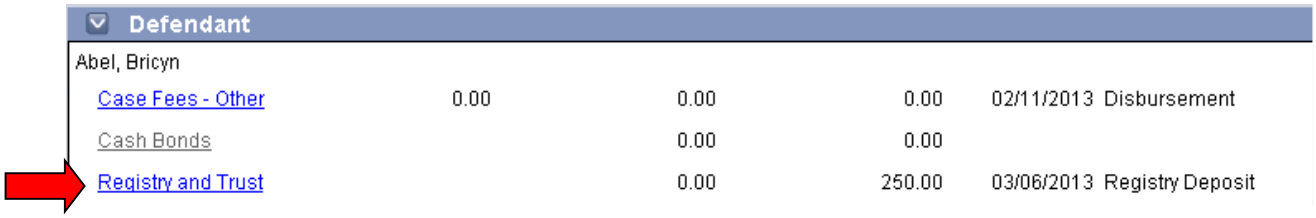
Odyssey CMS Cheatsheet

Topic: **Releasing Registry and Trust Funds**
Date: **3/6/2013**

Summary: This cheatsheet explains how to remit a check from Registry and Trust 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.

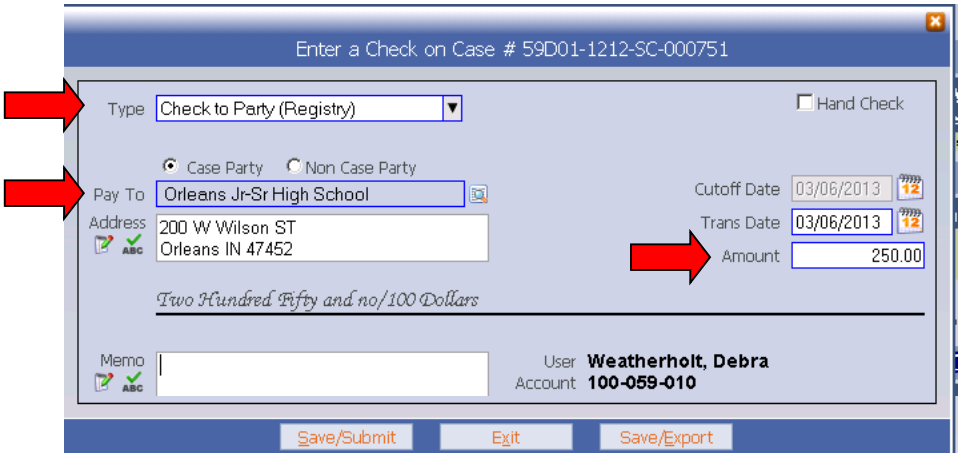
1. Go to the ***Financial Tab*** on the case.
2. Click into the blue hyperlink ***REGISTRY AND TRUST.***



3. Click ***VIEW TRANSACTIONS.***

4. Click on ***Check Icon*** on the Uninvested line.

5. Choose ***TYPE*** of check at dropdown.
6. Go into Picker to select the party at the ***Pay To*** field. If the recipient is not a party on the case, click on Non Case Party radio button and fill in the name of the recipient.
7. Fill in the ***Amount*** of Check.



Note: Choosing the ***SAVE/SUBMIT*** or the ***SAVE/EXPORT*** button determines where the check goes and how it will be processed. If the user selects the ***SAVE/SUBMIT*** option, the check goes to a queue in Case Manager and will be held until the Group Disbursement process is followed after balancing for the day. The check will automatically be listed along with the checks for the day. The user will then export those checks to the ***OFM (Odyssey Financial Manager)*** and follow the procedure for printing checks. If the user selects the ***SAVE/EXPORT*** option, the check will go directly to ***OFM*** where it can be printed immediately.