



Odyssey CMS Cheatsheet

Topic: OFM Auto-Reconciling and Reporting

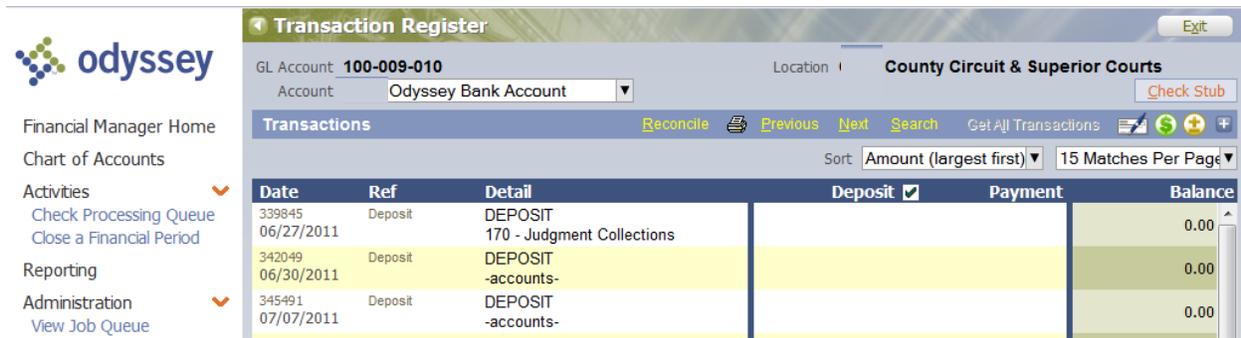
Date: 2/26/2015

Summary: This cheatsheet will instruct you on how to use the Auto-Reconcile feature in OFM to use a bank file of monthly cleared checks to reconcile the Odyssey bank statement. In addition, a user may use this functionality to generate a report of checks that have been marked as cleared in the Reconciliation window but not yet finalized.

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.

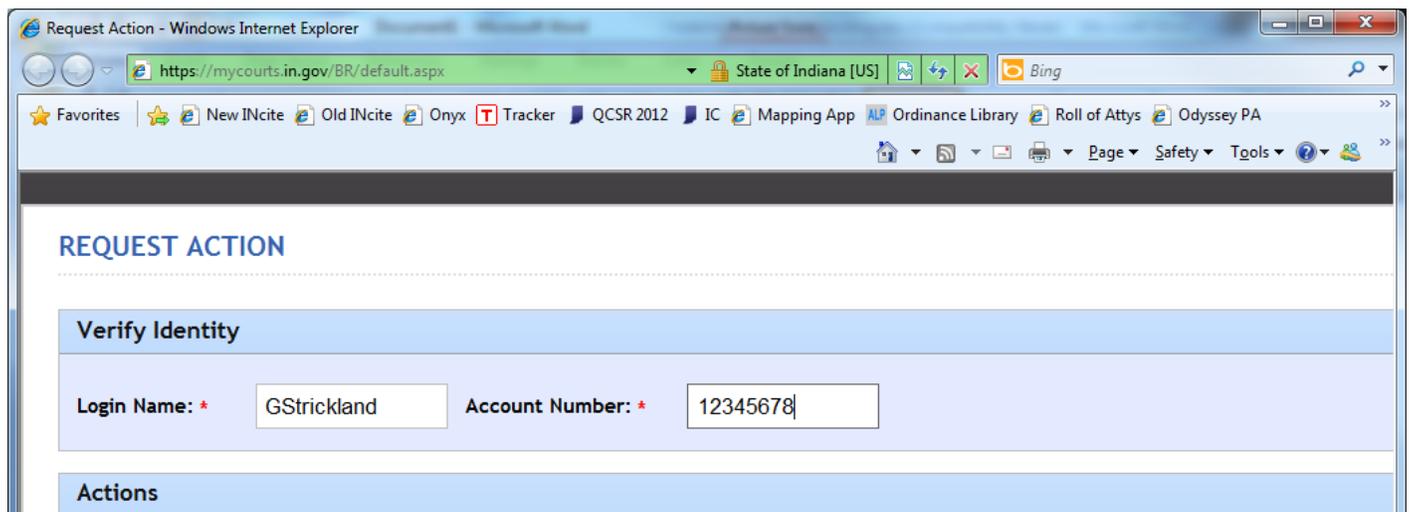
Using a bank file to automatically mark checks as cleared:

1. The User will need to receive a bank file of checks cleared through their bank account for the month. This file will need to be saved to a file location (such as the County Shared drive or the computer C:\ of the user) prior to beginning the reconcile process.
2. In OFM, navigate to the bank account Transaction Register screen.



3. Press your Alt+F1 keys together to activate the Auto-Recon dialog box.
4. Enter your Odyssey UserID and the bank account number for the account you are reconciling.

Note: You must have reconciliation rights in OFM to be able to perform this function and you must have an email address tied to your user account. For concerns on either of these issues, contact the Helpdesk.





Odyssey CMS Cheatsheet

5. Select the reporting **Cleared Check report** if desired. This will produce a report of the checks that have been marked as cleared in the reconcile window. This option can be used with or without the bank file auto-match process.
6. Select the **Outstanding Check report** if desired. This will create a list of all checks in Odyssey that have not been marked as cleared. This option can be used with or without the bank file auto-match process.
7. Select **Clear checks and produce discrepancy report** if desired. This is the process where checks are actually marked as cleared.
 - a. If selected, confirm the format of the bank file; Select your county from the format drop down list.
 - b. Click Browse to find the bank file saved prior to beginning this process.

Actions

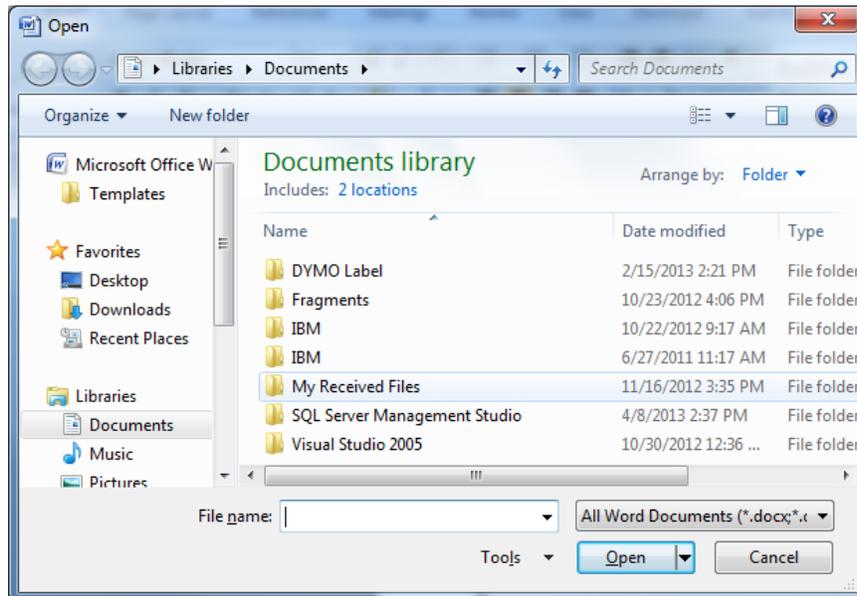
Cleared Check Report

Outstanding Check Report

Clear Checks and produce Discrepancy Reports

Format: * **Marion Count**

- c. Find the file saved previously, select it and click “Open”.



8. Click “Add Request”.

You should get a message across the top of the window indicating that the request was successful.





Odyssey CMS Cheatsheet

At this point, the process is matching the cleared checks from the bank file to uncleared items in Odyssey. It is then marking the item as cleared just as if you were manually checking items in the reconcile screen:

Reconcile Account

Account Information

Bank Account: _____
 Last Statement Date: 06/30/2012
 Statement Date: []
 Last Statement Balance: **702,908.09**
 Statement Balance: []

| Payments | | | | | Deposits | | | | |
|----------|----------------------|--------------|---|--------|----------|----------------------|---------|-----------------------|-----------|
| Mar | Date | Ref | Detail | Amount | Mar | Date | Ref | Detail | Amount |
| ✓ | 337928 06/24/2011 | Check 275 | Wal Mart #1329 170 - Judgment Collec | 5.00 | X | 849547 04/01/2013 | Deposit | Deposit -accounts- | 29,919.57 |
| X | 339033 06/27/2011 | Check 288 | Catherine Corcoran 170 - Judgment Collec | 5.00 | X | 851665 04/02/2013 | Deposit | Deposit -accounts- | 5,888.61 |
| X | 341012 06/29/2011 | Check 427 | Christopher Shank 020 - Refund | 0.58 | X | 852925 04/03/2013 | Deposit | Deposit -accounts- | 7,877.51 |
| X | 341433 06/30/2011 | Check 484 | Brandon Vanhorn 020 - Refund | 0.20 | X | 854240 04/04/2013 | Deposit | Deposit -accounts- | 10,120.15 |
| ✓ | 344421 07/06/2011 | Check 611 | Brandon Mayer 170 - Judgment Collec | 10.00 | X | 856844 04/05/2013 | Deposit | Deposit -accounts- | 28,952.37 |
| ✓ | 345991 07/08/2011 | Check 788 | Jeremy L. Evans 020 - Refund | 207.67 | X | 857645 04/08/2013 | Deposit | Deposit -accounts- | 13,555.09 |
| X | 346693 | Check | Froyln Martinez | 0.50 | X | 859291 | Deposit | Deposit | 8,675.16 |

of Payments Cleared: **3**
 Total Payments Cleared: **222.67**
 Total Payments Uncleared: **537,489.96**

of Deposits Cleared: **0**
 Total Deposits Cleared: **0.00**
 Total Deposits Uncleared: **509,119.09**
 Cleared Balance: **702,685.42**
 Difference from Statement Balance: **702,685.42**

Save Exit Reconcile

9. You will get an email sent to the email address tied to your Odyssey login. This email will contain an attachment for each report you selected above (steps 5, 6 and 7).

Bank Reconciliation Process C...

Message

From: JTAC Notifications [no-reply@jtac.in.gov] Sent: Tue 5/22/2012 2:20 PM
 To: Strickland, Gaye Lynn
 Cc:
 Subject: Bank Reconciliation Process Completed 05/22/2012

Message

- Marion County Bank Account-BankRecon.pdf (9 KB)
- Marion County Bank Account-ClearedChecks.pdf (9 KB)
- Marion County Bank Account-OutstandingChecks.pdf (116 KB)

Requested Operations:
 Clear Uploaded Checks
 Cleared Checks Report
 Outstanding Checks Report

Total files included: 3

10. After receiving these files, go to OFM, click on Chart of Accounts, and select your Odyssey bank account. Click on the yellow Reconcile link.

11. Use the "[Bank Reconciliation in Odyssey](#)" Cheatsheet located on ALT F1 to complete the rest of your reconciliation.