

View Draft Invoices

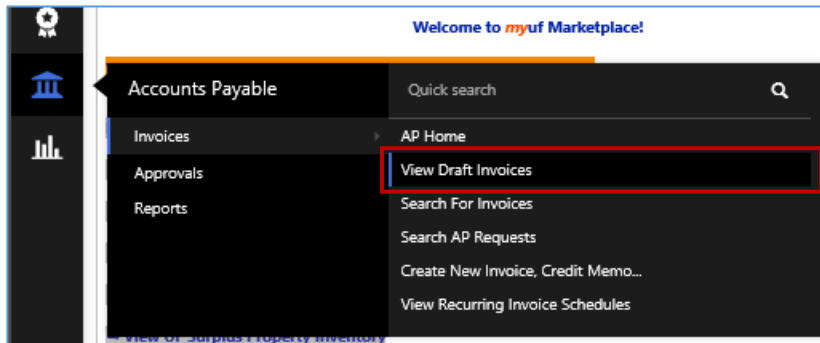
Overview

This guide will show you how to view draft invoices in myUF Marketplace.

Navigation



1. Click on the AP **Bank** icon.
2. Click **View Draft Invoices**.



3. Click the **blue draft invoice name** of the draft you would like to view.

If you would like to edit the draft invoice from this point, follow the steps listed below.

4. Click on the appropriate tab you need to edit.
5. Click **Edit**.
6. Make adjustments to the draft invoice.
7. Click **Complete**.

Additional Assistance

myUF Marketplace – Marketplace Help Desk

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