



Odyssey CMS Cheatsheet

Topic: Fixing Mis-Applied Payments

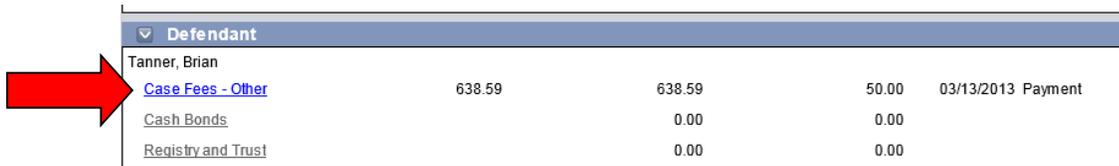
Date: 3/14/2013

Summary: The purpose of this cheatsheet is to instruct the user how to correct a mis-applied payment *prior* to disbursing. The assumption is that the till that the original payment was taken in has been deposited and exported to OFM. Otherwise, the original transaction would be voided in the original till and another payment would be posted correctly.

PLEASE NOTE: **If the payment applied to the wrong case/party has already been disbursed, DO NOT USE THIS CHEATSHEET!** Please call the Court Technology Help Desk at 1-888-275-5822 or 317-234-2588 to obtain steps for the correct procedure.

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. Open and Sign On to the Adjustment Till.
2. Navigate to the Financial Tab of the case on which the payment was taken.
3. Click into the Case Fees under the Party that the original payment was posted against.



Defendant					
Tanner, Brian					
Case Fees - Other	638.59	638.59	50.00	03/13/2013 Payment	
Cash Bonds		0.00	0.00		
Registry and Trust		0.00	0.00		

4. Click View Trans. 
5. Right click on the original payment transaction and click Reverse Transaction.



Payments	Credits	Balance
		688.59
50.00		638.59
		638.59

6. Enter a Comment and Click Save.



Reverse a Payment

Date: 03/14/2013

Fee Schedule	Charges	Payments	Credits	Balance	Disb	Escrow
Judgment	0.00	(50.00)	0.00	50.00	0.00	(50.00)
Interest Bearing Principal -		-50.00		+50.00		-50.00
Current Adjustments	None	-50.00	None	+50.00	None	-50.00

Reason:

Comment:

User: Jayme Taylor
 Station: Jayme Bornman
 Till: Adjustment Till (Hamilton)

Buttons: Save, Exit



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7. *Navigate* to the case and/or party that the payment should have been applied against.

8. *Click* the yellow Adjustment icon .

9. *Click* the arrow beside the fee schedules. 



Fee Schedule	Charges	Payments	Credits	Balance	Disb	Escrow
03/13/2013 Judgment	338.01	0.00	0.00	338.01	0.00	0.00

10. *Increase* the payment column for the individual fees that the payment should apply to.



Fee Schedule	Charges	Payments	Credits	Balance	Disb	Escrow
03/13/2013 Judgment	338.01	50.00	0.00	288.01	0.00	50.00
Judgment - Non-Interest B	0.00	0.00	0.00	0.00	0.00	0.00
Interest Bearing Principal -	338.01 ↑	0.00	0.00 ↓	288.01	0.00 ↑	50.00
Attorney's Fee - CV	0.00	0.00	0.00	0.00	0.00	0.00
Prejudgment Interest - CV	0.00	0.00	0.00	0.00	0.00	0.00
Current Adjustments	None	+50.00	None	-50.00	None	+50.00
Adjusted Totals	338.01	50.00	0.00	288.01	0.00	50.00
Indirect Totals	0.00					

Reason:

Comment:

User: **Jayne Taylor**
 Station: **Jayne Bornman**
 Till:

11. *Confirm* that your “Current Adjustment” amount on the bottom of the window is equal to the payment that you reversed on the other case/party.

12. *Enter* a Comment and *Click* Save.

13. *Navigate* to Manage Tills. *Close* and *Reconcile* the Adjustment Till.

14. *Navigate* to Manage Deposits. Include the Adjustment Till in a deposit with no other tills. *Close* the deposit and export to OFM.