KENNESAW STATE UNIVERSITY

OwlPay- Create Request
Job Aid 1

This job aid is designed to help Kennesaw State University employees enter and submit a payment request through the OwlPay system.

Create a Request

1. Log in to KSU Connect from campus.kennesaw.edu.
2. Click on the **General** tab and select **OwlPay System**.
3. Click on Create OwlPay Request.
4. Your name will populate in the **Requester** field.
5. Under **Request Type** select "Issue Payment".
6. The **date** and **fiscal year** are auto-populated and cannot be changed.
7. Fill in your **Request Title**. Example: January phone reimbursement for John Smith
8. Begin entering the **Primary Speed Chart** number to expense this request, and select the correct Speed Chart from the list. This choice will direct the approval flow of the request to the Speed Chart budget manager and business manager, if applicable. If there are split allocations, Ad hoc approvers will need to be manually selected.
9. The Primary Department field will populate based on the Primary Speed Chart entered. Confirm this department is correct.
10. Complete either the **Vendor ID** or **Vendor Name**. Start typing either the ID or the vendor name and matching vendors will appear in a drop down box. Select the vendor from the list. The default address will appear. Confirm the address that populates matches the appropriate Remit address for the vendor. You may select different **location** options in the drop down menu to change the address.
11. **Special Handling** can be selected if you require the payment request to be a **Wire** transfer, **Pick-up** or need Accounts Payable personnel to **Include documents with check** before mailing. (Note: Documents must be attached to the request if they are to be mailed with the check.) Select **None** if the request is to be processed with no special handling.
12. Fill in **Special Instructions** if they are required. Ex. Contact Jane Smith ext. 1234 to pick up check
13. To add an attachment, click on the **Choose File** button under the Attach Supporting Documentation section, and add the file. You may add up to four files. **The file name should not exceed 50 characters OR have special characters in the name.** Please review the Note below the section for confidential items that should NOT be attached in the system. Attachments will appear on your Request form. Be sure to add ALL supporting documentation at this time or your Request may get returned, restarting the approval process from the beginning.
14. Write a **Description** for each line to indicate the business purpose of the expense.

15. Enter the invoice # and invoice date if you have a vendor invoice. Otherwise, leave the fields blank. Each invoice should have its own line. Ex. 5 different invoices = 5 Lines.
16. Begin entering the **Speed Chart** number or **Department name** to expense this line item, and select the correct Speed Chart from the list.
17. Type in the **Account number** or account name for the expense, and select the proper account from the list. When using Agency Accounts you must Ad Hoc in "**Agency Fund**".
18. Fill in the **Amount**.
19. Select **Add Line** if you have additional lines to be added. Add a line for each invoice. Note: Limit 10 lines per Request. To split the allocation, add a line and select the speed chart. If selecting more than one speed chart, Ad Hoc approvers will need to manually be added, as described below.
20. The **Grand Total** will calculate from all lines.
21. **Department** and **Second Department approvers** are populated based on the Primary Speed Chart selected. If adding split allocations, Ad hoc approvers must manually be added by clicking the Add Ad Hoc Approvers button. Type in the name of the approver and select the approver from the list. Up to six approvers may be added. Ex. HR Payroll, Agency Fund, Grants office.
22. Press **Save & Submit**. A screen will appear with the saved Request ID. Note this for future inquiries or status checks.
23. Once the requisition has been fully approved by the department and Ad Hoc approvers, it is routed to Accounts Payable for review and payment.

Note: Use preferred methods of payment per the _KSU Procure to Pay Matrix_. Policy violations will be issued to the Requester if the guidelines are not followed.