



# Odyssey CMS Cheatsheet

**Topic:** Setting Up Judgments to Have Odyssey Assess Interest  
**Date:** 9/16/2013

**Summary:** This cheatsheet explains how to set up a judgment that will automatically assess interest.

**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.

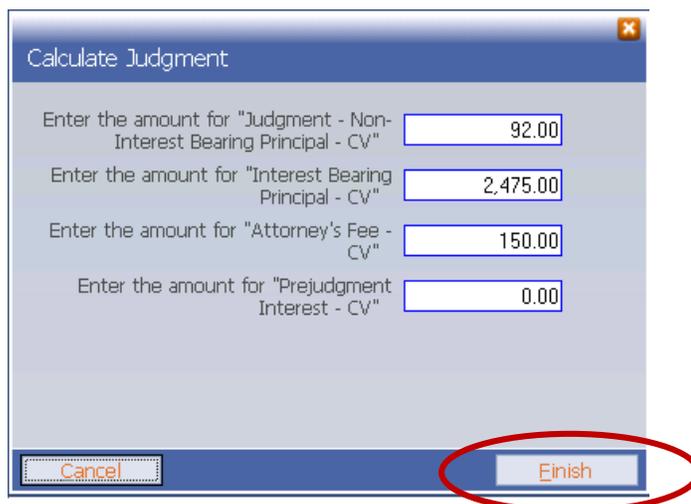
**Note:** Interest can be electronically assessed on judgments where no payments have been received.

*\*\*Once the interest calculator is setup on a case, avoid clicking on the green payment icon  unless a payment is actually being processed at that time. Interest accrues and assesses on the case when the green dollar icon is selected (unless a payment was processed on that judgment on that date). \*\* Please contact the Court Technology Help Desk for assistance if interest accrues inadvertently. ([helpdesk@courts.in.gov](mailto:helpdesk@courts.in.gov) or 888-275-5822)*

1. From the **Financial** tab of your case, Click into the [Case Fees - Other](#) hyperlink of the party whom the judgment is assessed against, ensuring that the correct party is selected if there are multiple judgment parties.



2. Click the red Dollar Sign  to assess the Judgment. 
3. Click the **Charge**  Plus Sign (+).
4. Assess the judgment by selecting the **Judgment** box and click **CONTINUE**.
5. Fill in the amounts of the judgment (Court Costs are assessed in the "Non-Interest Bearing Principal" field). Zero must be entered if nothing is ordered assessed for that field.





# Odyssey CMS Cheatsheet

- 6. Click **FINISH**.
- 7. Click **SAVE**.
- 8. Click on the **JUDGMENTS** button.

Credits	Balance	Disb	Escrow
	1,381.00		0.00
<b>0.00</b>	<b>1,381.00</b>	<b>0.00</b>	<b>0.00</b>

- 9. From the **Add Financial Group** dialog box, complete the **Financial Detail** information:
  - a. Description: Enter the desired description.
  - b. Interest Begins: Enter the interest begins date based on the order.
  - c. Rate: Defaulted to 8% or as ordered
  - d. Interest Type: Defaulted to Simple (IC 24-4.6-1)
  - e. Accrued Through: This field will populate with the latest date that interest was accrued on the judgment.

(Note: The Till is not needed.)

**Add Financial Group**

**Financial Detail**

Description: Road Runner Judgment  
 Interest Begins: 09/12/2013  
 Rate: 8.0000% Fixed  
 Interest Type: Simple  
 Accrued Through:   
 Till: SueEllen's Civil Till (Allen County)  
 Comment: ABC

**Fee Schedule/Fee** Balance Recipient(s) **+**

No Fee Schedules are configured on this Financial Group.

**Pay Off Detail** Stay Reason Restart **+**

Total By:   
 As Of:   
 Calculate

No Interest Stays Exist  
 Click the Add icon to add a new Interest Stay

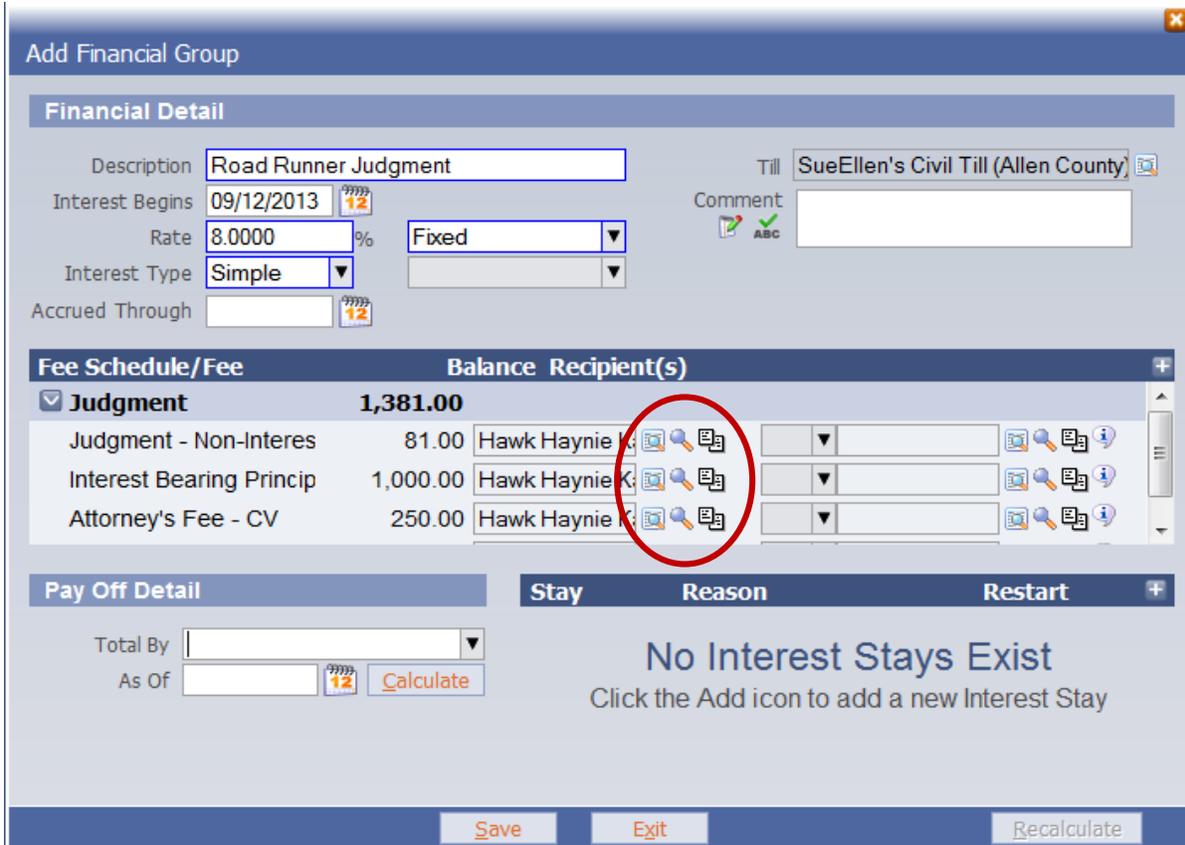
Save Exit Recalculate

- f. Click on Plus Sign (+) on Fee Schedule/Fee blue line.



## Odyssey CMS Cheatsheet

- g. Check mark the **Judgment** Box.
- h. Click **CONTINUE**.
- i. Click into the Picker Boxes to set up/select the Recipient(s) of the check disbursement(s). The copy icon  can be used as applicable.



**Add Financial Group**

**Financial Detail**

Description: Road Runner Judgment  
 Interest Begins: 09/12/2013  
 Rate: 8.0000 % Fixed  
 Interest Type: Simple  
 Accrued Through: [ ]

Till: SueEllen's Civil Till (Allen County)  
 Comment: [ ]

Fee Schedule/Fee	Balance	Recipient(s)
<input checked="" type="checkbox"/> Judgment	1,381.00	
Judgment - Non-Interes	81.00	Hawk Haynie K
Interest Bearing Princip	1,000.00	Hawk Haynie K
Attorney's Fee - CV	250.00	Hawk Haynie K

**Pay Off Detail**

Total By: [ ]  
 As Of: [ ] Calculate

Stay Reason Restart

**No Interest Stays Exist**  
 Click the Add icon to add a new Interest Stay

Save Exit Recalculate

- j. Click **SAVE**.

The Judgment is now setup to electronically assess interest. Interest will be accrued and assessed onto the case any time the green dollar sign icon  is selected (unless a payment was processed on that judgment on that date). Click the judgments  button on the party financial record to access and review interest and payoff information.

The total amount of the outstanding financial balance, including accrued interest, is displayed in the **Financial Information** section of the Chronological Case Summary (CCS).

\*\*\* Please avoid clicking the green dollar icon  if a payment is not being processed. \*\*\*\*\*



# Odyssey CMS Cheatsheet

## Joint & Several Judgments

Once the judgment and the interest calculator is setup on one of the parties, the judgment and the interest calculator can then be copied via the customary joint & several process to other parties on the same case or across multiple cases.

### Odyssey will provide a payoff amount (which includes the interest).

1. Click into the blue hyperlink **Case Fees - Other** [Case Fees - Other](#) of the party on which the judgment has been assessed and for which the interest calculator has been setup.
2. Click on the **JUDGMENTS**  button.
3. Complete the **As Of** date and press the tab key or click outside the field. (This is the date the payor anticipates paying off the judgment.)



4. The **Balance Due** for the anticipated payoff date will populate.
5. Clicking into the **Description** line of the judgment will allow access to more specific **Pay Off Detail** and **Interest Stays** can be added by clicking on the **Stay** plus sign.

