Attachments and Receipts for Deposits

About this Guide
Use this guide to understand how to retrieve attachments and receipts for deposits processed in OMNI Financials.

Payment Attachments
This section outlines how to retrieve payment attachments in OMNI Financials. Payment attachments vary depending on the type of transaction, but could include check images, Departmental Deposit Forms, email correspondence, and other backup information used to initially process the deposit when the payment was received by the Controller’s Office.

This functionality is available to users with the security role FSU_AUX_AR_RECON as well as to users responsible for auxiliary billing in OMNI Financials. To request this role, navigate to eORR within OMNI Human Resources.

1. Identify Payment ID
   a. If not done so already, identify the payment ID for the payment you are inquiring about using the FSU_DPT_DIRECT_JRNL_DEPOSIT query.

2. Retrieve Attachments
   b. Enter the following information:
      i. Deposit Unit: AUX01
      ii. Payment ID: Your payment ID
   c. Select “Search”
d. On the “All Payments” page, click the Attachments hyperlink.

e. On the “Payment Worksheet Attachments” page, click the file name for the attachment you wish to view (ensure your browser’s popup blocker is disabled as the attachment will open in a new window).
Deposit Receipts

This section outlines how to retrieve deposit receipts in OMNI Financials. Note that there is no need for departments to retain receipts for deposits delivered securely to the Drop Box located outside of the Student Business Services office (A1500 University Center). Information more useful to the deposit’s purpose and nature will be stored with the Payment and retrieved as outlined in the section above. However, if necessary, receipts for payments delivered to the Drop Box can be viewed by following the steps outlined in this section.

1. Navigate to OMNI Financials > Accounts Receivable > Payments > Cash Drawer > Cash Drawer Receipt Inquiry
2. On the “Cash Drawer Receipt” page, enter AUX01 as Deposit Unit and other prompts as needed to identify the receipt. Select “Search.”

![Cash Drawer Receipt Inquiry](image)

Enter information needed in order to locate the receipt.
3. On the “Cash Drawer Receipt” page, click the “Print Receipt” button. Note: ensure your browser’s pop up blocker is disabled, as the receipt will open in a new tab.

4. The receipt opens on the next page.