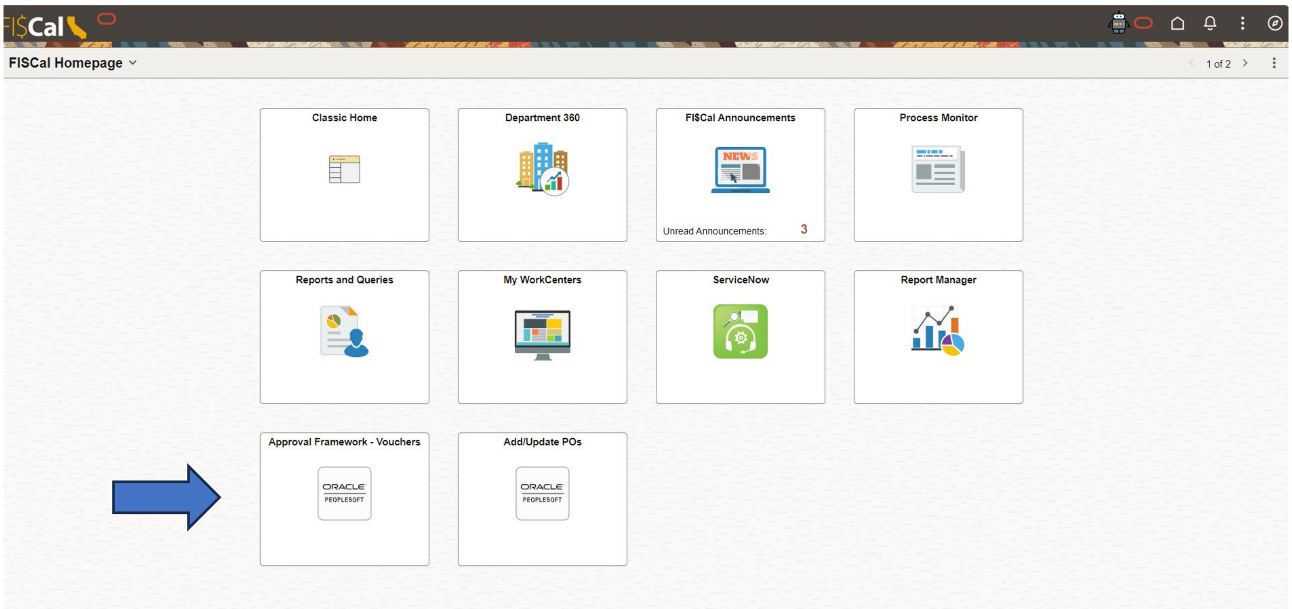
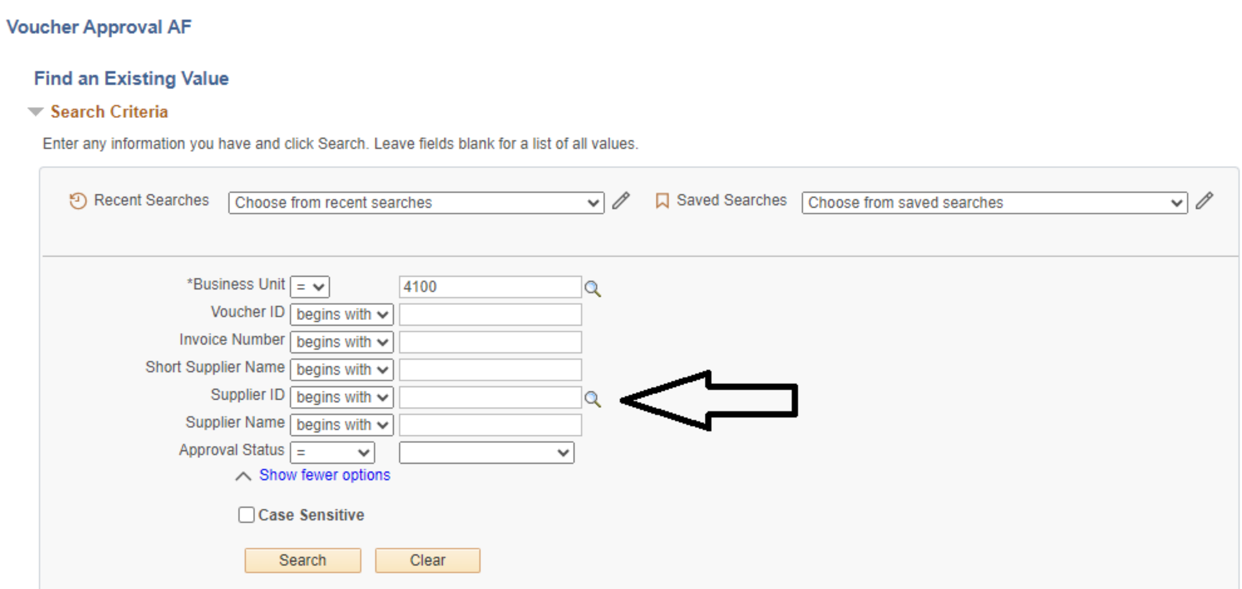
I send in an invoice.

After 10 days I look in Fiscal to see status expecting it to show “pending” because it receives a voucher number before anything else.

I click on People Soft, then I click on Approval Framework – Vouchers.



The next screen is where I can enter the information. If I know the vendor number (I keep a list), I can enter it under Supplier ID (However, I have to change it to Contains, otherwise nothing will come up.



A list will appear below the search showing the most recent invoices entered in the system. Using Diana Brandin's vendor number, these are screenshots of what I see.

Voucher Approval AF

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches: Choose from recent searches | Saved Searches: Choose from saved searches

*Business Unit = 4100
Voucher ID begins with
Invoice Number begins with
Short Supplier Name begins with
Supplier ID contains 180427
Supplier Name begins with
Approval Status =

Show fewer options

Case Sensitive

Search | Clear | Save Search

Search Results

84 rows - Business Unit "4100" Supplier ID "180427"

View All | First 1-10 of 84 Last

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name	Approval Status
4100	00014530	SCDD.RAC.12.4.24_SO-24-DB03	1710	12/05/2024	DIANABRAND-002	0000180427	DIANA BRANDIN REALTIME CAPTION	Pending

Search Results

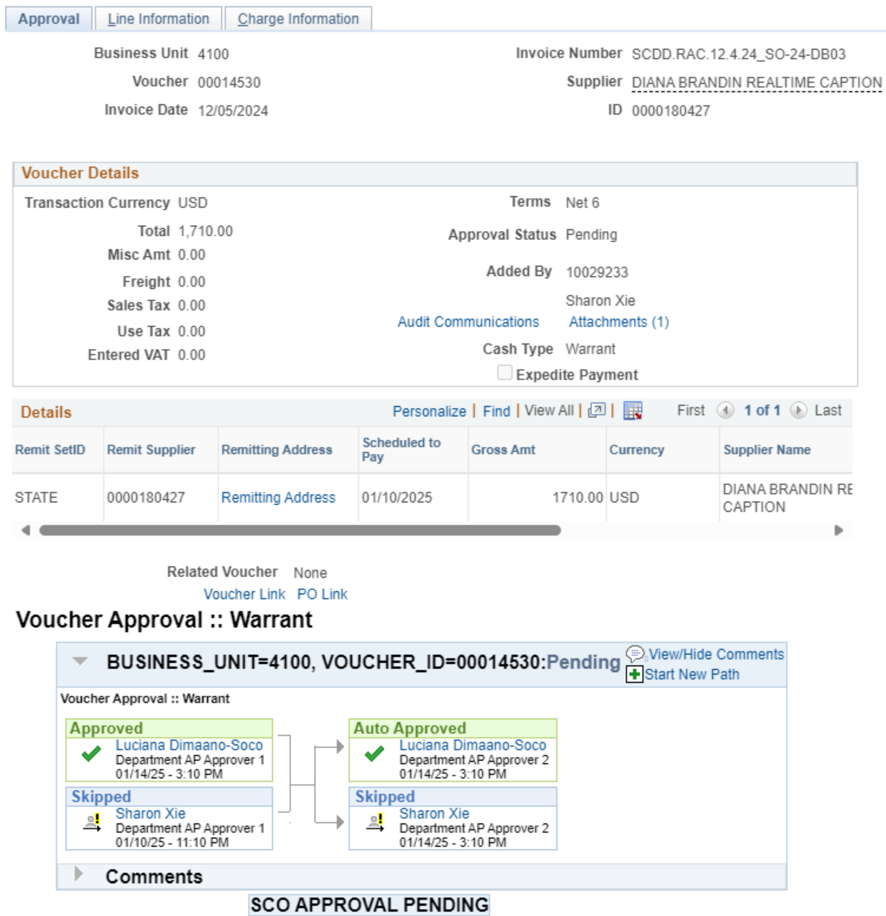
84 rows - Business Unit "4100" Supplier ID "180427"

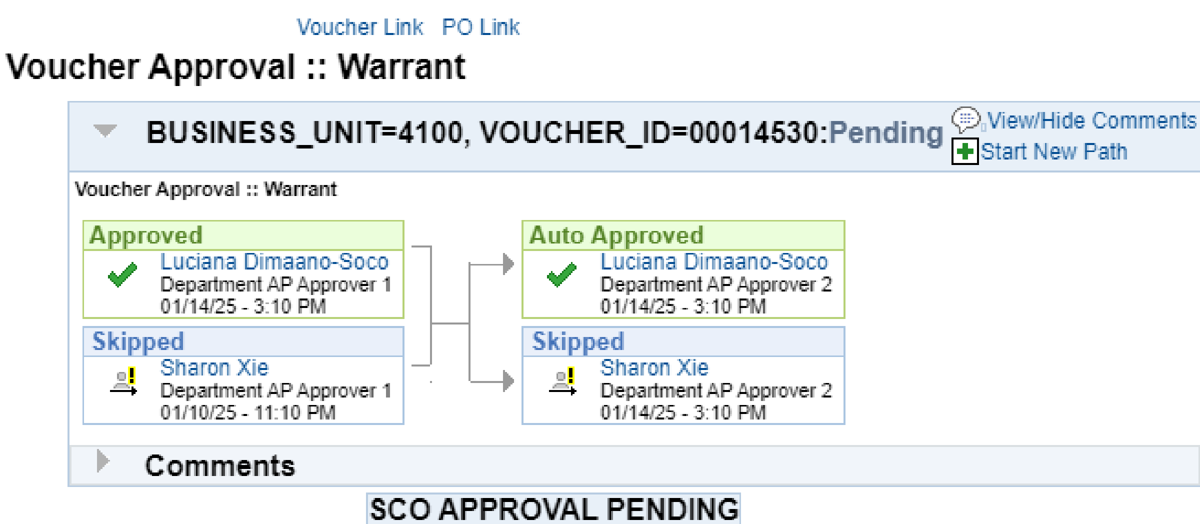
View All | First 1-10 of 84 Last

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name	Approval Status
4100	00014530	SCDD.RAC.12.4.24_SO-24-DB03	1710	12/05/2024	DIANABRAND-002	0000180427	DIANA BRANDIN REALTIME CAPTION	Pending
4100	00014423	SCDD.11.13.24_SO-24-DB1124	500	11/14/2024	DIANABRAND-002	0000180427	DIANA BRANDIN REALTIME CAPTION	Approved
4100	00014197	SCDD.PREP.10.24_SO-24-DB1024	500	10/25/2024	DIANABRAND-002	0000180427	DIANA BRANDIN REALTIME CAPTION	Approved
4100	00014120	SCDD.08.28.24_SO-24-CC82824	500	09/03/2024	DIANABRAND-002	0000180427	DIANA BRANDIN REALTIME CAPTION	Approved
4100	00014117	SCDD.RAC.9.25.24_SO-24-DB02	2685	09/26/2024	DIANABRAND-002	0000180427	DIANA BRANDIN REALTIME CAPTION	Approved
4100	00014083	SCDD.09.25.24_SO-24-CM924	1710	09/25/2024	DIANABRAND-002	0000180427	DIANA BRANDIN REALTIME CAPTION	Approved
4100	00014064	SCDD.09.18.24_SO-24-91824	500	09/19/2024	DIANABRAND-002	0000180427	DIANA BRANDIN REALTIME CAPTION	Approved

This is the first time since the start of this fiscal year I have seen an invoice pending. Every time I checked before today, I only saw approved. That was my issue with Fiscal. I didn't know if the invoice had been entered or not and it was concerning that they only appeared in the list when they were approved.

I will click on the invoice I am looking for. If it is pending, I expect to see this.





This tells me it is in the system and on its way to approval and I can occasionally check until I see it is approved.

If it is SCO approved, I expect to see this.

Approval | Line Information | Charge Information

Business Unit 4100
Voucher 00014117
Invoice Date 09/26/2024
Invoice Number SCDD.RAC.9.25.24_SO-24-DB02
Supplier DIANA BRANDIN REALTIME CAPTION
ID 0000180427

Voucher Details

Transaction Currency USD
Total 2,685.00
Misc Amt 0.00
Freight 0.00
Sales Tax 0.00
Use Tax 0.00
Entered VAT 0.00
Terms Net 6
Approval Status Approved
Added By 10029233
Sharon Xie
Audit Communications Attachments (1)
Cash Type Warrant
Expedite Payment

Details Personalize | Find | View All | | First 1 of 1 Last

Remit SetID	Remit Supplier	Remitting Address	Scheduled to Pay	Gross Amt	Currency	Supplier Name
STATE	0000180427	Remitting Address	11/04/2024	2685.00	USD	DIANA BRANDIN RE CAPTION

Related Voucher None
Voucher Link PO Link

Voucher Approval :: Warrant

BUSINESS_UNIT=4100, VOUCHER_ID=00014117:Approved

SCO APPROVED - 11/07/24

I have found that whatever the date is, it is usually four business days later that the check is printed and sent. That date is the date I will see in the expenditure reports.

That is all I am doing in Fiscal.