2015

CREATING SERVICE ORDER VOUCHERS (SOV) TRANSACTIONS

University of Kansas
09/03/15

Contents

Introduction

The service order voucher (SOV) module within the University of Kansas PeopleSoft Financial System (FSKU) is a channel to process interdepartmental transactions. The module consists of a Summary page, Buyer Information page, Sales Information page, and Audit Approval page.

The function of the SOV module is similar to capturing data for a voucher payment. A buyer places an order for goods or services. Then, the buyer begins the entry into the SOV module. Once the buyer information is completed, the seller or servicing department determines where the funds should be deposited. Upon completion by both parties, the SOV is ready for audit, approval, and transfer of funds.

The following information is required from buyers and sellers entering information:

- Buyer name
- Seller/servicing department name
- Buyer total amount - estimated or actual
- Detailed purchase description
- Item amount
- Buyer and Seller chartfield information

Once the buyer information is saved in FSKU, the buying department needs to advise the seller/servicing department of the SOV number. When the seller completes the order, the buyer must revisit the SOV to complete the invoice number (if provided), and make any necessary changes to the information previously entered.

Both parties of the transaction are responsible for entering their respective information. Neither party should make any changes to data on the other party's pages. If a seller provides an invoice or summary of total costs related to the transaction or if the total cost is agreed upon prior to the transaction, a monetary difference should not exist between the two parties. Once both parties have indicated the completion of their transaction, the transaction will be reviewed by Payables. Once approved, the transfer of funds is processed overnight.

Section 1
Entering SOV Buyer and Seller Detail

Getting Started

This section describes how to add a Service Order Voucher (SOV) between internal buyers and University sellers or service providers in the University of Kansas FSKU. The following table defines the fields necessary on the SOV Buyer and Sales Information pages to process a SOV.

Table 1. Field Descriptions of SOV Buyer Information and Sales Information pages

Application Fields	Description
BUSINESS UNIT	Identifies the University business unit selected for this transaction.
INVOICE NUMBER	The unique transaction identifier provided by the seller for their internal records.
SOV ID	The unique numeric identifier created by the FSKU for each SOV transaction.
TOTAL AMOUNT	The total dollar amount of the transaction charged by the selling unit to the buying unit.
ACCOUNTING DATE	Date the transaction was entered into the FSKU.
BUYER DEPARTMENT NAME	Name of the department buying the goods/services.
SALES DEPARTMENT NAME	Name of the department selling the goods/services.
REFERENCE	An optional field for documenting miscellaneous tracking information.
COMMENTS	This link launches a new window for users to add details that may be necessary for audit. Typically used for specific details concerning the background of the transaction. Data is required in this field.
INVOICE LINES – Buyer Information (GL Chart tab)	
Copy Down	Checkbox used for duplicating Fund and Department information when adding Invoice Lines to the SOV transaction.
Amount	The dollar amount of the invoice line.
GL Unit	Defaults to Business Unit identified during setup.

Continued…

Table 1. Field Descriptions of SOV Buyer Information and Sales Information pages (cont.)

Menu Options/ App Fields	Description
Description	A short narrative of the item(s) being purchased.
SpeedChart	A shortcut entry used to populate the Fund and Department of the Invoice Line. Values are only assigned to grants and projects.
Account	The account number used by the GL to pay for the purchase.
Fund	The source of the accounting fund encumbered to pay for the expenditure.
Department	Departmental funds encumbered for the expenditure.
Budget Ref	The fiscal budget year in which the SOV is made.
INVOICE LINES – Buyer Information (Add'l CF tab)	
CF1	This field is optional and provides an additional reporting breakdown on non-payroll transactions. It has a field length of 10 alpha/numeric characters, beginning with an assigned acronym. Contact KU Financial Management Systems to create CF1 values.
BUYER INFORMATION COMPLETE	Checkbox used to verify all buyer information is complete and ready for Selling department information entry.
INVOICE LINES – Seller Information (GL Chart tab)	
Copy Down	Checkbox used for duplicating Fund and Department information when adding Invoice Lines to the SOV transaction.
Amount	The dollar amount of the invoice line.
GL Unit	Defaults to Business Unit identified during setup.
Description	A short narrative of the item(s) being purchased.
SpeedChart	A shortcut entry used to populate the Fund and Department of the Invoice Line. Values are only assigned to grants and projects.
Account	The account number used by the GL to credit for this sale.
Fund	The source of the accounting fund credited for this sale.
Department	Departmental funds credited for the sale.
Budget Ref	The fiscal budget year in which the SOV is made.
INVOICE LINES – Seller Information (Add'l CF tab)	
CF1	This field is optional and provides an additional reporting breakdown on non-payroll transactions. It has a field length of 10 alpha/numeric characters, beginning with an assigned acronym. Contact KU Financial Management Systems to create CF1 values.
SALES INFORMATION COMPLETE	Checkbox used to verify all seller information is complete and ready for Payables to review and approve.

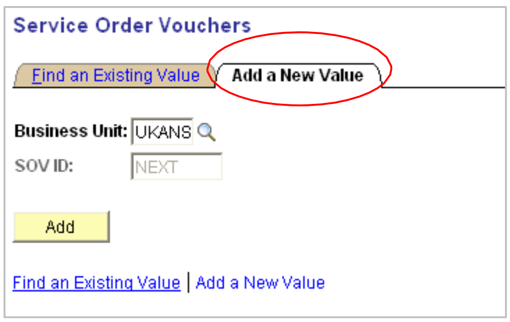
➢ To access the SOV pages, take the following action steps Page:

Action Steps:

1. Sign in to the University of Kansas FSKU as described in the user guide, **Sign In PeopleSoft Financials – 9.0 (FSKU),** and *click* the SOV link.

2. From the Menu navigation, *click* **SOV** >> **SOV.**

The Regular Entry **Service Order Vouchers Find an Existing Value** and **Add a New Value** page (tabs) appears.



3. *Click* the **Add a New Value** tab
4. Select the appropriate **Business Unit**.
5. *Click* the **Add** button.

The **Buyer Information** page opens and is ready for data entry. Seller information can be accessed on the **Sales Information** page (tab.)

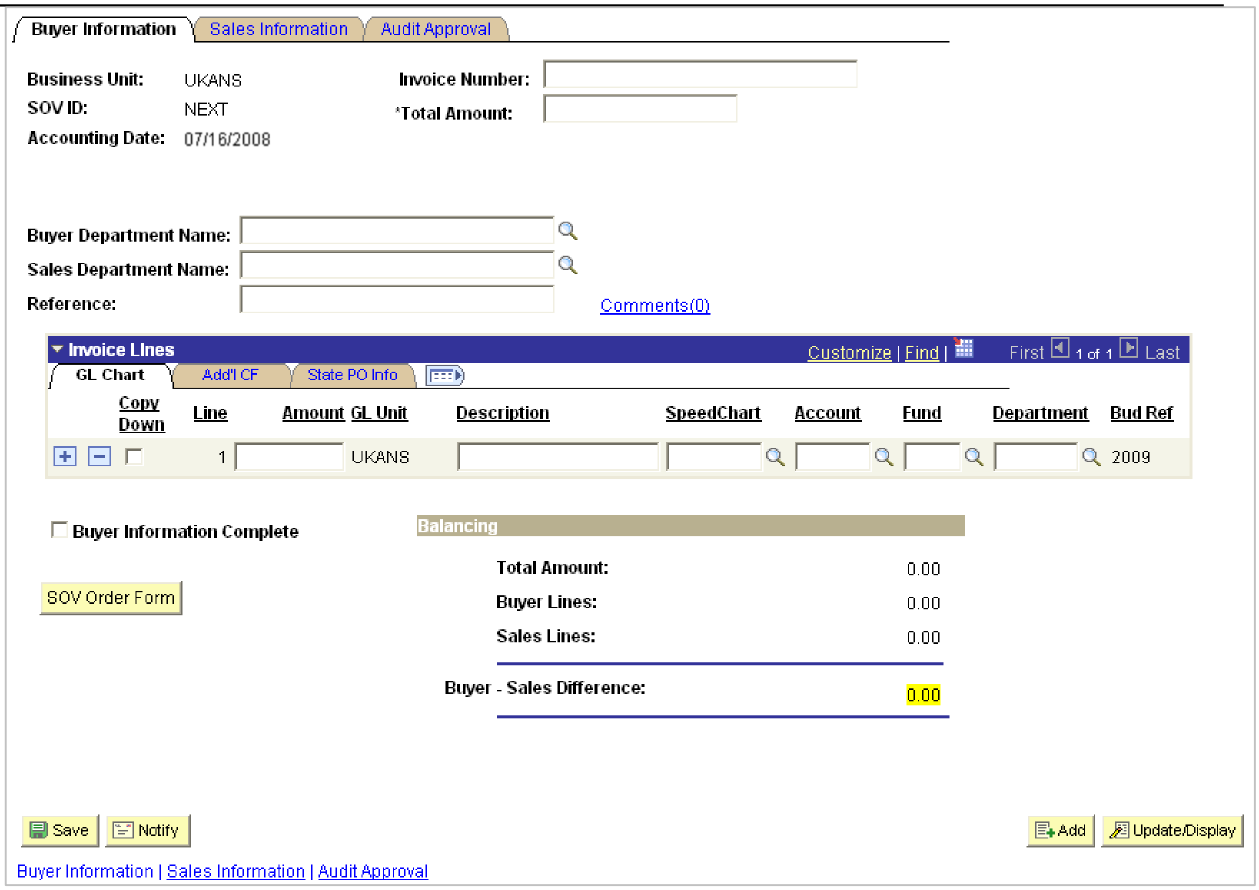


Figure 1. SOV Buyer Information page

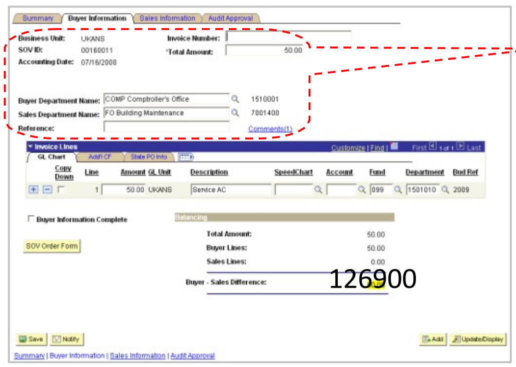
Enter Buyer Information

The following procedure illustrates and describes how to add a SOV and into FSKU and then enter buyer information:

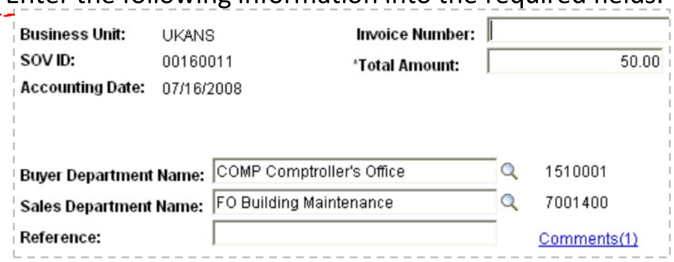
➢ To add a SOV and Buyer Information into FSKU, take the following steps:

Action Steps:

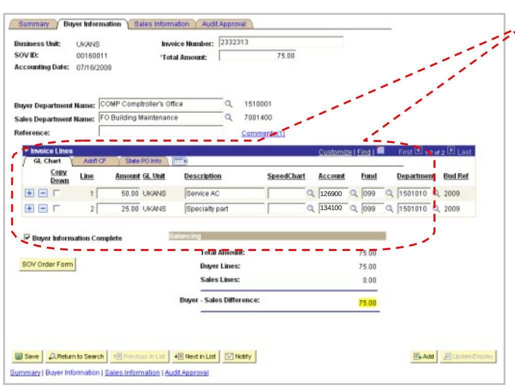
1. Navigate to the **SOV Buyer Information** page as described on page 4.
2. *Click* the **Buyer Information** tab.

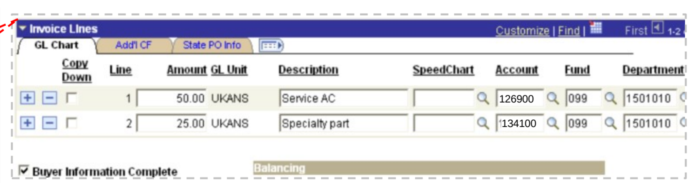


Enter the following information into the required fields:



3. **Total Amount** – Enter the actual or estimated cost of the purchase. FSKU requires a value greater than $0.00. This value may change once seller details are finalized.
4. **Buyer Department Name**
5. **Sales Department Name**
6. **Comments**





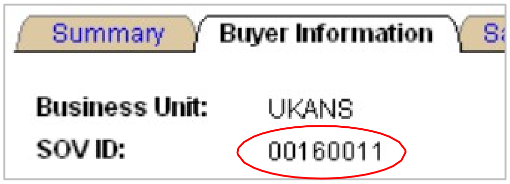
- **Amount**
- **Descriptions**
- **Account**
- **Fund**
- **Department**

If the purchase must be split into multiple Invoice Lines, *click*
the **+** button to add additional lines as necessary.
To copy chartfield information already entered in the first Invoice Line, *click-on* the **Copy Down** checkbox before *clicking* the **+** button.

8. *Click-on* the **Buyer Information Complete**

checkbox once all data has been accurately entered.

9. *Click* the **Save** button.



FSKU has now assigned an **SOV ID** number for the transaction.

The SOV transaction is now ready for Sales Information input.

Once the selling department completes and saves their information on the **Sales Information** page, Payables can review and approve the transaction.

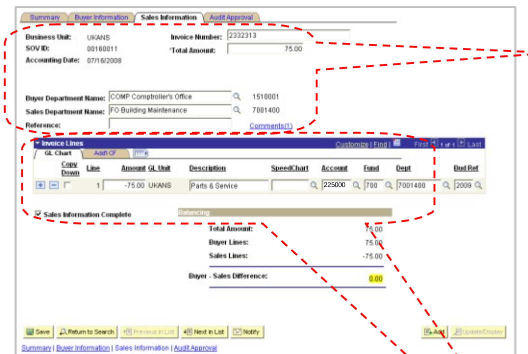
Enter Seller Information

The following procedure illustrates and describes how to enter Sales Information into a pending SOV, with buyer information already loaded, and then submit for approval.

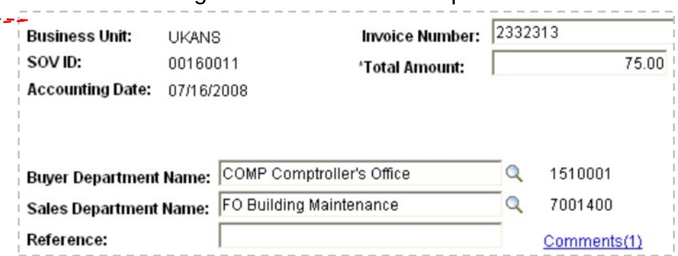
➢ To enter seller SOV information after Buyer input into FSKU, take the following steps:

Action Steps:

1. Navigate to the **SOV Seller Information** page as described on page 4.
2. *Click* the **Sales Information** tab.

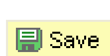


Enter the following information into the required fields:

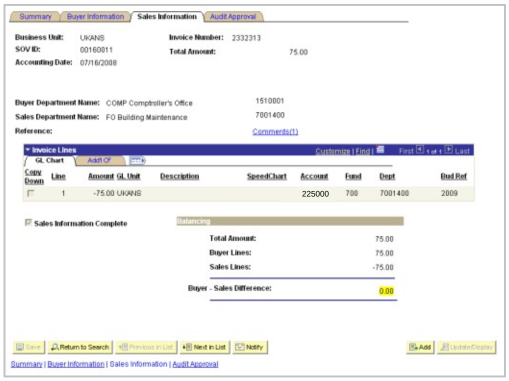


3. **Invoice Number**
4. **Total Amount** – *Enter* the actual cost of the sale. If this value is different than the value on the **Buyer Information** page, contact the buying department and provide the actual cost.

5. **Invoice Lines (GL Chart tab)** –
   - **Amount –** Entered as a negative value (-$75.00)
   - **Descriptions**
   - **Account**
   - **Fund**
   - **Department**
6. If the transactions must be split into multiple Invoice Lines, *click* the **+** button to add additional lines as necessary. To copy chartfield information already entered in the first Invoice Line, *click-on* the **Copy Down** checkbox before *clicking* the **+** button.
7. *Click-on* the **Sales Information Complete** checkbox once all data has been accurately entered and matches the buyer information.



10. *Click* the **Save** button.



The selling department can no longer update the **Sales Information** page. The fields are grayed-out and no longer active.

Payables can review this transaction for approval.

Once the selling department completes and saves their information on the **Sales Information** page, Payables can review and approve the transaction.

Section 2
Reviewing SOV Status

To go online and check the status of a SOV, simply access FSKU and review. The following procedure illustrates and describes how to review SOV status information once all information has been entered.

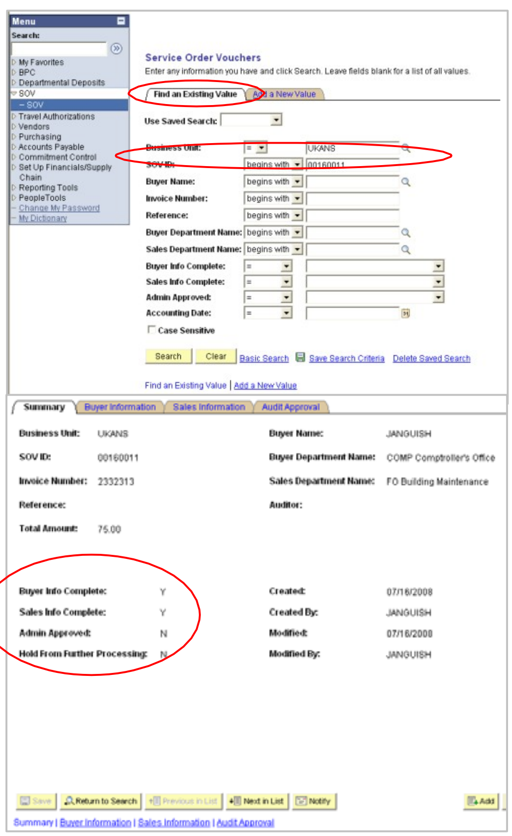
➤ To review SOV status information, take the following steps:

Action Steps:

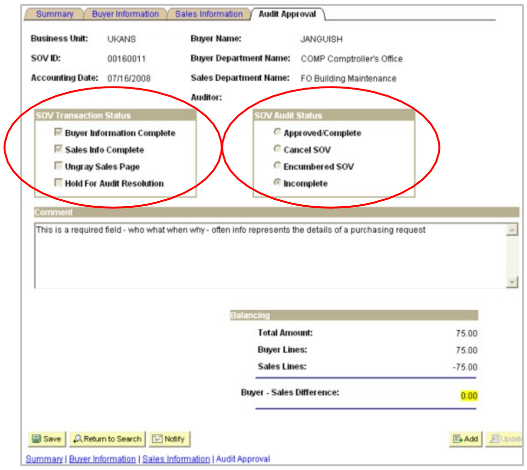
1. Login to the University of Kansas FSKU as described in the user guide, **Login To PeopleSoft Financials – 9.0**, and *click* the SOV link.

2. From the Menu navigation, *click* **SOV** >> **SOV.**

The Regular Entry **Service Order Vouchers Find an Existing Value** and **Add a New Value** page (tabs) appears.



3. *Click* the **Find an Existing Value** tab.
4. *Enter* the **SOV ID** number and click the Search button. or
   Use additional search features to locate the SOV in question.
5. *Click* the **Summary** tab to review and determine:
   - If the Buyer Information if complete
   - If the Sales Information is complete
   - If the SOV has been Approved yet
   - If the SOV is being Held From Further Processing



6. *Click* the **Audit Approval** tab to review and determine:
   - The SOV Transaction Status
   - SOV Audit Status