



Odyssey CMS Cheatsheet

Topic: Daily Cash Balance Report
Date: 6/13/2013

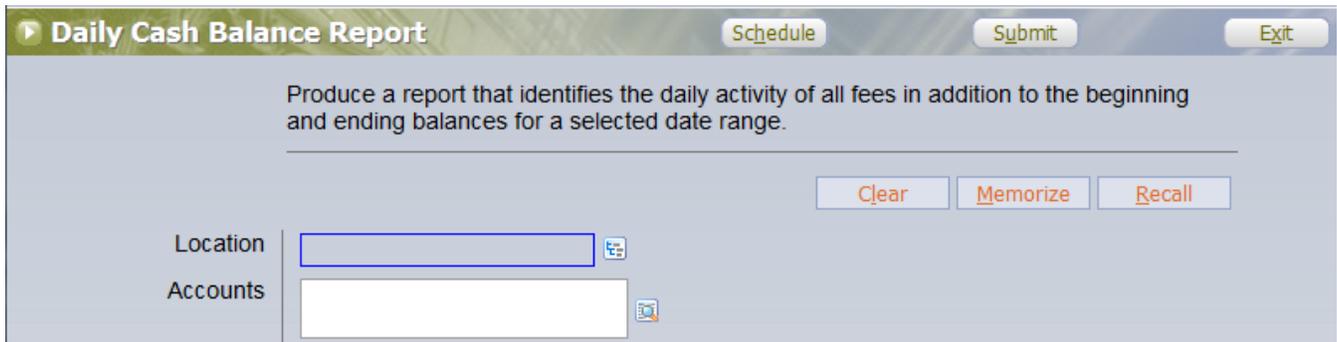
Summary: This cheatsheet explains how to set up a daily cash balance report.

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.

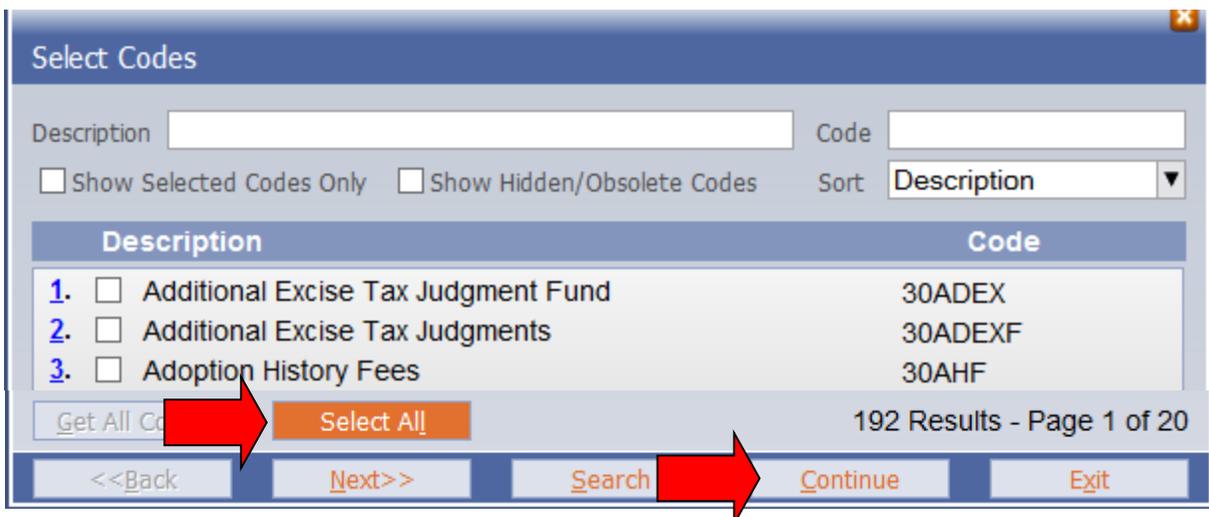
1. In OFM, select **Reporting** → **Account Balance** → **Daily Cash Balance Report**.



2. You will see the screen below. Select your **Location** from the picker .



3. Click into the picker  next to **Accounts**. Click **Select All** in the dialogue box and click **Continue**.





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4. Click into the Accounts picker again. Enter the word **“fund”** into the description field and click **Search**.

Select Codes

Description Code

Show Selected Codes Only Show Hidden/Obsolete Codes Sort

| Description | Code |
|--|---------|
| 1. <input checked="" type="checkbox"/> Additional Excise Tax Judgment Fund | 30ADEX |
| 2. <input checked="" type="checkbox"/> Additional Excise Tax Judgments | 30ADEXF |
| 3. <input checked="" type="checkbox"/> Adoption History Fees | 30AHF |

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5. When the results come back, click **Clear All**. **Do NOT click continue until step 13.**

Select Codes

Description Code

Show Selected Codes Only Show Hidden/Obsolete Codes Sort

| Description | Code |
|--|--------|
| 1. <input checked="" type="checkbox"/> Additional Excise Tax Judgment Fund | 30ADEX |
| 2. <input checked="" type="checkbox"/> Adoption History Fund | 30AH |
| 3. <input checked="" type="checkbox"/> Adult Probation Administration Fund | 30APA |

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6. Search for **“Refund”** and check the box.

Select Code

Description Code

Show Selected Codes Only Show Hidden/Obsolete Codes Sort

| Description | Code |
|---|-------|
| 1. <input checked="" type="checkbox"/> Refund | 30REF |

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7. Search for **"Unclaimed"** and check the box.

The screenshot shows the 'Select Codes' window with the following details:

- Description: unclaimed
- Code: (empty)
- Sort: Description
- Buttons: Show Selected Codes Only, Show Hidden/Obsolete Codes
- Table:

| Description | Code |
|--|------|
| 1. <input checked="" type="checkbox"/> Unclaimed Funds | 30UF |
- Buttons: [Get All Codes](#), [Clear All](#)
- Page Info: 1 Results - Page 1 of 1
- Navigation: <<Back, Next>>, Search, Continue, Exit

8. Search for **"Assets"** and uncheck the boxes (typically 2 accounts).

The screenshot shows the 'Select Codes' window with the following details:

- Description: assets
- Code: (empty)
- Sort: Description
- Buttons: Show Selected Codes Only, Show Hidden/Obsolete Codes
- Table:

| Description | Code |
|---|----------|
| 1. <input type="checkbox"/> Assets | A |
| 2. <input type="checkbox"/> Hancock Countywide Assets | 30ASSETS |
- Buttons: [Get All Codes](#), [Select All](#)
- Page Info: 2 Results - Page 1 of 1
- Navigation: <<Back, Next>>, Search, Continue, Exit

9. Search for **"Liabilities"** and uncheck the boxes (typically 2 accounts).

The screenshot shows the 'Select Codes' window with the following details:

- Description: liabilities
- Code: (empty)
- Sort: Description
- Buttons: Show Selected Codes Only, Show Hidden/Obsolete Codes
- Table:

| Description | Code |
|--|-------|
| 1. <input type="checkbox"/> Hancock Countywide Liabilities | 30CCL |
| 2. <input type="checkbox"/> Liabilities | L |
- Buttons: [Get All Codes](#), [Select All](#)
- Page Info: 2 Results - Page 1 of 1
- Navigation: <<Back, Next>>, Search, Continue, Exit



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10. Search for **“Support”** and make sure that only *Support Fees - Non IVD* and *Support Fees - IVD* are checked.
Note: City and Town Courts and Small Claims Courts need to uncheck all “Support” boxes.

The screenshot shows a 'Select Codes' window with the search term 'support'. The results table is as follows:

| Description | Code |
|---|-----------|
| 1. <input checked="" type="checkbox"/> Support Fees - IVD | 30SUP4 |
| 2. <input type="checkbox"/> Support Fees - IVD Fund | 30SUP4F |
| 3. <input checked="" type="checkbox"/> Support Fees - Non IVD | 30SUPNON |
| 4. <input type="checkbox"/> Support Fees - Non IVD Fund | 30SUPNON4 |

Buttons: Get All Codes, Select All, <<Back, Next>>, Search, Continue, Exit. Status: 2 Results - Page 1 of 1

11. Search for **“Miscellaneous”** and uncheck *Miscellaneous Fee*.

The screenshot shows a 'Select Codes' window with the search term 'miscellaneous'. The results table is as follows:

| Description | Code |
|--|--------|
| 1. <input type="checkbox"/> Miscellaneous Fee | 30MF |
| 2. <input type="checkbox"/> Miscellaneous Fee Fund | 30MISC |

Buttons: Get All Codes, Select All, <<Back, Next>>, Search, Continue, Exit. Status: 2 Results - Page 1 of 1

12. Search for **“Interest”** and uncheck one of the *Interest on Investments* boxes.

13. Click **Continue**.

The screenshot shows a 'Select Codes' window with the search term 'interest'. The results table is as follows:

| Description | Code |
|--|---------|
| 1. <input checked="" type="checkbox"/> Interest on Investments | 30INT |
| 2. <input type="checkbox"/> Interest on Investments | 30INTCR |

Buttons: Get All Codes, Select All, <<Back, Next>>, Search, Continue, Exit. Status: 2 Results - Page 1 of 1

A red arrow points to the 'Continue' button.



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14. Fill in the date range for the report in the Start Date and End Date fields.
15. Click **Memorize** to give the report a name. In the future, you can click **Recall** the report settings instead of having to re-enter the information. *Note: You can also **Clear** the fields if you need to start over. Please note that you must memorize the parameters if you want to recall them at a later time.*

Daily Cash Balance Report Schedule Submit Exit

Produce a report that identifies the daily activity of all fees in addition to the beginning and ending balances for a selected date range.

Clear Memorize Recall

Memorize: Enter a name and click Save.

Save Current Report Settings

| Name | Date | Time |
|------|------|------|
|------|------|------|

Name to Save

Save Exit

Recall: Select the saved report settings.

Load Report Settings

| Name | Date | Time |
|-------|------------|---------|
| Daily | 06/12/2013 | 1:46 PM |

User Name

Exit Fields