

REVIEWING ATTACHMENTS & RECEIPTS FOR DEPOSITS

ARDPMT06

REVIEWING ATTACHMENTS & RECEIPTS FOR DEPOSITS

The purpose of this guide is to understand how to retrieve and review attachments for deposits processed in OMNI Financials.

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.

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PAYMENT ATTACHMENTS


Payment attachments vary depending on the type of transaction, but can include check images, Departmental Deposit Forms, email correspondence, and other backup documentation used to process the deposit when the payment was received by the Controller’s Office.

IDENTIFY PAYMENT ID

Identify the payment ID using the FSU_DPT_DIRECT_JRNL_DEPOSIT query in an Excel format.

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.

Filter the results to find the Payment ID needed.

Journal ID	Date	Deposit ID	St	Payment ID	Amoun	Dept	Fui	Proje	Accou	ChartField	ChartField	ChartField	ARD Pmt R	ARD Line Descr
ARD0396323	12/4/2023	IA001090044466	1	0131001179	-264.850	131015	512		623001					0131001179

RETRIEVE ATTACHMENTS

Navigate to OMNI Financials > Accounts Receivable > Payments > Review Payments > All Payments.

Enter the following information and click Search:

- A. Deposit Unit: AUX01
- B. Payment ID

Accounts Receivable

All Payments

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

Find an Existing Value

Search Criteria

*Deposit Unit = A AUX01

Deposit ID begins with

Payment Sequence =

Payment ID begins with B 0131001179

User ID begins with

Assigned Operator ID begins with

Payment Status =

Accounting Date =

Entered Date =

Payment Type = Regular Payments Only

Payment Predictor

Case Sensitive

Search **Clear** Basic Search Save Search Criteria

The deposit information will populate and provide access to the attachments uploaded into OMNI when the deposit was processed. Click on the “Attachments” hyperlink to access the attachments.

All Payments					
Deposit Unit	AUX01	Deposit ID	IA001090044466	Payment ID	0131001179
Payment Amount	264.85	Currency	USD	User	CRCHASE
Selected Amount	0.00	Currency	USD	Assigned	CRCHASE
Payment Status	Directly Journalled			Posting Status	
Account	WELLS CONC	Attachments (2)		Unpost Reason	
Posting Action				Entered Date	12/04/2023
Created By	CRCHASE			Payment Type	Payment
Created On	12/04/2023 11:20AM			Last Modified On	12/06/2023 2:48PM

Click on the Attachments hyperlink to access the deposit backup documentation

Upon clicking on the Attachments hyperlink, a new page will open for Payment Worksheet Attachments. Click the file name to access the attachment. Ensure that the browser's popup blocker is disabled as the attachment will open in a new window.

Payment Worksheet Attachments

Unit: AUX01 Deposit ID: IA001090044466 Seq: 1 **Payment ID: 0131001179**

Details

11-27-23.pdf FSUS_Cafe_Daily_Deposit_Form_-_Master.pdf

File Name	Description	User	Name	Date/Time Stamp
11-27-23.pdf		CRCHASE	Cristie Chase	12/04/2023 11:21:41AM
FSUS_Cafe_Daily_Deposit_Form_-_Master.pdf		CRCHASE	Cristie Chase	12/04/2023 11:21:41AM

Note: A red arrow points from the text "Click on the file links to access the attachments." to the file links in the table above.

Once the attachments open, the user can download and save them if needed.

ACCESSING DEPOSIT RECEIPTS

Note that there is no need for departments to retain receipts for payments 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.

Navigate to OMNI Financials > Accounts Receivable > Payments > Cash Drawer > Cash Drawer Receipt Inquiry.

On the "Cash Drawer Receipt Inquiry" page, enter AUX01 as the Deposit Unit. Enter any other known prompts as needed to identify the payment and click Search.

Note: The Cash Drawer ID will typically start with CDR.

Cash Drawer Receipt Inquiry

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

Find an Existing Value

Search Criteria

*Deposit Unit =

Receipt Number begins with

Customer begins with

Business Unit Type =

Business Unit begins with

Cash Drawer ID contains

Receipt Status =

Search **Clear** Basic Search Save Search Criteria

Once the payment has been identified, click on any hyperlink of the results to access the payment details and receipt.

Deposit Unit	Receipt Number	Customer	Business Unit Type	Business Unit	Cash Drawer ID	Receipt Status	Payment Amount	Currency Code	Last Update Date/Time
AUX01	1019202	AUX1004534	AR	AUX01	CDR01	Reconcile	4724.58	USD	12/12/2023 8:30:55AM

Click the “Print Receipt” button at the bottom of the page. Ensure the browser’s pop-up blocker is disabled as the receipt will open in a new tab.

Cash Drawer Receipt Inquiry

Deposit Unit	AUX01	Receipt Number	1019202
Receipt Status	Reconciled	Business Unit	AUX01
Business Unit Type	AR	Cash Drawer ID	CDR01
Bill To Customer	AUX1004534		Controller's Office
Payment Amount	4724.58	USD	Reconciliation ID
Payment Purpose			000000000001100
			Attachments (1)

Reference Information

Qual Code	Reference
I	AUX00157473

Payment Tendered

Payment Method	Amount Tendered	Additional Information
Check	4724.58	

Non-Cash Received	4724.58
Cash Received	0.00
Total Tendered	4724.58
Change Due	0.00

Comments:

Cashier ID: MMIXSON

Date/Time: 12/12/23 8:30:55AM

[Print Receipt](#)

The payment receipt will open, allowing the user to download and save it if needed.

FLORIDA STATE UNIVERSITY

Payment Receipt

Date:	2023-12-12 08:28	
Receipt Number:	1019202	
Customer Number:	AUX1004534	
Bill To:	AT&T	
	PO Box 2241	
	Engle Impact MS 7372	
	Spokane, WA 99210-2241	
	4 724 58	
	4 724 58	
	4 724 58	
	0.00 USD	
	AUX00157473	
	CDR01	
	MMIXSON	

Payment Amount:	Check #0006944859 2023-11-27
Total Tendered:	
Change Due:	
Reference:	
Drawer:	
Cashier:	

END

Controller’s Office | Deposit Accounting
 December 2023 | Cristie Chase
 Questions? Contact: ctl-deposits@fsu.edu

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