



# Odyssey CMS Cheatsheet

**Topic: Collecting Clerk Administrative Overpayment Fee**

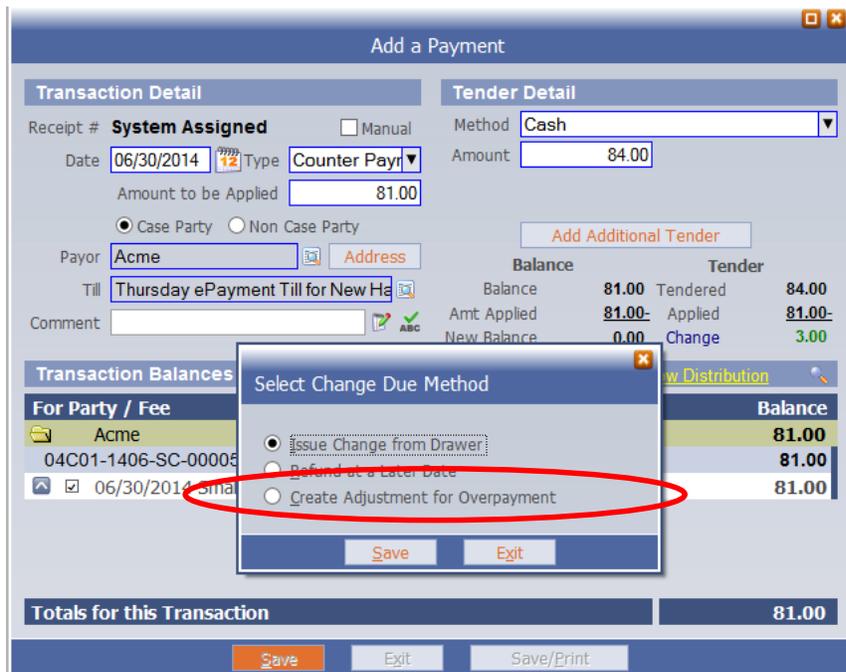
**Date: 6/30/2014**

**Summary:** This cheatsheet explains how to automatically apply Overpayments up to \$3.00 to the Clerk Administrative Overpayment Fee. Per IC 33-37-12-1, the Clerk shall retain as an administrative fee up to \$3 of refunds generated by overpayments for bail; fines; civil penalties; court costs, court fees or user fees imposed by the court; and fees for the preparation/duplication/transmission of documents.

**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.

## Assessing/Posting Overpayments

1. When posting a payment to a case in Odyssey, an overpayment of fees that is under the \$3 statutory threshold will generate a new option when the payment is saved.



2. If the user selects the “Create Adjustment for Overpayment” option, Odyssey will automatically assess the Clerk Administrative fee as an adjustment and apply the overage to the Clerk Administrative Overpayment Fee.

Date	Reference	Charges	Payments	Credits	Balance	Disb	Escrow
43090732 06/30/2014	Charge	81.00			81.00		0.00
43090735 06/30/2014	Counter Payment 2014-116354		84.00		(3.00)		84.00
43090736 06/30/2014	Adjustment	3.00			0.00		84.00
<b>Totals</b>		<b>84.00</b>	<b>84.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>84.00</b>



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- If the user selects "Issue Refund Later", the amount of the refund will be applied to the Overpayment Fee schedule due to be refunded to the payor.
- Any overpayment above the \$3.00 statutory threshold should be adjusted manually and users will not receive the option to create the overpayment adjustment.

**Add a Payment**

**Transaction Detail**

Receipt # **System Assigned**  Manual  
Date **06/30/2014** Type **Counter Payr**  
Amount to be Applied **91.00**  
 Case Party  Non Case Party  
Payor **Acme** Address  
Till **Thursday ePayment Till for New Ha**  
Comment

**Tender Detail**

Method **Credit / Debit Card**  
Amount **95.00** Ref # **123**  
**Add Additional Tender**

Balance	Tender
Balance <b>91.00</b>	Tendered <b>95.00</b>
Amt Applied <b>91.00-</b>	Applied <b>91.00-</b>
New Balance <b>0.00</b>	Change <b>4.00</b>

**Select Change Due Method**

Issue Change from Drawer  
 Refund at a Later Date

**Save** **Exit**

**Transaction Balance**

For Party / Fee	Balance
Acme	<b>91.00</b>
04C01-1406-SC-00	<b>91.00</b>
06/30/2014 S	<b>91.00</b>

**Totals for this Transaction** **91.00**

**Save** **Exit** **Save/Print**

- In order to retain the \$3.00 Administrative fee from any refund due which is larger than the threshold, the user must assess the Clerk Administrative Overpayment Fee. This is done as part of the Refund Fee Schedule.

**Calculate Refund**

Enter the amount for "Refund - CV" **1.00**  
Enter the amount for "Clerk Administrative Overpayment Fee - CV" **3.00**

**Cancel** **Finish**

- Click Finish.



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7. Click Edit Detail to set the recipient.

Enter Claimant Charges on Case # 41C01-1412-CB-000036

Date   Case Due Date   For Party **Unknown Party -**

System Distribution  Manual Distribution Case Grace Days

**Charge Information** [Auto Assess](#) [Edit Detail](#)

Fee Schedule	Charge	
<input checked="" type="checkbox"/> Refund	<b>4.00</b>	<input type="checkbox"/>
Clerk Administrative Overpayment Fee - CV	3.00	
Refund - CV	1.00	
<b>Totals</b>	<b>4.00</b>	

Comment

User **Nieman, Ginalee**

8. Click Edit Detail to set the Recipient.

Edit Fee Detail on Case # 41C01-1412-CB-000036

Due Date   Case Grace Days

Charged	Schedule	Priority	Hold*	Hold**	Recipient(s)	
<b>01/14/2015</b>	<b>Refund</b>					
Clerk Administrative Overpay		40	<input type="checkbox"/>	<input type="checkbox"/>	Johnson County Treas	<input type="text"/>
Refund - CV		99	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>

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



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## Identifying Overpayments

In order to identify cases where money may need to be adjusted out of the Overpayment and/or Refund fee codes and into the Clerk Administrative Overpayment fee, bookkeepers can run the Receipt Journal.

1. Navigate to Reports.
2. Select Cash Management.
3. Select Receipt Journal.
4. Set your parameters to match the below, modifying the Location and Date options as needed.

The screenshot shows the 'Receipt Journal - Conversion3' application window. The title bar includes 'File View Tools Centers Developer Help'. The main header has 'Receipt Journal' and buttons for 'Schedule', 'Submit', and 'Exit'. Below the header is a description: 'Produces a summary or detail report of receipts (transactions) printed and voided by collection station or by cashier for any date range.' There are 'Clear', 'Memorize', and 'Recall' buttons. The form contains the following fields and options:

- Locations:** Benton County: Benton Count
- Sort Order:** By Case Number
- Case Category:** All
- Financial Category:** All
- Fee Category:** All
- Criminal Fee Codes:** Criminal Case Refund; Clerk Administrative Overpayment Fee - CR; Criminal Overpayment Fee
- Civil Fee Codes:** Refund - CV; Civil Overpayment Fee; Clerk Administrative Overpayment Fee - CV
- Probate or Mental Health Fee Codes:** Probate or Mental Health Refund - PR; Clerk Administrative Overpayment Fee - PR; Probate or Mental Health
- Family Fee Codes:** Family Case Refund; Clerk Administrative Overpayment Fee - FM; Family Overpayment Fee
- Miscellaneous Fee Codes:** (Empty)
- Date Range:** Start Date: w-1 Friday, June 27, 2014; End Date: w-1 Friday, June 27, 2014
- Date Type:** Transaction Date
- First Receipt Number:** (Empty)
- Last Receipt Number:** (Empty)
- Citation Number and Disposition Date:**  Include Citation Number and Disposition Date?
- Report Options:** Run Summary and Detail
- Include Fee Code Breakdown
- Do Not Group by Location
- Save as CSV

The bottom right corner shows the date and time: 6/30/2014 6:45pm and a Messages icon.



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- In the example report below, you can see that Receipt 2014-116355 had a \$4.00 Overpayment where \$3.00 was not withheld and your bookkeepers should do an adjustment to move \$3.00 from the Civil Overpayment Fee to the Clerk Administrative Overpayment Fee.

Civil Crim-Juv-Traffic Family Probate or Mental Health									
Receipt Number	Party / Case #	Date	Totals	Fee Totals	ADMOVER		REF		Cashier / Station
					ADMOVERCV	CVFEEOVER	REFCV		
Counter Payment 2014-116354	Acme 04C01-1406-SC-000054	AuditID: 43090735 06/30/2014	84.00	3.00	3.00				Strickland, Gaye Lynn GLS
Counter Payment 2014-116355	Acme 04C01-1406-SC-000055	AuditID: 43090737 06/30/2014	95.00	4.00			4.00		Strickland, Gaye Lynn GLS
Counter Payment 2014-116356	Acme 04C01-1406-SC-000056	AuditID: 43090738 06/30/2014	84.00	3.00			3.00		Strickland, Gaye Lynn GLS
Counter Payment 2014-116357	Acme 04C01-1406-SC-000056	AuditID: 43090740 06/30/2014	13.00	13.00	3.00			10.00	Strickland, Gaye Lynn GLS
<b>Fee Code Totals</b>			<b>276.00</b>	<b>23.00</b>	<b>6.00</b>		<b>7.00</b>	<b>10.00</b>	
Final Totals			Totals	Fee Totals	ADMOVER		REF		
					ADMOVERCV	CVFEEOVER	REFCV		
<b>Total Receipts</b>			276.00	23.00	6.00	7.00	10.00		
<b>Total Adjustments Impacting Receipts</b>			0.00	0.00	0.00	0.00	0.00		
<b>Final Fee Code Totals</b>			<b>276.00</b>	<b>23.00</b>	<b>6.00</b>	<b>7.00</b>	<b>10.00</b>		
Civil Crim-Juv-Traffic Family Probate or Mental Health									
Fund and GL Account Summary			Totals	Fee Totals	ADMOVER		REF		
					ADMOVERCV	CVFEEOVER	REFCV		
<b>Fee Code Totals for All Funds</b>			<b>23.00</b>	<b>23.00</b>	<b>6.00</b>	<b>7.00</b>	<b>10.00</b>		