



Odyssey CMS Cheatsheet

Topic: Financials – Managing and Exporting Deposits
Date: 6/3/2013

Summary: Below is an explanation of how to manage and export deposits in Odyssey Case 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.

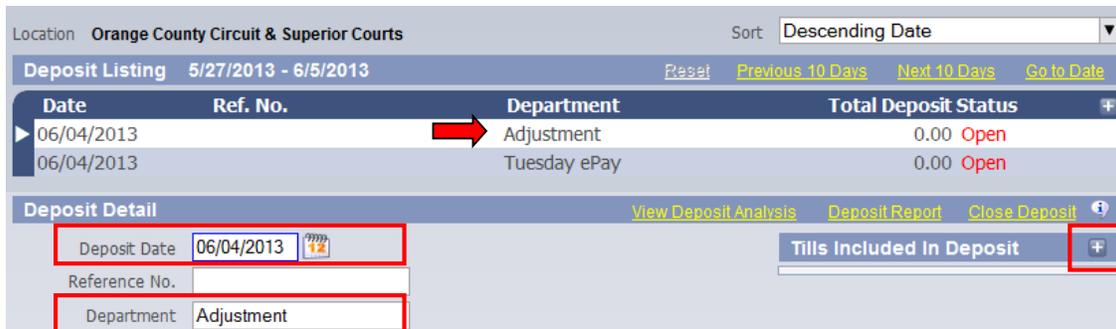
1. From the menu or in the left navigation bar, select **Manage Deposits**.



2. Click the plus sign (+) next to *Status* to create a new deposit. A blank line with *Open* status will appear under Deposit Listing.



3. Fill in the **Deposit Date** under Deposit Detail. The deposit date *MUST* match the date of the transactions that were taken for the selected till(s). (If your county reconciles and exports your deposits the next morning, you will backdate this field to the date the payments were taken in the selected tills. If your county exports deposits the same day, and takes hand receipts the rest of the day, you will use the current date).
4. The Department field can be used to add what makes up the deposit (e.g. Adjustment, Interest on Bank Statement, (DAY) ePayments, Superior Court Deposit, etc.). This field will show in the column above.
5. Click the plus sign (+) to the right of “Tills Included In Deposit”.





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6. Select the check box for the appropriate Till(s) to deposit and then click **Continue**. **Only tills that have been reconciled can be included.**

Till	Description	Created	Closed	Trans Bal
<input type="checkbox"/>	D01 Daily Till for Orange County	04/16/2013	Not Reconciled	5,244.61
<input checked="" type="checkbox"/>	Adjustment Till for Orange County	05/30/2013	06/04/2013	0.00

Continue Exit

7. Click **View Deposit Analysis** to verify breakout and make sure that there are not any over/shorts displaying. If there are, the tills should be removed and reconciled properly through Manage Tills and then re-added to the deposit to be exported.

View Deposit Analysis Deposit Report Close Deposit

Tills Included In Deposit		
Adjustment	06/04/2013	100.00

Deposit Analysis

Deposit Date: 06/04/2013 Reference No.
Location: Orange County Circuit & Su

Cash Deposited Transactions	
All Tender Methods	
Cash (0)	Adjustment Till for Orange County 0.00
Shortage/Overage Adjustment	100.00
	100.00
Total Cash Deposit	100.00
Non-Cash Deposited Transactions	
Credit Cards	
	0.00
Total Non-Cash Deposit	0.00

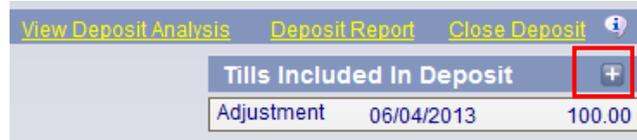
Exit Print

- This analysis can be printed by clicking the **Print** button on the bottom of the screen.

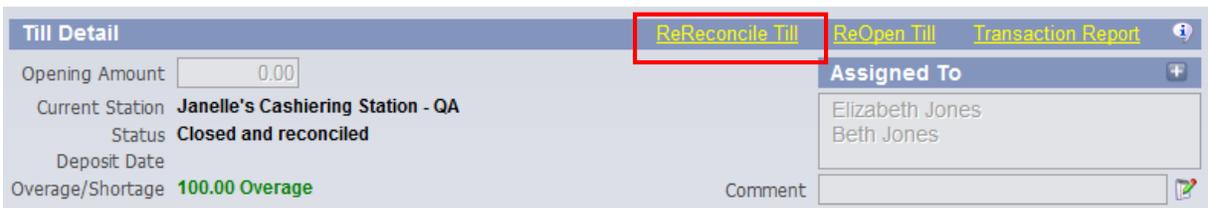


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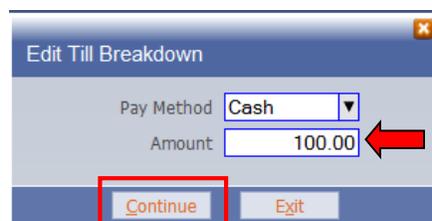
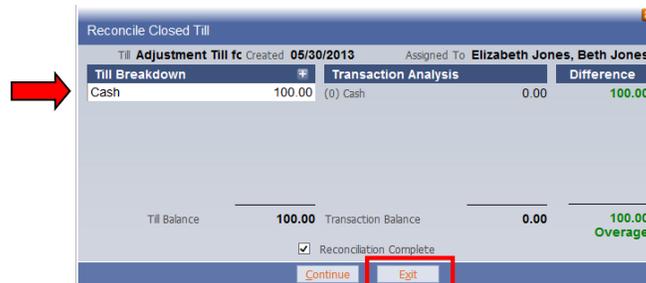
- If there are **shortages or overages** on your deposit analysis, the tills with the shortage/overage needs to be removed from the deposit, and reconciled properly.
- To remove the till from the deposit, click the plus (+) next to Tills Included in Deposit. Then, uncheck the till with the shortage/overage, and click **Continue**.



- Click Save in the upper right corner of the Manage Deposit screen.
- From the left navigation bar, click on **Manage Tills**. Click into the line for the till with the shortage/overage. Once in the till, click on the line of when the short/over, then click the **Re-Reconcile Till** hyperlink.

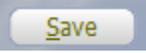


- Re-reconcile the till to correct the shortage/overage by clicking on the line that is incorrect. When the Edit Till Breakdown screen appears, enter the correct amount. Click **Continue**.





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- Your till should now be balanced. Click  in the top right corner.

Till Detail

Opening Amount

Current Station **Janelle's Cashiering Station - QA**

Status **Closed and reconciled**

Deposit Date

Overage/Shortage **Balanced**

- Click **Manage Deposits** from the left navigation bar. Click into the line of the deposit that you wish to export. Click on the plus (+) sign next to **Tills Included In Deposit**.

Deposit Detail [View Deposit Analysis](#) [Deposit Report](#) [Close Deposit](#) ⓘ

Deposit Date ⓘ

Reference No.

Department

Tills Included In Deposit +

- Place a check mark back in the box next to the till that was just re-reconciled. Then, click **Continue**.

Tills Included In Deposit ⓘ

Accounting Group: Orange County Circuit

Till	Description	Created	Closed	Trans Bal
<input type="checkbox"/>	D01 Daily Till for Orange County	04/16/2013	Not Reconciled	5,244.61
<input checked="" type="checkbox"/>	Adjustment Till for Orange County	05/30/2013	06/04/2013	0.00

- A Deposit Report can also be sent to the Job Queue. This report can list each receipt (Detail) taken within that deposit, the Fee Summary for the deposit or both. The report can be retrieved from View Job History or via email if that option is selected.

Deposit Detail [View Deposit Analysis](#) [Deposit Report](#) [Close Deposit](#) ⓘ

Deposit Date ⓘ

Reference No.

Department

Account No.

Tills Included In Deposit +

Adjustment	06/04/2013	100.00
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Deposit Report Options ⓘ

Sort Order

Report Options

Include Citation Number and Disposition Date

Include Fee Code Breakdown

Do Not Group by Location

Save as CSV



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8. Click on the yellow **Close Deposit** hyperlink.

9. Fill in **Verify Deposit Date**, **Verify Deposit Amount**, and your **Password**. Click **Save**.

10. The status is now set to Closed. Select the row you would like to export by clicking on it, and select **Export**.

Date	Ref. No.	Department	Total Deposit	Status
06/04/2013		Tuesday ePay	0.00	Open
06/04/2013		Adjustment	100.00	Closed

11. When the “Add Email Notification Recipients” box appears, click **Finish**. Click **OK** when the Job Submitted prompt shows up. The status has now changed from **Closed** to **Exported**.