



OwlPay- Approve/Return/Cancel a Request Job Aid 2

This job aid is designed to help Kennesaw State University employees Approve, Cancel or Return a payment request through the OwlPay system.

Approve, Return or Cancel a Request

1. Approvers will be notified by email that a Request is pending approval. Note: Dept. and Second Dept. Approvers receive email notifications first. Once approved, all Ad Hoc Approvers will receive the email notification at the same time.
2. Log in to KSU Connect from campus.kennesaw.edu or access the Request through the link in the email sent and then Log in.
3. Click on the **General** tab and select **OwlPay System**.
4. Under the **Approvers** tab select **Approve OwlPay Requests**. Click on the Request ID. The full Request will be available. Review the description, speed chart, account and amount.
5. To view an attachment, click on the attachment link. The attachment will pop up. When you finish reviewing the attachment, click the X box in the upper right corner to close the pop up screen.
6. To add additional attachments, click on the **Browse** button and select your file. Limit a total of four attachments per request.
7. Review previous Approver's comments if applicable.
8. Find the Approver field with your name and click on the dropdown menu for a list of options.
9. To **Approve** the request, it is optional to enter comments in the **Comments** field.
10. Select **Approved** from the **Status** dropdown.
11. To **Cancel** the request, it is mandatory to enter comments in the **Comments** field.
12. Select **Canceled** from the **Status** dropdown.
13. To **Return** the request, it is mandatory to enter comments in the **Comments** field.
14. Select **Returned** from the **Status** dropdown.
15. When Requests are returned, the approval process must start over after additional documents or comments are added.

Note: Use preferred methods of payment per the KSU Procure-to-Pay Matrix. Policy violations will be issued if the guidelines are not followed.