



Odyssey CMS Cheatsheet

Topic: Assessing a Fee and Taking a Payment
Updated: 3/21/2013

Summary: This cheatsheet explains the process of assessing a fee and taking a payment 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.

1. Find your case and go to the Financial Tab.
2. Under the correct party, click on **Case Fees – Other**.



3. Click on the Red Dollar Sign to assess the fees.



4. Click on the Plus Sign (+) and click the checkbox(es) of the charges to be assessed.





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Select Fee Schedules

Description Code

Show Selected Codes Only Sort: **Description**

Description	Code
1. <input type="checkbox"/> Change of Venue Fee - Civil	CVCV
2. <input type="checkbox"/> Copy Fees	CF
3. <input checked="" type="checkbox"/> Judgment	JDG
4. <input type="checkbox"/> Judgment Interest	JINT
5. <input type="checkbox"/> Late Payment Fees	LPF
6. <input type="checkbox"/> Manual Judgment Interest	MJINT
7. <input type="checkbox"/> Non-Sufficient Funds Check	NSF
8. <input type="checkbox"/> Refund	REF
9. <input type="checkbox"/> Sheriff's Service Fee	SSF
0. <input type="checkbox"/> Small Claims Case Filing Fees	SCFF

Get All Codes Select All 22 Results - Page 1 of 3

<<Back Next>> Search Continue Exit

5. Click **Continue** and type in the amounts.

Calculate Judgment

Enter the amount for "Judgment - Non-Interest Bearing Principal - CV"

Enter the amount for "Interest Bearing Principal - CV"

Enter the amount for "Attorney's Fee - CV"

Enter the amount for "Prejudgment Interest - CV"

Cancel Finish

6. Click **Finish**.

Note: For Judgments or Restitution, click on **Edit Detail** to choose the check recipient(s).

Edit Fee Detail on Case # 53C06-0205-SC-02282

Due Date Case Grace Days

Charged	Schedule	Priority	Hold*	Hold**	Recipient(s)
03/20/2013	Judgment				
Attorney's Fee - CV		70	<input type="checkbox"/>	<input type="checkbox"/>	The Peoples State Ba <input type="text"/>
Interest Bearing Principal - C		70	<input type="checkbox"/>	<input type="checkbox"/>	The Peoples State Ba <input type="text"/>
Prejudgment Interest - CV		70	<input type="checkbox"/>	<input type="checkbox"/>	The Peoples State Ba <input type="text"/>
Judgment - Non-Interest Bea		90	<input type="checkbox"/>	<input type="checkbox"/>	The Peoples State Ba <input type="text"/>

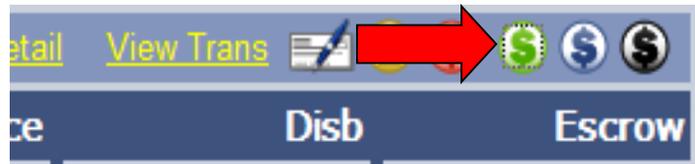
*Hold Indefinitely: Checkbox must be manually unchecked to release
**Hold Until Fully Paid: computer will automatically release

Continue Exit



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7. Click **Continue**.
8. Click **SAVE**.
9. Click on the Green Dollar Sign to take the payment.



10. In the **TYPE** dropdown box, choose how the payment came into office.
11. In the **PAYOR** dropdown box, click the picker icon and choose party that is paying.
12. In the **TILL** field, click into the picker icon and choose the correct till.
13. In the **METHOD** dropdown box, choose the type of payment.
14. In the **AMOUNT** field, type in the amount of money tendered.
15. Click **Save/Print** to apply the payment and print a receipt.

Add a Payment

Transaction Detail

Receipt # **System Assigned** Manual
Date Type **Counter Paym**
Amount to be Applied
 Case Party Non Case Party
Payor **Perkins, Charles**
Till
Comment

Tender Detail

Method **Cash**
Amount

	Balance	Tender
Balance	1,424.45	Tendered 25.00
Amt Applied	25.00	Applied 25.00
New Balance	1,399.45	Change 0.00

Transaction Balances Use Manual Distribution [Show Distribution](#)

For Party / Fee	Balance
<input type="checkbox"/> Perkins, Charles	1,424.45
59D01-1209-SC-000637	1,424.45
<input checked="" type="checkbox"/> 03/04/2013 Judgment	1,424.45

Totals for this Transaction 1,424.45