



OwlPay - Intercompany Payment Job Aid 9

This job aid is designed to help Kennesaw State University employees create an intercompany payment within the University without producing an actual check. The intercompany payment is created when a department on campus bills another department on campus and payment is required to transfer funds between two departments. The net effect of this OwlPay request is to produce the appropriate journal entries to record the invoice and payment for the departments involved, but with no check or payment actually occurring; the impact on the University's net cash position will be zero.

Create a Request for an Intercompany Payment

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: Intercompany Payment for Culinary.
8. Select your **Primary Speed Chart** number. This number should be the same as the budget that you need to charge against. It is also called an expense account number.
9. The Primary Department field will populate based on the Primary Speed Chart entered. Confirm that 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 in **Appendix A**. The default address will appear.
11. **Special Handling** - Select "None" for this type of request.
12. Fill in **Special Instructions**. No check required – Intercompany request for transfer of funds.
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 be returned, requiring restarting the approval process from the beginning. The backup documentation should support the reason for the change. Example: Food Approval Form and invoice from department.
14. Line 1
 - Write a **Description** for this line Example: Line 1 description: Pay Culinary Services on 07/01/2014.
 - Begin entering the **Speed Chart** number or **Department name** to pay from or expense on this line 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>
 - The **Account number** for Line 1 should be the account where the expense or charge your budget.

- The **Amount** for Line 1 should be a **positive number**.
 - **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.
15. Line 2
- 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**.
 - Write a **Description** for this line. Example: Line 2 description “Revenue for Culinary”
 - Line 2 Speed Chart should be where you want the revenue to be posted. This should be provided for you on the invoice you received.
 - The **Account number** for Line 2 should be the account provided for you on the invoice. If there is none contact the department for instructions.
 - The **Amount** for Line 2 should be the same amount as line one but should be entered as a **negative** number. Place a “-“minus sign before the number when you enter it on this line.
 - Important! The Ad Hoc approver for the department was automatically added for the revenue portion of the approval. Delete this Ad Hoc approval. Revenue does not need to be approved.
16. Press **Save & Submit**. A screen will appear with the saved Request ID. Note this for future inquiries or status checks.
17. Once the requisition has been fully approved by the department and any Ad Hoc approvers, it is routed to Accounts Payable for review and processing.

Line 1

* Description: Inter-company payment group meal Invoice #: 1234 Invoice Date: 08/25/2014

* Speed Chart: 59412 * Dept: FIN-Office of Finance&Accting

* Account #: 727100 * Name: Other Operating Expense * Amount: \$ 1000.00

Line 2 X

* Description: Inter-company Group Meal Invoice #: Invoice Date:

* Speed Chart: 31000 * Dept: COO-Dining Hall Operations

* Account #: 452123 * Name: Sales-Other One Time Entries * Amount: \$ -1000.00

Add Line

Grand Total: \$ 0.00

Dept. Approver: **Monty Allen** Second Dept. Approver: **None**

Add Ad Hoc Approvers

Ad Hoc Approver 1: **Jenifer Duggan** Ad Hoc Approver 2: **Joseph LaBouff** Ad Hoc Approver 3:

Ad Hoc Approver 4: Ad Hoc Approver 5: Ad Hoc Approver 6:

Delete

Appendix A - KSU Internal Vendors

Special vendors have been set up in the system to account for intercompany payments. Please use these vendors listed below for any intercompany payment.

Vendor Name	Vendor Number
KSU Culinary Services	0000410806
KSU Parking Services	0000410807
KSU Public Safety Services	0000410808
KSU Petty Cash Reimbursement	0000410809
KSU Conference and Learning	0000410810
KSU Other	0000410811
KSU Catering Services	0000410854