Odyssey CMS Cheatsheet

Topic: 1099 Process for Odyssey
Date: 2/13/2014

Summary: This Cheatsheet will explain the 1099 process of entering W-9 information and running the report. ***Please note that Odyssey does not produce the actual 1099 form.*** Odyssey will produce a report or file that can be used with a 1099 software package. The project was designed so the file can be loaded into the package without the information being re-keyed onto the 1099 form.

The attorney/firm is required to file the W-9 information in every county separately, so each county must enter their respective W-9 information. (Collection agencies do not receive a 1099 form.) If W-9 info has not been received, the funds should not be released to attorneys/law firms. Payment by check to an attorney or law firm means a check on which the attorney or law firm is named as a sole, joint or alternative payee.

Odyssey does not "create" the 1099 forms to be printed. There are a number of 1099 programs available. Odyssey creates a csv file that can be uploaded so the 1099 form doesn't need to be typed. Some counties have arranged that their Auditor will print the 1099 from the Odyssey file.

This process is Rights and Roles driven.
You may need to contact the JTAC Help Desk for access.

The Odyssey 1099 report recipients are pulled from the party information entered into both recipient fields located on the Edit Detail screen located on the Financial Tab of a case. It also pulls recipients of Registry and Trust and Cash Bonds issued to designated parties.

Adding and Viewing W-9 Information on the Party Record or Attorney Record: If you wish to use the Odyssey 1099 functionality, the W-9 information must be added to law firm/attorney office party records (Tax Identification Number) or via individual attorney records (social security number).

A. Adding the tax identification number for a law firm or law office:

1. To add the information as its stated on the W-9, Click 'Find A Party' in the left navigation bar.

   Note: When an individual attorney files W-9 information using only the attorney's name without a designation such as, "Attorney at Law", "Law Offices", LLC, INC., etc. the information from the W-9 can be entered directly via the Odyssey *Attorney* Record, in lieu of adding the information from the Odyssey *Party* record on the Find a Party screen.

2. From the Find a Party search results, select the Party Record that matches the W-9 information for the law firm or attorney office.

   a. You may need to use Advanced Search and Select "All" in the Type of Party options.
   b. If you are searching for a law firm select the Business radio button.

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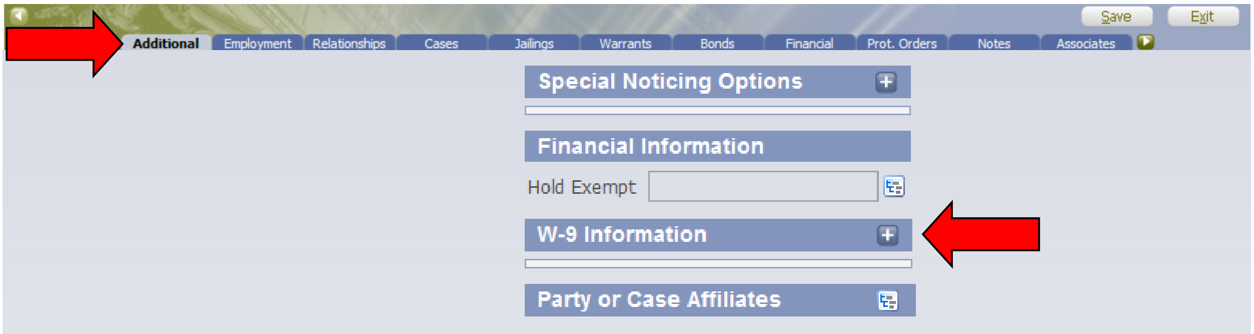
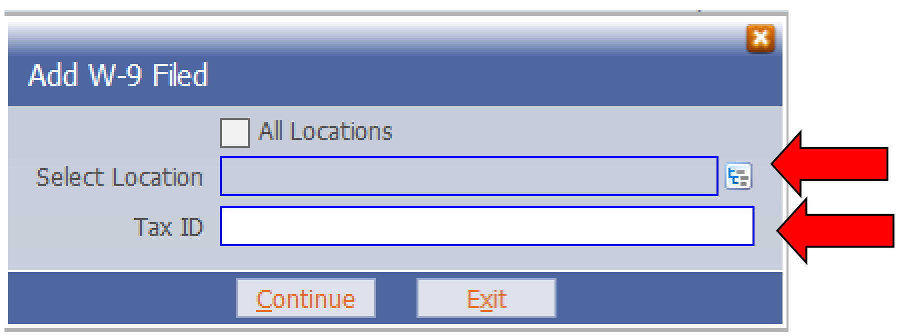
Note: The merging of party records is an on-going task that is performed by JTAC. If you discover multiple records for a party record and need them merged, please contact the JTAC Help Desk. This may happen frequently as JTAC is required to merge after conversions and new Courts begin using the system.

3. Once you have identified the correct record, click on the **Additional** Tab of the Party record. Click on the plus sign on the bottom right corner on the **W-9 Information** header bar.



4. If the Tax ID field is blank, click on the **Select Location** picker box icon, selecting the applicable nodes for your county. Type in the tax identification number from the W-9.

<u>Note</u>: If the Tax ID information already appears but does not match your W-9, please contact the JTAC Help Desk before changing.

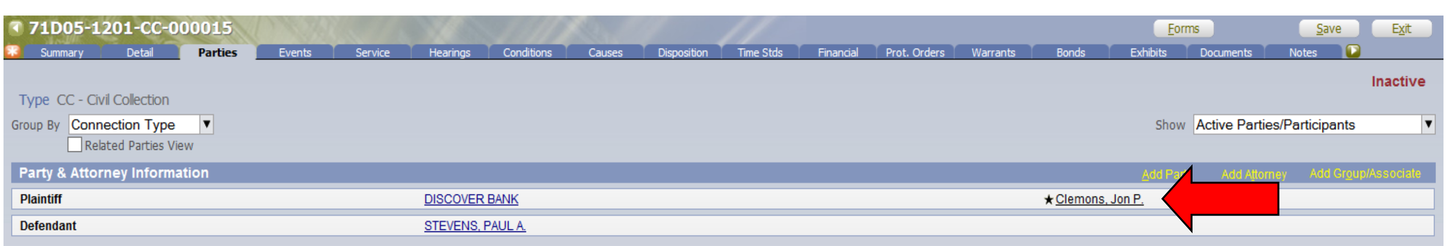


5. Click **Continue.** Click **Save** before leaving the party record.

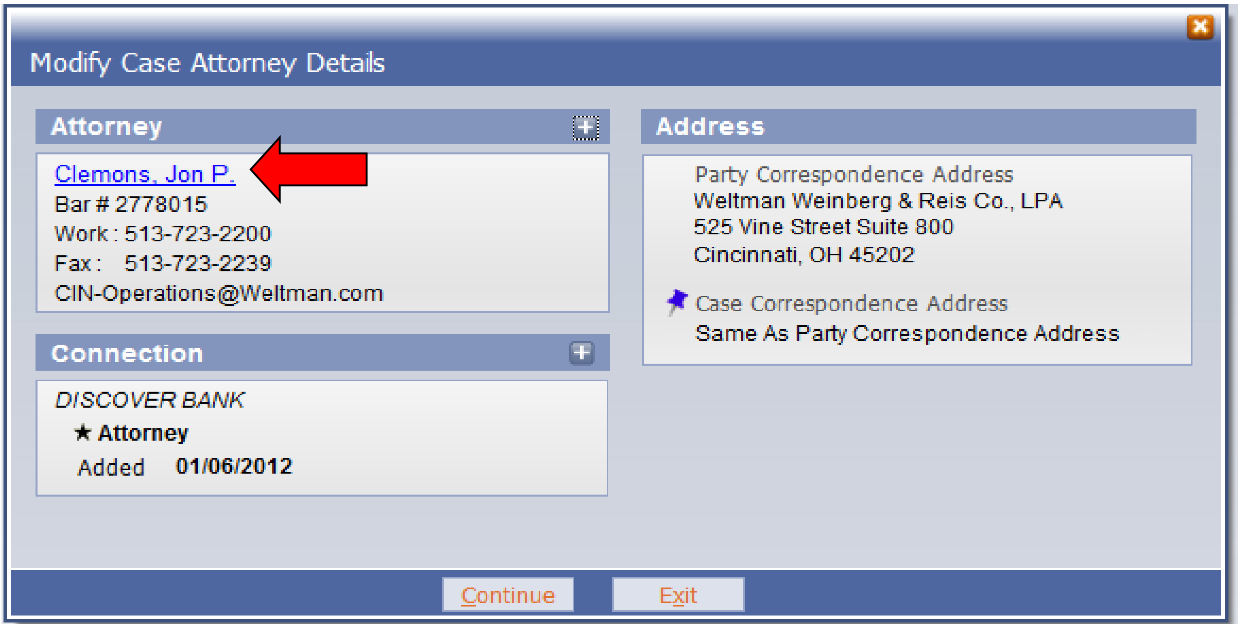
B. Adding a social security number to an attorney record (1) via the case or (2) via administration:

Adding via the case:

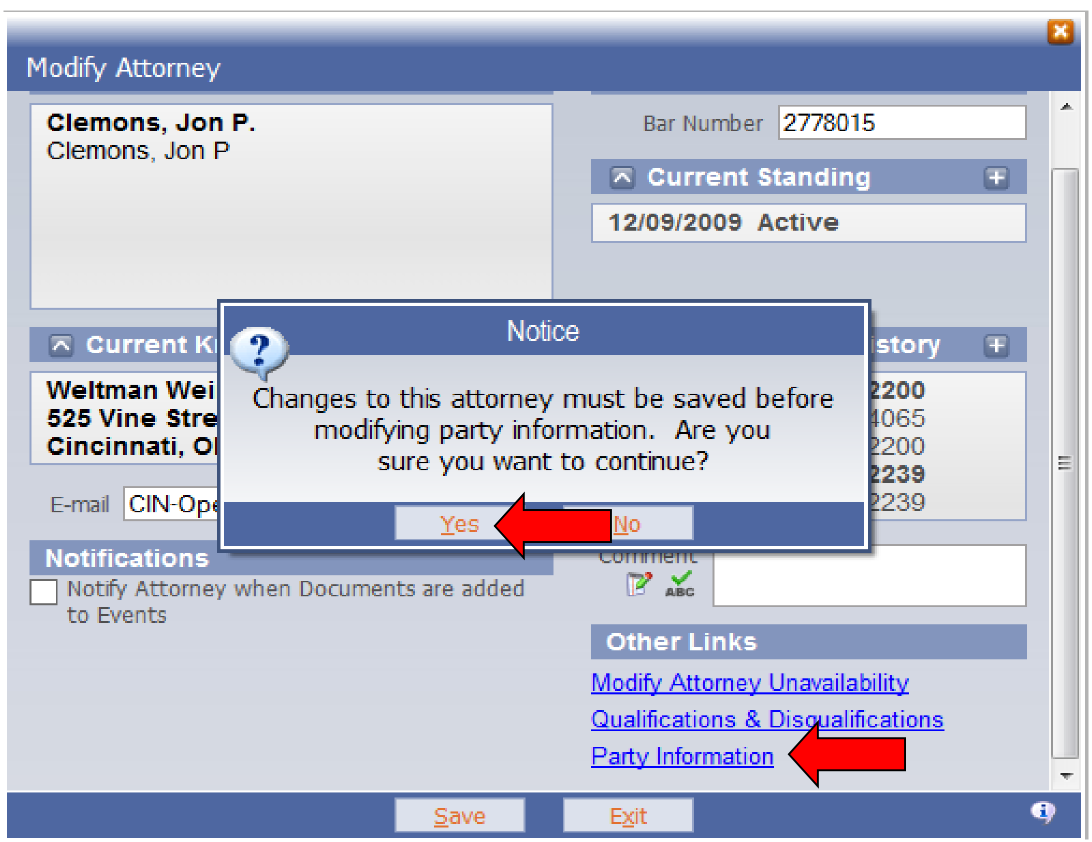
1. **<u>From the case</u>** click on the **Parties** Tab of the case click into the attorney name.



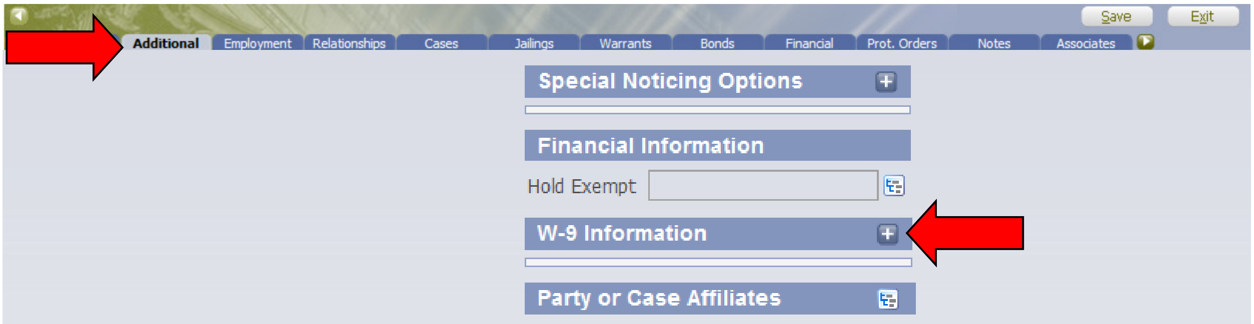
2. From the Modify Case Attorney Details, click on the attorney name hyperlink.



3. Click on the Party Information link on the lower right of the Modify Attorney box. Click **Yes** on the Notice box.

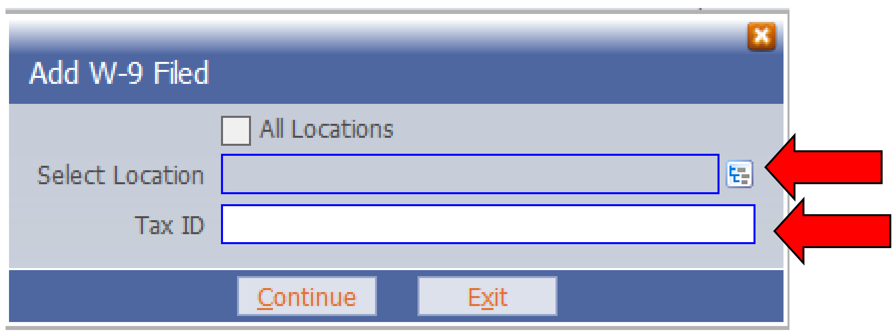


4. Click on the **Additional** Tab of the Attorney record. Click on the plus sign on the bottom right corner on the **W-9 Information** header bar.



5. If the Tax ID field is blank, click on the **Select Location** picker box icon, selecting the applicable nodes for your county. Type in the tax identification number from the W-9.

<u>Note</u>: If the Tax ID information already appears but does not match your W-9, please contact the JTAC Help Desk before changing.

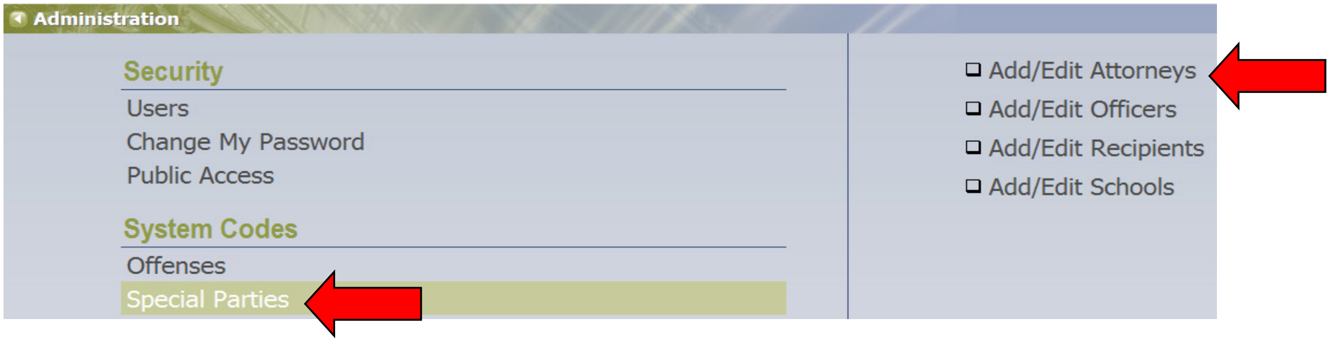


6. Click **Continue.** Click **Save**. Click **Save**. Click **Continue.** Click **Save** before leaving the case.

Adding via Administration:

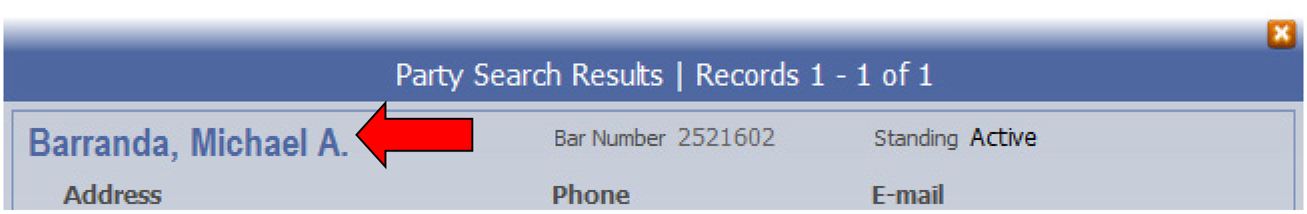
7. From **Case Manager Home** click on **Administration**.

8. Click on **Special Parties**. Click **Add/Edit Attorneys**.



9. Search using the attorney by Bar Number (No dashes) or Name. Click **Search**.

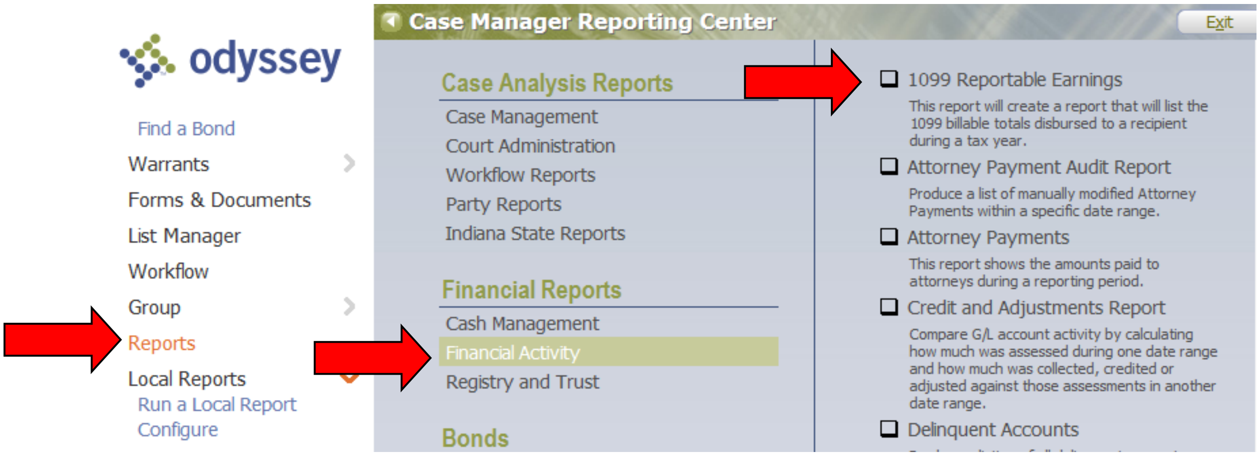
10. Click on the Attorney's name to select the record.



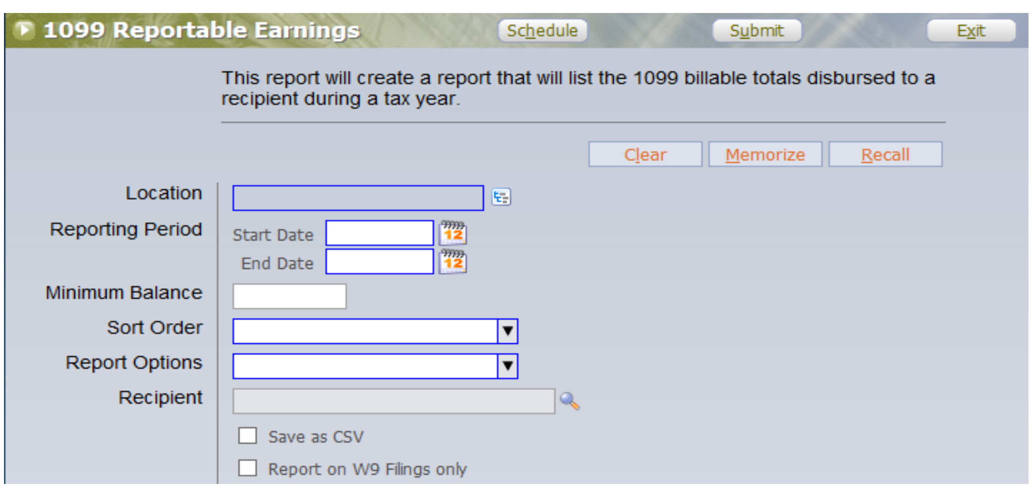
11. **Follow Steps 3 thru 5 above**. **Save** the Attorney record as necessary.

Running the 1099 Report:

1. Navigate to Reports → Financial Activity → 1099 Reportable Earnings
   - The report is designed to run as a Summary when compiling the complete list for a Court or County.
   - You can run a Detail report but will be required to designate a recipient.



2. Fill in the applicable fields:
   - *Location:* Choose your county from the picker.
   - *Date Range:* Generally this will be the year of reporting but can be done monthly or bi-annually to confirm everything looks ready for the end of the year.
   - *Sort Order:* Generally Recipient Name
   - *Report Options:* Summary
     - If *Detail* is selected, the recipient option will be required.
   - *Save as CSV:* Check this box if you want an Excel file to work with and/or a file to upload into a 1099 software package.
   - *Report on W-9 Filings Only:* This option will be used to generate the final output.
     - If you wish to see a report of who you have sent 1099'able funds to that may not have a W-9 on file, de-select this option and review the report. You may need to contact attorneys or law firms for W-9 information before the process can be completed.



3. Select **Submit** when finished. Click **Finish** to run the report and email and/or view results.