



OwlPay- Voucher Adjustment Job Aid 6

This job aid is designed to help Kennesaw State University employees create a voucher adjustment. Voucher adjustments are used when an accounts payable item has been fully processed but requires a change in the chart string or amount. The grand total is zero.

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: Voucher Adjustment- wrong department code.
8. Select your **Primary Speed Chart** number. This number should be the budget that you are moving the expense to (if changing). The original department speed chart does not need to be selected here, unless you are not making a change to it.
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.
11. **Special Handling** -Select **None** for this type of request.
12. Fill in **Special Instructions**. Explain the reason for the voucher adjustment. Example: new budget established and this expense has to be moved.
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. 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. The backup documentation should support the reason for the change. Ex. Budget report showing charges in the wrong department. Note: The voucher correction form will not be required.

Line 1

14. Write a **Description** for this line Example: Line 1 description: Originally charged speed chart 59414 and acct 771800.
15. Begin entering the **Speed Chart** number or **Department name** to expense this line item, and select the correct Speed Chart from the list. Note: A quick reference list of department speed charts can be found at the following link:
<http://www.kennesaw.edu/budget/speedkeys.html>
16. Line 1 speed chart should exactly match the original voucher.
17. The **Account number** for Line 1 should be the same as the original voucher.
18. The **Amount** for Line 1 should be the **negative** amount of the original voucher.

Line 2

- 19. Select **Add Line** to enter Line 2. The following lines can be separated if speed charts are to be split. The Grand total should equal **zero**.
- 20. Write a **Description** for this line. Example: Line 2 description: Need to charge speed chart 59412 and acct 771300.
- 21. Line 2 speed chart should be where you want the expense be charged. This should match the **Primary Speed Chart** above.
- 22. The **Account number** for Line 2 should be the same as the original voucher.
- 23. The **Amount** for Line 2 should be the amount of the original voucher.
- 24. **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.
- 25. Press **Save & Submit**. A screen will appear with the saved Request ID. Note this for future inquiries or status checks.
- 26. Once the requisition has been fully approved by the department and Ad Hoc approvers, it is routed to Accounts Payable for review and processing.

Request Type:	Issue Payment	Fiscal Year:	2014
* Request Title:	Voucher Correction		
* Primary Speed Chart:	59412		
* Primary Department:	FIN-Office of Finance&Accting		
* Vendor ID:	0000042243	Name:	
* Vendor Name:	Verizon Wireless	Address:	Verizon Wireless Messaging Services
* Vendor Location:	MAIN	Address 2:	1720 Lakepointe Dr.
Special Handling:	None	City, State Zip:	Lewisville, TX 75057
Special Instructions:	Wrong account and department used in original invoice		
Attach Supporting Documentation	Choose File No file chosen	Remove	
	Choose File No file chosen	Remove	
	Choose File No file chosen	Remove	
	Choose File No file chosen	Remove	
<small>Note: Do not attach confidential data including, but not limited to, Vendor Registration Form, Visa, Driver's License, Bank Account Number, Credit/Debit Card Number, Social Security Number, Account Passwords, Passport, KSU/State/Govt. ID, KSU/State/Federal E-verification form, and other personal identification numbers.</small>			
Line 1			
* Description:	Originally charged to 59414 and acct 771800	Invoice #:	12345 Invoice Date: 01/14/2014
* Speed Chart:	59414	* Dept:	HRS-Employee Data Services
* Account #:	771800	* Name:	Telecom - Data * Amount: \$ -50.00
Line 2 X			
* Description:	Need to charge to 59412 and acct 771300	Invoice #:	12345 Invoice Date: 01/14/2014
* Speed Chart:	59412	* Dept:	FIN-Office of Finance&Accting
* Account #:	771300	* Name:	Telecom - Cellular * Amount: \$ 50.00
Add Line			
Grand Total: \$ 0.00			