



Entering foreign currency invoices

UFS has the ability to raise invoices in various foreign currencies. The two primary currencies that can be used are:

- Euro
- USD

This is because we have a Euro bank account and a USD bank account. However, **University Policy** states that wherever and whenever possible invoices must be raised in GBP.

If there is a legitimate need to raise an invoice in a currency other than GBP, any exchange rate variances will lie with your department. Should you wish to raise an invoice in a different currency other than GBP, Euro and USD, you must contact helpdesk on UFS_AR@admin.cam.ac.uk or on 01222 (3)32215.

Differences from GBP invoices

Foreign currency invoices are entered in the same way as a GBP invoice (refer to '**Entering Transaction Details**') with the following exceptions:

- Currency** Select the appropriate currency using the List of values

If you are prompted to enter a currency rate, leave it as the **corporate** rate and click **OK**.
- Complete** the invoice on the **same day**.

Transactions (Cambridge University : EUR)

Transaction

Source: Manual Invoice
Date: 21-JAN-2020
Number:
GL Date: 21-JAN-2020
Class: Invoice
Currency: EUR
Type: AG Invoice
Document Num:
Reference:
Transaction: []
 Complete

Main More Notes Commitment Reference Information

Ship To

Name:
Number:
Address:
Contact:

Bill To

UNIVERSITY OF AMSTERDAM
12789
ATTN. CREDITEURENADMINISTRATIE
POSTBUS 49
. . AMSTERDAM, 1000 AA Netherlands