



# Odyssey CMS Cheatsheet

**Topic: NSF Check Process**

**Date: 5/30/2013**

**Summary:** This cheatsheet assumes that the transaction that generated the NSF was an Odyssey transaction, and not a transaction that was converted from a legacy system. If the NSF was on a payment taken from your previous system, call the Court Technology Help Desk for assistance.

**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.

There are several scenarios for NSF's that vary by County. The first step is to determine which scenario best describes your office.

- **Scenario 1:** Your bank account does not get charged a bank fee for the NSF. Your bank statement reflects the NSF for the amount of the returned check only. In addition, your office does not assess a fee for processing the NSF.
- **Scenario 2:** Your bank account does get charged a bank fee for the NSF, so your statement reflects the NSF for the amount of the check returned *PLUS* an additional charge by the bank. This charge is reimbursed to your bank account by another source (i.e. County Auditor, Township Trustee, City Auditor, etc) until the NSF and fees are recollcted from the check writer. In this scenario, your office may or may not assess an additional fee for processing the NSF.
- **Scenario 3:** Your bank account does get charged a bank fee for the NSF, so your statement reflects the NSF for the amount of the check returned *PLUS* an additional charge by the bank. This charge remains as a shortage in your bank account until you recover the NSF and fees from the check writer. In this scenario, your office may or may not assess an additional fee for processing the NSF.

In each scenario, you will need to reverse the payment that was returned as NSF. For Scenarios 2 and 3, there are additional steps that should be taken that are outlined at the end of this cheatsheet.

### Reversing the payment that was returned NSF

To reverse the original check: \*\*\*\*\* YOU MUST BE IN ADJUSTMENT TILL\*\*\*\*\*

1. Open and sign on to the **Adjustment till**.
2. Find the case for the NSF. Once in the case, go to the **Financial Tab**.
3. Click on **Case Fees-Other** under the party that the original receipt was taken under.

Plaintiff					
Simpson, Owen					
Case Fees - Other	2,579.00	2,579.00	0.00	05/30/2013	Charge
Cash Bonds		0.00	0.00		
Registry and Trust		0.00	0.00		

4. Click on the yellow **View Trans** hyperlink.

Simpson, Owen		<input type="checkbox"/> Show Indirect Fees	No Collection Status	Print Detail
Balances			<a href="#">Edit Detail</a>	<a href="#">View Trans</a>

5. Locate and click into the payment line that is now NSF from the list of transactions.

Trans							
Date	Reference	Charges	Payments	Credits	Balance	Disb	Escrow
37812087	Charge	2,579.00			2,579.00		0.00
37812088	Mail Payment		2,579.00		0.00		2,579.00
Totals		2,579.00	2,579.00	0.00	0.00	0.00	2,579.00



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- 6. When the View a Payment box appears, click **REVERSE**.
- 7. Type a **Comment** about why you are reversing the payment, and click **Yes**.

- 8. If the check was for Judgment fees that have already been disbursed, click **Edit Detail** to place the negative escrow on hold. Place a check mark under the Hold column for the judgment components. This will prevent the shortage from being included in a Group Disbursement process. Then, click **Save**.

Charged	Schedule	Priority	Hold	Hold
2/7/2013	Judgment			
Attorney's Fee - CV		70	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Interest Bearing Principal - C		70	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Prejudgment Interest - CV		70	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Judgment - Non-Interest Bea		90	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- 9. Click on **No Collection Status**.

Date	Reference	Charges	Payments	Credits	Balance	Disb	Escrow
37812087 05/30/2013	Charge	2,579.00			2,579.00		0.00

- The “Add Collection Status” box will prevent general users from posting payments to this case so that when a future payment is made on the case, you can review the escrow to determine if the hold should be released. Choose a status from the dropdown, and click **Save**.
- Close, Reconcile, Deposit and Export your adjustment till in a separate deposit.

Scenario 1 is now complete. Additional steps for Scenarios 2 and 3 are outlined on the following pages.



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## Additional Steps for Scenario 2:

In this scenario, you are charged fees by your bank for checks that are returned. This fee, however, is reimbursed to your bank account by another entity (i.e. County Auditor, City Auditor, Township Trustee, etc).

In addition to the steps in Section 1 above, you should do the following on the affected case:

1. On the Financial tab where you reversed the payment, Assess the Non-Sufficient Funds Check Fee under the red dollar sign.
2. Go to OFM.
3. Go to your Bank Account in Financial Manager under Chart of Accounts.
4. Click the Green \$ icon.



5. Enter a Payment into your Bank Account Discrepancy fund for the amount of the fees charged by your bank and appearing on your bank statement.



6. Click **Save**.
7. When you receive payment to reimburse this fee from another entity (i.e. County Auditor), you will do the following:
  - a. Take the deposit to the bank using a separate deposit ticket.
  - b. Go to your bank account in Financial Manager under Chart of Accounts and click the Plus Sign (+)



8. Enter a Deposit into your Bank Account Discrepancy fund for the amount reimbursed to you.



9. Click **Save**.



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### Additional Steps for Scenario 3:

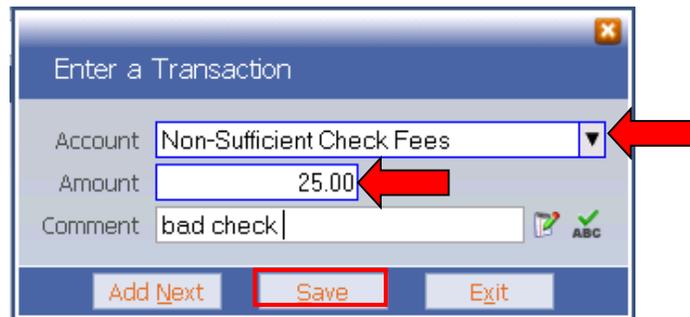
In this scenario, you are charged fees by your bank for checks that are returned. This fee remains as a shortage in your account until it is recovered from the check writer.

In addition to the steps in Section 1 above, you should do the following on the affected case:

1. On the Financial tab where you reversed the payment, assess the Non-Sufficient Funds Check Fee by clicking on the red dollar sign.
2. When finished, go to OFM.
3. Go to your Bank Account in Financial Manager under Chart of Accounts.
4. Click the Green \$ icon.



5. Enter a Payment into your Non Sufficient Checks Fee for the amount of the fees charged by your bank and appearing on your bank statement.



6. Click **Save**.

This negative will be offset when the check writer pays the fees assessed on the case.