



## Credit Note Request (AR)

[INSTRUCTIONS](#)

Please use BLOCK letters and complete all fields unless marked as optional

### Section 1: Customer and Credit Note Details - to be completed by person requesting Credit Note

|   |  |  |  |  |  |   |  |  |  |
|---|--|--|--|--|--|---|--|--|--|
| <b>Customer Name:</b> <input type="text"/><br><b>Contact:</b> <input type="text"/><br><b>Address:</b> <input type="text"/><br><b>State:</b> <input type="text"/><br><b>Postcode:</b> <input type="text"/><br><b>Country:</b> <input type="text"/> |  |  | <b>Details of Invoice(s) related to Credit Note:</b><br><b>Invoice ID:</b> <input type="text"/><br><b>Invoice Date:</b> <input type="text"/><br><input type="checkbox"/> Supporting documentation attached<br><input type="checkbox"/> Full Credit<br><input type="checkbox"/> Partial Credit<br><b>Reason for Credit:</b><br><input type="checkbox"/> Invoice reversal - (data-entry error)<br><input type="checkbox"/> Goods returned / Services not provided<br><input type="checkbox"/> Other : <input type="text"/> |  |  | <b>Customer Details (optional alternative)</b><br><i>The following PeopleSoft database codes may be used for regular Customers</i><br><b>Customer ID:</b> <input type="text"/><br><b>Address Location No:</b> <input type="text"/><br><b>Contact Sequence No:</b> <input type="text"/><br><b>Special Instructions:</b><br><input type="checkbox"/> Post Credit Note to Customer<br><input checked="" type="checkbox"/> Apply Credit via Worksheet |  |  |  |
|---|--|--|--|--|--|---|--|--|--|

| LINE   | GST Status<br>T/F/O/XP/IT | Description (max 30 characters) | No.<br>Items | (-) Unit Cost<br>(GST Excl) | (-) Amount<br>(GST Exclusive) | GST    | Class | RC | Project | Analysis (optional) |
|--------|---------------------------|---------------------------------|--------------|-----------------------------|-------------------------------|--------|-------|----|---------|---------------------|
| Line 1 | T                         | Credit Note                     | 1            | \$0.00                      | \$0.00                        | \$0.00 |       |    |         |                     |

Notes (optional):

GST taxable

|        |   |             |   |        |        |        |  |  |  |  |
|--------|---|-------------|---|--------|--------|--------|--|--|--|--|
| Line 2 | T | Credit Note | 1 | \$0.00 | \$0.00 | \$0.00 |  |  |  |  |
|--------|---|-------------|---|--------|--------|--------|--|--|--|--|

Notes (optional):

GST taxable

|        |   |             |   |        |        |        |  |  |  |  |
|--------|---|-------------|---|--------|--------|--------|--|--|--|--|
| Line 3 | T | Credit Note | 1 | \$0.00 | \$0.00 | \$0.00 |  |  |  |  |
|--------|---|-------------|---|--------|--------|--------|--|--|--|--|

Notes (optional):

GST taxable

|        |   |             |   |        |        |        |  |  |  |  |
|--------|---|-------------|---|--------|--------|--------|--|--|--|--|
| Line 4 | T | Credit Note | 1 | \$0.00 | \$0.00 | \$0.00 |  |  |  |  |
|--------|---|-------------|---|--------|--------|--------|--|--|--|--|

Notes (optional):

GST taxable

|        |  |  |  |  |  |        |        |                                |  |        |
|--------|--|--|--|--|--|--------|--------|--------------------------------|--|--------|
| TOTALS |  |  |  |  |  | \$0.00 | \$0.00 | GST Inclusive<br>Invoice Total |  | \$0.00 |
|--------|--|--|--|--|--|--------|--------|--------------------------------|--|--------|

### Section 2: Authorisation - Credit Notes must be authorised by a Delegated Officer

|  |   |  |  |   |
|--|---|--|--|---|
| <b>Requested By:</b> <input type="text"/><br><i>Name of person providing goods/services - in BLOCK letters</i> | <input type="text"/><br><i>Signature</i>                                    |  | <input type="text"/><br><i>Date</i>      | <input type="text"/><br><i>Phone</i>      |
|  | <input type="text"/><br><i>Name of Delegated Officer - in BLOCK letters</i> |  | <input type="text"/><br><i>Signature</i> | <input type="text"/><br><i>Date</i>       |
| <b>Approved By:</b> <input type="text"/><br><i>Name of Delegated Officer - in BLOCK letters</i>                | <input type="text"/><br><i>Signature</i>                                    |  | <input type="text"/><br><i>Date</i>      | <input type="text"/><br><i>Department</i> |

### Section 3: Administration Only - to be completed by Billing Specialist (after data-entry)

|                 |  |                                      |   |
|-----------------|--|--------------------------------------|---|
| PeopleSoft Data |  |                                      |   |
| Entry By:       | <input type="text"/><br><i>Billing Specialist ID</i> | <input type="text"/><br><i>Phone</i> | <input type="text"/><br><i>Name of Data Entry person - in BLOCK letters</i> |
|                 | <input type="text"/><br><i>Signature</i>             |                                      |   |