**Entering Foreign Currency Invoices**

CUFS 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.

**Foreign Currency Invoice Header Information** is entered in the same way as a GBP invoice (refer to **Entering Transaction Details**) however with the following exceptions:

- Select the currency using the List of values in the **Currency** field.
- If you are prompted to enter a currency rate, leave it as the **corporate rate** click **OK**.
- Ensure the invoice is completed on the same day.
- Follow steps **4 and 5 of Creating a Transaction** to complete the invoice.

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 (7)66888.