

UAE E-Invoicing Checklist for Tally Users

Everything your Tally setup needs before the FTA mandate kicks in. Cabinet Decision No. 106 of 2025.

UAE e-invoicing is not a formatting update. Every B2B invoice must be issued, transmitted, and reported through an Accredited Service Provider (ASP) in PINT AE XML format. Use this checklist to make sure your Tally setup is fully compliant before your mandatory deadline.

YOUR MANDATORY DEADLINE

Business category	ASP appointment by	Go-live by
Annual revenue AED 50M+	31 July 2026	1 Jan 2027
Annual revenue below AED 50M	31 March 2027	1 July 2027
Government entity	31 March 2027	1 Oct 2027

1 Registration & ASP setup

Do this first

- Confirm your revenue tier (AED 50M+ or below AED 50M)
Determines your ASP appointment and go-live deadlines
- Register your business with the FTA e-invoicing portal
- Select and appoint an Accredited Service Provider (ASP)
Peniel Technology is an authorised Tally + ASP implementation partner
- Sign the ASP agreement before your deadline
- Obtain your ASP connection credentials and API keys
- Test the ASP connection in a staging/UAT environment before go-live

2 Tally configuration & data

Technical setup

- Install or update TallyPrime to the e-invoicing compatible version
Confirm version supports PINT AE XML output with your Tally partner
- Enable the UAE e-invoicing module in TallyPrime
- Configure the ASP connector/plugin within Tally
- Map your Tally company GST/TRN details to the FTA-registered record
- Set up PINT AE XML export format for all sales invoices

- Configure credit note and debit note transmission settings
- Map product/service HSN codes and VAT treatment for each item master
Wrong tax codes = invalid invoices even if they transmit successfully
- Set up auto-transmission on invoice save (not just PDF generation)
Invoice "saved in Tally" is NOT the same as "transmitted through system"

3 Customer & supplier master data

Clean data = no rejections

- Verify TRN (Tax Registration Number) for every B2B customer in Tally
Missing or wrong TRN will cause invoice rejection at ASP level
- Confirm legal trading name matches FTA-registered name exactly
- Update registered address and emirate for all customers and suppliers
- Add branch details where applicable
- Remove duplicate ledger entries for the same customer
- Flag and correct any customers with missing contact or address data
- Validate supplier TRNs for purchase invoices you receive electronically

4 Operational readiness

People & process

- Train accounts team: distinguish "invoice generated" vs "invoice transmitted"
Transmission confirmation from ASP must be the final step — not PDF creation
- Set up a system failure reporting process (FTA must be notified within 2 business days)
AED 1,000/day penalty for late reporting — document the FTA notification channel now
- Build a process to notify your ASP when company data changes
Address, branch, TRN updates must reach ASP — not just the government portal
- Stop using Excel for invoice corrections — use Tally credit notes
Manual workarounds bypass the e-invoicing system entirely
- Review and tighten credit note approval workflows
Credit notes now require transmission like invoices — treat them the same
- Set up daily transmission status monitoring in Tally/ASP dashboard
- Define escalation path if invoices fail transmission during peak periods

5 Pre-go-live testing

Before the switch flips

- Send at least 10 test invoices through the ASP in UAT mode
- Confirm ASP acknowledgement/IRN is returned and stored in Tally
- Test a credit note transmission end-to-end
- Simulate a system failure and test the FTA notification process

- Verify invoice rejection handling — what happens in Tally when ASP rejects?
- Run a parallel period: transmit real invoices while keeping manual records
Recommended for the first 2-4 weeks after go-live
- Confirm e-invoices are also valid VAT tax invoices (all mandatory fields present)

PENALTY QUICK REFERENCE — CABINET DECISION NO. 106 OF 2025

Violation	Fine	Tally action
Late ASP appointment / no implementation	AED 5,000/month	Appoint ASP before deadline; configure Tally connector
Invoice not transmitted on time	AED 100/invoice (cap AED 5,000/month)	Verify each invoice is transmitted — not just saved in Tally
Credit note not transmitted on time	AED 100/note (cap AED 5,000/month)	Issue e-credit notes through the system; avoid manual entries
System failure not reported (issuer or recipient)	AED 1,000/day	Report to FTA within 2 business days via prescribed channel
ASP not notified of registered data change	AED 1,000/day	Update ASP whenever TRN, address, or branch changes in Tally

Need help setting up Tally for UAE e-invoicing?

Peniel Technology implements TallyPrime for UAE e-invoicing compliance — ASP selection, configuration, master data cleanup, and staff training.

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This checklist is based on Cabinet Decision No. 106 of 2025 and Ministerial Decision No. 243 of 2025. For the latest FTA guidance visit uaetax.gov.ae • Peniel Technology — UAE Tally Partner • penieltch.com