



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

Payment Details	
Commitment	
Payment Term	Internal
Due Date	20-JAN-2020

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

		Ship To:		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				Invoice 1082311	
Remit To: University of Cambridge Finance Division, Greenwich House Madingley Road CAMBRIDGE CB3 0TA				Billing Date 20-Jan-2020	
				Shipping Date	
				Purchase Order Number	
				Sales Order	
				Shipping Reference	
				Ship Via	
				Customer Number 1036	
				Customer Location INTERNAL	
Terms		Due Date		Contact Phone	
Internal		20-Jan-2020			
Salesperson		Customer Contact		Contact Fax	
AG - Max Smith					
Item Num	Description	Quantity	Shipped Tax	Unit Price	Extended Amount
1	test	1	No	1.00	1.00
					Tax Rate(%) 0
Tax Summary					
Tax Code	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. This is NOT a VALID University of Cambridge Invoice and is for on-line review ONLY!					SubTotal
					Tax
					Shipping
					Total
					1.00
					Payments and Credits
					Financial Charges
					0.00
					0.00
					Outstanding balance as of 21-Jan-2020 in GBP
					1.00

Step 2: To amend the original invoice

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

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