



Odyssey CMS Cheatsheet

Topic: SBOA Month End Report – 46CR

Date: 4/25/2013

Summary: The State Board of Accounts (SBOA) requires that form 46CR be completed each month after balancing and bank reconciliation. This form reflects all monies that are in the clerk’s financial records on the last day of the month.

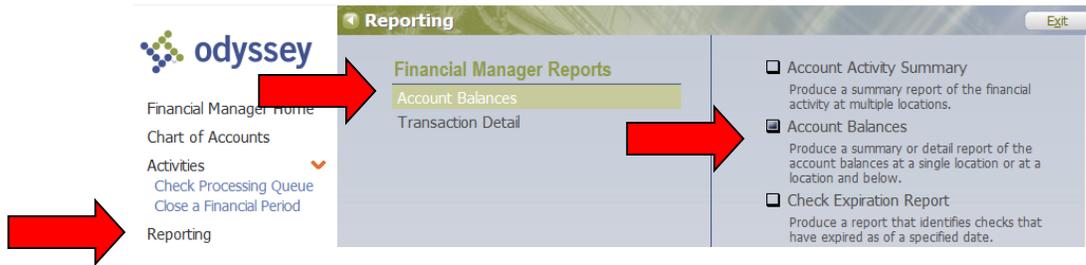
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Users should complete this form before beginning any bank reconcilements for the next month.

To begin, go to Financial Manager.

FEES PAYABLE TO STATE

1. Navigate to **Reporting → Account Balances → Account Balances (report)**.



2. Click the orange **Recall** button.
3. Choose your State Fees report.
4. Change the As Of Date to the last day of the month that you are balancing.
5. Submit and enter the total on line 1 of the form.

Required by IC 33-17-2-8			
MONTH ENDING	(Clerk's Account)		County
CHARGES (Daily Balance Record and ISETS Daily Support Book)			
1 Fees payable to the State			
2 Fees payable to the County			
3 Fees payable to city or town			
4 Trust funds			
5 Support-ISETS			

FEES PAYABLE TO COUNTY

1. Navigate to **Reporting → Account Balances → Account Balances (report)**.
2. Click the orange **Recall** button.
3. Choose your County Fees.
4. Change the As of Date to the last day of the month that you are balancing.
5. Submit and enter the total of line 2 of the form.

Required by IC 33-17-2-8			
MONTH ENDING	(Clerk's Account)		County
CHARGES (Daily Balance Record and ISETS Daily Support Book)			
1 Fees payable to the State			
2 Fees payable to the County			
3 Fees payable to city or town			
4 Trust funds			
5 Support-ISETS			



Odyssey CMS Cheatsheet

The next report has all the information you need to complete the top and center sections of the 46CR form.

1. Navigate to **Reporting → Account Balances → Account Balances (report)**.
2. Click the orange Recall Button.
3. Choose your county SBOA report items.
4. Change the As of Date to last day of month that you are balancing.
5. Submit and enter these on the report:

TRUST FUNDS – this is your trust book amount. Any Fee under **LIABILITIES** that has a balance on this report will need included on the top portion of the report also.

Account	Transaction Account Type	Balance
200-072-240-010 Trust	Revenue	432,845.29
200-072-240-020 Refund	Revenue	4,882.00
200-072-240-030 Reimbursement per Court Order (Non-County)	Revenue	0.00
200-072-240-031 Appraiser Fee	Revenue	0.00
200-072-240-040 Change of Venue Fee	Revenue	0.00
200-072-240-050 Unclaimed Funds	Revenue	1,000.00
200-072-240-060 Judgment Collections	Revenue	4,916.44
200-072-240-070 Reimbursement per Court Order (County)	Revenue	0.00
200-072-240-080 Community Corrections Fees (Bonds)	Revenue	0.00

200-072-380 Bank Account Discrepancy Fund		(2,731.63)
Account	Transaction Account Type	Balance
200-072-380-010 Bank Account Discrepancy Fee	Revenue	(2,731.63)
200-072-380-020 Over/Short Till	Revenue	0.00

1 Fees payable to the State		\$ 28,236.46
2 Fees payable to the County		\$ 31,106.77
3 Fees payable to city or town		
4 Trust funds		\$ 432,845.29
5 Support Fees		\$
Adoption History Fees		
Birth Certificate Fees		
Punitive Father Fees		
6 Judgment Collections		\$ 4,916.44
Unclaimed Funds		\$ 1,000.00
7 Cash on Hand		\$ 100.00
8 Refund		\$ 4,882.00
9 Bank Acct Discrepancy		\$ (2,731.63)
10 TOTAL CHARGES		\$ 500,355.33

Notice how fees from report are listed on 46CR form

Under **ASSETS** on your Odyssey SBOA report is your **ODYSSEY BANK ACCOUNT** amount. This amount goes on top line in the center section. If you have outside investments, you will put the amount in the center section of your report as well. Cash on Hand goes in the top portion of your report as well as in the center section of the report.

8 Odyssey Bank Acct	BANK	\$ 500,255.53
9 outside investments	BANK	
10	BANK	
11	BANK	
12 Subtotal: Daily Balance Record (46) (Lines 8 thru 11)		
13 ISETS Monthly Clerk's Support Record (246MCR)		
14 TOTAL DEPOSITORY BALANCES AS SHOWN BY RECORDS Lines 12 + 13		\$ 500,255.53
15 Investments on hand at close of business last day of month		0
16 Cash in office at close of business last day of month		\$ 100.00
17 TOTAL		-
18 Cash Short (Add)		-
19 Cash Long (Deduct)		-
20 PROOF (Line 10)		\$ 500,355.53



Odyssey CMS Cheatsheet

The top portion and the middle portion of the report need to balance. Proof the TOTAL CHARGES line from top section to PROOF line of the center section.

1	Fees payable to the State			\$	28,236.46		
2	Fees payable to the County			\$	31,106.77		
3	Fees payable to city or town						
4	Trust funds			\$	432,845.29		
5	Support Fees			\$	-		
	Adoption History Fees						
	Birth Certificate Fees						
	Punitive Father Fees						
6	Judgment Collections			\$	4,916.44		
	Unclaimed Funds			\$	1,000.00		
7	Cash on Hand			\$	100.00		
8	Refund			\$	4,882.00		
9	Bank Acct Discrepancy			\$	(2,731.63)		
10	TOTAL CHARGES			\$	500,355.33		
REDITS; (Daily Balance Record and ISETS Daily Support Book)							
8	Odyssey Bank Acct		BANK	\$	500,255.53		
9	outside investments		BANK				
10			BANK				
11			BANK				
12	Subtotal: Daily Balance Record (46) (Lines 8 thru 11)						
13	ISETS Monthly Clerk's Support Record (246MCR)						
14	TOTAL DEPOSITORY BALANCES AS SHOWN BY RECORDS Lines 12 + 13					\$	500,255.53
15	Investments on hand at close of business last day of month						0
16	Cash in office at close of business last day of month					\$	100.00
17	TOTAL						-
18	Cash Short (Add)						-
19	Cash Long (Deduct)						-
20	PROOF (Line 10)					\$	500,355.53

Once the top and middle portions are balanced, you need to have your bank statement to fill in the amounts to balance the bank to Odyssey.

Information that you will need:

- *Balance in all Depositories* – This is the ending balance on your bank statement.
- *Deposits in Transit* – This is an easy way to find this is to go to Financial Manager in Odyssey. Click into the Chart of Accounts and Reconcile. Look on right side under Deposit Column. Any deposit that is dated for the month you are balancing or earlier and is not checked off is a Deposit in Transit.
- *Outstanding Check Amount* – This amount is from the uncleared check report that you ran after doing the bank reconciliation.

If you collect interest on your bank acct, you will put that amount as a negative on the Interest Bearing Trust Account line of the report.

If you are not in balance, depending upon how the month went, there could be Miscellaneous Reconciling items. To find these amounts:

1. Go to **Financial Manager** → **Chart of Accounts**.
2. Click into your **Odyssey Bank Account**.
3. Click yellow **Search** hyperlink.
4. Fill in dates beginning with the next month and ending with the day that you are doing the report. For example, if you are balancing for March, put the **From** date as April 1. The **To** date will be today's date. This will give you a report for anything that you had to correct and are carrying for the month. **Make sure that the cleared box is checked.**



Odyssey CMS Cheatsheet

Transaction Search

From 04/01/2013 To 04/25/2013

Ref Amt

Cleared Uncleared

Transaction Types

Name

Search Exit

Click Search and Print this Report. Here’s a little “cheater” grid on how to account for transactions **AFTER** the cutoff...

	Deposit	Payment
Positive	Subtract	Add
Negative	Add	Subtract

For Example, you have a positive deposit of 379.00. That’s a “Subtract” in the grid, so it is a minus \$379 Misc. Reconciling Item. And you have \$372 total negative deposits. That’s an “Add” in the grid, so it is a +372 Misc. Reconciliation etc.

If you are still not in balance, you can do a search for all transactions **before** the reconcilment that did not get cleared for the reconcilment (aka outstanding deposits and other transactions).

1. Go to **Financial Manager** → **Chart of Accounts**.
2. Click into your **Odyssey Bank Account**.
3. Click the yellow **Search** hyperlink.
4. Fill in dates beginning with **earliest transaction on Odyssey** (use 1/1/00 just because it should include everything in Odyssey for your office). The “To” date field is **day of the end of the month that you are reconciling**.
5. Check mark the **Uncleared** box.
6. Click Picker beside Transaction Types and click “Select All”. Then, Uncheck #2 – **Check** and click Next and uncheck #1 – **OFM Check**. *You will not need these two transaction types because they are included in your uncleared checks report, so they are already accounted for in the reconciliation portion.*
7. Click Continue.
8. Click Search.

Transaction Search

From 01/01/2000 To 03/31/2013

Ref Amt

Cleared Uncleared

Transaction Types
ePay Deposit; Deposit; Interest
Deposit; eFile Deposit; ISETS

Name

Search Exit



Odyssey CMS Cheatsheet

Here's a little "cheater" grid on how to account for transactions **BEFORE** the cutoff...

	Deposit	Payment
Positive	Add	Subtract
Negative	Subtract	Add

For example, you have \$505 positive payment. That's a "Subtract" in the grid, so it is a -505 Misc. Reconciling Item.

Once you have your report filled out, you need to verify that it balances. You need to proof bottom with **TOTAL DEPOSITORY BALANCES** line in the center section. This amount does not include your cash on hand.

13	ISETS Monthly Clerk's Support Record (246MCR)			
14	TOTAL DEPOSITORY BALANCES AS SHOWN BY RECORDS Lines 12 + 13			\$ 500,255.53
15	Investments on hand at close of business last day of month			0
16	Cash in office at close of business last day of month			\$ 100.00
17	TOTAL			-
18	Cash Short (Add)			-
19	Cash Long (Deduct)			-
20	PROOF (Line 10)			\$ 500,355.53
	DEPOSITORY RECONCILEMENT			
21	Balance in all depositories (bank statements)		\$ 532,818.82	
22	Deduct outstanding checks (from schedule)		\$ 39,316.40	
23	Net depository balance		\$ 493,502.42	
	Credit Card Deposits in Transit		\$ 2,857.00	
24	Deposits in transit		\$ 4,408.75	
25	Outside Investment			
26	INTEREST BEARING TRUST ACCOUNT		\$ (0.64)	
27	MISC RECONCILING ITEMS (See below)		\$ (512.00)	
28	Participant recoupments (short)			
29	Agency recoupments			
30	Balance in all depositories (line 14)			\$ 500,255.53
31	PROOF		\$ 500,255.53	\$ 500,255.53