Enter 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:

a) **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.

b) **Complete**
   - the invoice on the same day.