Odyssey CMS Cheatsheet

Topic: **Bank Reconciliation**
Date: **5/29/2013**

Summary: This cheatsheet will walk you through the steps of how to reconcile your bank statement with Odyssey. ***You must have your bank statement when going through this process.***

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.

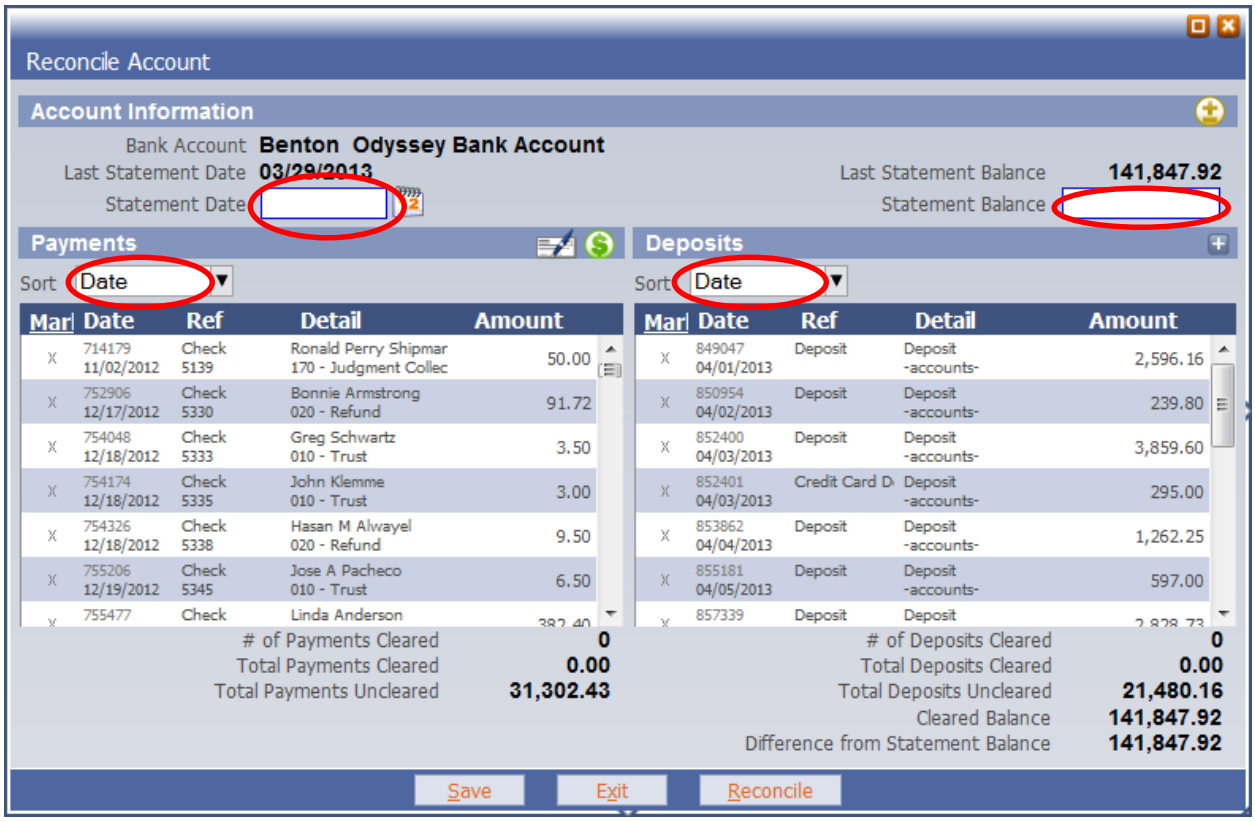
1. Click on "Centers" on the windows menu bar and select "Financial Manager".

2. Click on **Chart of Accounts.**

3. Under **ASSETS**, click into your county Odyssey Bank Account.

4. Click into the yellow **RECONCILE** hyperlink.

5. **Statement Date** – This should match the ending date on your bank statement.
   Statement Balance – This is the ending balance on your bank statement.
   Sort (under payments column) – Choose CHECK at the dropdown.
   Sort (under deposits column) – Choose DATE at the dropdown.



6. On the **Payments** column, *click* the X in the **Mark column** to place a red check mark in the row for each check that has cleared the account, according to the bank statement. On the **Deposits** column, *click* the X in the **Mark column** to mark each deposit that has cleared the account, according to the bank statement.

You can click SAVE at any time to save your work. DO NOT click RECONCILE until you are completely finished and your difference from Statement Balance is zero. The goal in reconciling is to have the DIFFERENCE FROM STATEMENT BALANCE to be a zero.

When reconciling, you may find that the bank has additional transactions such as interest or they may have charged your account for deposit slips or stop payments. There could also be encoding errors that need resolved.

7. If there is interest, refer to "ADDING INTEREST CHEATSHEET".

8. For other issues, you may need to enter information into the bank account discrepancy fund to carry until the issue is resolved. Depending on the issue, you will either need to do a deposit or a payment transaction into the bank account discrepancy fund. This can be done from the reconcilement screen by selecting the green dollar sign (Payments) or the white plus sign (Deposits). You may also need to reverse transactions that were done last month that have been corrected.

9. **Only check off the red voids that are dated for the month that you are balancing. Find the corresponding amount (black) that was voided and check mark also.** *You could sort the payments (by audit id first), placing the void and corresponding checks together and clear those first. If you clear these first, then the total payments cleared should be $0.00 before you start marking off the regular checks. This helps to make sure that you don't miss clearing the void and its corresponding check. After clearing all the voids, sort by check number and clear the remaining checks.*

10. When finished, and the "Difference from Statement Balance" = 0.00, click the **RECONCILE** button on the bottom right of your screen.

11. **Watch for the Account Reconciliation Report, which Case Manager automatically generates when you reconcile. This will appear as all other reports do in the messages section at the bottom of the screen. PRINT and keep for your records. It will match your bank statement. Look at the top and bottom of the report and compare to your bank statement.**

PRINT THE UNCLEARED CHECK REPORT

12. Go to Financial Manager.

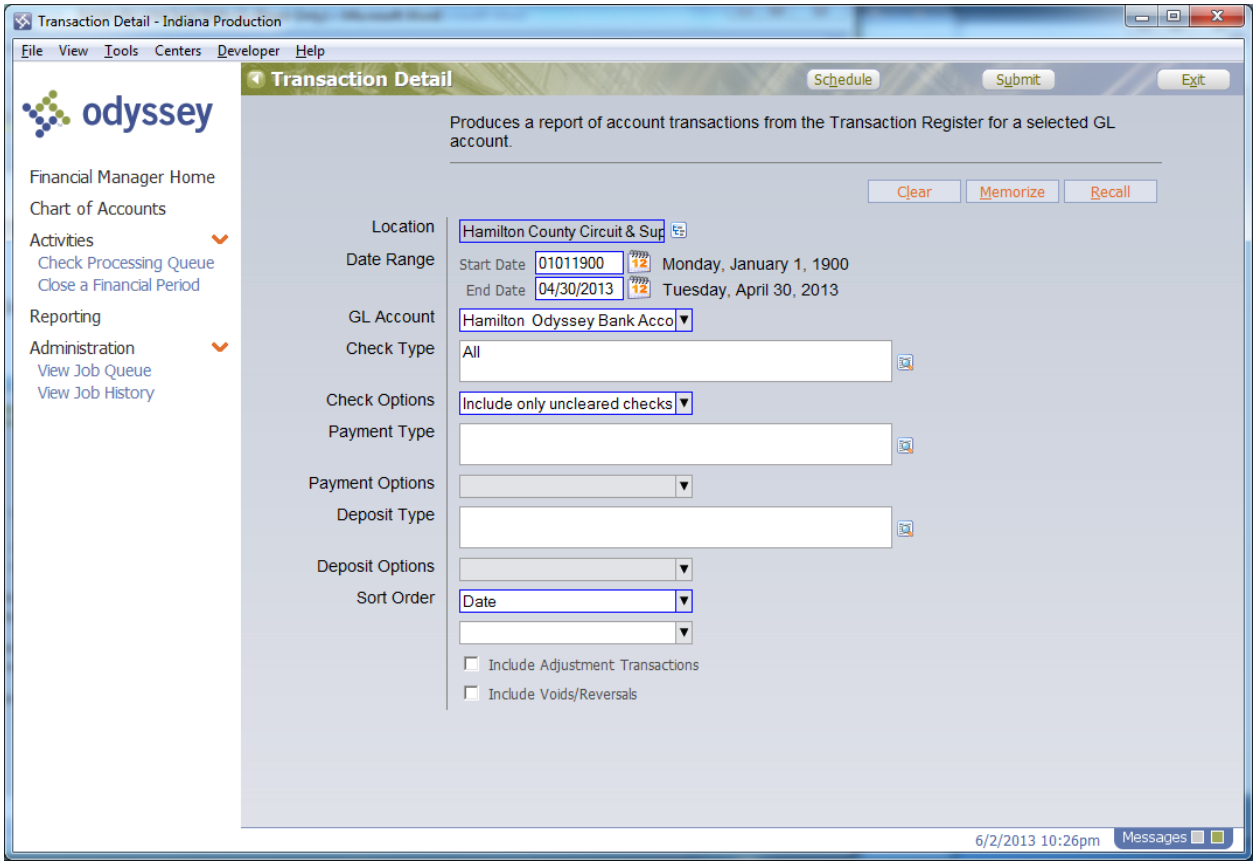
13. Select **Reporting → Transaction Detail → Transaction Detail** on the right.

14. Complete the following fields:
    - **LOCATION** – Select your county.
    - **DATE RANGE** – Enter appropriate dates for your report. Note that the beginning date must be the date of the earliest uncleared check, not the beginning of the month you reconciled.
    - **GL ACCOUNT**- Your county Odyssey Bank Account.
    - **CHECK TYPE** – Go into picker and select all or type All in the box.
    - **CHECK OPTION** – Include only uncleared checks.
    - **SORT ORDER** – Select Date at the dropdown.
    - Leave Payment type and Deposit type blank.

    You can memorize the report so you can use month to month by clicking the recall button.

15. Click **SUBMIT.**

16. Print the report for your records. ****It is **very** important that you print and save this report before starting your next reconciliation. If you fail to print/save and begin to reconcile the next month, you cannot regenerate the previous month's uncleared check report. You will have to contact the help desk for support.*



Close of Period – This is a process for "locking" all account transactions that occurred during a specified period of time, usually a month. After you lock the period, no further modifications can be made while the period remains locked. You should go into Close a Financial Period on left navigation tree to do this process.

- Click on "Close Financial Period" under Activities on the left navigation section of your screen.
- Click the "+".
- In the "Close Thru" field – Enter the ending date of your reconciled statement.
- Click Save.