



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.

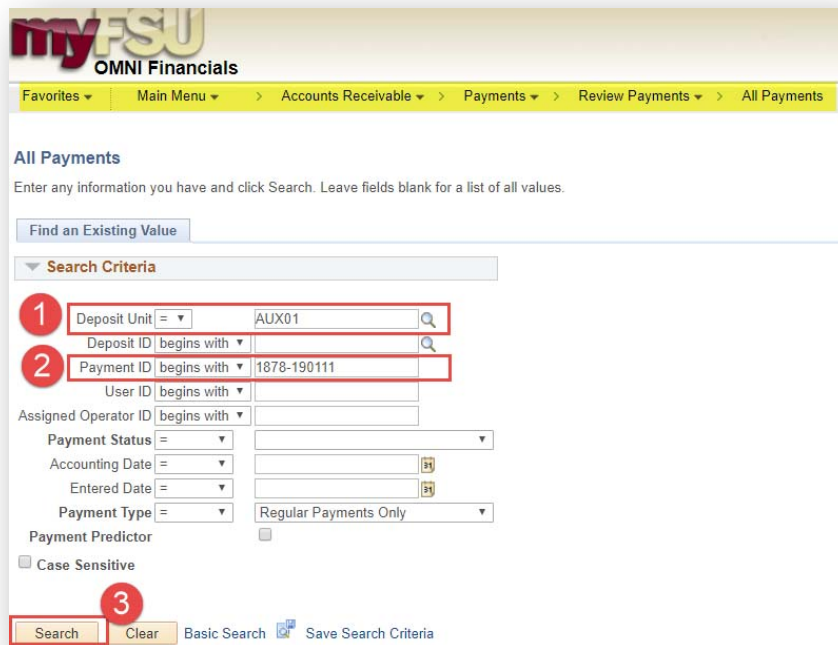
This functionality is available to users with the security role FSU_AUX_AR_RECON as well as to users responsible for auxiliary billing in OMNI Financials. To request this role, navigate to eORR within OMNI Human Resources.

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

- a. Navigate to *OMNI Financials > Accounts Receivable > Payments > Review Payments > All Payments.*
- 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.

All Payments

Deposit Unit AUX01 Deposit ID 10001368 Payment ID 1878-190111

Payment Amount 1,004.45 Currency USD User GEO14B Group ID

Selected Amount 0.00 Currency USD Assigned GEO14B

Payment Status Directly Journalled Posting Status Unpost Reason

Account WELLSCHCK Acctg Date 01/14/2019 Entered Date 01/14/2019

Posting Action **Attachments (1)** Posted Date Payment Type Payment

Created By GEO14B Modified By GEO14B

Created On 01/14/2019 8:42AM Last Modified On 01/14/2019 8:50AM

Customer Information Personalize | Find | View All | [Print] | [Refresh] First 1 of 1 Last

Unit	Customer	Name

Reference Information Personalize | Find | View All | [Print] | [Refresh] First 1 of 1 Last

Qual Code	Reference

Item Selected Personalize | Find | View All | [Print] | [Refresh] First 1 of 1 Last

Unit	Customer ID	Item ID	Line	Payment Amount	Currency

[Return to Search](#) [Notify](#)

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).

Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Review Payments ▾ > All Payments

Payment Worksheet Attachments

Unit: AUX01 Deposit ID: 10001368 Seq: 1 Payment ID: 1878-190111

Details Personalize | Find | View All | [Print] | [Refresh] First 1 of 1 Last

File Name	Description	User	Name	Date/Time Stamp
01-10-19_FSUCard_2.pdf		GEO14B	Garett Ostberg	01/14/2019 8:43:41AM

[Return](#)



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.”

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.*

Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Cash Drawer ▾ > Cash Drawer Receipt Inquiry

Cash Drawer Receipt Inquiry

Deposit Unit AUX01 Receipt Number 1000613
 Receipt Status Reconciled Business Unit AUX01
 Business Unit Type AR Cash Drawer ID AUXCD Controller's AUX Office
 Bill To Customer AUX1003590 Synth Taxus, LLC
 Payment Amount 1195.00 USD Reconciliation ID 000000000000154
 Payment Purpose [Attachments \(1\)](#)

Reference Information Personalize | Find | [?] [] First 1 of 1 Last

Qual Code	Reference
I	AUX00041815

Payment Tendered Personalize | Find | [?] [] First 1 of 1 Last

Payments Processing Results []

Payment Method	Amount Tendered	Additional Information
Check	1195.00	

Non-Cash Received 1195.00
 Cash Received 0.00

 Total Tendered 1195.00
 Change Due 0.00
 Comments []

Cashier ID STH09 Date/Time 01/10/19 3:24:59PM

Print Receipt

[Return to Search](#)
 [Previous in List](#)
 [Next in List](#)
 [Notify](#)

- 4. The receipt opens on the next page.



FLORIDA STATE UNIVERSITY

Payment Receipt

Date:	2019-01-10 15:24
Receipt Number:	1000613
Customer Number:	AUX1003590
Bill To:	Synth Taxus, LLC 11335 Turkey Roost Road Tallahassee, FL 32317
Payment Amount:	1,195.00
Check #000021 2019-01-02	1,195.00
Total Tendered:	0.00 USD
Change Due:	AUX00041815
Reference:	AUXCD
Drawer:	STH09
Cashier:	