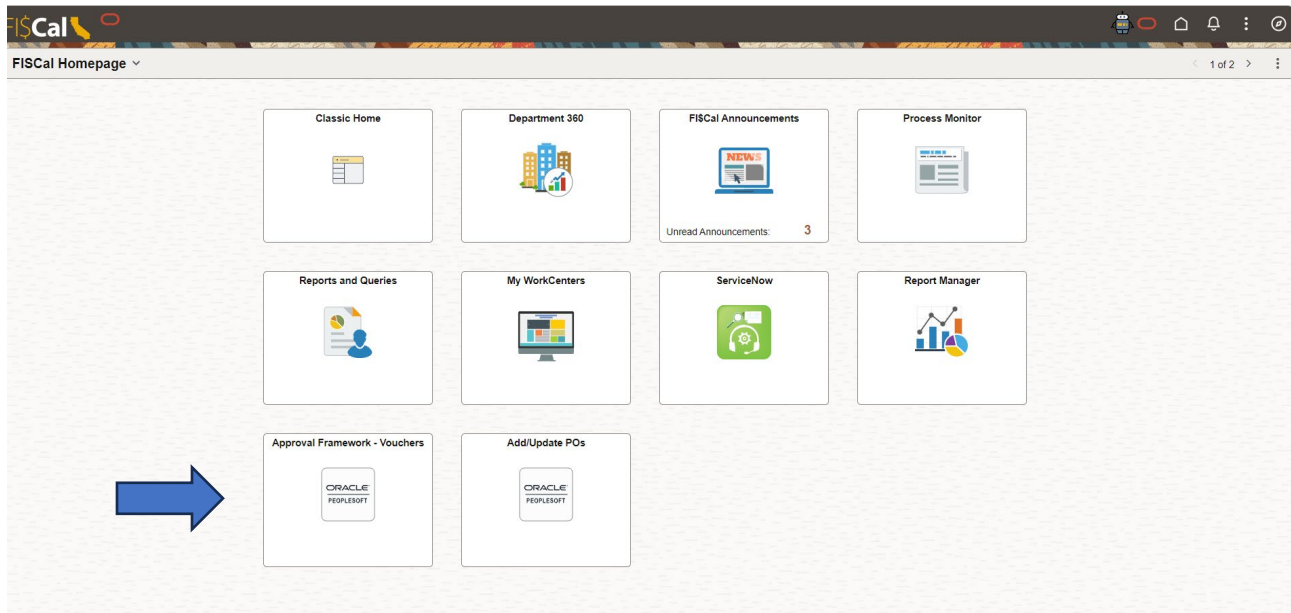


I send in an invoice.

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).

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.

The screenshot shows the 'Find an Existing Value' search form. At the top, there are two dropdown menus for 'Recent Searches' and 'Saved Searches', both set to 'Choose from recent searches' and 'Choose from saved searches' respectively. Below these, there is a search criteria section with the following fields:

- *Business Unit: dropdown menu set to '=', text input field containing '4100', and a magnifying glass icon.
- Voucher ID: dropdown menu set to 'begins with', text input field.
- Invoice Number: dropdown menu set to 'begins with', text input field.
- Short Supplier Name: dropdown menu set to 'begins with', text input field.
- Supplier ID: dropdown menu set to 'begins with', text input field, and a magnifying glass icon. A black arrow points to this field.
- Supplier Name: dropdown menu set to 'begins with', text input field.
- Approval Status: dropdown menu set to '=', text input field.

Below the search criteria section, there is a link 'Show fewer options' and a checkbox 'Case Sensitive'. At the bottom, there are two buttons: 'Search' and 'Clear'.

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 [2] 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 [2] 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.

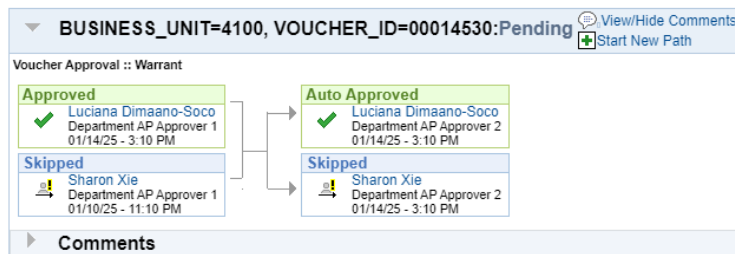
Approval	Line Information	Charge Information	
Business Unit	4100	Invoice Number	SCDD.RAC.12.4.24_SO-24-DB03
Voucher	00014530	Supplier	DIANA BRANDIN REALTIME CAPTION
Invoice Date	12/05/2024	ID	0000180427

Voucher Details	
Transaction Currency	USD
Terms	Net 6
Total	1,710.00
Misc Amt	0.00
Freight	0.00
Sales Tax	0.00
Use Tax	0.00
Entered VAT	0.00
Approval Status	Pending
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	01/10/2025	1710.00	USD	DIANA BRANDIN RE CAPTION	

Related Voucher None
[Voucher Link](#) [PO Link](#)

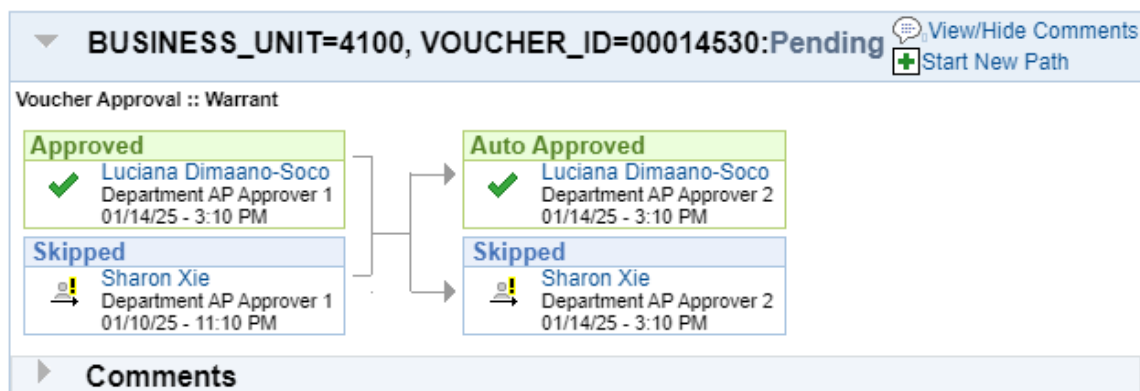
Voucher Approval :: Warrant



SCO APPROVAL PENDING

[Voucher Link](#) [PO Link](#)

Voucher Approval :: Warrant



SCO APPROVAL PENDING

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

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