end.

How ZantaSoft helps

ZantaSoft FBR Digital Invoicing produces invoices in the **IRN-ready format** with QR code and IRN fields, captures buyer NTN/CNIC, maps tax rates per item, handles credit and debit notes, and keeps clean records and reports — with personal training and lifetime support.

Rs 1,500/month

zantasoft.com/products/fbr-digital-invoicing • WhatsApp +92 310 2442862

ZantaSoft — Accounting software in Pakistan: ERP, POS & billing for factories, shops and businesses. This checklist is a practical readiness aid, not official FBR guidance. For the current official requirement, confirm it with FBR or your tax consultant. ZantaSoft provides an IRN-ready format and compliance guidance; it does not claim a live FBR integration.