



Odyssey CMS Cheatsheet

Topic: Multiple Cases, One Garnishment Check
Date: 4/23/2014

Summary: This cheatsheet describes how to process a single garnishment check for multiple cases.

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.

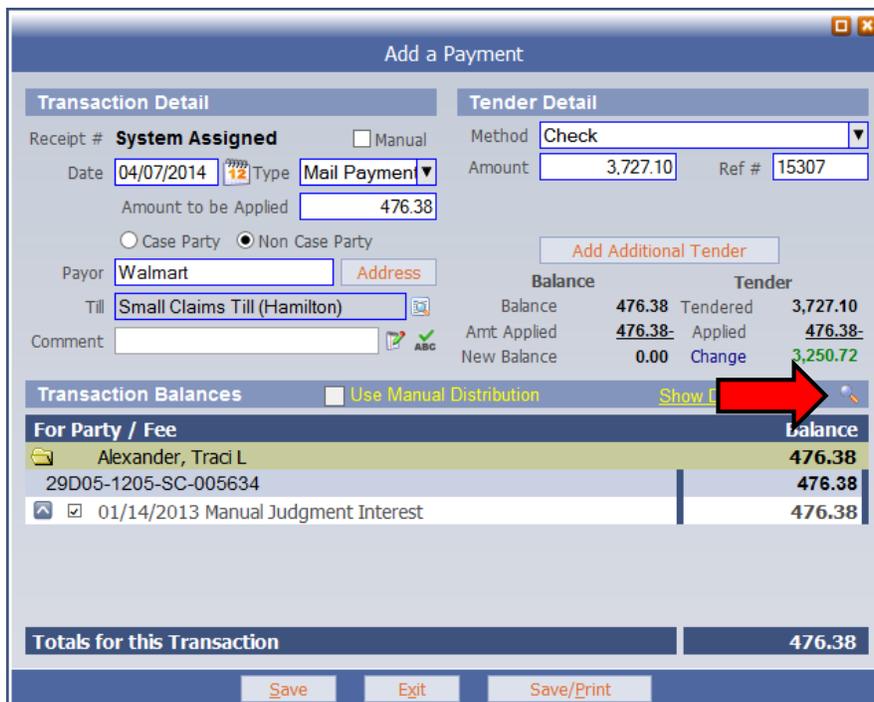
1. Navigate to the financial tab of one of the cases to which the check needs to be applied. Click on “Case Fees – Other” of the applicable party.
2. Click the green Payment button. 
3. Complete the fields as follows:

Leave the “Amount to be Applied” field as-is; the amount will be updated later.

Date: Leave as today’s date.
 Type: Select the type.
 Payor: Enter the party from whom the check was written. For example, if Walmart sent a check on behalf of 5 employees whose wages are being garnished, select Walmart as the Payor.
Note: If the Payor is a Case Party (for example, a Garnishee Defendant), select the Case Party radio button to choose the case party. Otherwise, select the Non-Case Party radio button and enter the information.

Till: Select your till (if it is not already populated).
 Method: Check.
 Amount: Enter the entire check amount of the check.
 Ref #: Enter the check number.

4. Click on the magnifying glass in the Transaction Balances section of the Add a Payment screen.





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5. Search for a case to add in the Find an Account screen.

Find An Account

Search by Identifier Information

Case Number

Cross Ref

Search by Party Information Use Soundex

Person Nickname Business

Last Name

First & Middle

Date of Birth

Driver's License

Search by Attorney Information Use Soundex

Last Name

First & Middle

Bar Number

6. In the Account Search Results screen, mark the account(s) you want to add. When you are finished, click **Continue**.

Account Search Results | Records 1 - 1 of 1

29D05-1204-SC-003769
Syds 19th Hole LLC vs. Samantha Dent

Dent, Samantha

Account	Total Balance	Current Due	Past Due	Last Pmt / Deposit	Last Pmt / Deposit Date
<input checked="" type="checkbox"/> 29D05-1204-	3,250.72	3,250.72		20.00	<input checked="" type="checkbox"/>

Syds 19th Hole LLC

Account	Total Balance	Current Due	Past Due	Last Pmt / Deposit	Last Pmt / Deposit Date
<input checked="" type="checkbox"/> 29D05-1204-	0.00	0.00		90.00	04/13/2012

7. If there are multiple accounts, repeat steps 4-6 until all accounts have been added.



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- 8. Verify that all of the information is correct and that the distribution totals match. Note that the amount to be applied has been updated to match the amount of the check. Check "Use Manual Distribution" if you need to adjust the amounts applied.

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☐

Add a Payment

Transaction Detail

Receipt # **System Assigned** Manual

Date Type ▼

Amount to be Applied

Case Party Non Case Party

Payor

Till

Comment

Tender Detail

Method ▼

Amount Ref #

Balance	Tender
Balance	3,727.10
Amt Applied	3,727.10-
New Balance	0.00
	Applied 3,727.10-
	Change 0.00

Transaction Balances Use Manual Distribution [Hide Distribution](#)

For Party / Fee	Balance	Amt to Apply
<input type="checkbox"/> Alexander, Traci L	476.38	476.38
<input type="checkbox"/> Dent, Samantha	3,250.72	3,250.72
29D05-1204-SC-003769	3,250.72	3,250.72
<input checked="" type="checkbox"/> 03/12/2013 Judgment	3,250.72	3,250.72

Totals for this Transaction	3,727.10	3,727.10
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- 9. Click **Save** when finished.