



FOR OFFICE USE ONLY	
Date captured	
Captured by	
Document number	
Credit note number	
Write off number	

CREDIT ENTRY APPLICATION FORM

(tick correct request)

Credit note	
Write off	

Definitions for Reference purposes

Credit note	- Replace an incorrect invoice with a new invoice. - Service not rendered or partially rendered. - Payment received directly into the cost string.
Write off	- Clear small outstanding balances. - Write off irrecoverable debt after handover to attorneys.

PLEASE COMPLETE IN FULL

Date of application		
Customer number		
Invoice Number to be cancelled		
KFS Document no (linked to invoice no)		
Invoice Currency (e.g. ZAR, USD, EUR):		
Invoice Item Line 1		(excl VAT)
Invoice line item 2		(excl VAT)
Invoice line item 3		(excl VAT)
Invoice line item 4		(excl VAT)
VAT Amount:		
Total Amount:		
Motivation for credit entry		
Replacement Invoice Number (if applicable)		
KFS Document no (linked to invoice no)		
Organisation Unit requesting the credit note		
Prepared by: Full Name		

Approved by Manager/Director Full Name		
Signature of the Manager/Director		
Signature of Financial Planning Fiscal Officer		

Supporting docs – Checklist: *(Please add this completed and signed form and attach the following in the same order, in one pdf portfolio)*

Invoice	Invoice
Replacement Invoice – if applicable	Proof of efforts to collect
Motivation for Credit Note i.e. Email Correspondence	KFS GL Summary report (when account is overspent indicate what corrective measures will be taken)
GL showing payment on cost string (please highlight transaction)	A Statement showing the write-off amount.
Any other documents you deem necessary	Motivation for a Write-off i.e. Email Correspondence

NB 1: Write-offs of R100 or less (small outstanding balances), only the invoice must be attached as supporting documentation. Approval signatures are not required.

NB 2: Only send to your Financial Planning Fiscal Officer once the Manager/Director has signed off.

Original details: (12098795) C:\Users\User\Documents\werk\FP 003.docm
5 June 2025

Current details: (12098795) C:\Users\User\Documents\werk\FP 003 Credit Entry Application Form - 2025.docm
18 June 2025