



Odyssey CMS Cheatsheet

Topic: Adding Interest from a Bank Statement

Date: 5/29/2013

Summary: This cheatsheet goes through the process of adding the interest earned from a bank statement.

Important: Odyssey is software owned by Tyler Technologies, Inc. Any screenshots of Odyssey may contain proprietary information that should not be disclosed to non-Odyssey users.

1. Open an Adjustment till from the Manage Tills menu option on the left navigation bar.
2. "Click Sign On to a Till" from the left navigation bar. Sign onto the Adjustment till.
3. Click on **Take a Misc. Payment** on left navigation bar. When the org. chart appears, choose your county or court.
 - a. Select the Payment Type.
 - b. Enter the Payor (Your bank's name).
 - c. Add a Comment, something to the effect of "April Interest Earned".
 - d. Select the tender method (Cash) and enter the amount. (If you receive a physical check you would select the check tender method and enter the check number.)
4. Click on the + plus sign and choose **Interest On Investments for Trust Account**.

5. Fill in the amount of the interest, and click **Finish**.

6. When finished, click **Save**.
7. Go to Manage Tills, Select the Adjustment Till and Close the till. Make sure that you select the proper payment method when reconciling your till. If you selected the method of Cash when taking the



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miscellaneous payment, then you need to reconcile the till, using cash as the method in the Tender Method Breakdown section of the reconciliation screen.

8. Place a check mark in the box next to **Reconciliation Complete**, and then click **Continue**.

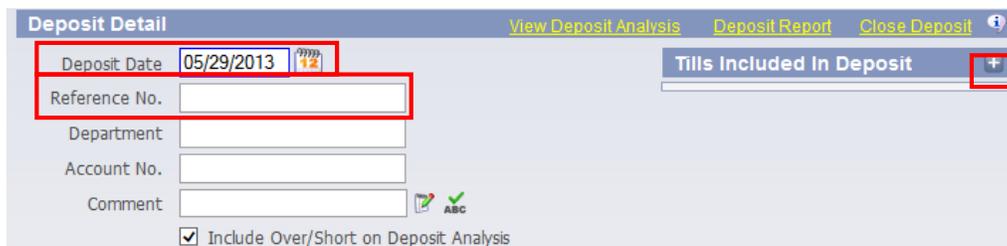
9. Click **Save** in the upper right corner. 

10. From the left navigation bar, click on **Manage Deposits**. You are adding a separate deposit for this misc receipt so that it matches the transaction on your bank statement.

11. Fill in the **Deposit Date** in the bottom left corner. **This will be today's date.** (DO NOT BACKDATE!!!)

12. In the Reference No. field, type: Bank Interest for April (or something to that effect) This will display next to the deposit in the Manage Deposit screen.

13. Then, click the **+** next to **Tills Included in Deposit**. Select the Adjustment till that you just took your payment in.



Deposit Detail [View Deposit Analysis](#) [Deposit Report](#) [Close Deposit](#) ⓘ

Deposit Date: 05/29/2013 ⓘ

Reference No.

Department

Account No.

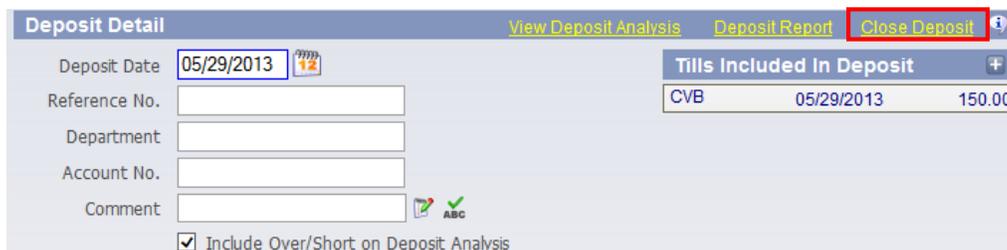
Comment ⓘ ABC

Include Over/Short on Deposit Analysis

Tills Included in Deposit **+**

14. Then, click **Continue**.

15. Now, click into yellow **Close Deposit** hyperlink.



Deposit Detail [View Deposit Analysis](#) [Deposit Report](#) [Close Deposit](#) ⓘ

Deposit Date: 05/29/2013 ⓘ

Reference No.

Department

Account No.

Comment ⓘ ABC

Include Over/Short on Deposit Analysis

Tills Included in Deposit +		
CVB	05/29/2013	150.00

16. Fill in the **Verify Deposit Date** field, the Verify Deposit **Amount** field, and your **Password**, then click **Save**.

17. If you wish to receive a report on the deposit made, click the yellow hyperlink: Deposit Report.

18. **Export** your deposit by selecting your deposit and clicking the yellow deposit hyperlink.

19. Click **Finish** to complete the export, you will receive a pop up screen suggesting your job has been sent to the Job Queue, click OK. Click Finish. You will not receive a report (unless you clicked the Deposit Report link mentioned earlier). However, you will receive a blinking message to let you know your deposit is being exported.

20. Go to OFM, click on Chart of Accounts and then onto your bank account. You should see a deposit in the amount of the interest earned through your bank.