Odyssey CMS Cheatsheet

Topic: **Adding an Investment Account, Adding Interest and Disbursing Investment**
Updated: **4/19/2013**

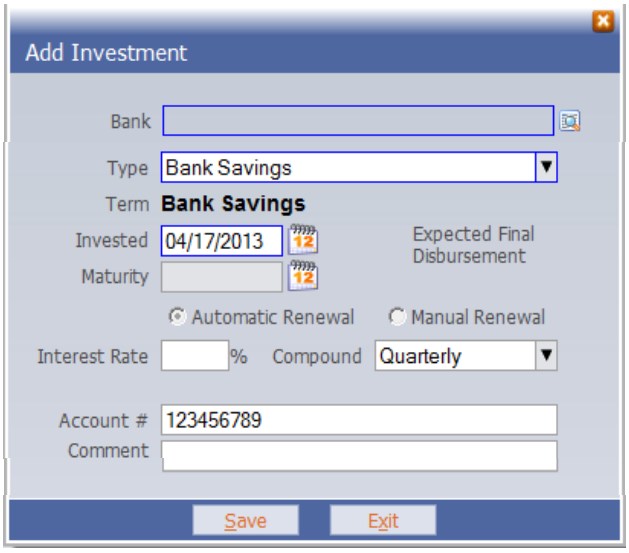
Summary: This cheatsheet describes the process of adding an investment account, adding interest, and disbursing and investment in Odyssey.

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.

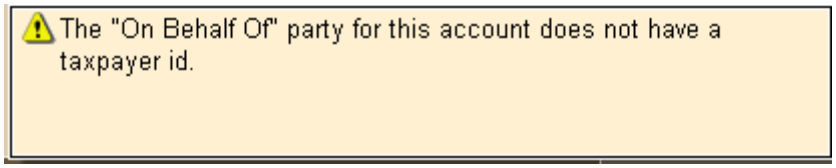
Adding an Investment Account

1. Add the Registry Account as you normally would.
   a. **Note:** If you have created a Registry Account and are now ordered to invest, you will need to bring your balance to zero in the univested portion. You can do this one of 2 ways:
      i. Click the check icon to print a check if you need a physical check to present to the bank in order to open the new account.
      ii. If you can transfer the funds, open an adjustment till and add an adjustment to the case.
   b. If you are ordered to open an Invested account from the beginning and a Registry Account doesn't currently exist, add the Registry Account but please skip the *Uninvested* section.
2. Select ***View Transactions*.**
3. Go to the bottom on the Invested Section and click the "+".

4. Fill in fields in the Add Investment screen:
   - Select the correct Bank from the picker.
   - Enter the Type of Account from the Drop Down.
   - Enter the Investment Date.
   - Enter your Account number (This will display on the Receipt Journal Report).
5. Click **Save**.



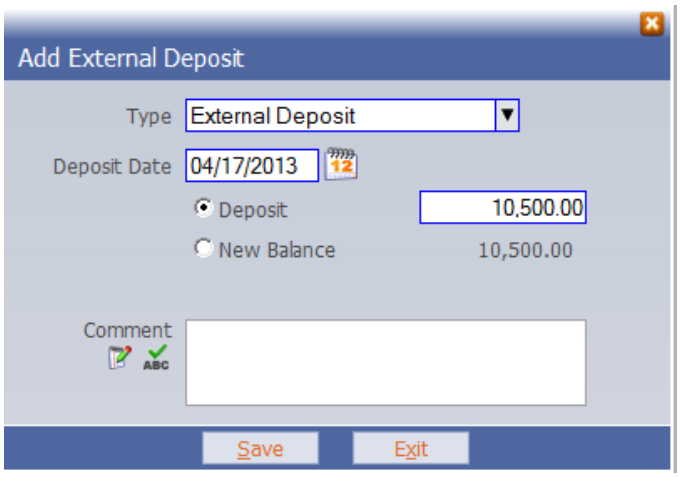
You may receive the following error upon hitting Save:



This error occurs if you didn't add the Tax Payor ID number when you setup the Registry and Trust Account. This can be updated at any time.

Remember: This type of error, containing a yellow yield sign, is called a soft error. If you click Save again, the system will save your settings and setup the new account.

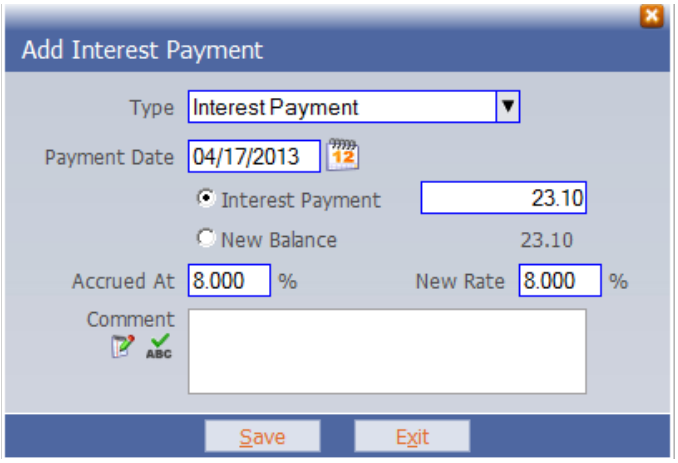
6. To add the deposit and establish the balance:
   - Select the adjustment button.
   - Enter the Type: Select "External Deposit" from the drop down menu.
   - Enter your deposit date
   - Enter the amount of the deposit.
   - Click **Save**.



Adding Interest:

1. Click on the yellow adjustment button.

2. Fill in your interest information.



Depending on what you add, you might get a soft error! Just click Save.

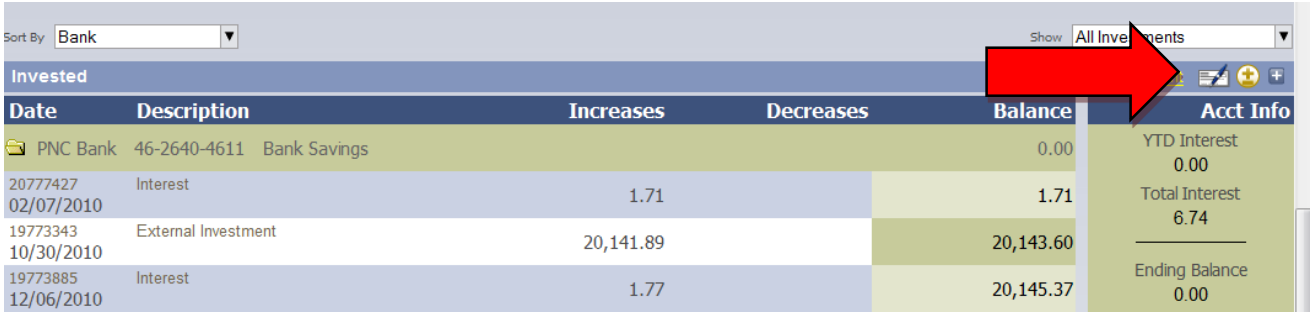
*If your bank doesn't tell you the rate you can put any amount in this field. It will give you a warning that the amount that you put in does not match the interest accrued rate but you can click through that message.

**The fields are required so you have to put something in them. If you put an amount in the field and then "make up" the interest rate" the system will give you a warning when you click continue because the figures do not match. You can click through that error message.

***If you aren't comfortable with entering an amount, you can enter zero and add a comment that you aren't recording the proper rates or something to that effect.

Disbursing Investment once Ordered to Release Trust:

1. Find your case, go to the Financial Tab and locate the party.
2. Click on the blue Registry and Trust.
3. Click View Transactions.
4. Click the Check icon (This will zero out the bottom "Invested" section)



5. After clicking the CHECK icon, fill in the screen with the correct info:
   - Type: Check to Party → Registry
   - Enter who the check was paid to… (Since this was made payable to the clerk, you can select non-case party and enter "[your county] County Clerk".)
   - Enter the amount.
   - Enter a memo.
   - Click Save.

IF you received a check from the bank, you can receipt your check from the bank on the case in your regular till. You will receipt it in under Registry and Trust "UNINVESTED" section and then cut an individual check to the recipient(s).

IF the bank transferred the money to your "Trust" bank account:

- Open an adjustment till.
- Clicked the Adjustment button in the "UNINVESTED" section of Registry and Trust.
- Enter the amount that was transferred.
- Add a comment.
- Click Save.
- Close and reconcile your adjustment till and include it in its own deposit so that it will match the individual deposit made to your trust account when the money was transferred.
- The money is now available for you to cut the check to the recipient(s).