

# REVIEWING ATTACHMENTS & RECEIPTS FOR DEPOSITS

ARDPMT06

## REVIEWING ATTACHMENTS & RECEIPTS FOR DEPOSITS

### PURPOSE

This guide outlines the steps to retrieve and review attachments for deposits processed in OMNI Financials.

### ACCESS

This functionality is available to users with the security role **FSU\_AUX\_AR\_RECON**. To request this role, navigate to **eORR** within OMNI Human Resources.

## PAYMENT ATTACHMENTS

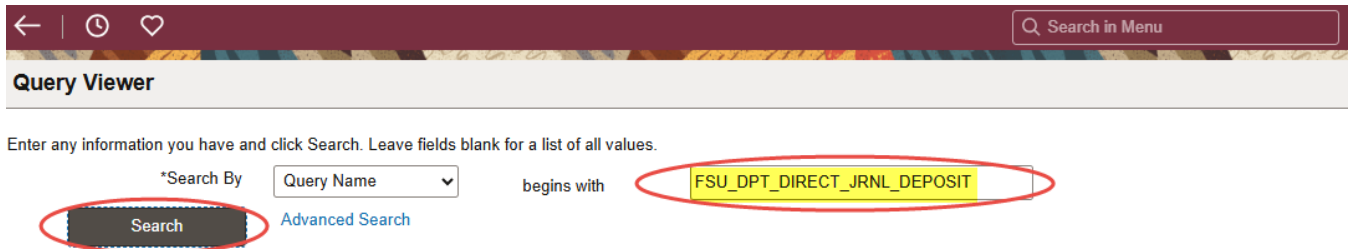
Payment attachments may vary depending on the transaction type. They can include:

- Check images
- Departmental Deposit Forms
- Email correspondence
- Other backup documentation used to process the deposit

## RUN FSU\_DPT\_DIRECT\_JRNL\_DEPOSIT FI QUERY

Navigate to **OMNI Financials > Transactions & Reporting > Reporting > Query Viewer** or type **Query Viewer** into the **Search in Menu** bar at the top of the Financials screen to access the **Query Viewer** page.

1. Enter the query **FSU\_DPT\_DIRECT\_JRNL\_DEPOSIT** in the blank field and click search.



2. This will produce the following search results:

Search Results

\*Folder View -- All Folders --

| Query Name                     | Description                    | Owner   | Folder     | Run to HTML | Run to Excel | Run to XML | Schedule | Definitional References | Add to Favorites |
|--------------------------------|--------------------------------|---------|------------|-------------|--------------|------------|----------|-------------------------|------------------|
| FSU_DPT_DIRECT_JRNL_DEPOSIT_PM | Direct Jrnl Deposits w/ Method | Private | DEPARTMENT | HTML        | Excel        | XML        | Schedule | Lookup References       | Favorite         |
| FSU_DPT_DIRECT_JRNL_DEPOSIT    | Direct Journal Deposits        | Public  | DEPARTMENT | HTML        | Excel        | XML        | Schedule | Lookup References       | Favorite         |

*Queries can be run to HTML or Excel. For this demonstration, it will be run to Excel.*

- Enter the parameters for the deposit(s) you are trying to locate attachments for. The start and end dates as well as Department ID should be entered. Wildcards (%) can be used in all fields except the date fields.

**FSU\_DPT\_DIRECT\_JRNL\_DEPOSIT - Direct Journal Deposits**

\*Jrnl Start Date

\*Jrnl End Date

Fund w wildcard%

Dept ID w wildcard %

Project w wildcard%

Account w wildcard%

Journal ID w wildcard%

- Enter information for the prompts.  
 - "T" can be entered for an end date of "today".  
 -The % sign can be entered as a wild card to pull non-specific or unknown information.

- Locate the transaction you wish to view. The **Payment ID** field contains a hyperlink that will take you to the deposit record in OMNI FI.

| Journal ID | Date     | Unit  | Deposit ID     | Seq | Payment ID                     | Pay Metho | Amount    | Dept   | Fund | Project | Account |
|------------|----------|-------|----------------|-----|--------------------------------|-----------|-----------|--------|------|---------|---------|
| ARD0443650 | 2/2/2026 | AUX01 | IA000013666694 | 1   | <a href="#">IA000013666694</a> | EFT       | -1110.000 | 131015 | 512  |         | 623001  |
| ARD0443650 | 2/2/2026 | AUX01 | IA000017953894 | 1   | <a href="#">IA000017953894</a> | EFT       | -1381.500 | 131015 | 512  |         | 623001  |
| ARD0443650 | 2/2/2026 | AUX01 | IA001293130504 | 1   | <a href="#">0131002305</a>     | CSH       | -352.000  | 131015 | 512  |         | 623001  |
| ARD0443839 | 2/4/2026 | AUX01 | IA000012302767 | 1   | <a href="#">IA000012302767</a> | EFT       | -1241.050 | 131015 | 512  |         | 623001  |
| ARD0443839 | 2/4/2026 | AUX01 | IA000012599871 | 1   | <a href="#">IA000012599871</a> | EFT       | -345.000  | 131015 | 512  |         | 623001  |
| ARD0443839 | 2/4/2026 | AUX01 | IA000017834521 | 1   | <a href="#">IA000017834521</a> | EFT       | -1001.500 | 131015 | 512  |         | 623001  |
| ARD0443839 | 2/4/2026 | AUX01 | IA000018268398 | 1   | <a href="#">IA000018268398</a> | EFT       | -1474.000 | 131015 | 512  |         | 623001  |
| ARD0443839 | 2/4/2026 | AUX01 | IA001196850608 | 1   | <a href="#">0131002309</a>     | CHK       | -260.000  | 131015 | 512  |         | 623001  |
| ARD0443963 | 2/5/2026 | AUX01 | IA000015058821 | 1   | <a href="#">IA000015058821</a> | EFT       | -1226.000 | 131015 | 512  |         | 623001  |
| ARD0443963 | 2/5/2026 | AUX01 | IA001198030031 | 1   | <a href="#">0131002312</a>     | CHK       | -171.000  | 131015 | 512  |         | 623001  |
| ARD0444028 | 2/6/2026 | AUX01 | IA000018550323 | 1   | <a href="#">IA000018550323</a> | EFT       | -1997.350 | 131015 | 512  |         | 623001  |

## RETRIEVE ATTACHMENTS

- Clicking the hyperlink will open the **All Payments** page. The deposit information will be displayed.
- Click on the **Attachments** hyperlink to access related files.

**All Payments**

|                 |                     |                                 |                |                  |                   |
|-----------------|---------------------|---------------------------------|----------------|------------------|-------------------|
| Deposit Unit    | AUX01               | Deposit ID                      | IA000013666694 | Payment ID       | IA000013666694    |
| Payment Amount  | 1,110.00            | Currency                        | USD            | User             |                   |
| Selected Amount | 0.00                | Currency                        | USD            | Assigned         |                   |
| Payment Status  | Directly Journalled | Posting Status                  |                |                  |                   |
| Account         | WELLS CONC          | Acctg Date                      | 02/02/2026     |                  |                   |
| Posting Action  |                     | <a href="#">Attachments (1)</a> |                | Posted Date      |                   |
| Created By      |                     |                                 |                | Modified By      |                   |
| Created On      | 02/02/2026 8:46AM   |                                 |                | Last Modified On | 02/03/2026 7:32AM |

3. A new page will open, displaying **Payment Worksheet Attachments**. Click the file name to open the attachment. Keep in mind there may be multiple documents available for viewing.

**All Payments**

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**Payment Worksheet Attachments**

Unit: AUX01    Deposit ID: IA000013666694    Seq: 1    Payment ID: IA000013666694

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**Details**

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| File Name                         | Description | User | Name |
|-----------------------------------|-------------|------|------|
| FSUS_PayPams_EFT_ARD_01.30.26.pdf |             |      |      |

Return

*Ensure your browser's pop-up blocker is disabled, as the attachment will open in a new window.*

4. Once open, attachments can be downloaded or saved as needed.

## ACCESSING DEPOSIT RECEIPTS

Departments are not required to retain receipts for payments delivered securely to the Drop Box outside of the Office of Student Finance (A1500 University Center). Relevant information will already be stored with the payment and can be retrieved as outlined in the **Retrieve Attachments** section. If needed, receipts for Drop Box payments can be accessed as follows:

1. Navigate to **OMNI Financials > Transactions & Reporting > Search for a Transaction > Search for a Cash Drawer Recpt.**
2. On the **Cash Drawer Receipt Inquiry** page:
  - Enter **AUX01** as the Deposit Unit.
  - Add any other known search prompts to locate the payment and click **Search**.
  - **Note:** The Cash Drawer ID typically begins with **CDR**.

## Cash Drawer Receipt

### Find an Existing Value

#### Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches

Saved Searches

\*Deposit Unit =

Receipt Number begins with

Customer begins with

Business Unit Type =

Business Unit begins with

Cash Drawer ID begins with

Receipt Status =

Last Update Date/Time =

Show fewer options

3. Select a result hyperlink to view the payment details and receipt.
4. Click the **Print Receipt** button at the bottom of the page.
  - o Ensure the browser's pop-up blocker is disabled, as the receipt will open in a new tab.
5. The receipt will open, and it can be downloaded or saved as needed.

END