



## Odyssey CMS Cheatsheet

**Topic: Processing Deferral Payments**

**Updated: 3/19/2013**

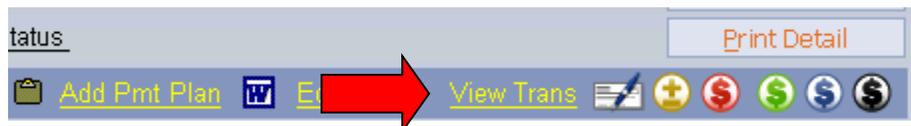
**Summary:** This cheatsheet explains how to process deferral payments.

**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.

*You must first remove the fees that are on your case before you can assess the deferral fee.*

### Removing Existing Fees

1. Go to Financial tab on your case.
2. Click into the case fees of the defendant.
3. Click into yellow **VIEW TRANS** hyperlink.



4. Click into your charges amount.
5. Click the **REVERSE** button.
6. In the comment box, enter "going on deferral program".
7. Click **SAVE**.

### Assessing the Deferral Charge and Taking the Payment

1. Click on red **Assess** button.



2. Click plus sign (+) to add the Deferral Fee.
3. Click **INFRACTION DEFERRAL** (with or without Highway Workzone – this will include the .50 if needed).



4. Click **CONTINUE**.



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5. Click **SAVE**.
6. Now you can click on the green dollar sign to process the payment as you normally would.



### Posting the Stat Closure and the CCS Entry

1. Go to the Disposition tab.
2. On the **STATISTICAL CLOSURE** line, click on the plus sign (+).
3. In the **STATISTICAL CLOSURE** dropdown, choose **DEFERRAL OR DIVERSION**.
4. Click **Continue**. Your screen will look like this:



### **DO NOT ADD A DISPOSITION ON THE CASE!**

*This will be done when the deferral or diversion is dismissed.*

5. Go to the **EVENTS** tab.
6. Click on plus sign (+) to add a minute entry on the CCS.
7. On the **TYPE** line, enter **DFA** (Deferral Agreement Filed). In the comment field, enter that the deferral is paid in full.
8. Click **SAVE**.