



Odyssey CMS Cheatsheet

Topic: Receipting Money Before Judgment

Updated: 4/24/2013

Summary: Money received prior to a Judgment from the Court should be receipted in Registry and Trust.

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 the case.
2. Click **Registry and Trust** of the party making the payment.

Party/Financial Category	Current Due	Total Balance	Escrow Balance	Last Activity
Plaintiff				
Madison Cottage				
Case Fees - Other	0.00	0.00	56.50	02/18/2013 Disbursement
Cash Bonds		0.00	0.00	
Registry and Trust		0.00	0.00	
Defendant				
McLaughlin, Bill				
Case Fees - Other		0.00	0.00	
Cash Bonds		0.00	0.00	
Registry and Trust		0.00	0.00	

3. Click the **plus sign** to add payment information.

Trust Type	On Behalf Of	Taxpayer ID#	Balance

4. Complete the required fields (indicated in blue). Click **Save** when finished.

Add Registry and Trust Account

Type: Registry and Trust Account

Account Name: Bill's Judgment

Case Party Non Case Party

On Behalf Of: McLaughlin, Bill

Taxpayer ID: [Empty]

Case Party Non Case Party

Payor: [Empty]

Orders: [Empty]

Expected Final Disbursement At Age: [Empty] Date: [Empty]

Comment: [Empty]

Save Exit

5. Click the **Green Dollar Sign**  to take a payment.



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6. Click the **plus sign** to add the registry information.

Add a Registry Deposit

Transaction Detail

Receipt # **System Assigned** Manual

Date 04/24/2013 Type

Amount to be Applied **0.00**

Trust/Case Party Non Case Party

Payor Address

Till Daily Till (Benton County)

Comment

Tender Detail

Method

Amount

Add Additional Tender

Balance	0.00	Tendered	0.00
Amt Applied	0.00+	Applied	0.00-
New Balance	0.00	Change	0.00

Transaction Balances Use Manual Distribution

On Behalf Of / Fee	Amt to Apply
Mclaughlin, Billi	0.00
04C01-1301-SC-000022	0.00

7. Select the appropriate Registry.

Select Fee

Benton Registry Deposit

8. Enter the amount being paid, click Finish.

Calculate

Enter the amount for 'Benton Registry Deposit'

Cancel Finish

9. Complete any other required fields and click **Save** or **Save/Print**.

Add a Registry Deposit

Transaction Detail

Receipt # **System Assigned** Manual

Date 04/24/2013 Type **Trust Registry**

Amount to be Applied **500.00**

Trust/Case Party Non Case Party

Payor Mclaughlin, Billi Address

Till Daily Till (Benton County)

Comment

Tender Detail

Method **Check**

Amount Ref #

Add Additional Tender

Balance	0.00	Tendered	500.00
Amt Applied	500.00+	Applied	500.00-
New Balance	500.00	Change	0.00

Transaction Balances Use Manual Distribution

On Behalf Of / Fee	Amt to Apply
Mclaughlin, Billi	500.00
04C01-1301-SC-000022	500.00
Billi's Judgment	500.00

Totals for this Transaction **500.00**

Save Exit Save/Print