



Print Preview of Invoice/Credit Memo

You can preview an invoice or credit memo you have raised and completed to ensure that it is correct before you send to print if:

- It has not already been printed; AND
- It was created that day.

Step 1: Previewing the transaction

a) Complete the transaction

An icon looking like sunglasses will appear next to the invoice number on the top left of the screen.

Transaction	
Source	Manual Invoice
Number	1082311
Class	Invoice
Type	AG Internal Trading
Reference	
Date	20-JAN-2020
GL Date	20-JAN-2020
Currency	GBP
Document Num	
Transaction	
<input checked="" type="checkbox"/> Complete	

Balance Due	
Line	1.00
Tax	0.00
Freight	0.00
Charges	0.00
Total	1.00

Reference Information	
Ship To	Bill To
Name	ENGLISH
Number	1036
Address	Faculty of English
Contact	9 West Road
	, CAMBRIDGE, CB2 1QA United Kingd

b) Click on the sunglasses icon

A view of the transaction will open in another window (see example on next page).

c) Review the content

You are not able to make any changes in this screen. It is purely there to review the narrative and ensure it is correct. You can not view the distribution code in this window, all checks on account codes used must be done in the CUFS screen via the Distributions button.

After reviewing the invoice you can either go back to the invoice in CUFS to make any changes you need to or alternatively if it's correct follow the instructions on how to print.

This is NOT a VALID University of Cambridge Invoice and is for on-line review ONLY



Bill To:
 ENGLISH
 Faculty of English
 9 West Road
 CAMBRIDGE
 CB2 1QA

Ship To:

Remit To:
 University of Cambridge
 Finance Division, Greenwich House
 Madingley Road
 CAMBRIDGE
 CB3 0TA

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Invoice	
1082311	
Billing Date	Shipping Date
20-Jan-2020	
Purchase Order Number	
Sales Order	
Shipping Reference	Ship Via
Customer Number	Customer Location
1036	INTERNAL

Terms	Due Date	Salesperson	Customer Contact	Contact Phone	Contact Fax
Internal	20-Jan-2020	AG - Max Smith			

Item Num	Description	Quantity	Shipped Tax	Unit Price	Extended Amount	Tax Rate(%)
1	test	1	No	1.00	1.00	0

Tax Summary		Taxable Amount	Tax Rate(%)	Inclusive Tax	Tax Precedence	Tax Extended Amount
INT - Internal Trading		1.00	0	No		0.00

Special Instructions
 For questions regarding this invoice, please contact salesperson.
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SubTotal	1.00
Tax	0.00
Shipping	0.00
Total	1.00
Payments and Credits	0.00
Financial Charges	0.00
Outstanding balance as of 21-Jan-2020 in GBP	1.00

Step 2: To amend the original invoice

- a) Close the print preview screen and navigate back to the original transaction screen as displayed on page 1.
- b) Click on the **Incomplete** button. This will enable you to make the relevant changes.
- c) Once changes have been made, click on the **Complete** button.
- d) You can now access the Print Preview function again to ensure all changes made are correct and the transaction appears as it should be.
- e) Finally, print your invoice.

Alternatively, if no Credit Memo has been raised against the invoice you can void the transaction at this stage.