



## 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.



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

Your Company Logo

Bill To: Ship To:

OVE ARUP & PARTNERS  
INTERNATIONAL LTD  
SHARED SERVICE CENTRE  
CENTRAL SQUARE  
FORTH STREET  
NEWCASTLE UPON TYNE  
NE1 3PL

Remit To:  
University of Cambridge  
Department of Engineering  
Trumpington Street  
CAMBRIDGE  
CB2 1PZ

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

Invoice	
1082311	
Billing Date	Shipping Date
07-Jan-2020	
Purchase Order Number	
Sales Order	
Shipping Reference	Ship Via
Customer Number	Customer Location
46549	NE1 3PL

Terms	Due Date	Salesperson	Customer Contact	Contact Phone	Contact Fax
30 Days NET	06-Feb-2020	NA: Finance Team	ACCOUNTS PAYABLE		

Item Num	Description	Quantity	Shipped	Tax	Unit Price	Extended Amount	Tax Rate(%)
1	Construction Engineering Masters Programme CEM 08 Cohort - Peter Wilkie	0	No		0.00	0.00	0
2	Accommodation at Queens College - December 2019 - 5 nights @ £39.97 per night	5	No		39.97	199.85	0
3	PLEASE ENSURE THAT YOU QUOTE THE INVOICE NUMBER WHEN MAKING A PAYMENT FOR THIS INVOICE.	0	No		0.00	0.00	0

Tax Summary

Tax Code	Taxable Amount	Tax Rate(%)	Inclusive Tax	Tax Precedence	Tax Extended Amount
EX - Exempt	199.85	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	199.85
Tax	0.00
Shipping	0.00
Total	199.85
Payments and Credits	199.85
Financial Charges	0.00
Outstanding balance as of 15-Oct-2021 in GBP	0.00

## 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.