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

View a Request

1. All Owl Pay users can check the status of requests they've created or approved.
2. Log in to KSU Connect from campus.kennesaw.edu
3. Click on the General tab and select OwlPay System.
4. Requesters have the option to select the following tables of information under the Requesters tab:
   a. View All My OwlPay Requests
   b. View My Submitted OwlPay Requests
   c. View My Complete OwlPay Requests
5. Approvers will select View my OwlPay Requests for Approvers from the Approvers tab.
6. A work list will appear. Select the Request number needed. Note: There is an option to Export to Excel (top right corner of the list) that will export all lines for easier viewing. This will not contain links directly to the requests.
7. All Approvers will be listed as well as their status and comments.
8. Once an Owl Pay Request has been reviewed by Accounts Payable, the Request will either be Returned for additional information, Approved or Canceled.
9. The AP Reviewer is the final approver of the request before it is submitted for payment.
10. Once submitted for payment, the Request will have a status of Completed and a Voucher ID will be entered for reference under the AP Reviewer's name.
11. To check the payment status of a completed request, refer to OwlPay Job Aid 007.