



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**.

Find Invoices

Trading Partner

Name Supplier Number

Supplier Site Taxpayer ID

PO Num PO Shipment:

Invoice

Number Terms:

Type Pay Group:

Amounts Invoice Batch

Dates Currency

Invoice Status

Status Accounting

Approval Payment

Voucher Audit

Category

Name

Numbers

Holds

Status

Name

Reason

Calculate Balance Owed... Clear New Find

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

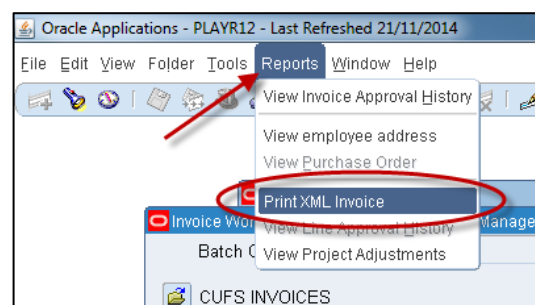
Invoice Workbench (CAPSA AG: AP Invoice Manager)

Batch Control Total Batch Actual Total

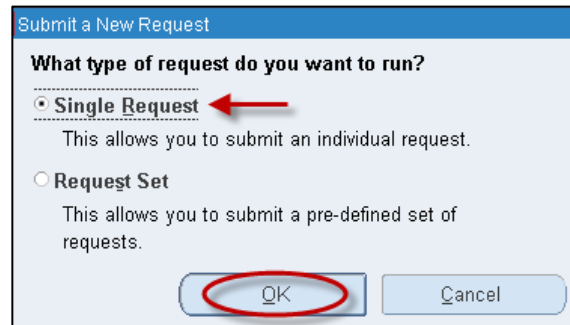
CUFS INVOICES

Type	PO Number	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount	VAT Control Amount	VAT Amount
Standard		FISHER SCIENTIFIC UK	61031	LOUGHBOR	11-JUN-2014	4150767912	GBP	2,394.81		0.00

3. Navigate to the tool bar and click on **Reports**.
4. Click on **Print XML Invoice**.



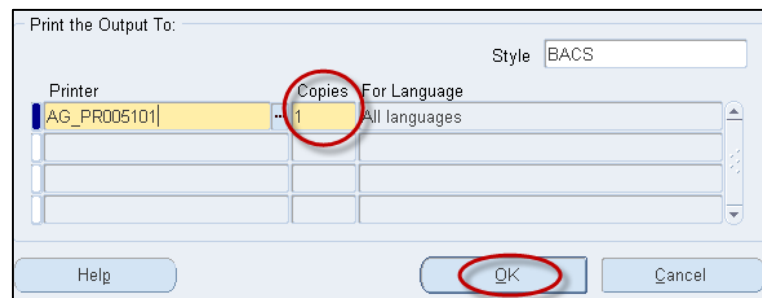
5. Click **OK** to a single request.



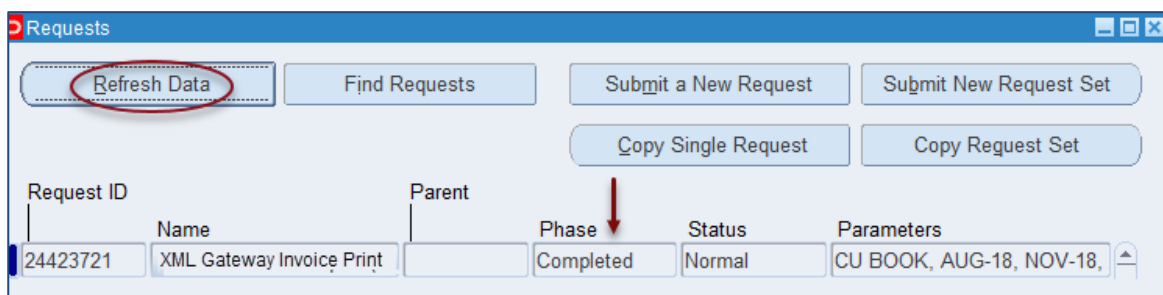
6. Click in to the Name field, and on to the list of values icon. This will Default in with **XML Gateway Invoice Print (UFS) – XML Publisher**.
7. A parameters box will appear. In the supplier field locate the supplier by either entering the supplier name or using the list of values to search for the 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