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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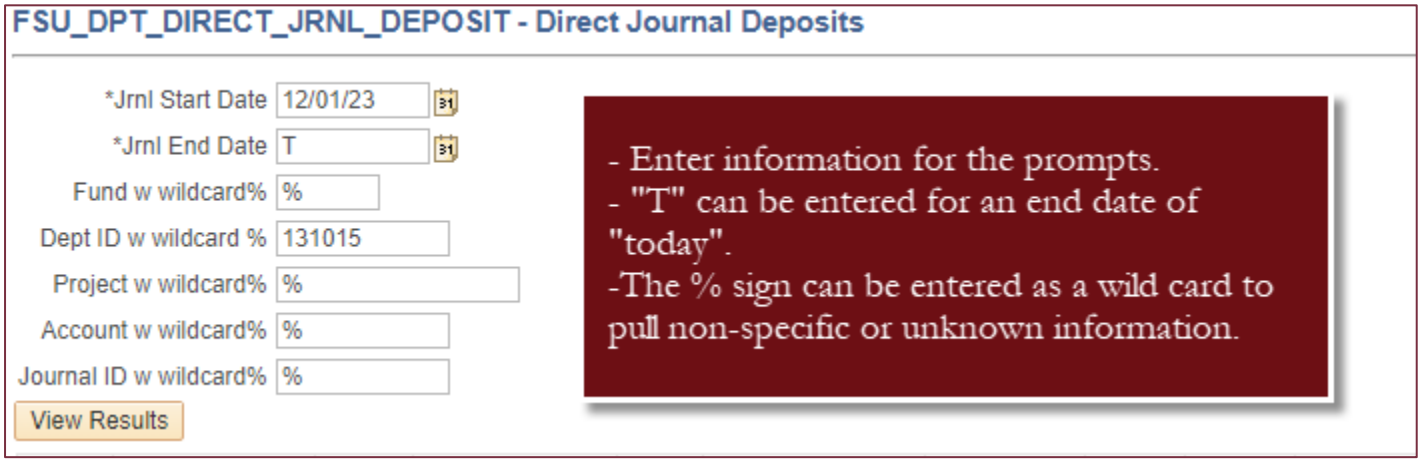
PAYMENT ATTACHMENTS

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.



Filter the results to find the Payment ID needed.

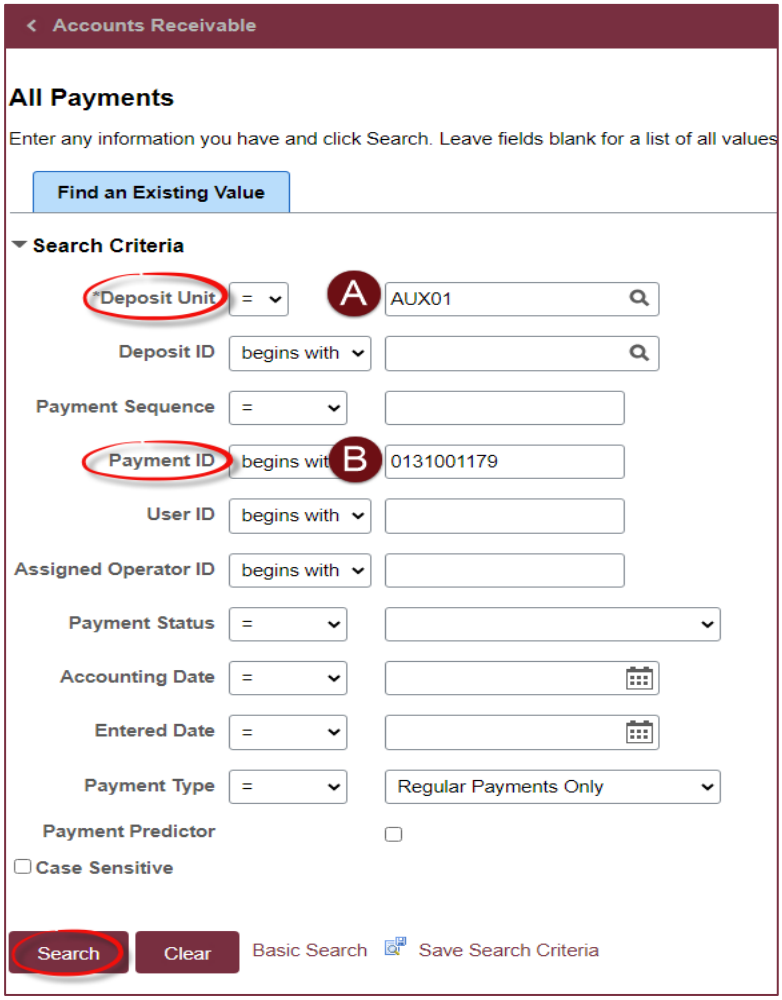
Direct Journal Deposits	17														
Journal ID	Date	Deposit ID	Se	Payment ID	Amoun	Dept	Fu	Proje	Accou	ChartField	ChartField	ChartField	ARD Pmt R	ARD Line Descr
ARD0396323	12/4/2023	IA001090044466	1	0131001179	-264.850	131015	512		623001					0131001179

RETRIEVE ATTACHMENTS

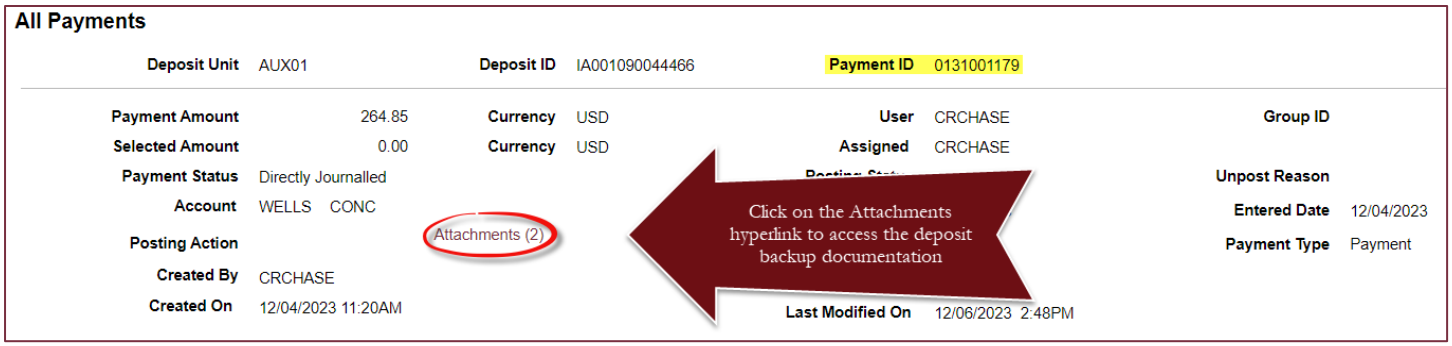
Navigate to OMNI Financials > Accounts Receivable > Payments > Review Payments > All Payments.

Enter the following information and click Search:

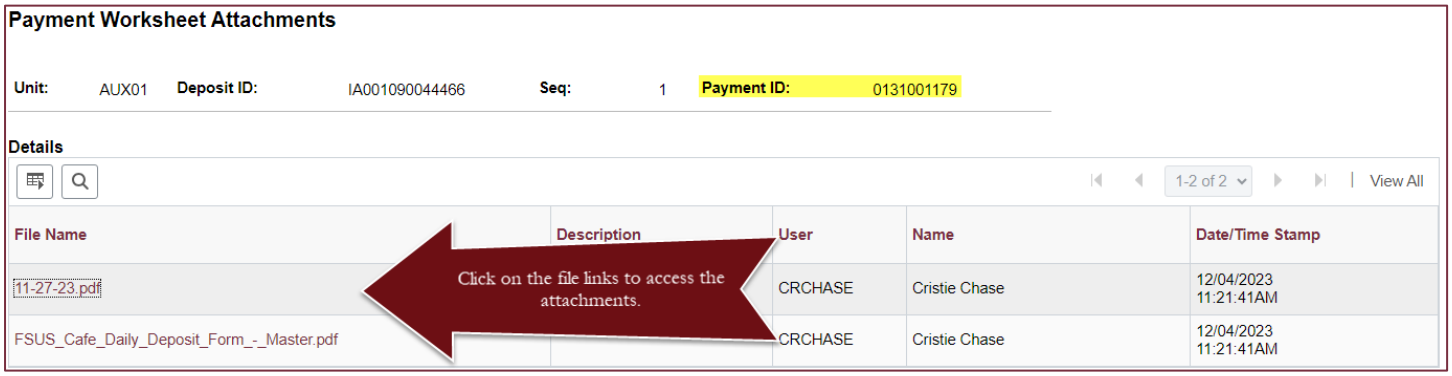
A. Deposit Unit: AUX01
B. Payment ID



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.



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.



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

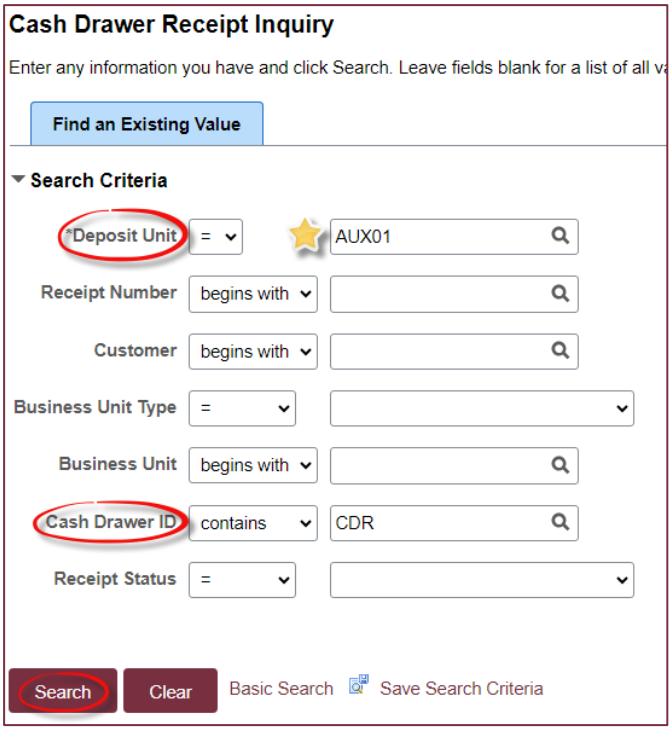
ACCESSING DEPOSIT RECEIPTS

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.

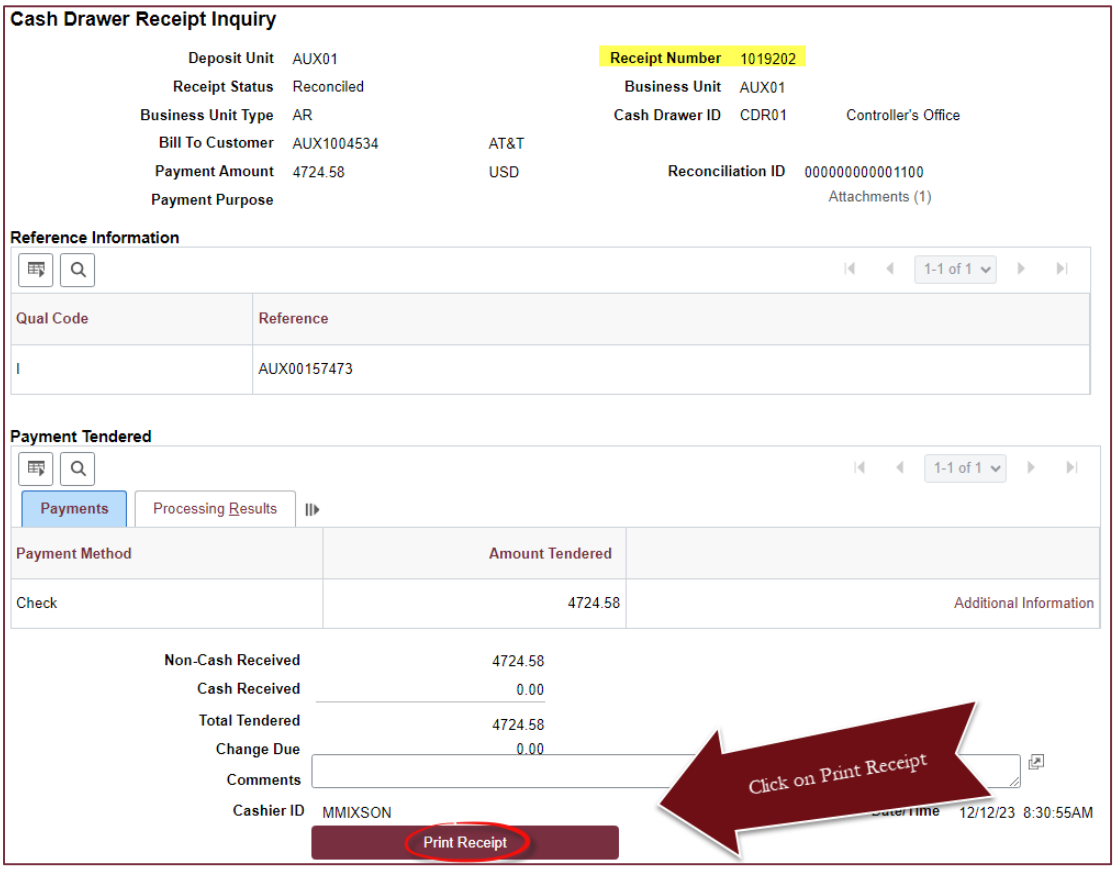
Note: The Cash Drawer ID will typically start with CDR.



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.



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

END