Odyssey CMS Cheatsheet

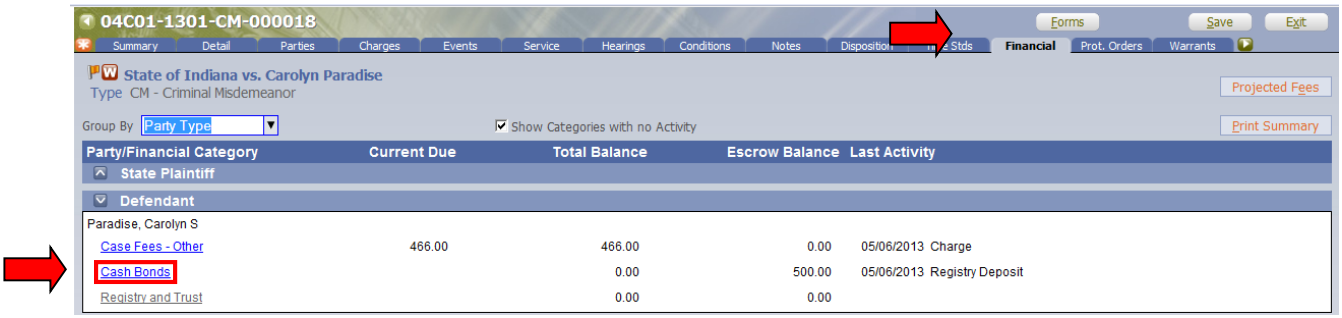
Topic: **Converting a Bond to Pay Fees**
Date: **10/16/2015**

Summary: This feature allows you to convert bond money from the cash bond section on the financial tab to be applied to case fees that have been ordered and assessed. ***Note: Fees must be assessed before using this feature. *** A Bond can be converted multiple times.

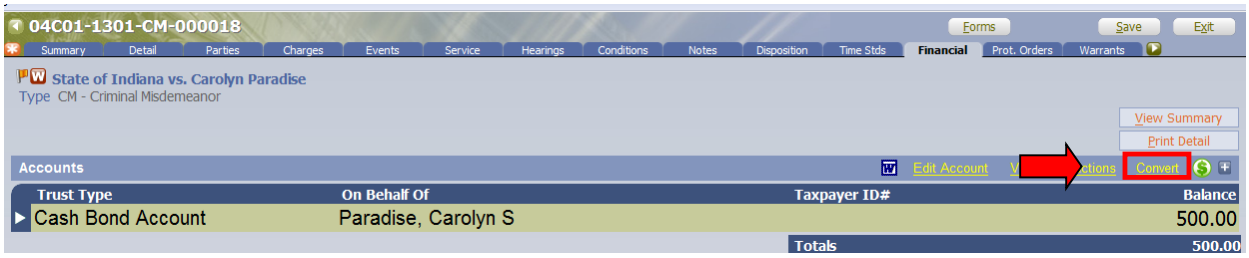
Important: Odyssey is software owned by Tyler Technologies, Inc. Any screenshots of Odyssey may contain proprietary information that should not be disclosed to non-Odyssey users.

1. Go into the ***Financial Tab*** on the case.

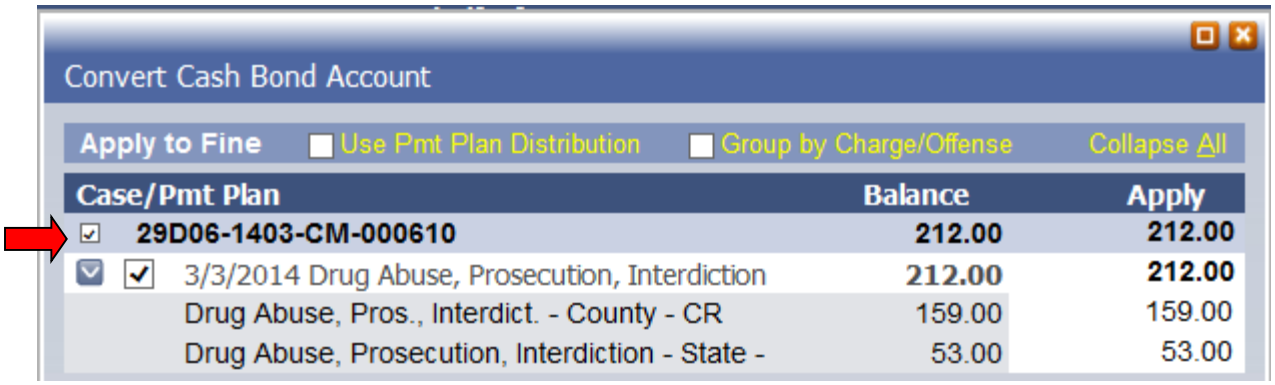
2. Click into the blue ***CASH BONDS*** hyperlink.



3. Click into yellow ***CONVERT*** hyperlink.



4. Check mark the small box to the left of the cause number that you want to apply the bonds fees to. You may notice that you may have a scroll bar to apply the bond to more than one case's fees. Check all cases that you want to apply the bond to.



Only check mark the box next the fees that you want to apply the bond to. It's ok to check mark a fee even if you don't have enough bond money to pay off the fee. Odyssey will apply what bond money you have to the fee, leaving the remaining balance to be paid at another time.

5. The ***amount to apply:***
   a. ***IF*** the assessed fees are less than the bond, enter the total amount of the assessed fees.
   b. ***IF*** the fee total is equal to or greater than the amount of the bond, enter the total amount of the bond.

6. Enter a Comment "Bond Applied".

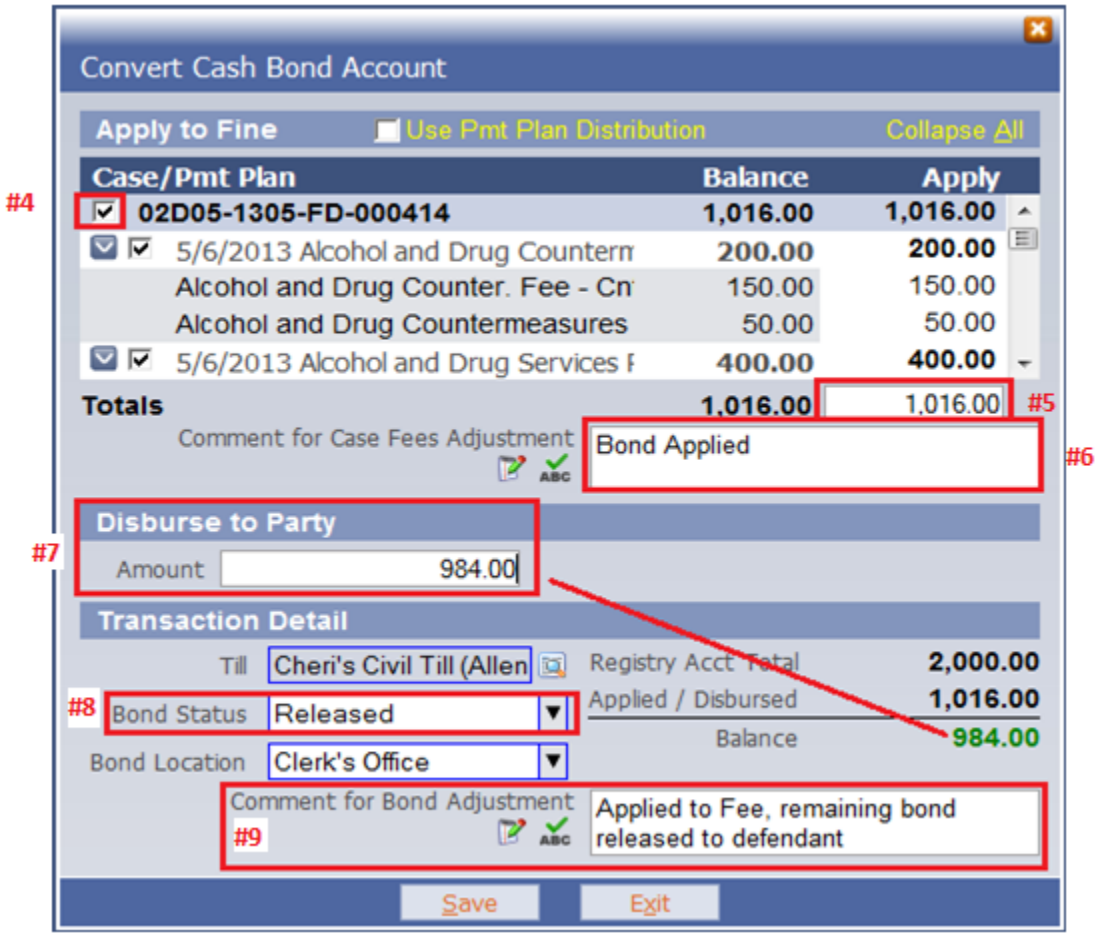
7. If any remaining balance is to be disbursed, enter the amount into the "Disburse to Party" section.
   a. ***IF*** the total is to be disbursed to one party, enter the total remaining balance
   b. ***IF*** the total is to be split between multiple recipients, enter the amount to be paid to one of the recipients. (this will leave the remaining balance on the Bond)
   c. ***IF*** no amount is to be disbursed, leave this field blank.

8. At the Bond Status dropdown, choose appropriate status**.** If you are not releasing the bond, choose ***Bond Partially Released by Clerk*****.** If you are releasing the bond, choose ***Released*****.**

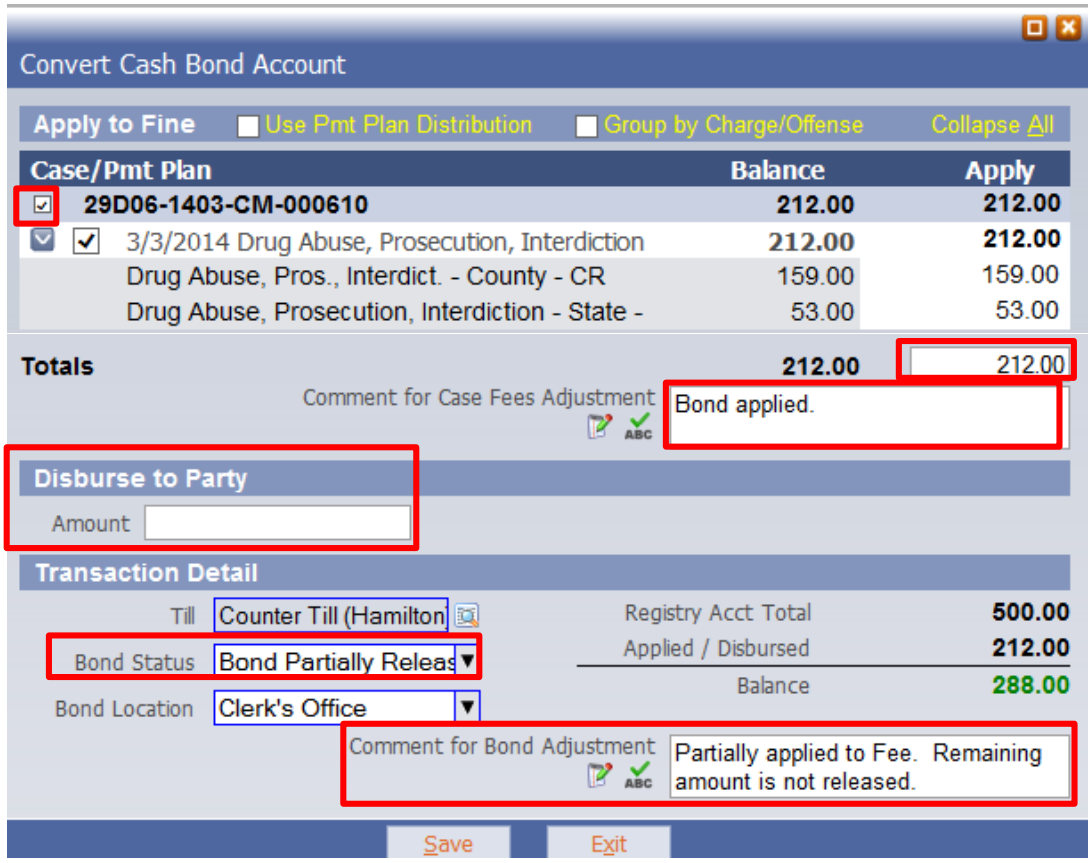
9. Enter a Comment ex., "Applied to fees, remaining bond disbursed to…"

10. Your screen should look something like this:

Bond Released

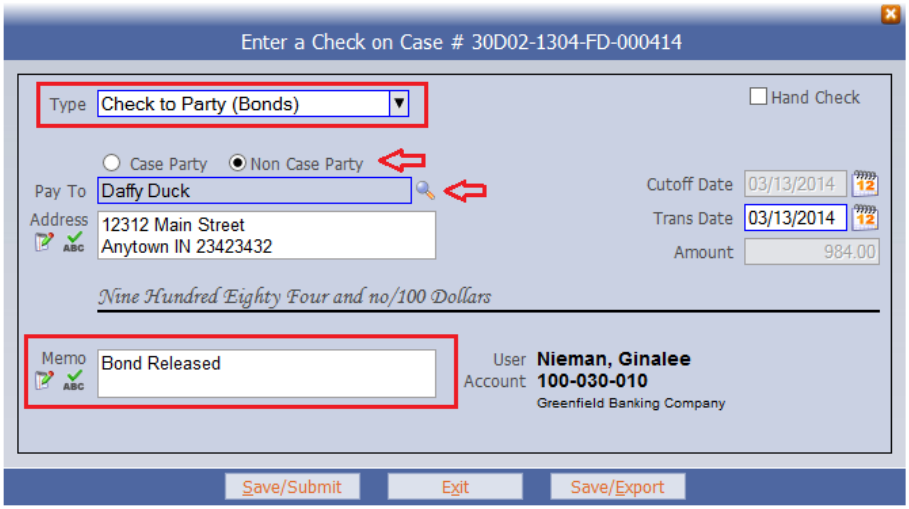


Partial Bond Released



Notice the bond balance of $288.00. This will remain in the Bond Trust.

11. Click **Save**.
    a. ***IF*** you have an amount to disburse and have entered the total remaining balance in the *Disburse to Party* field, the individual check screen will display for the amount entered in this field.
        i. Click the dropdown next to TYPE: Select Check to Party (Bonds).
        ii. Verify the party you want to receive the check is entered into the "Pay To" section. NOTE: this will default to the defendant's name. Click Non Case Party if you want to enter a different recipient or click Case Party and to select a different party on the case.
        iii. Click **Save/Submit**. Your check is now in the queue and ready for the bookkeeper to print.



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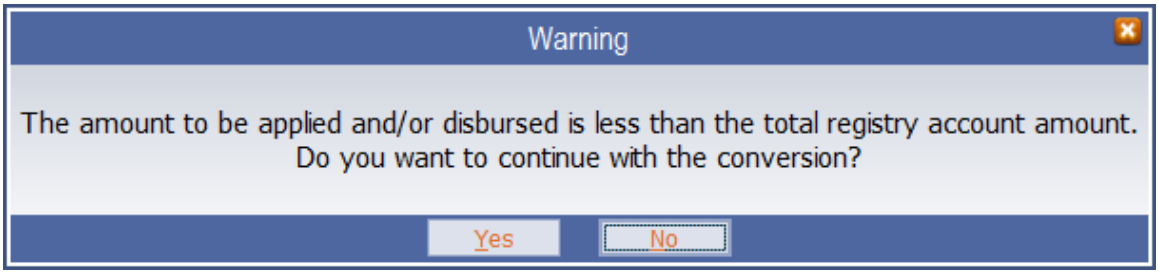
b. ***IF*** you have an amount to disburse and have only entered part of the total remaining balance in the *Disburse to Party* field, the Warning will appear to let you know the total amount of the bond has not been applied and will remain in Cash Bonds: Do you want to continue the conversion?: Click **YES** to convert the bond and leave the remaining amount in Cash Bonds.



The message above is telling you that you have additional money available to be paid out that can be disbursed now by using the check icon or held to be converted or disbursed at a later time.

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c. ***IF*** the full amount is applied to case and judgment fees, click **Save** and your bond will convert

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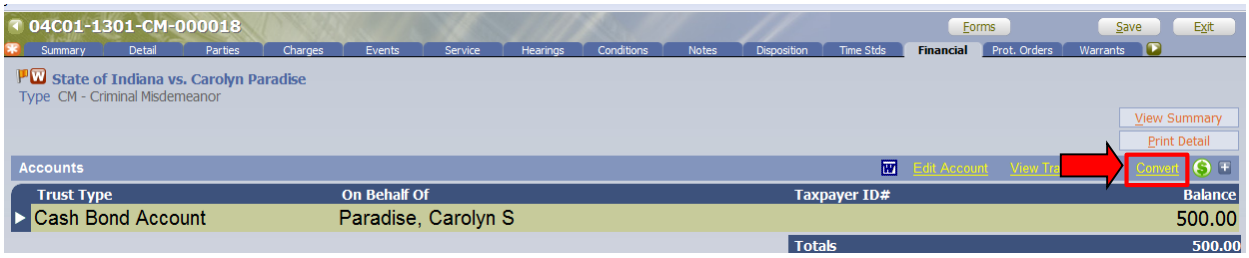
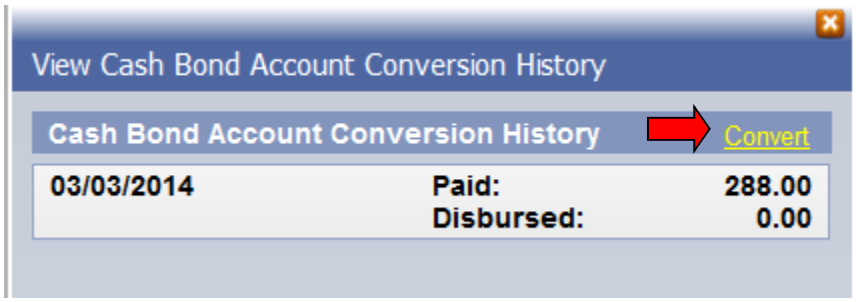
Converting the Same Bond to Pay Additional Fees

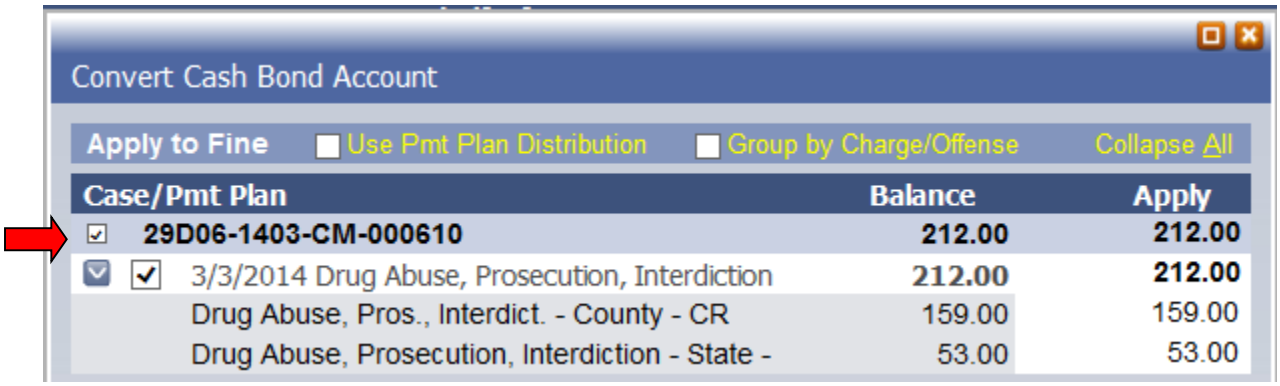
1. Go into the ***Financial Tab*** on the case.
2. Click into yellow ***CONVERT*** hyperlink.



3. The 'View Cash Bond Account Conversion History' window will appear. Click on the yellow **CONVERT** button. This screen breaks down what portion of the bond has already been applied and disbursed as well as the date the adjustment/convert bond took place on.



4. Check mark the small box to the left of the cause number. Check mark all cases to which the bond should apply.

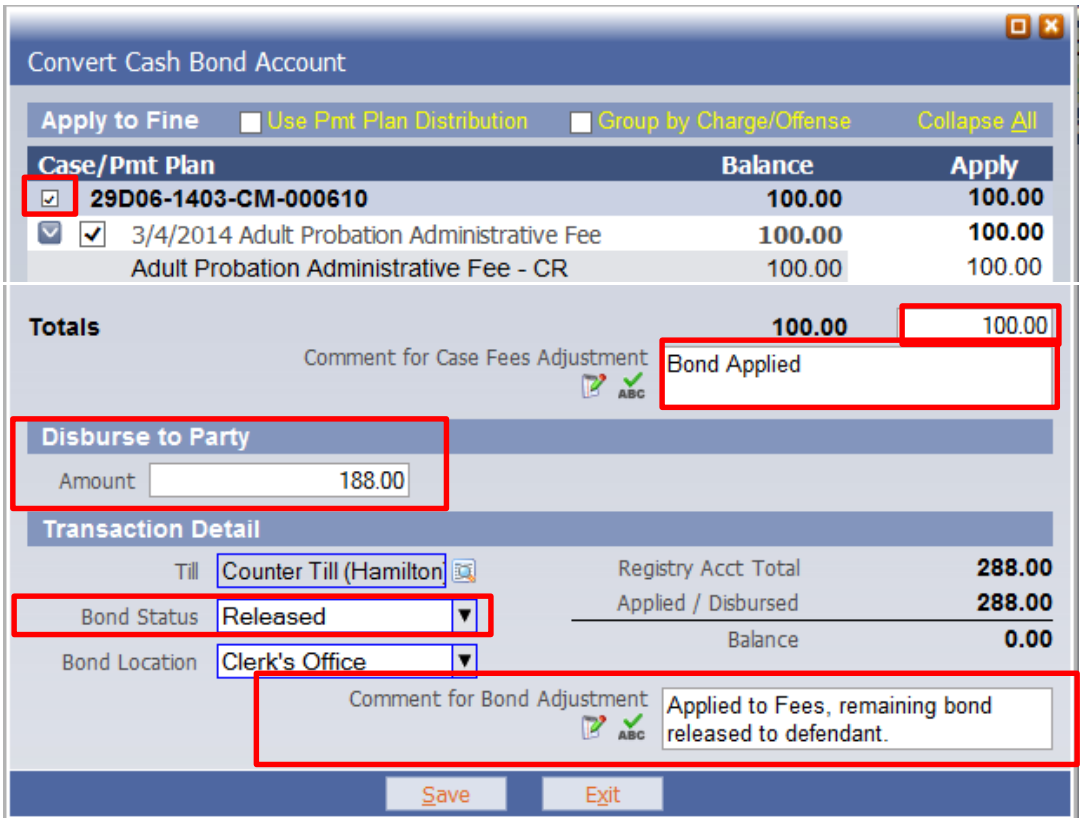


5. The ***amount to apply:***
   a. ***IF*** the assessed fees are less than the remaining bond, enter the total amount of the assessed fees.
   b. ***IF*** the fee total is greater than the amount of the remaining bond, enter the total amount of the bond.

6. Enter a Comment "Bond Applied".

7. If any remaining balance is to be disbursed, enter the amount into the "Disburse to Party" section.
   a. ***IF*** the total is to be disbursed to one party, enter the total remaining balance
   b. ***IF*** the total is to be split between multiple recipients, enter the amount to be paid to one of the recipients. (this will leave the remaining balance on the Bond)
   c. ***IF*** no amount is to be disbursed, leave this field blank.

8. Your screen should look similar to the screenshot below:



The next steps should be used to disburse the remaining balance of the bond if so ordered.
If the Judge has not ordered the remainder to be disbursed, the bond can remain in Cash Bonds (Trust).

1. Click in ***Cash Bonds*** under Financial Tab.

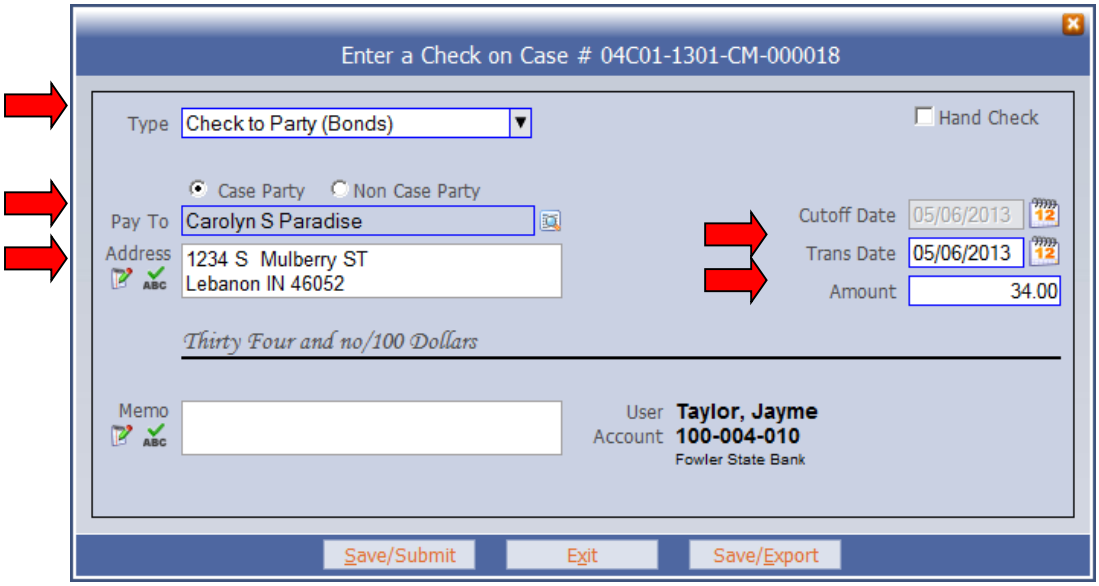
2. Click into yellow ***VIEW TRANSACTIONS*** hyperlink on the Financial Tab of the case.

3. Click on small check icon on the right side of page.

4. At ***Type*** dropdown, choose ***Check to Party (Bonds).***

5. Click into Picker to choose recipient. If the recipient is not a party on the case, choose the Non-Case Party radio button and manually type the recipient's name.

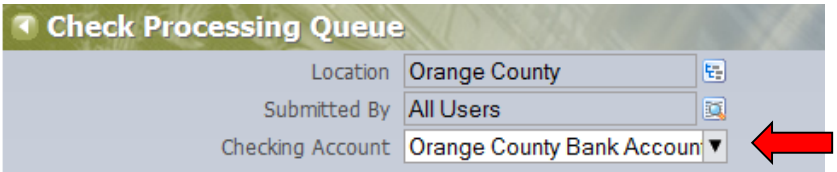
6. Fill in the ***Amount*** of the check.



7. Choosing the ***SAVE/SUBMIT*** or the ***SAVE/EXPORT*** button determines where the check goes and how it needs to be processed. If the user selects the ***SAVE/SUBMIT*** option, the check goes to the Check Processing Queue in Case Manager. The check will be listed in the queue along with the checks for the day, including checks that were produced from the group disbursement. The checks will be held until the user exports those checks to the ***OFM (Odyssey Financial Manager)*** Check Processing Queue. Once the checks are exported, the user will follow the procedure for printing checks. If the user selects the ***SAVE/EXPORT*** option, the check will go directly to ***OFM*** where it can be printed immediately. ***(Please check with your bookkeeper before selecting Save/Export. It may be their preference that you select Save/Submit.)***

8. If you hit ***Save/Submit***: From the left navigation bar, under Fees & Finances, click on **Check Processing Queue** and choose your county from the org. chart if prompted.

9. From the Checking Account dropdown, choose your **County Bank Account.**



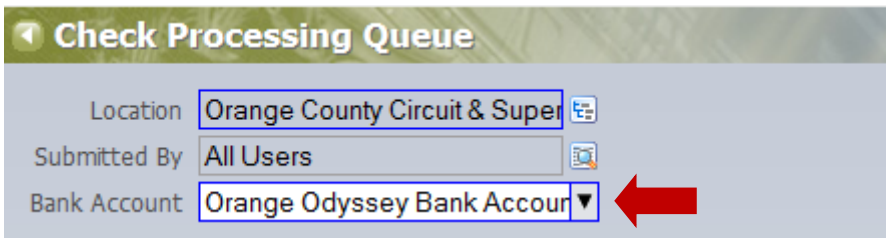
10. When your checks appear, click **Submit** and then choose **Finish.** Click **OK** when you are notified the job has been sent to the Job Queue.

OFM PROCESS AND PRINTING CHECKS

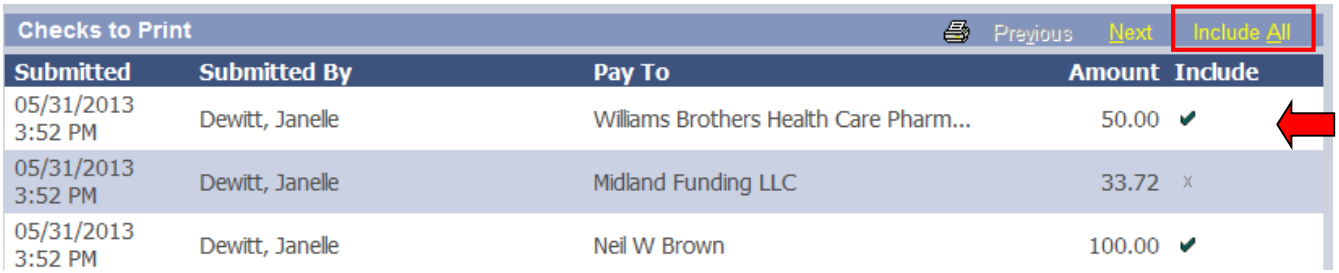
1. From the Windows Menu Bar, click on Centers, choose **Financial Manager.**

2. Click **Check Processing Queue** on left navigation bar. If the org. chart appears, choose your county.

3. From the Bank Account dropdown, choose your **County Bank Account.**

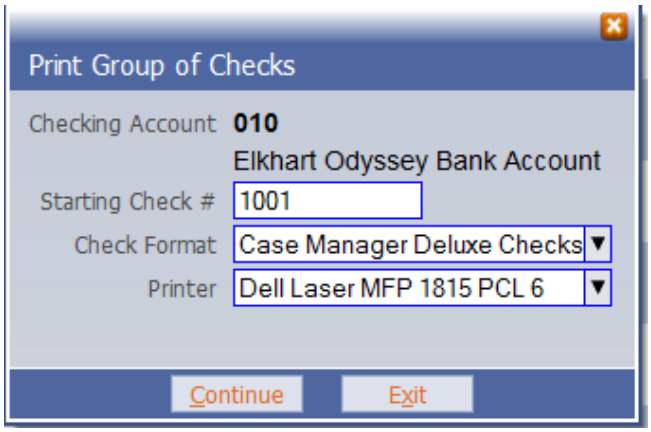


4. When your checks appear, click on the **Include All** hyperlink, or place a check mark next under the Include column for the checks you would like to include.



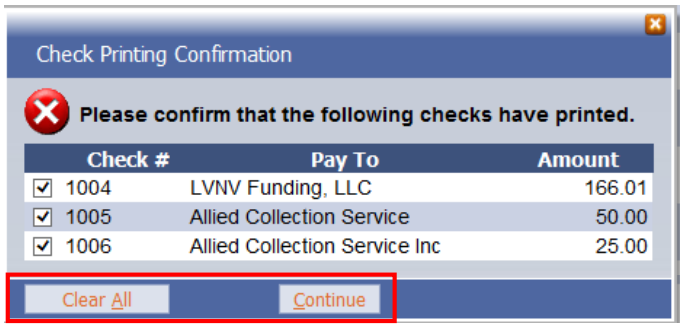
5. Click on **Print** on the top right corner.

6. When you get the pop-up, fill in beginning check #, Check Format and Printer, and then click **Continue.**



7. *****VERY IMPORTANT – DO NOT CLOSE OUT THE CHECK PRINTING CONFIRMATION POP-UP UNTIL CHECKS HAVE PRINTED SUCCESSFULLY*****

8. If checks have not printed correctly, click **Clear All** and resolve the issue. If checks have printed successfully, click **Continue.**

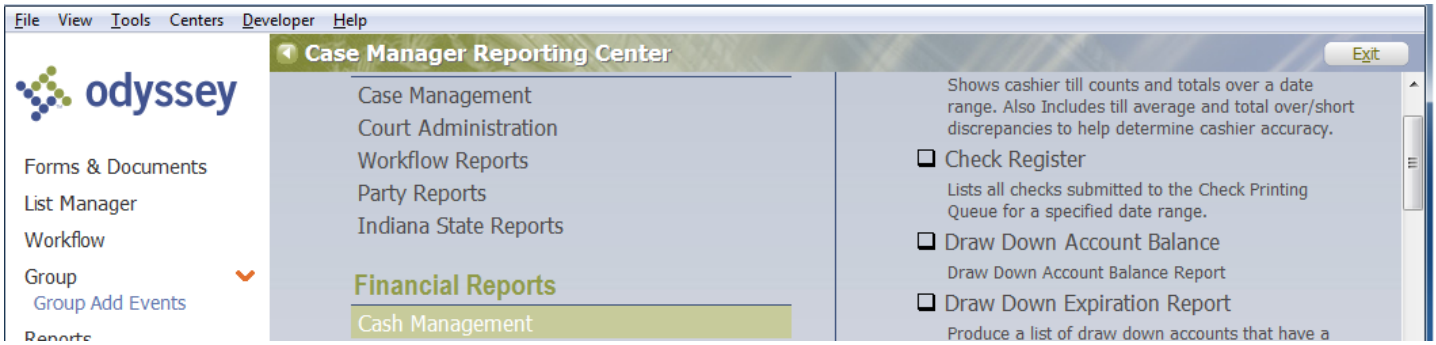


9. After checks print, you should tear off the bottom stub of the check stock. This should be maintained for your recordkeeping purposes and made available for State Board of Accounts.

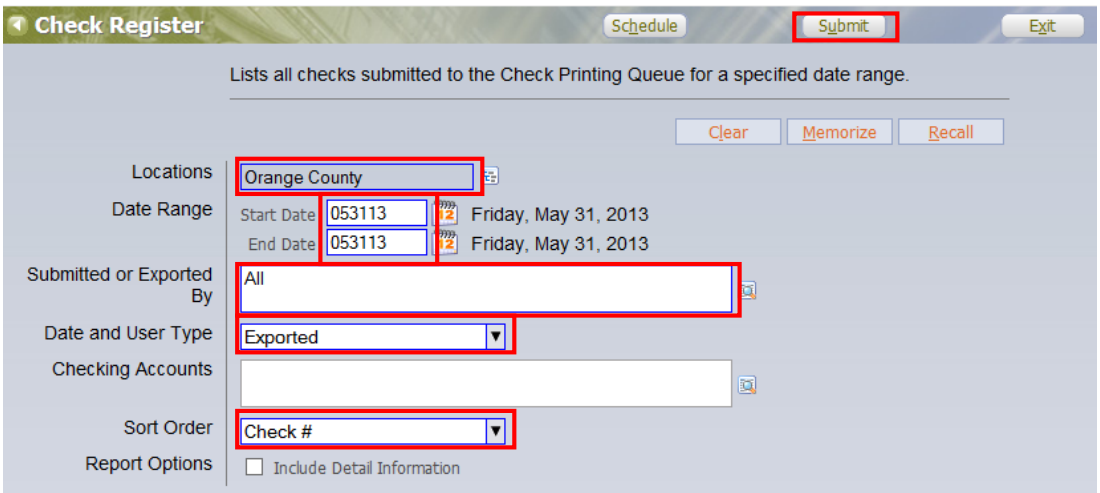
PRINT CHECK REGISTER – Case Manager

1. Click on Centers in the Windows Menu Bar, and choose Case Manager.

2. From the left navigation bar, click on **Reports → Cash Management → Check Register.**



3. The fields should be filled out as below, or you can click **Recall** and select your report.



4. When the report criteria are filled out, click **Submit.**