

Tips for Service Order Vouchers (SOVs) in FSKU

Background

The service order voucher (SOV) module within the University of Kansas PeopleSoft Financial System (FSKU) is a channel to process interdepartmental transactions.

Accessing the SOV Page

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.

- Click the Add a New Value tab
- Select the appropriate Business Unit
- 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.

Entering SOV Buyer Information

Enter the following information into the required fields:

- 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.
- Buyer Department Name
- Sales Department Name
- Comments
- Invoice Lines (GL Chart tab) –
 - Amount
 - Descriptions
 - Account
 - Fund
 - Department
- If a purchase must be split into multiple Invoice Lines, click the + button to add additional lines as necessary.
- Click-on the Copy Down checkbox before clicking the + button to copy chartfield information entered in the first Invoice Line.

- Click-on the Buyer Information Complete checkbox once all data has been accurately entered.
- Click the Save button. FSKU has now assigned an SOV ID number for the transaction.

Entering SOV Seller Information

Navigate to the SOV Seller Information page and click the Sales Information tab. Enter the following information into the required fields:

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

More Information

See the FSKU User Manual [Service Order Voucher \(SOV\) Transactions](#) for more details on Adding, updating and editing SOVs in the KU Financial System.

