



CU Marketplace Tip: How do I access Vouchers I submitted for approval and Draft Vouchers not yet submitted for approval?

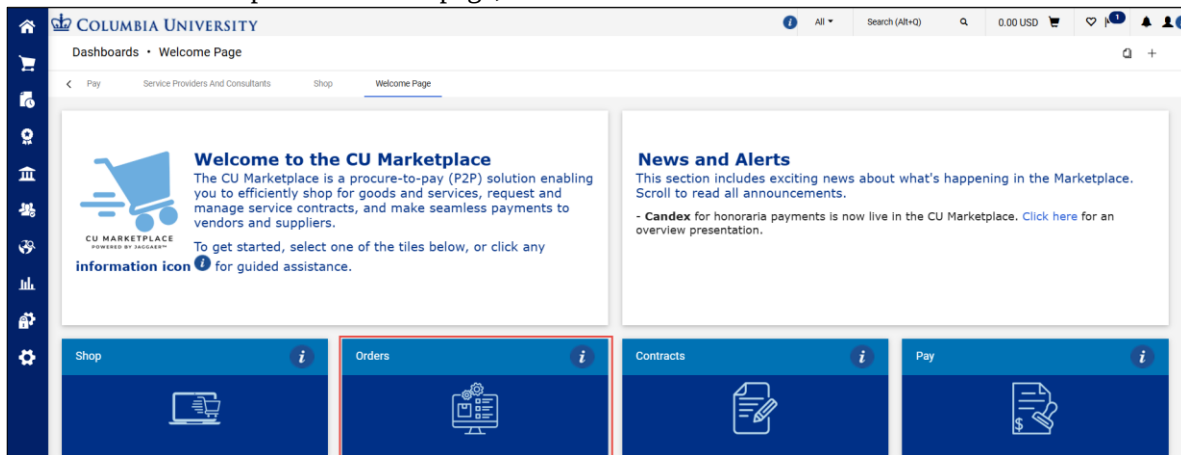
What is it?

To view Vouchers you have submitted into workflow for approval, navigate to the Orders dashboard. From there, you can open the desired Voucher to view the approval status or add Comments to request that the Voucher be returned to you by the Approver for editing.

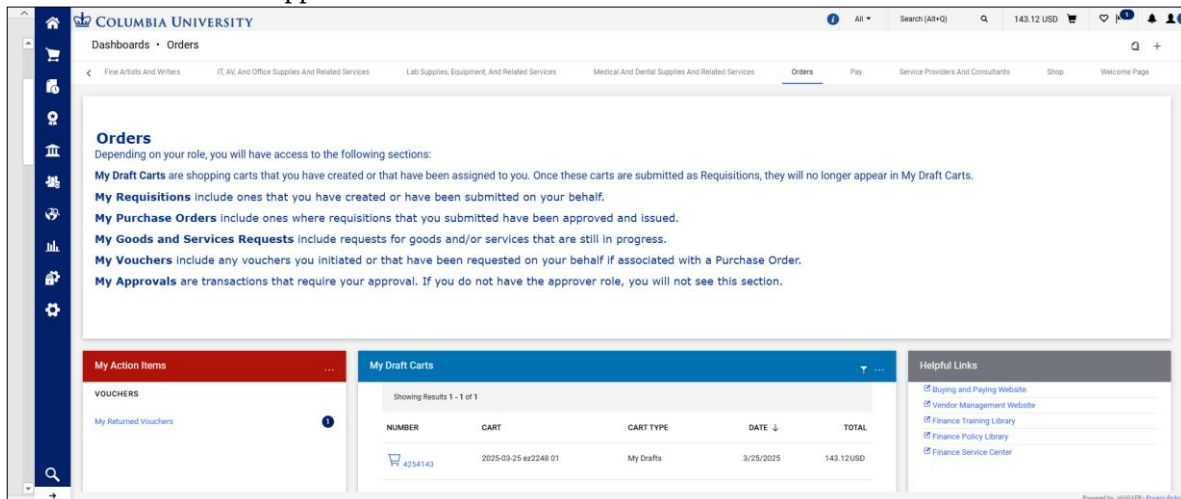
To access Draft Vouchers not yet submitted for approval, use the Navigation menu on the left of the screen. From there, you can open the desired Voucher to continue editing and then submit it into approval workflow.

Viewing Your Vouchers Already Submitted for Approval

1. From the CU Marketplace Welcome page, click the **Orders** tile.



The Orders dashboard appears.



The Description panel outlines all the sections available on the page.

2. Scroll down to the **My Vouchers** section in the Orders dashboard.

My Vouchers					
NUMBER	SUPPLIER	SUPPLIER VOUCHER NO	POS	DATE	TOTAL
VA002248	01 COM INC	123456	-	3/18/2025	1,000.00 USD
Summary		List	Showing 1 of 1		View All

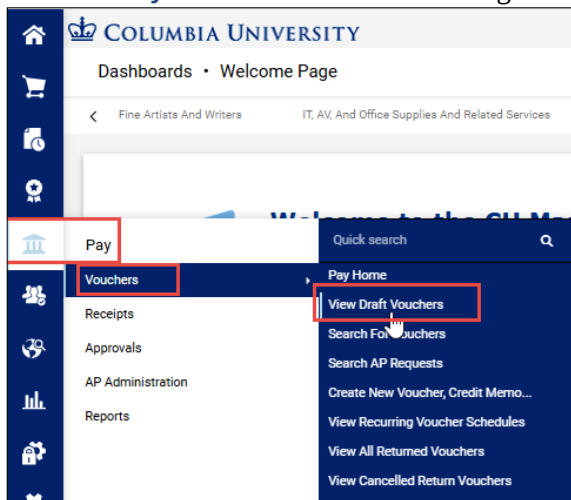
My Vouchers include any PO or Non-PO Vouchers you submitted, or that have been submitted on your behalf if associated with a Purchase Order for which you were the Requisition Initiator. You can access the Voucher to view the approval status or add Comments to request that the Voucher be returned to you by the Approver for editing. Refer to the CU Marketplace Tip [How do I Edit a Requisition or Voucher Submitted for Approval?](#) for more details.

3. Click the **Number** of the Voucher to open it.

Viewing Your Draft Vouchers

Draft Vouchers are Vouchers that have not yet been submitted into approval workflow. As such, Draft Vouchers are not available from the Orders dashboard. Instead, navigate to View Draft Vouchers from the left side Navigation Menu.

1. Click the **Pay** icon from the left side Navigation Menu and select **Vouchers** and **View Draft Vouchers**.



The Vouchers screen displays My Drafts.

Vouchers									
My Drafts									
Showing Results 1 - 20 of 38									
VOUCHER NAME	SUPPLIER VOUCHER NO.	SUPPLIER NAME	PO NO.	STATUS	VOUCHER CREATE DATE	VOUCHER DATE	VOUCHER TYPE	VOUCHER TOTAL	
☐ 2025-03-05 ec2248 01	123456	Amprint, Inc.		Draft	3/25/2025	3/24/2025	Voucher	0.00 USD	
☐ 2025-03-12 ec2248 02	3053753	01 COM INC		Draft	3/12/2025	3/11/2025	Voucher	0.00 USD	
☐ 2025-03-12 ec2248 01	3051644	01 COM INC		Draft	3/12/2025	3/11/2025	Voucher	0.00 USD	

2. Click the **Voucher Name** to open the Draft Voucher you want to continue working on or submit into approval workflow.

Where do I get help?

View previous [CU Marketplace Tips](#) as well as the [CU Marketplace Tips and Best Practices](#) webpage.

Contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

Log an incident or request a service via Service Now

<https://columbia.service-now.com>