



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aaticd.co.za · Website: www.aaticd.co.za

COURSE BROCHURE

Invoice Credit Note and Landed Costing Generation

Services / Transport, Operations and Logistics

Unit Standard 252411 · NQF Level 3 · 3 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the practical skills to generate accurate invoices, credit notes, and landed costings in a corporate environment. It ensures compliance with South African financial regulations and enhances the efficiency of financial documentation processes.

Category	Services
Subfield	Transport, Operations and Logistics
Unit Standard	252411
Accreditation	SAQA Accredited · NQF Level 3 · 3 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the principles of invoicing to create accurate and compliant invoices.
- Analyze transaction records to determine when credit notes are required and generate them correctly.
- Evaluate landed costing components including freight, insurance, and duties to compute total landed costs.
- Implement procedures for reconciling invoices and credit notes with financial records.
- Demonstrate the ability to use relevant software for generating invoices, credit notes, and landed costings.

WHO SHOULD ATTEND

- Finance clerks, accountants, and administrative staff responsible for processing financial transactions and generating billing documents in organizations.

COURSE OUTLINE

Day 1: Invoice Credit Note and Landed Costing Generation

- Overview of credit notes: purpose, legal requirements (VAT Act), and scenarios for issuance.
- Step-by-step process for generating a credit note from an invoice.
- Accounting entries for credit notes: debit notes, adjustments, and VAT implications.
- Introduction to landed costing: definition and components (freight, insurance, customs duties, handling fees).
- Methods for allocating landed costs to inventory items (proportional allocation based on value/volume).
- Practical examples of landed cost calculations for a sample import shipment.
- Integration of credit notes and landed costs into ERP/accounting software (e.g., Sage, QuickBooks).
- Common errors and best practices in credit note and landed costing generation.

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **3 NQF credits** at **NQF Level 3**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 12,800.00	R 12,800.00
1	In-House	R 16,600.00	R 16,600.00
1	On-Campus (Pretoria)	R 19,200.00	R 19,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
05 Aug 2026	05 Aug 2026	On-Campus	Mauritius
06 Aug 2026	06 Aug 2026	On-Campus	Cape Town, South Africa
07 Aug 2026	07 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	10 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	11 Aug 2026	On-Campus	Durban, South Africa
11 Aug 2026	11 Aug 2026	On-Campus	Mauritius
12 Aug 2026	12 Aug 2026	On-Campus	Cape Town, South Africa
13 Aug 2026	13 Aug 2026	On-Campus	Dubai, UAE

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 252411) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza, 1122 Burnett St, Hatfield 0028, Pretoria, Gauteng, South Africa
Tel: +27 12 004 8389 · WhatsApp: +27 65 077 6310 · apply@aaticd.co.za · www.aaticd.co.za