



### OwlPay- View Request Job Aid 3

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](http://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 job aid "OwlPay - Payment Status".