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.
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. 05451234
   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 8XXXXX and are mailed the following business day.
12. Direct deposit numbers begins with 0XXXXX and are posted the following business day.
13. Refer to screen shot below.
### Payment Information

<table>
<thead>
<tr>
<th>Payment</th>
<th>Gross Amount</th>
<th>Discount</th>
<th>Scheduled Due</th>
<th>Supplier Bank</th>
<th>Payment Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0.00 USD</td>
<td>0.00 USD</td>
<td>9/4/2019</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Payment Options

- **Bank**: MB2OP
- **Account**: OFF03
- **Method**: ACH

**Message**: Message will appear on remittance advice.

#### Schedule Payment

- **Action**: Schedule Payment
- **Pay**: Reference 04/03/2019