



Odyssey CMS Cheatsheet

Topic: Preparing for Month End
Date: 4/25/2013

Summary: The month-end process involves some preparatory steps on the last working day of the month, as well as some steps on the first working day(s) of the next month. Ideally, a month end is processed as close to the calendar month end as possible. This produces the best, most concise reports possible and reduces the potential for the perpetuation of errors.

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.

On the last day of the month, tills should be closed, reconciled, deposited, and exported at the end of the day and manual receipts should be written, if needed, for the remainder of the business day. This will ensure that anything dated within the month is included in the Month End process.

Process NSF checks - Ensure that all NSF checks received during the period have been processed. This includes voiding associated transactions and assessing any associated fees to the payor of the check returned NSF.

******* IN CASE MANAGER *******

Click on **MANAGE TILLS:** Verify that all tills were included in a deposit. There should not be tills dated in the month you are balancing in the Created or Closed column.

Click on **MANAGE DEPOSITS:** Verify that all deposits are **EXPORTED**. Click Previous 10 Days link and repeat ensuring that the status is exported for every deposit during the month you are working to close. If a deposit will not export, call the Help Desk.

Click on **CHECK PROCESSING QUEUE:** Select your Bank Account at dropdown. Make sure all checks were submitted.

******* IN FINANCIAL MANAGER *******

Click on **CHECK PROCESSING QUEUE:** Select your Bank Account at dropdown. Make sure all checks were printed.

Review General Ledger (GL) Accounts Balances. Ensure that there are no negative amounts in any of the GL Accounts. **One possible exception to this is the Bank Account Discrepancy Fee. This may be carrying bank differences which have not yet been resolved.**

1. Navigate to **Reporting** → **Account Balances** → **Account Balances (report)**.



2. Select the **Location**.
3. Select **Transaction** in the Accounts drop down.
4. Select the Picker icon beside the fee box and **select all**.
5. Click **Continue**.



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- Type the last day of the month in the **As of Date** field.
- Select Report Options as **Run Detail and Summary**.

Account Balances

Schedule Submit Exit

Produce a summary or detail report of the account balances at a single location or at a location and below.

Clear Memorize Recall

Location: Orange County Circuit & Super

Accounts: Transaction

As of Date: 03/31/2013 Sunday, March 31, 2013

Report Options: Run Detail and Summary

- Click **Submit**.
- Click **Finish** and Print the report.

You will need this report to verify balances on last day of month. This report should be kept in your month-end file and will be your pre-closure report.

******* IN CASE MANAGER *******

Confirm Refund Account

- Navigate to **Reports** → **Cash Management** → **Money in Escrow**.

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Case Manager Reporting Center

Indiana State Reports

Financial Reports

Cash Management

Financial Activity

Registry and Trust

Bonds

Bonds

Exit

Lists all checks submitted to the Check Printing Queue for a specified date range.

Draw Down Account Balance

Draw Down Account Balance Report

Draw Down Expiration Report

Produce a list of draw down accounts that have a subscription expiration date that falls within the specified date range.

Money In Escrow

Lists all money in escrow. Can include money on hold, unlike Group Disbursements or the Receipt Journal report.

- Click **Recall** and select **Confirm Refund** report.
- Make sure dates are correct.
- Select **Submit**.
- Select **Finish**.
- Compare this report to the Account Balances report. (This is Refunds, which is under the Trust area of your Account Balances Report.)

Review Judgment Balances - Ensure that the funds in escrow in Case Manager for judgment transactions balance to the funds in Financial Manager.

- Navigate to **Reporting** → **Cash Management** → **Money in Escrow (same as screen above)**.
- Click **Recall** and select **Month End Judgment** Report.
- Make sure dates are correct.
- Select **Submit**.
- Select **Finish**.



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6. Compare this report to the Account Balances report. (This is Judgment Collections which is under the Trust area of your Account Balance report.)

Trust Report - Ensure that your Trust Book Account is in balance between Case Manager and Financial Manager.

1. Go to **Reporting** → **Registry and Trust** → **Registry and Trust Account with Balances**.



2. Click **Recall** and choose **Trust Book**.
3. Make sure the “as of” date is last day of the month you are balancing.
4. Click **Submit** and **Finish**.
5. Print your Trust Book. (Compare this amount with your account balance report Trust.)

Once all of this is in balance, the month end check can be cut.

Generating the Month End Check

Run a Disbursement Report - Running the disbursement report is a good idea to ensure that the money that will be distributed from Case Manager matches to money held in Financial Manager.

1. Go to **Group Disbursements** – left navigation tree.
2. **As of Date** - last day of the month. Be sure **not** to check the Create disbursement check box.
3. **Check (✓)** the Create disbursement summary report – on right.
4. Type a Collection Start Date.
5. **Check (✓)** Include Full Details.
6. Click **Recall**.
7. Click on the Month End County report.
8. Click **Submit**.
9. Click **Finish**.
10. Click **OK**.
11. Print the summary pages at the beginning of the report. Compare amounts with your Account Balance Report to ensure that all fees are balanced between Case Manager and Financial Manager.



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Process the Group Disbursement - After you are satisfied that everything is in balance, you are ready to rerun the disbursement report and generate the disbursement check.

1. Navigate to **Group Disbursements**
2. Select **Recall** and choose your report
3. **Check(✓)** the box for Create disbursement check.
4. Type the **As of Date** using the same date you used in your preliminary run for month end. This will be the last day of the month for which you are generating the check.
5. Select the **Check Type**.
6. Check the box for Create disbursement summary report.
7. Type a Collection start date using the same date you used in your preliminary run for month end.
8. Click **Submit**.
9. Click **Finish**.
10. Go to Check Processing Queue and Submit the check to Financial Manager.
11. **Do not forget to go back and follow the same steps to do your Support Fees or any other check that needs printed.**
12. Go to Financial Manager and access **Check Processing Queue** and print the disbursement checks.

Once your check is printed, you will need to do your Report of Collections

1. In Case Manager, go to **Reports** → **Indiana State Reports** → **Report of Collections**.



2. Make sure that dates are correct. Collections Date Range is beginning and ending day of month that you are balancing. Check Print Date Range is the date that check is printed.

If they do not match, compare your group disbursement report that lists the amounts on the check to the Report of Collections Report to see what is missing. Court Technology needs the Auditor Fund number. Once you have that number, contact the Court Technology Help Desk.