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.

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.
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.