Printing an eInvoice

Responsibility: AP Invoice Entry/ Manager

Navigate: Entry ➔ Invoices

1. Locate the eInvoice. The most common way to search would be to use the Invoice number, Supplier name, PO Number, Amount or Dates fields. Upon entering that information click on Find.

2. The invoice that matches your search criteria will display. Make a record of or copy the invoice number.

3. Navigate to the tool bar and click on Reports.

4. Click on Print XML Invoice.
5. Click **OK** to a single request.

6. Click in to the Name field, and on to the list of values icon. This will Default in with XML Gateway Invoice Print (UFS) – XML Publisher.

7. A parameters box will appear. In the supplier field locate the supplier by either entering the supplier name or using the list of values to search for the supplier.

8. The invoice number field will now become active. Enter the invoice number here and then click **OK**.

9. Once the *Submit Request* screen displays, click on the **options** button.

   Ensure your printer number is in the ‘Print the Output to’ section and **Copies** is set to 1 (or more dependent on the number of copies you require).

10. Click **OK**.

11. Click **Submit** to display the *Requests* screen...

12. Click **Refresh Data** occasionally to update the status. Once the phase shows as *completed* and status as normal the invoice will print.

Any queries or questions please contact the Accounts Payable helpdesk on:

Email: ufs_ap@admin.cam.ac.uk or 01223 (7)66888