



# Odyssey CMS Cheatsheet

**Topic:** End of Day Balancing  
**Date:** 10/5/2015

**Summary:** The following cheatsheet explains the reports that are necessary to run in order to balance at the end of the day. This cheatsheet picks up after you've balanced your tills, added the till(s) to your deposit, made out your deposit slip for the bank and exported the deposit to OFM – Financial 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. **Receipt Journal Report** CMS (This will run this for ALL Tills, including the Adjustment Till and ePayment tills).
  - a. Select Reports → Cash Management (under Financial Reports) → Receipt Journal.
  - b. Fill out your screen so it looks like the sample below.
 

**NOTE:** Report Options = Run Only GL and Fund Code Summary, this will cut down on the number of pages produced in your report. You can run a detailed report later if you need to locate specific case numbers and their breakout of fees (explained in page 3-4 of this cheatsheet).
  - c. Click Submit.
  - d. Click Finish.

\*\*For the locations, select all nodes for your county, excluding the city and town nodes.

The screenshot shows the 'Receipt Journal' configuration interface. At the top, there are buttons for 'Schedule', 'Submit', and 'Exit'. Below these are 'Clear', 'Memorize', and 'Recall' buttons. The main area contains several filter sections:

- Locations:** Hancock County; Hancock C
- Sort Order:** By receipt number
- Case Category:** All
- Financial Category:** All
- Fee Category:** All
- Criminal Fee Codes:** All
- Civil Fee Codes:** All
- Probate or Mental Health Fee Codes:** All
- Family Fee Codes:** All
- Miscellaneous Fee Codes:** All
- Date Range:** Start Date: w-1 Tuesday, April 30, 2013; End Date: w-1 Tuesday, April 30, 2013
- Date Type:** Transaction Date
- First Receipt Number:** (empty field)
- Last Receipt Number:** (empty field)
- Citation Number and Disposition Date:**  Include Citation Number and Disposition Date?
- Report Options:** Run Only GL and Fund Code S (highlighted with a red box)



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2. **Check Register Report** CMS (Run this after completely running all your checks for the day).
  - a. Select Reports → Cash Management (under Financial Reports) → Check Register.
  - b. Fill out your screen so it looks like the sample below.
  - c. Click Submit.
  - d. Click Finish.

3. **Daily Cash Balance Report** OFM (Final report to run to match Receipt Journal and Check Register totals)
  - a. Click on Reporting.
  - b. Click on Account Balance (Right side of your screen).
  - c. Click on Daily Cash Balance Report.
  - d. Enter your start and end date, unless you have them defaulted with “W” or “W-1” (W = Workday, W-1 = Previous Workday).
  - e. Your screen should look like the example below.
  - f. Click Submit.
  - g. Click Finish.

## 4. **BALANCING: Matching up your Reports:**

Every Day: Take the previous day’s Daily Cash Balance report ending balances and make sure they match up with the beginning balance column of the new report you’ve just ran.

Asset Summary	Beginning Balance	Receipts	Disbursements	Ending Balance
Depository Name				
100-030-010 Odyssey Bank Account	1,383,150.75	8,373.44	10,020.35	1,381,503.84
100-030-020 Cash on Hand Account	0.00	0.00	0.00	0.00
Total :	1,383,150.75	8,373.44	10,020.35	1,381,503.84
Grand Total - Liabilities :	1,383,150.75	8,373.44	10,020.35	1,381,503.84
Grand Total - Assets :	1,383,150.75	8,373.44	10,020.35	1,381,503.84



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Now take your Receipt Journal and Check Register Reports and compare them as you see below. If they all match you're in balance for the day!

\*\*\*The Grand Total Liabilities MUST always match the Grand Total Assets.

## Receipt Journal Report:

Go to the first page of your report. It will look like this:

Receipt Journal by Fund and Fee Code			INSUPREMPROD
Transaction Date Range: 04/30/2013 - 04/30/2013 Sorted by: By receipt number			
Hancock County Hancock County Circuit Courts Hancock Circuit Court Hancock County Superior Courts Hancock Superior Court 1 Hancock Superior Court 2 Hancock County			
Final Totals	Totals	Fee Totals	
Total Receipts	8,373.44	8,373.44	
Total Adjustments/Impacting Receipts	0.00	0.00	
<b>Final Fee Code Totals</b>	<b>8,373.44</b>	<b>8,373.44</b>	
Hancock County Civil Crim-Juv-Traffic Family Probate or Mental Health			

The Final Fee Code Total amount should match the Receipt Column of your Daily Cash Balance Report in both the Liabilities Total and the Assets Total section on the last page of the Daily Cash Balance Report.

\*\*\*\*\*

If you run your Receipt Journal with the Report Option parameters set as Run Summary and Detail (NOTE: this prints several more pages than the previous report that summarizes and is used more for identifying cases and their breakout of fees applied):

Report Options	<input type="text" value="Run Summary and Detail"/>
	<input checked="" type="checkbox"/> Include Fee Code Breakdown <input type="checkbox"/> Do Not Group by Location <input type="checkbox"/> Save as CSV

Go to the last page of the report. Take the Final Fee Code Total line and find the amount under the section "NET" as you see below, outlined in Red (This is the actual amount that was exported to OFM – Financial Manager):

Receipt Journal by Fund and Fee Code			INSUPREMPROD						
Transaction Date Range: 04/30/2013 - 04/30/2013									
Fee Code Summary									
Hancock Superior Court 2 Continued...									
Civil Crim-Juv-Traffic Family Probate or Mental Health									
Fee Code Summary		Gross		Positive Adjustments		Negative Adjustments		Net	
Code Word	Description	Amount	Number	Amount	Number	Amount	Number	Amount	Number
HWZCR	Highway Work Zone Fee - CR	8.00	12	0.00	0	0.00	0	8.00	12
IBPCV	Intens Bearing Prindol - CIV	1,544.87	13	0.00	0	0.00	0	1,544.87	13
IFJDGCR	Infraction Judgment - CR	124.50	5	0.00	0	0.00	0	124.50	5
ISPHQ	Indiana State Police (Indiana) Fee	4.00	1	0.00	0	0.00	0	4.00	1
JIACR	Judicial Insuranc Adjustment Fee - CR	10.00	10	5.00	5	0.00	0	15.00	15
JIACV	Judicial Insuranc Adjustment Fee - CIV	2.00	2	0.00	0	0.00	0	2.00	2
JSCR	Judicial Sealy Fee - CR	200.00	10	100.00	5	0.00	0	300.00	15
JSCV	Judicial Sealy Fee - CIV	30.00	2	0.00	0	0.00	0	30.00	2
JURYCR	Jury Fee - CR	30.00	15	8.00	4	0.00	0	38.00	19
LATEPCTYCR	Late Payment Fee-County - CR	50.00	2	0.00	0	0.00	0	50.00	2
PBFCV	Pro Bono Legal Services Fee - CIV	2.00	2	0.00	0	0.00	0	2.00	2
PDACR	Public Defense Administration Fee - CR	50.00	10	25.00	5	0.00	0	75.00	15
PDACV	Public Defense Administration Fee - CIV	10.00	2	0.00	0	0.00	0	10.00	2
SBCR	Sealcoat Violation Fine - CR	25.00	1	0.00	0	0.00	0	25.00	1
SCSFCV	Small Claims Service Fee - CIV	30.00	2	0.00	0	0.00	0	30.00	2
SSFCV	Shelf Service Fee - CIV	13.00	1	0.00	0	0.00	0	13.00	1
UAA	Unknown Arresting Agency	8.00	2	4.00	1	0.00	0	12.00	3
<b>Sub-Totals</b>		5,152.37	234	2,106.50	72	(2,106.50)	(8)	5,152.37	238
<b>Fee Code Summary Totals</b>		<b>8,373.44</b>	<b>388</b>	<b>2,106.50</b>	<b>72</b>	<b>(2,106.50)</b>	<b>(8)</b>	<b>8,373.44</b>	<b>432</b>



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As you can see from this screen shot, the total amount for receipts taken for this day was \$8,373.44

Fee Code Summary Totals	Gross		Positive Adjustments		Negative Adjustments		Net	
	Amount	Number	Amount	Number	Amount	Number	Amount	Number
	8,373.44	368	2,106.50	72	(2,106.50)	(8)	8,373.44	432

## Daily Cash Balance Report – Receipt/Deposit Comparison:

### Daily Cash Balance Report

Date Range : 04/30/2013 to 04/30/2013 G/L Accounts : Selected  
 Hancock County Circuit & Superior Courts

Hancock County Circuit & Superior Courts continued...

Total :	1,383,150.75	8,373.44	10,020.35	1,381,503.84
<b>Asset Summary</b>				
Depository Name	Beginning Balance	Receipts	Disbursements	Ending Balance
100-030-010 Hancock Odyssey Bank Account	1,383,150.75	8,373.44	10,020.35	1,381,503.84
100-030-020 Cash on Hand Account	0.00	0.00	0.00	0.00
<b>Total :</b>	<b>1,383,150.75</b>	<b>8,373.44</b>	<b>10,020.35</b>	<b>1,381,503.84</b>
<b>Grand Total - Liabilities :</b>	<b>1,383,150.75</b>	<b>8,373.44</b>	<b>10,020.35</b>	<b>1,381,503.84</b>
<b>Grand Total - Assets :</b>	<b>1,383,150.75</b>	<b>8,373.44</b>	<b>10,020.35</b>	<b>1,381,503.84</b>

## Check Register Report:

Check Register							INSUPREMPROD
Submitted Date Range: 04/30/2013 to 04/30/2013							Include: Detail
Hancock County							
Submitted	Submitted By	Source	Disb. Check #	Pay To	Case Number	Amount	
04/30/2013 9:50 AM	McCoy, Mary (MJM)	Group 27710	441822	Unifund Ccr Partners	30C01-0903-CC-000291	222.93	
04/30/2013 9:50 AM	McCoy, Mary (MJM)	Group 27710	441823	Us Auto Group	30D02-1209-SC-000993	74.67	
04/30/2013 9:50 AM	McCoy, Mary (MJM)	Group 27710	441824	Zion Management, Llc	30D01-1010-CC-001154	156.26	
04/30/2013 11:57 AM	McCoy, Mary (MJM)	Individual	441825	Hancock Co Treasurer	30D02-1206-FD-000828	38.50	
04/30/2013 2:34 PM	McCoy, Mary (MJM)	Individual	441826	Hancock County Community Corrections	30D02-1207-CM-001065	469.00	
04/30/2013 2:33 PM	McCoy, Mary (MJM)	Individual	441827	Hancock County Probation	30D02-1207-CM-001065	190.00	
04/30/2013 12:01 PM	McCoy, Mary (MJM)	Individual	441828	Kelly Browne	30D02-1206-FD-000924	329.00	
04/30/2013 11:51 AM	McCoy, Mary (MJM)	Individual	441829	Kevin G Lyday	30D02-1208-FD-001317	124.00	
04/30/2013 12:03 PM	McCoy, Mary (MJM)	Individual	441830	Kevin M West	30D02-1208-FD-001250	329.00	
04/30/2013 3:19 PM	McCoy, Mary (MJM)	Individual	441831	Shelby M Davenport	30D02-1211-CM-001743	64.50	
04/30/2013 11:58 AM	McCoy, Mary (MJM)	Individual	441832	Stephen C Pavey	30D02-1206-FD-000828	90.50	
<b>Checks Not Voided: 74</b>						<b>10,020.35</b>	
<b>Checks Voided: 0</b>						<b>00.00</b>	

This total must match the Liabilities and Asset totals under the Disbursement Column on the Daily Cash Balance report as you see in the sample report on the next page:



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## Daily Cash Balance Report – Disbursement Comparison:

<b>Daily Cash Balance Report</b>				
Date Range : 04/30/2013 to 04/30/2013 G/L Accounts : Selected				
Hancock County Circuit & Superior Courts				
<b>Hancock County Circuit &amp; Superior Courts continued...</b>				
200-030-490-010 Youth Tobacco Education and Enforcement Fee	0.00	0.00	0.00	0.00
200-030-500-010 Converted Liability	0.00	0.00	0.00	0.00
200-030-510-010 Reimbursement for Stray Animal Fee	0.00	0.00	0.00	0.00
200-030-520-010 Additional Excise Tax Judgments	0.00	0.00	0.00	0.00
200-030-530-010 Pro Bono Legal Services Fee	292.60	10.00	0.00	302.60
200-030-540-010 Interstate Compact Application Fee (County)	0.00	0.00	0.00	0.00
200-030-600-010 Problem Solving Court Monthly Fee	0.00	0.00	0.00	0.00
200-030-600-020 Problem Solving Court Administration Fee	0.00	0.00	0.00	0.00
200-030-600-030 Problem Solving Court Drug Testing Fee	0.00	0.00	0.00	0.00
<b>Total :</b>	<b>1,383,150.75</b>	<b>8,373.44</b>	<b>10,020.35</b>	<b>1,381,503.84</b>
<b>Asset Summary</b>				
Depository Name	Beginning Balance	Receipts	Disbursements	Ending Balance
100-030-010 Hancock Odyssey Bank Account	1,383,150.75	8,373.44	10,020.35	1,381,503.84
100-030-020 Cash on Hand Account	0.00	0.00	0.00	0.00
<b>Total :</b>	<b>1,383,150.75</b>	<b>8,373.44</b>	<b>10,020.35</b>	<b>1,381,503.84</b>
<b>Grand Total - Liabilities :</b>	<b>1,383,150.75</b>	<b>8,373.44</b>	<b>10,020.35</b>	<b>1,381,503.84</b>
<b>Grand Total - Assets :</b>	<b>1,383,150.75</b>	<b>8,373.44</b>	<b>10,020.35</b>	<b>1,381,503.84</b>

If all three reports match, you're in balance for the day!