



Odyssey CMS Cheatsheet

Topic: Financials – Closing and Reconciling Tills
Date: 11/8/2012

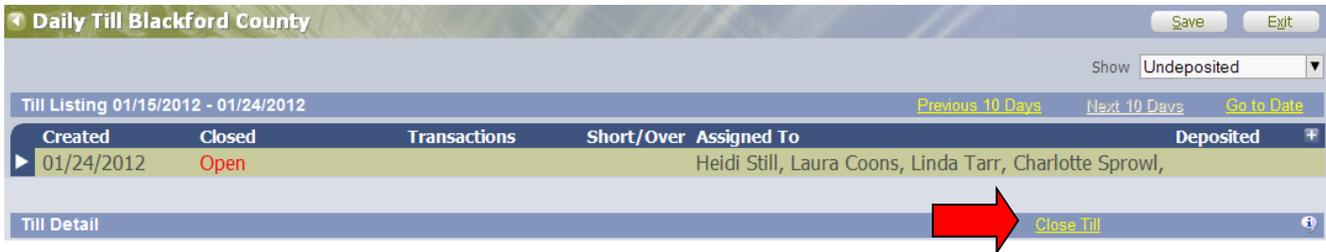
Summary: This is an explanation of how to close and reconcile tills in Odyssey Case Manager.

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.

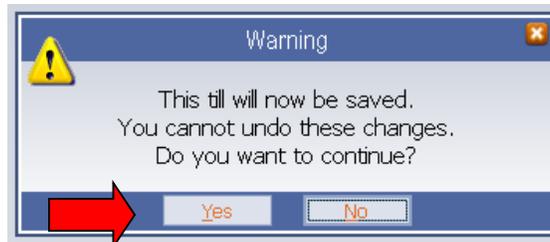
1. Under **Fees and Finances** on the left navigation bar, select **Manage Tills**.
2. Click into your till or the appropriate till to which you are assigned/authorized to manage.



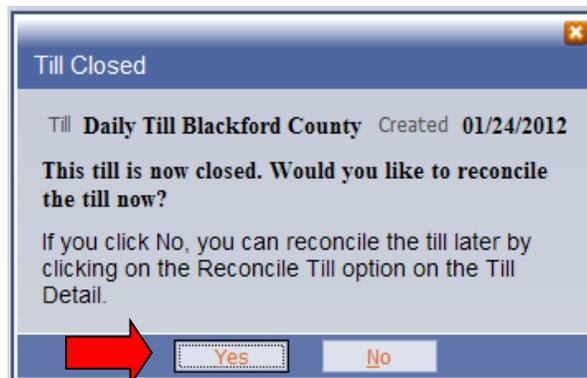
3. Click into the deposit line that has the red Open.
4. Click into the yellow **CLOSE TILL** hyperlink.



5. You will be given a warning pop up advising that you cannot undo the changes. Select yes to continue.



6. In the Till Closed screen, click yes to reconcile now or no to reconcile later. *It will still close your till. Verify that the amount under the Transaction column to matches your money that you have counted.*





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- If you select yes, the **Till Breakdown and Transaction Analysis** screen will appear.
- Click on the **Add (+)** on the till breakdown line to add the pay methods.

Reconcile Closed Till

Till **Daily Till Blackfor** Created **01/24/2012** Assigned To **Heidi Still, Laura Coons, Linda**

Till Breakdown	Transaction Analysis	Difference
No breakdowns exist. Click the add icon to add a new breakdown.	(1) Cash	350.00

The screenshot shows a window titled "Reconcile Closed Till". At the top, it displays the till name "Daily Till Blackfor", the creation date "01/24/2012", and the assigned users "Heidi Still, Laura Coons, Linda". Below this is a table with three columns: "Till Breakdown", "Transaction Analysis", and "Difference". The "Till Breakdown" column contains the text "No breakdowns exist. Click the add icon to add a new breakdown." A red arrow points to a small square icon with a plus sign (+) in the "Till Breakdown" column. The "Transaction Analysis" column shows "(1) Cash" and the "Difference" column shows "350.00".

- Select the appropriate pay method. Fill in the amount of checks. Repeat this process to fill in the amount of cash. Continue adding pay methods until the till has been reconciled.

Reconcile Closed Till

Till **Daily Till Blackfor** Created **01/24/2012** Assigned To **Heidi Still, Laura Coons, Linda**

Till Breakdown	Transaction Analysis	Difference
Cash	(1) Cash	350.00

Till Balance	350.00	Transaction Balance	350.00	Difference	0.00
Balanced					

Reconciliation Complete

[Continue](#) [Exit](#)

The screenshot shows the same "Reconcile Closed Till" window. The table now has one row: "Cash" in the "Till Breakdown" column, "(1) Cash" in the "Transaction Analysis" column, and "350.00" in the "Difference" column. Below the table, a summary section shows "Till Balance" as 350.00, "Transaction Balance" as 350.00, and "Difference" as 0.00, with the word "Balanced" in bold. A red arrow points to a checkbox labeled "Reconciliation Complete", which is now checked. At the bottom, there are two buttons: "Continue" and "Exit".

- Select the **Reconciliation Complete** check box and click the **Continue** button.
**NOTE: A Till is not reconciled until the "Reconciliation Complete" box is checked. Some counties may implement a two step checks and balances process here.*
- Click the **SAVE** button in the top right corner of the page.