



OwlPay- Payment Status Job Aid 7

This job aid is designed to help Kennesaw State University employees view an OwlPay voucher for payment status in the PeopleSoft system. Note: Status in OwlPay must be **Complete**.

Look up Payment Status- This is only applicable to those users with AP Inquiry access in PeopleSoft, which typically includes Business Managers, Business Ops Professionals, and some others.

1. Log into PeopleSoft: <https://www.usg.edu/gafirst-fin/>
2. Select Accounts Payable from the menu.
3. Navigate to Vouchers – Add/Update – Regular entry – Find an existing value.
4. Type in the **Voucher ID** given on the Request from OwlPay. Add a zero to the beginning of the number if one isn't present. Voucher ID should be exactly 8 digits. Ex. 04151234
Click Search.
5. Once the voucher opens, click on the **Payments** tab.
6. Scroll down to the **Schedule Payment** section.
7. This section will include the **Payment Date** and **Reference** number.
8. If these fields are blank, then no payment has been made yet.
9. If this field contains a date, then that is the day that the check was issued or direct deposit has been made.
10. The **Reference** number is either a check or Direct deposit (ACH/EFT).
11. Check numbers begin with 7XXXXXX and are mailed the following business day.
12. Direct deposit numbers begins with 0XXXXXX and are posted the following business day.
13. Refer to screen shot below.

Summary | Invoice Information | **Payments** | Voucher Attributes | Error Summary

Business Unit: 43000 Invoice Number: 0000006139
Voucher ID: 04151939 Invoice Date: 10/09/2013
Voucher Style: Regular
Total: 314.10
Vendor: Georgia Mechanical, Inc. *Pay Terms: Due Now
5148 Carson Court
Buford, GA 30518

Payment Information Find | View All First 1 of 1 Last

Scheduled Payment: 1
*Remit to: 0000051808
Location: MAIN
*Address: 1
Georgia Mechanical, Inc.
5148 Carson Court
Buford, GA 30518
Gross Amount: 314.10 USD
Discount: 0.00 USD Discount Denied
Scheduled Due: 12/11/2013
Net Due: 10/09/2013
Discount Due:
Accounting Date: 12/12/2013

Payment Method
*Bank: MB2OP Pay Group:
*Account: OPR2 *Handling: MN
*Method: ACH ACH  *Netting: N

Schedule Payment
*Action: Schedule Payment Date: 12/12/2013
Pay: Reference: 006625
Payment Options
 Separate Payment:
Letter of Credit: 