



Odyssey CMS Cheatsheet

Topic: Adjusting Trust and Bonds to Pay Case Fees

Date: 5/7/2013

Summary: This cheatsheet is used to describe how to adjust Trust transactions to case fees as well as Bond money, when the Convert option is no longer available.

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*****Before a bond can be adjusted to pay fees, the judgment and/or case fees must be assessed on the case under the Financial tab. Once the case fees have been assessed you can follow the steps below.*****

1. **IMPORTANT** - Open up an Adjustment Till and Sign into the Adjustment Till
2. Navigate to the case
3. Click on the **Financial Tab**
4. Click into the blue **Cash Bonds or Registry and Trust** hyperlink (This depends on if you are adjusting bonds or trust).

Party/Financial	Current Due	Total Balance	Escrow Balance	Last Activity
State Plaintiff				
Defendant				
Ota, John				
Case Fees - Other	1,016.00	1,016.00	0.00	05/07/2013 Charge
Cash Bonds		0.00	1,500.00	05/07/2013 Registry Deposit
Registry and Trust		0.00	0.00	

5. Select the appropriate account by clicking on the line for the bond or trust payment. **NOTE:** If there is more than one account, the account that money is to be adjusted from must be selected before moving on.
6. After clicking on the appropriate line, click the **View Transactions** hyperlink.

Trust Type	On Behalf Of	Taxpayer ID#	Balance
Cash Bond Account	Ota, John		1,500.00
Totals			1,500.00



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7. Click on the yellow adjustment icon

42D02-1305-FD-000114 Forms Save Exit

Disposition Time Stds **Financial** Prot. Orders Warrants Bonds Exhibits Documents State Report

State of Indiana vs. John Ota
Type FD - Class D Felony

Print Transactions View Summary

Cash Bond Account Edit Account View Accounts

On Behalf Of **Ota, John** Expected Final Disbursement

Registry Balances		
Uninvested	Invested	Total
1,500.00	0.00	1,500.00

Uninvested Convert

Date	Description	Increases	Decreases	Balance	Admin Fees
37811876 05/07/2013	Bail Registry Deposit 2013-04173-CCB	1,500.00		1,500.00	

8. Click into the white increases column next to the cash bond and put a zero (0) to release the whole amount. **IF** you are releasing a partial amount enter the amount you are releasing as a negative amount. **For example**, -1016.00. Type a comment of why you are adjusting. Click **Save**.

Enter an Adjustment Close

Date

Show Amounts Show Adjustments

Fees	Increases	Decreases	Balance	Admin Fees
Knox Cash Bond	484.00	0.00	484.00	0

Current Adjustments -1,016.00 None -1,016.00 None

Reason

Comment

User **Chiquita Williams**
Station **Quita Williams**
Till

Save Exit

9. Click on **View Summary**.

42D02-1305-FD-000114 Forms Save Exit

Disposition Time Stds **Financial** Prot. Orders Warrants Bonds Exhibits Documents State Report

State of Indiana vs. John Ota
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Print Transactions View Summary

Cash Bond Account Edit Account View Accounts

On Behalf Of **Ota, John** Expected Final Disbursement

Registry Balances		
Uninvested	Invested	Total
484.00	0.00	484.00

Uninvested Convert

Date	Description	Increases	Decreases	Balance	Admin Fees
37811876 05/07/2013	Bail Registry Deposit 2013-04173-CCB	1,500.00		1,500.00	
37811879 05/07/2013	Adjustment	(1,016.00)		484.00	



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10. Click into the **Case Fees-Other** hyperlink under the correct party

Party/Financial	Current Due	Total Balance	Escrow Balance	Last Activity
State Plaintiff				
Defendant				
Ota, John				
Case Fees - Other	1,016.00	1,016.00	0.00	05/07/2013 Charge
Cash Bonds		0.00	484.00	05/07/2013 Adjustment
Registry and Trust		0.00	0.00	

11. There are two ways to apply the Bond/Trust Amount that was adjusted from the Cash Bonds:

a. First way:

- i. Click on the yellow adjustment icon and apply the cash bond amount that is being applied into the payments columns.

Fee Category	Charges	Payments	Credits	Balance	Disb	Escrow
County User Fees	204.00	0.00	0.00	204.00	0.00	0.00
Filing Fees	120.00	0.00	0.00	120.00	0.00	0.00
Fine	400.00	0.00	0.00	400.00	0.00	0.00
Other User Fees	37.00	0.00	0.00	37.00	0.00	0.00
State User Fees	255.00	0.00	0.00	255.00	0.00	0.00
Totals	1,016.00	0.00	0.00	1,016.00	0.00	0.00

- ii. Apply the amount to each fee in the "Payment" column. **NOTE:** make sure the full amount that was deducted from Cash Bonds or Registry and Trust is used on Case Fees.
- iii. Add a comment in the comment box saying "Money applied from Cash Bond" or "Money applied from Trust".

*****When you close the adjustment till from this transaction the amount should be \$0.00.***** In the Reconciliation Screen you will not need to enter a tender method because you selected the adjustment button and did not enter a payment method type. Check mark the box next to "Reconciliation Complete" to balance the Adjustment Till. **NOTE:** When the deposit exports to OFM, you can verify that the deposit exported for 0.00 when you go to your bank account in OFM. If it exports for anything other than 0.00 you did NOT complete the adjustment correctly.



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Enter an Adjustment

Date: 05/07/2013 Show Amounts Show Adjustments Show Indirect Fees

Fee Schedule	Charges	Payments	Credits	Balance	Disb	Escrow
05/07/2013 Alcohol and Drug	250.00	250.00	0.00	0.00	0.00	250.00
Alcohol and Drug Counter.	187.50 ↑	187.50	0.00 ↓	0.00	0.00 ↑	187.50
Alcohol and Drug Counteri	62.50 ↑	62.50	0.00 ↓	0.00	0.00 ↑	62.50
05/07/2013 Alcohol and Drug	200.00	200.00	0.00	0.00	0.00	200.00
Alcohol/Drug Services Prg	200.00 ↑	200.00	0.00 ↓	0.00	0.00 ↑	200.00
05/07/2013 Criminal Court Co	166.00	166.00	0.00	0.00	0.00	166.00
Court Costs - State - CR	84.00 ↑	84.00	0.00 ↓	0.00	0.00 ↑	84.00
Court Costs - County - CR	32.40 ↑	32.40	0.00 ↓	0.00	0.00 ↑	32.40
Court Costs - City and Tov	3.60 ↑	3.60	0.00 ↓	0.00	0.00 ↑	3.60
Automated Record Keepin	5.00 ↑	5.00	0.00 ↓	0.00	0.00 ↑	5.00
Document Storage Fee - C	2.00 ↑	2.00	0.00 ↓	0.00	0.00 ↑	2.00
Public Defense Administra	5.00 ↑	5.00	0.00 ↓	0.00	0.00 ↑	5.00
Current Adjustments	None	+1,016.00	None	-1,016.00	None	+1,016.00
Adjusted Totals	1,016.00	1,016.00	0.00	0.00	0.00	1,016.00
Indirect Totals	0.00					

Reason:

User: Chiquita Williams
 Station: Quita Williams
 Till: Adjustment Till (Knox County)

b. Second way:

- i. Click on the green dollar sign  and take the payment as if the defendant is standing at the counter.
- ii. Use Cash as the payment type.
- iii. Be sure to add a comment in the comment field saying "Money applied from Bond" or "Money applied from Trust".

*** When you close the adjustment till from this transaction the till break down amount will show the amount of the adjustment. It will look as if you took in cash on this transaction. Be sure to enter the amount in the breakdown as if you have the cash in hand. This will also apply when you manage deposit for this adjustment till.***

NOTE: When the deposit exports to OFM, you can verify that the deposit exported for 0.00 when you go to your bank account in OFM. If it exports for anything other than 0.00 you did NOT complete the adjustment correctly.

12. If it is a Bond that is being adjusted, the Bond STATUS tab may need to be updated to show the bond was released. To do this, navigate to the Bonds tab and click on the "Cash Bond Received by Clerk" line.

42D02-1305-FD-000114

Disposition Time Stds Financial Prot. Orders Warrants **Bonds** Exhibits Documents State Report

State of Indiana vs. John Ota
 Type FD - Class D Felony

Party: Ota, John

Cash Bonds

Knox Cash Bond	5/7/2013 - Cash Bond Received by Clerk	Clerk's Office
Ota, John		\$1,500.00 Posted 05/07/2013
		\$0.00 Current

Case # 42D02-1305-FD-000114
 1. 35-42-2-1(a)(2)(A)/FD: Battery Resulting in Bodily InFD - 05/07/2013



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13. On the Bond **Status** tab, click on the **plus sign** on the right side of your screen (**DO NOT UPDATE THE EXISTING STATUS**).

Modify Bond

Detail Status Financial Documents

Ota, John **Cash Bond Received**
Clerk's Office

Date	Status	Location	Comment	
▶ 05/07/2013	Cash Bond Received by Clerk	Clerk's Office		+

Status Detail

Date: 05/07/2013
Status: Cash Bond Received by **Active**
Location: Clerk's Office

Comment: [Text Box]

Reprint Receipt Save Exit

14. Once you have a new line, choose **Released** from the status drop down. Click **Save**.

Modify Bond

Detail Status Financial Documents

Ota, John **Released**
Clerk's Office

Date	Status	Location	Comment	
▶ 06/19/2013	Released	Clerk's Office		+
05/07/2013	Cash Bond Received by Clerk	Clerk's Office		

Status Detail

Date: 06/19/2013
Status: Released **Inactive**
Location: Clerk's Office

Comment: [Text Box]

Reprint Receipt Save Exit