



Odyssey CMS Cheatsheet

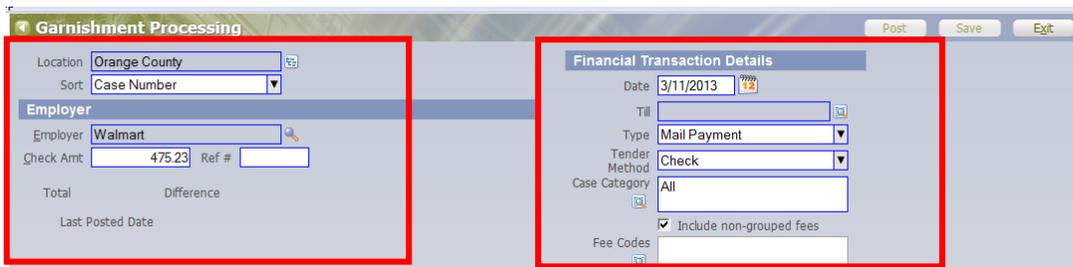
Topic: Marion County Batch Garnishment Processing

Date: 9/25/2015

Summary: This cheatsheet describes the Garnishment Processing function in Odyssey. This is used when a garnishment check from an employer contains payments against multiple individuals/cases. To begin using this feature, it is best to have a garnishment check from an employer ready to process.

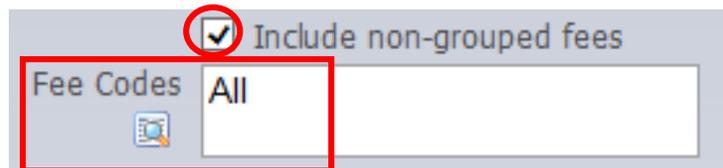
Important: Odyssey is software owned by Tyler Technologies, Inc. Any screenshots of Odyssey may contain proprietary information that should not be disclosed to non-Odyssey users.

1. Click on **Garnishment Processing** under Fees & Finances.
2. Fill in the Employer by clicking on the *Magnifying Glass*  icon. When you receive the search results, you must note the party that you select. For instance, if you select "WalMart" when you first set it up and "Wal-Mart" when you go to retrieve it, prior saved information will not be available. You must select the EXACT SAME party record each time.
3. Enter the amount of the payment in the **Check Amt** fields under the *Employer* heading. Fill in the **Date**, **Till**, **Type**, **Tender Method** and **Case Category** fields under the *Financial Transaction Details* heading. For the Case Category, it is best to select **All** since one garnishment check might have money for a CIVIL collections case and another for a CRIMINAL restitution.



4. **Optional:** By choosing the **Include non-grouped fees** checkbox, you can select additional fees that are not grouped into financial groups to which you can post payments. ****Note:** By default, payments are applied towards fees that are part of a financial group.

5. Click the Fee Codes picker  icon to select the fees the payment should apply to. **If you do not select any fees here, any payments posted to the cases listed will apply to OVERPAYMENT.** The easiest way to complete this box is to type the word "ALL" into the box. This will automatically select all fees.



6. Select cases for the batch garnishment processing by selecting the *Add* icon.





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7. If you have the case number on the check stub, you can simply type in the case number. If you only have the party name and need to search for the case, click the *Magnifying Glass* icon.
8. Fill in the amount from the garnishment check that will be applied to that case. Select **Add Next** if you would like to continue adding cases, and select **Continue** if you are finished

Add Case

Case Number

Amount

9. Select the party or parties which the garnishment is awarded **against**. Select **Continue**.

Select Awarded Against Party

Connection Type

Show Inactive Parties

Description	Connection	Lead Attorneys
<input type="radio"/> Courts At Kensington	Plaintiff	<input type="radio"/> Debone, Donald William ★
<input checked="" type="radio"/> Smith, John	Defendant	

Select the appropriate financial groups if you are prompted to do so.

10. Repeat steps 7 and 8 to continue adding cases. Once you have finished adding cases, click the **POST** button at the top right-hand corner of the screen.

11. You should receive a message indicating the the transactions have posted successfully. If one of the cases in the list does not have a balance due, you will receive an error and you must remove that case from the list before posting.
12. Select **Save**.
13. The next time you retrieve this employer to process a garnishment check, the case information will already be displayed and you will only need to change the amount of the check and the amount applied to each case.