



Odyssey CMS Cheatsheet

Topic: Processing Unclaimed Funds

Updated: 10/3/2014

Summary: This cheatsheet covers moving held money to Unclaimed Funds, disbursing funds marked as Unclaimed to the rightful owner and disbursing Unclaimed Funds to the Attorney General’s Office annually. As part of moving money to Unclaimed Funds, the user must determine how and where funds are recorded in Odyssey that need to be moved to Unclaimed Funds.

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.

- Moving Money to Unclaimed Funds
 - o Outstanding Check for Case Fees or Money in Escrow where the money is held on the same party that can claim the fees (Page 1)
 - o Outstanding Check for Case Fees or Money in Escrow where the money is not held on the same party that can claim the fees (Page 4)
 - o Outstanding Check or Money Held in Registry and Trust or Cash Bonds (Page 7)
 - o Balancing Adjustment Tills for Unclaimed Funds Adjustments (Page 10)
- Money sitting in Unclaimed Funds is claimed before being sent to the Attorney General (Page 10)
- Disburse Funds to the Attorney General’s office (Page 12)

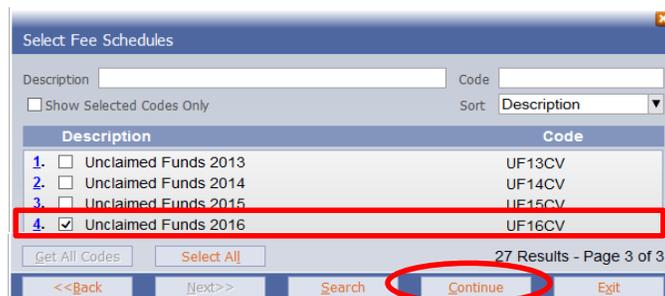
Note: Adjustments made in Case Manager and OFM MUST be made within the same business day. Multiple adjustments for Unclaimed Funds can be made within the same till.

Outstanding check for Case Fees or Money in Escrow – where the money is held on the same party that can claim the fees.

1. Void check off of case (if necessary.) For further details on how to void a check issued through Odyssey, refer to the “Void a Check” cheat sheet listed under Advanced Financials within the Alt F1 cheatsheets. If your check was issued from a Legacy CMS and converted to Odyssey, see the “Voiding a Check Written from one of the Legacy Systems” cheatsheet on Alt F1.
2. Click on the red dollar sign .



3. Click on the plus sign  to the right of Charge and select the appropriate Unclaimed Fee Schedule for the year that the money should be disbursed to the Attorney General. If multiple checks were voided for the same party, the amount assessed can be the total of all checks. Click **Continue**.





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Enter the amount of the Unclaimed Fund and click **Finished**.

4. Add a comment to the **Comment** field and click **Save**.

Note: You must be signed into an adjustment till for the following steps.

5. Click on the adjustment button .

Fee Category	Charges	Payments	Credits	Balance	Disb	Escrow
Civil Overpayment Fee Category	0.00	6.00	0.00	(6.00)	0.00	6.00
Filing Fees	150.00	150.00	0.00	0.00	0.00	150.00
Other User Fees	47.00	47.00	0.00	0.00	0.00	47.00
State User Fees	7.00	7.00	0.00	0.00	0.00	7.00
Totals	204.00	210.00	0.00	(6.00)	0.00	210.00

- Click on the arrow next to the Fee(s) that have escrow to be sent to Unclaimed and decrease the payment column for the amount(s) that are being sent to Unclaimed.
- Add a credit to the same fee(s) in the same amounts as the decreases that are being sent to Unclaimed.



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Before Decrease and Credit

Enter an Adjustment

Date: 12/04/2013 Show Amounts Show Adjustments Show Indirect Fees

Fee Schedule	Charges	Payments	Credits	Balance	Disb	Escrow
12/03/2013 Mortgage Foreck	50.00	50.00	0.00	0.00	0.00	50.00
12/03/2013 Civil Case Filing F	141.00	141.00	0.00	0.00	0.00	141.00
12/03/2013 Sheriff's Service	13.00	13.00	0.00	0.00	0.00	13.00
12/03/2013 Overpayment Fei	0.00	6.00	0.00	(6.00)	0.00	6.00
Civil Overpayment Fee	0.00	6.00	0.00	(6.00)	0.00	6.00
12/03/2013 Unclaimed Funds	6.00	0.00	0.00	6.00	0.00	0.00
Current Adjustments	None	None	None	None	None	None
Adjusted Totals	210.00	210.00	0.00	0.00	0.00	210.00
Indirect Totals	0.00					

Reason:

Comment:

User: Kelly Campbell
Station: Robin Meyers Station
Till: Adjustment Till

After Decrease and Credit

Enter an Adjustment

Date: 12/04/2013 Show Amounts Show Adjustments Show Indirect Fees

Fee Schedule	Charges	Payments	Credits	Balance	Disb	Escrow
12/03/2013 Mortgage Foreck	50.00	50.00	0.00	0.00	0.00	50.00
12/03/2013 Civil Case Filing F	141.00	141.00	0.00	0.00	0.00	141.00
12/03/2013 Sheriff's Service	13.00	13.00	0.00	0.00	0.00	13.00
12/03/2013 Overpayment Fei	0.00	0.00	6.00	(6.00)	0.00	0.00
Civil Overpayment Fee	0.00 ↓	0.00 ↑	6.00	(6.00)	0.00 ↓	0.00
12/03/2013 Unclaimed Funds	6.00	0.00	0.00	6.00	0.00	0.00
Current Adjustments	None	-6.00	+6.00	None	None	-6.00
Adjusted Totals	210.00	204.00	6.00	0.00	0.00	204.00
Indirect Totals	0.00					

Reason:

Comment:

User: Kelly Campbell
Station: Robin Meyers Station
Till: Adjustment Till

- c. Increase the Payment column for Unclaimed Funds
- d. Click Save.

Enter an Adjustment

Date: 12/04/2013 Show Amounts Show Adjustments Show Indirect Fees

Fee Schedule	Charges	Payments	Credits	Balance	Disb	Escrow
12/03/2013 Mortgage Foreck	50.00	50.00	0.00	0.00	0.00	50.00
12/03/2013 Civil Case Filing F	141.00	141.00	0.00	0.00	0.00	141.00
12/03/2013 Sheriff's Service	13.00	13.00	0.00	0.00	0.00	13.00
12/03/2013 Overpayment Fei	0.00	0.00	6.00	(6.00)	0.00	0.00
Civil Overpayment Fee	0.00 ↓	0.00 ↑	6.00	(6.00)	0.00 ↓	0.00
12/03/2013 Unclaimed Funds	6.00	6.00	0.00	0.00	0.00	6.00
Unclaimed Funds 2016 - C	6.00 ↑	6.00	0.00 ↓	0.00	0.00 ↑	6.00
Current Adjustments	None	0.00	+6.00	-6.00	None	0.00
Adjusted Totals	210.00	210.00	6.00	(6.00)	0.00	210.00
Indirect Totals	0.00					

Reason:

Comment:

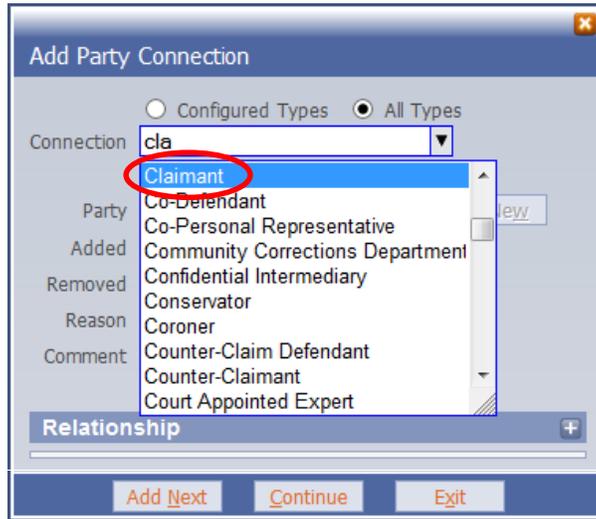
User: Kelly Campbell
Station: Robin Meyers Station
Till: Adjustment Till



Odyssey CMS Cheatsheet

Outstanding check for Case Fees or Money in Escrow – where the money is *not* held on the same party that can claim the fees.

1. Is the party that can claim the unclaimed funds already a party on the case? If so, go to step 3.
2. Add the party to the case as Claimant. For detailed steps, see the “Adding a Party, Participant, or Attorney to a Case” Cheatsheet. Be sure to add the party as a Claimant. Adding all identifiers (i.e. DOB, SSN, DLN etc.) to the party that you have is beneficial for identifying the appropriate recipient by the Attorney General’s office.

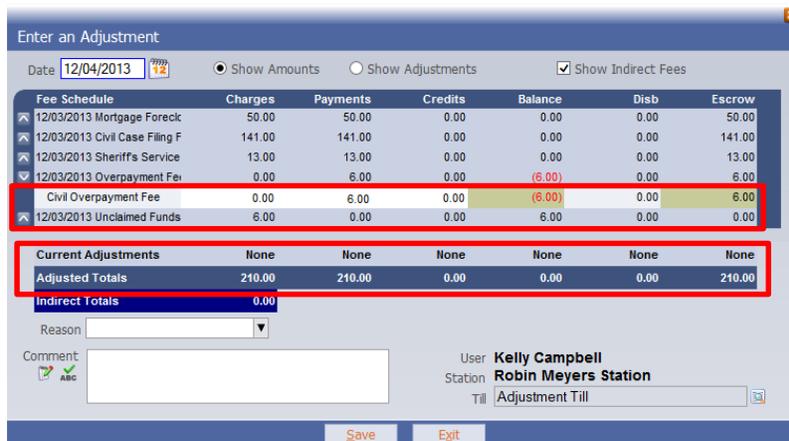


3. Go to the **Financials tab**, for the party where the disbursement was made or the money is in escrow.
4. Void check off of case (if necessary.) *For further details on how to void a check issued through Odyssey, refer to the “Void a Check” cheat sheet listed under Advanced Financials within the Alt F1 cheatsheets. If your check was issued from a Legacy CMS and converted to Odyssey, see the “Voiding a Check Written from one of the Legacy Systems” cheatsheet on Alt F1.*

Note: You must be signed into an adjustment till for the following steps.

5. Click on the adjustment button  .
 - a. Click on the arrow next to the Fee(s) that have escrow to be sent to Unclaimed and decrease the payment column for the amount(s) that are being sent to Unclaimed.
 - b. Add a credit to the same fee(s) in the same amounts as the decreases that are being sent to Unclaimed.

Before Decrease and Credit





Odyssey CMS Cheatsheet

After Decrease and Credit

Enter an Adjustment

Date: 12/04/2013 Show Amounts Show Adjustments Show Indirect Fees

Fee Schedule	Charges	Payments	Credits	Balance	Disb	Escrow
12/03/2013 Mortgage Foreck	50.00	50.00	0.00	0.00	0.00	50.00
12/03/2013 Civil Case Filing F	141.00	141.00	0.00	0.00	0.00	141.00
12/03/2013 Sheriff's Service	13.00	13.00	0.00	0.00	0.00	13.00
12/03/2013 Overpayment Fer	0.00	0.00	6.00	(6.00)	0.00	0.00
Civil Overpayment Fee	0.00 ↓	0.00 ↑	6.00	(6.00)	0.00 ↓	0.00
12/03/2013 Unclaimed Funds	6.00	0.00	0.00	6.00	0.00	0.00
Current Adjustments	None	-6.00	+6.00	None	None	-6.00
Adjusted Totals	210.00	204.00	6.00	0.00	0.00	204.00
Indirect Totals	0.00					

Reason:

Comment:

User: Kelly Campbell
Station: Robin Meyers Station
Till: Adjustment Till

- Click **SAVE**.
- Go to **Case Fees - Other** for the party that can claim the money

Participant/Financial	Current Due	Total Balance	Escrow Balance	Last Activity
Defendant				
Black, Jack L.				
Case Fees - Other	501.00	501.00	0.00	12/04/2013 Charge
Cash Bonds		0.00	0.00	
Registrv and Trust		0.00	0.00	
Attorney				
Nugent, Peter Douglas				
Case Fees - Other		0.00	0.00	
Cash Bonds		0.00	0.00	
Registrv and Trust		0.00	0.00	
Claimant				
Ace Hardware				
Case Fees - Other		0.00	0.00	
Cash Bonds		0.00	0.00	
Registrv and Trust		0.00	0.00	



- Click the red dollar sign

Ace Hardware Show Indirect Fees No Collection Status

Balances

Fee Category	Charges	Payments	Credits	Balance	Disb	Escrow
Other User Fees	500.00	0.00	0.00	500.00	0.00	0.00
Refund	500.00	0.00	0.00	500.00	0.00	0.00
Totals	1,000.00	0.00	0.00	1,000.00	0.00	0.00





Odyssey CMS Cheatsheet

9. Click on the plus sign to the right of Charge **Charge +** and select the appropriate Unclaimed Fee Schedule for the year that the money should be disbursed to the Attorney General. Click **Continue**.

Select Fee Schedules

Description: Code:

Show Selected Codes Only Sort: Description

Description	Code
1. <input type="checkbox"/> Refund	REF
2. <input type="checkbox"/> Reimbursement for Extradition	EF
3. <input type="checkbox"/> Reimbursement To DNR	RDNR
4. <input type="checkbox"/> Safe Schools Fee	SFS
5. <input type="checkbox"/> Sexual Assault Victims Assistance Fee	SAVA
6. <input type="checkbox"/> Special Death Benefit Fee	SDBF
7. <input type="checkbox"/> Supplemental Public Defender Fee	SPD
8. <input type="checkbox"/> Unclaimed Funds 2013	UF13CR
9. <input type="checkbox"/> Unclaimed Funds 2014	UF14CR
0. <input checked="" type="checkbox"/> Unclaimed Funds 2015	UF15CR

Get All Codes Select All 34 Results - Page 3 of 4

<< Back Next >> Search Continue Exit

10. Enter the amount to be sent as Unclaimed. If multiple checks were voided for the same party, the amount assessed can be the total of all checks. Click **Finish**.

Calculate Unclaimed Funds 2016

Enter the amount for "Unclaimed Funds 2016 - CR"

Cancel Finish

Note: You must be signed into an adjustment till for the following steps.

11. Click on the adjustment button  .
- a. Increase the Payment column for Unclaimed Funds and click **Save**.

Enter an Adjustment

Date: 12/05/2013  

Show Amounts Show Adjustments Show Indirect Fees

Fee Schedule	Charges	Payments	Credits	Balance	Disb	Escrow
12/04/2013 Unclaimed Funds	500.00	500.00	0.00	0.00	0.00	500.00
Unclaimed Funds 2016 - C	500.00 ↑	500.00	0.00 ↓	0.00	0.00 ↑	500.00

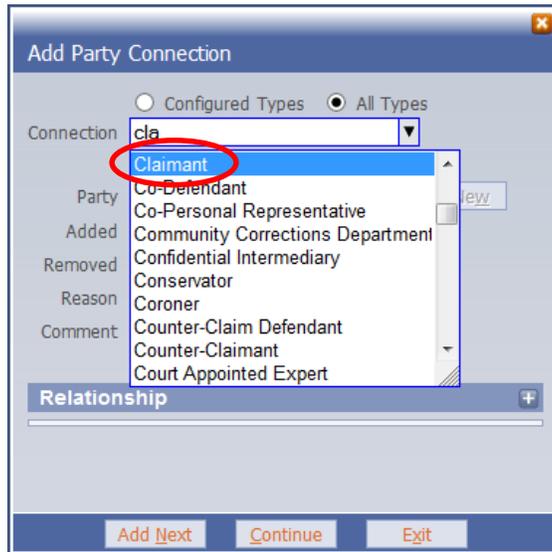


Odyssey CMS Cheatsheet

Outstanding Check or Money Held in Registry and Trust or Cash Bonds

If the county would like assistance in reviewing the money that has been held in trust, Court Technology can generate a report of the items currently in Registry and Trust organized by the date of deposit. This will allow you to review items that have been held for at least 5 years. Should you like a copy of this report for your county/court, please contact the Helpdesk at 1-888-275-5822 or helpdesk@courts.in.gov.

1. Is the party that can claim the unclaimed funds already a party on the case? If so, go to step 3.
2. Add the party to the case as Claimant. For detailed steps, see the “Adding a Party, Participant, or Attorney to a Case” Cheatsheet. Be sure to add the party as a Claimant. Adding all identifiers (i.e. DOB, SSN, DLN etc.) to the party that you have is beneficial for identifying the appropriate recipient by the Attorney General’s office.



3. Go to Registry & Trust or Cash Bonds for the party where the check was written or the money is held.

Defendant					
Black, Jack L					
Case Fees - Other	501.00	501.00	0.00	12/04/2013	Charge
Cash Bonds		0.00	500.00	12/05/2013	Registry Deposit
Registry and Trust		0.00	0.00		

4. Click on the yellow **View Transaction** button.

Accounts		Edit Account	View Transactions	Convert		
Trust Type	On Behalf Of	Taxpayer ID#		Balance		
Cash Bond Account	Black, Jack L			500.00		
Totals				500.00		

5. Void check off of case (if necessary.) *For further details on how to void a check issued through Odyssey, refer to the “Void a Check” cheat sheet listed under Advanced Financials within the Alt F1 cheatsheets. If your check was issued from a Legacy CMS and converted to Odyssey, see the “Voiding a Check Written from one of the Legacy Systems” cheatsheet on Alt F1.*

Note: You must be signed into an adjustment till for the following steps.

6. Click on the adjustment button .



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- 7. In an Adjustment Till adjust the balance of Trust or Cash Bonds down by the amount to be sent to Unclaimed Funds.

Before adjustment

Fees	Increases	Decreases	Balance	Admin Fees
Hancock Cash Bond	500.00	0.00	0.00	0.00

Current Adjustments	None	None	None	None
Reason				
Comment	\$500 dollar bond refund.			

User: Kelly Campbell
Station: Robin Meyers Station
Till: ADJUSTMENT Till (Hancock)

After adjustment (Note: click into the **Increase** column to make your adjustment)

Fees	Increases	Decreases	Balance	Admin Fees
Hancock Cash Bond	0.00	0.00	0.00	0.00

Current Adjustments	-500.00	None	-500.00	None
Reason				
Comment	\$500 dollar bond refund.			

User: Kelly Campbell
Station: Robin Meyers Station
Till: ADJUSTMENT Till (Hancock)

- 8. Add comment click **Save**.
- 9. Go to **Case Fee – Other** for the party that can claim the funds.

Smith, Maryjo			
Case Fees - Other	0.00	0.00	
Cash Bonds	0.00	0.00	
Registry and Trust	0.00	0.00	

- 10. Click the red dollar sign

Fee Category	Charges	Payments	Credits	Balance	Disb	Escrow
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Smith, Maryjo Show Indirect Fees No Collection Status [Print Detail](#)



Odyssey CMS Cheatsheet

11. Click on the plus sign to the right of Charge **Charge +** and select the appropriate Unclaimed Fee Schedule for the year that the money should be disbursed to the Attorney General. Click **Continue**.

Select Fee Schedules

Description: _____ Code: _____

Show Selected Codes Only Sort: Description

Description	Code
1. <input type="checkbox"/> Refund	REF
2. <input type="checkbox"/> Reimbursement for Extradition	EF
3. <input type="checkbox"/> Reimbursement To DNR	RDNR
4. <input type="checkbox"/> Safe Schools Fee	SFS
5. <input type="checkbox"/> Sexual Assault Victims Assistance Fee	SAVA
6. <input type="checkbox"/> Special Death Benefit Fee	SDBF
7. <input type="checkbox"/> Supplemental Public Defender Fee	SPD
8. <input type="checkbox"/> Unclaimed Funds 2013	UF13CR
9. <input type="checkbox"/> Unclaimed Funds 2014	UF14CR
10. <input checked="" type="checkbox"/> Unclaimed Funds 2015	UF15CR

Get All Codes Select All 34 Results - Page 3 of 4

<<Back Next>> Search Continue Exit

Enter the amount to be moved to Unclaimed. If multiple checks were voided for the same party, the amount assessed can be the total of all checks. Click **Finished**.

Calculate Unclaimed Funds 2016

Enter the amount for "Unclaimed Funds 2016 - CR"

Cancel Finish

Smith, Maryjo Show Indirect Fees No Collection Status [Print Detail](#)

Balances [Add Pmt Plan](#) [Edit Detail](#) [View Trans](#)

Fee Category	Charges	Payments	Credits	Balance	Disb	Escrow
Other User Fees	500.00	0.00	0.00	500.00	0.00	0.00
Unclaimed Funds 2014 - CR	500.00	0.00	0.00	500.00	0.00	0.00
Totals	500.00	0.00	0.00	500.00	0.00	0.00

12. Click on the adjustment button . Increase the Payment column for Unclaimed Funds and click **Save**.

Enter an Adjustment

Date: 12/05/2013 Show Amounts Show Adjustments Show Indirect Fees

Fee Schedule	Charges	Payments	Credits	Balance	Disb	Escrow
12/05/2013 Unclaimed Funds	500.00	500.00	0.00	0.00	0.00	500.00
Unclaimed Funds 2014 - C	500.00 ↑	500.00	0.00 ↓	0.00	0.00 ↑	500.00
Current Adjustments	None	+500.00	None	-500.00	None	+500.00
Adjusted Totals	500.00	500.00	0.00	0.00	0.00	500.00
Indirect Totals	0.00					

Reason: _____

Comment: Bond refund, check 4455 undeliverable.

User: Kelly Campbell
Station: Robin Meyers Station
Till: ADJUSTMENT Till (Hancock)

Save Exit



Odyssey CMS Cheatsheet

Balancing Adjustment Tills for Unclaimed Funds Adjustments

Before depositing and exporting any adjustment tills where adjustments have been made for Unclaimed Funds, it is important to ensure that all transactions balance correctly. Your till should reconcile to \$0 if all of your transactions were posted using the adjustment icon according to this cheatsheet.

1. After reconciling your till, run a Transaction Report from the Manage Tills screen.
2. Review the final page of the report to ensure that your Till's "Final Totals" equal zero.

TOTAL FOR ALL TILLS		
Tender Methods	ATM	
	CASH	
Till Totals	0.00	0.00
Transaction Totals	0.00	0.00
(Short) / Over	0.00	0.00
Overpayment Totals	0.00	0.00
Tender Totals	0	0

TOTALS FOR ALL TILLS AND ADJUSTMENTS	
Transaction Totals	0.00
Adjustment Totals	0.00
Final Totals	0.00

Money sitting in Unclaimed Funds is claimed before being sent to the Attorney General

Note: You must be in an adjustment till.

1. Go to the Party where the unclaimed funds are sitting. Click on the red dollar sign

Fee Category	Charges	Payments	Credits	Balance	Disb	Escrow
Other User Fees	500.00	0.00	0.00	500.00	0.00	0.00
Unclaimed Funds 2016 - CR	500.00	0.00	0.00	500.00	0.00	0.00
Totals	500.00	0.00	0.00	500.00	0.00	0.00

2. Click on the plus sign **Charge +** to the right of Charge and select **Refund**. Click **Continue**.

Select Fee Schedules

Description Code

Show Selected Codes Only Sort

Description	Code
1. <input checked="" type="checkbox"/> Refund	REF
2. <input type="checkbox"/> Reimbursement for Extradition	EF
3. <input type="checkbox"/> Reimbursement To DNR	RDNR

Get All Codes Select All 34 Results - Page 3 of 4

<<Back Next>> Search **Continue** Exit



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3. Enter the amount being claimed and click **Finish**.

4. Click on the adjustment button  .
5. Click on the drop-down arrows next to the Unclaimed Funds and Refund Fee Schedule.
 - a. Decrease the amount in Unclaimed Funds.
 - b. Increase the amount in Refund.

Before Increase

Fee Schedule	Charges	Payments	Credits	Balance	Disb	Escrow
12/05/2013 Unclaimed Funds	500.00	500.00	0.00	0.00	0.00	500.00
Unclaimed Funds 2014 - C	500.00	500.00	0.00	0.00	0.00	500.00
12/05/2013 Refund	500.00	0.00	0.00	500.00	0.00	0.00
Criminal Case Refund	500.00	0.00	0.00	500.00	0.00	0.00
Adjusted Totals	1,000.00	500.00	0.00	500.00	0.00	500.00
Indirect Totals	0.00					

After Increase

Fee Schedule	Charges	Payments	Credits	Balance	Disb	Escrow
12/05/2013 Unclaimed Funds	500.00	0.00	0.00	500.00	0.00	0.00
Unclaimed Funds 2014 - C	500.00 ↓	0.00	0.00 ↑	500.00	0.00 ↓	0.00
12/05/2013 Refund	500.00	500.00	0.00	0.00	0.00	500.00
Criminal Case Refund	500.00 ↑	500.00	0.00 ↓	0.00	0.00 ↑	500.00
Adjusted Totals	1,000.00	500.00	0.00	500.00	0.00	500.00
Indirect Totals	0.00					

6. The funds are now available to be disbursed. You may either cut a check off the case (see the “Disbursing an Individual Check from a Case” cheatsheet on Alt+F1), or the check will be cut in the next group disbursement run including the Refund fee codes (See the “Group Disbursements and Printing Checks” cheatsheet on Alt+F1).
7. Click **Save**.



Odyssey CMS Cheatsheet

Disburse Funds to the Attorney General's Office

Once all funds have been identified and moved to the Unclaimed Funds fee schedules, your money can be disbursed to the Attorney General's Office per their instructions.

1. Run the Group Disbursement job for the UF Fee Code(s) you want to disburse and Print the check as you normally would. (See the "Group Disbursements and Printing Checks" cheatsheet on Alt+F1).

If you would like to create a detail report containing all of the information the Attorney General's Office will need, you can do this from Odyssey. Odyssey will create an Excel file that you can either use to manually enter the data into the Attorney General's website or use free software downloaded from the Attorney General's website to convert it into an "uploadable" format.

2. In Financial Manager, navigate to a Transaction Account (i.e. your Bank Account or your Unclaimed Funds GL)
3. Click Alt+F1.
4. Enter your Login Name, Account Number, and check Unclaimed Funds Report. Complete the Check Number, Date, and Amount fields as required.

The screenshot shows a web browser window with the URL <https://mycourts.in.gov/BR/default.aspx>. The page title is "REQUEST ACTION". The form contains the following fields and options:

- Verify Identity:**
 - Login Name: CClerk
 - Account Number: 1234567
- Bank Reconciliation Options:**
 - Cleared Transaction Report
 - Outstanding Check Report
 - Clear Checks and produce Discrepancy Reports
 - Report Format: EXCEL
- Unclaimed Funds Options:**
 - Unclaimed Funds Report
 - Check Number: 13579
 - Check Amount: 5000.00

An "Add Request" button is located at the bottom left of the form.

5. Click **Add Request** when the fields are complete. The Excel file will be emailed to you.



Odyssey CMS Cheatsheet

If you want to upload the file with the Attorney General's office, you need to have a software downloaded to convert the file into the proper format. This software is called HRSPRO. You can find helpful information by following this link: https://indianaunclaimed.gov/attorneygeneral/ucp/how_to_report.html.



How To Report

As of July 1, 2013 Indiana Code has been amended. IC 32-34-1-26-(h) requires ALL reports to be submitted electronically via the IndianaUnclaimed upload.

Holders are required to report unclaimed property annually by November 1st. The reporting deadline for life insurance companies is **May 1st**.

Report property electronically in five easy steps:

1. [DOWNLOAD THE ONLINE REPORTING GUIDE](#)
2. [Register](#) to access reporting software
3. Create your [NAUPA](#) formatted report
4. Submit your report via the [website](#)
5. Print remittance detail sheet, attach to physical check, send to:

Office of the Indiana Attorney General
Unclaimed Property Division
35 South Park Blvd
Greenwood, IN 46143

The HRSPRO software can be found by clicking on the link on #3 for the NAUPA formatted report.