



Odyssey CMS Cheatsheet

Topic: Group Disbursements and Printing Checks

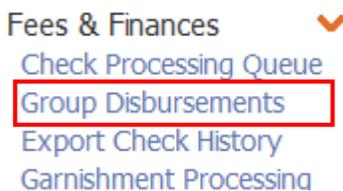
Date: 6/3/2015

Summary: This cheatsheet describes each step relating to the Group Disbursement Process in Odyssey.

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.

GROUP DISBURSEMENTS

1. On left navigation bar, under Fees & Finances, click on **Group Disbursements**. When the org. chart appears, double click on your county and click **Continue**.



2. Click yellow **Recall** hyperlink on right side of the screen and choose your report. Selecting this report will fill in the fields under Disbursements Included.

Disbursements Included Clear **Recall** Memorize

Checking Accounts: Orange County Bank Account

Fee Categories: Other User Fees; Registry; Interest; Fine; Non-Interest Judgment/Restitution; Refund;

Civil Fee Codes: Interest Bearing Principal - CV; Interest on Attorney's Fees - CV; Interest on Pre-

Criminal Fee Codes: Interest Bearing Principal - CR; Judgment Interest - CR; Manual Judgment Interest - CR;

Family Fee Codes: Interest Bearing Principal - FM; Interest on Attorney's Fees - FM; Judgment - Non-

Probate or Mental Health Fee Codes: Change of Venue Fee - PR; Interest Bearing Principal - PR; Judgment Interest - PR;

Miscellaneous Fee Codes:

3. On the left side, under Check Information, fill in **As of Date**.

*******Do NOT click the Create Disbursement check box!*******

4. Under Collection Information, place a check mark in the **Create Disbursement Summary Report** box.
5. Fill in the **Collection Start Date**.
6. Choose **Detail & Summary** from the Report Options dropdown box.
7. Place a check mark next to **Include Full Detail**.

Location: Orange County; Orange Count

Check Information

- Create disbursement check
- As Of Date: 05/31/2013
- Check Type: [Dropdown]
- Trans Date: 05/31/2013

Collection Information

- Create disbursement summary report
- Collection Start Date: 05/31/2013
- Collection End Date: 05/31/2013
- Report Options: Detail & Summary
- Include Full Detail
- Suppress Previously Held Fees



Odyssey CMS Cheatsheet

- Click **Submit** at top right corner of your screen. The Add Email Notification Recipients box will pop up, if you would like the report to be emailed to you, add your email in the “To” field, and place a checkmark next to “Attach Any Files Generated by Job and Keep Files in Job History”, then click **Finish** to create your report. If you do not want the report emailed to you, just click **Finish**.

Add Email Notification Recipients

To: Bob@orangeco.gov

Cc:

Bcc:

Comment:

Attach Any Files Generated by Job

Attach Any Files Generated by Job and Keep Files in Job History

Copy Job Files to Directory

Directory:

Print to Network Printer

Printer:

Cancel Finish

- Click **OK** when you get a pop up that your report has been submitted to the queue.

Job Submitted

The Disbursement Job has been submitted to the Job Queue.

OK

- You can view and print your report from bottom of this screen, or from View Job History.

Your job has completed (Group Disbursement). Click here to view the results.

OR

Administration

View Job Queue

View Job History



PREPARING AND SENDING CHECKS TO OFM (Odyssey Financial Manager)

- In Case Manager, click on **Group Disbursements** and choose your county from the org. chart.

Fees & Finances

Manage Deposits

Check Processing Queue

Group Disbursements

- On the left side, under Check Information, place a check mark next to **Create Disbursement Check**.
- Fill in the **As of Date**.
- Depending upon your task, choose Check to Party or Agency in the **Check Type** dropdown. (*Check to Party* is for daily judgment checks.)



Odyssey CMS Cheatsheet

5. Fill in the **Collection Start Date** under Collection Information.
6. Place a check mark next to **Include Full Detail**.

Location: Orange County, Orange Count

Check Information	Collection Information
<input checked="" type="checkbox"/> Create disbursement check	<input checked="" type="checkbox"/> Create disbursement summary report
As Of Date: 05/31/2013	Collection Start Date: 05/31/2013
Check Type: Check to Party (Case Fees)	Collection End Date: 05/31/2013
Trans Date: 05/31/2013	Report Options: Detail & Summary
	<input checked="" type="checkbox"/> Include Full Detail

7. Click **Submit** at top right corner of your screen. Enter email addresses in the “To” field, place a checkmark next to “Attach Any Files Generated by Job and Keep Files in Job History”, and click **Finish** to create your report. If you do not want the report emailed to you, just click **Finish**.

Add Email Notification Recipients

To: Bob@orangeco.gov

Cc:

Bcc:

Comment:

Attach Any Files Generated by Job

Attach Any Files Generated by Job and Keep Files in Job History

Copy Job Files to Directory

Directory:

Print to Network Printer

Printer:

Cancel Finish

8. Click **OK** when you get a pop up that your report has been submitted to the queue.

Job Submitted

The Disbursement Job has been submitted to the Job Queue.

OK

9. On the left navigation bar, under Fees & Finances, click on **Check Processing Queue** and choose your county from the org. chart when prompted.

Fees & Finances

Manage Deposits

Check Processing Queue

Group Disbursements

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

Check Processing Queue

Location: Orange County

Submitted By: All Users

Checking Account: Orange County Bank Account

11. 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.



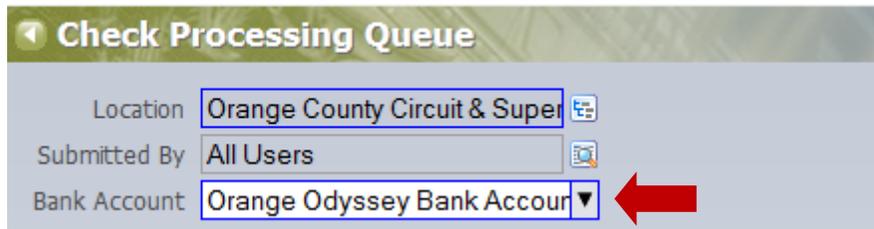
Odyssey CMS Cheatsheet

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. When the org. chart appears, choose your county.



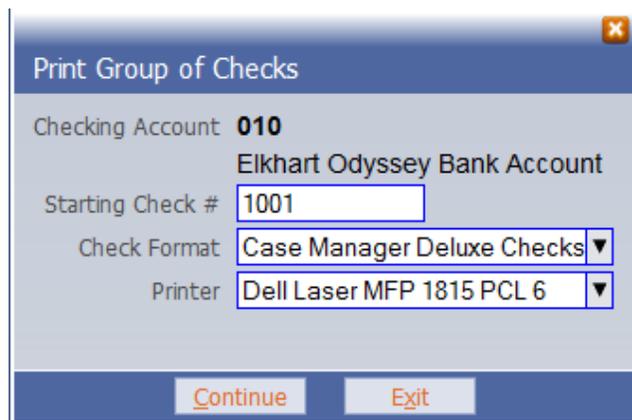
3. From the Bank Account dropdown, choose your **County Bank Account**.



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.

Checks to Print					Previous	Next	Include All
Submitted	Submitted By	Pay To	Amount	Include			
05/31/2013 3:52 PM	Dewitt, Janelle	Williams Brothers Health Care Pharm...	50.00	✓	←		
05/31/2013 3:52 PM	Dewitt, Janelle	Midland Funding LLC	33.72	×			
05/31/2013 3:52 PM	Dewitt, Janelle	Neil W Brown	100.00	✓			

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**.





Odyssey CMS Cheatsheet

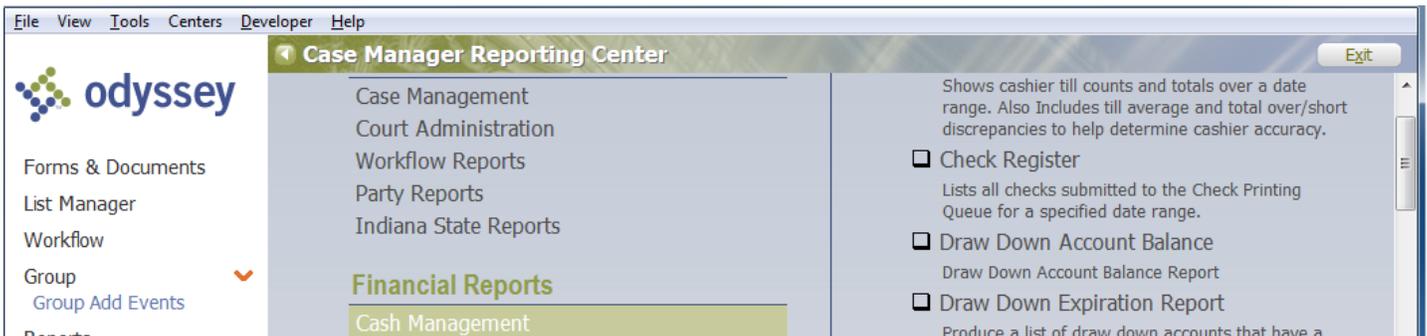
7. *****VERY IMPORTANT – DO NOT CLOSE OUT THE CHECK PRINTING CONFIRMATION POP-UP UNTIL CHECKS HAVE PRINTED SUCCESSFULLY*****
8. If checks have not printed correctly, click **Clear All** and resolve the issue. If checks have printed successfully, click **Continue**.



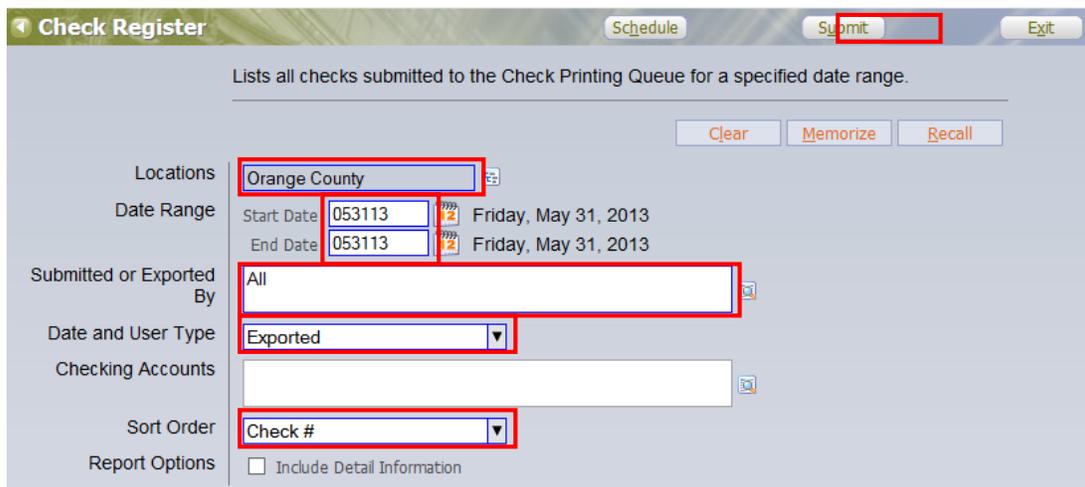
9. After checks print, you should tear off the bottom stub of the check stock. This should be maintained for your recordkeeping purposes and made available for State Board of Accounts.

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**.