



Odyssey CMS Cheatsheet

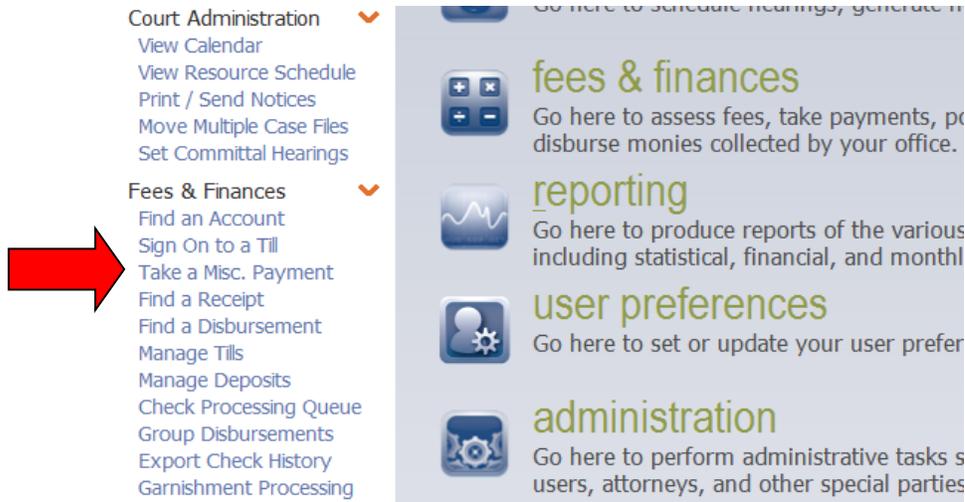
Topic: Taking Miscellaneous Payments

Date: 4/30/2013

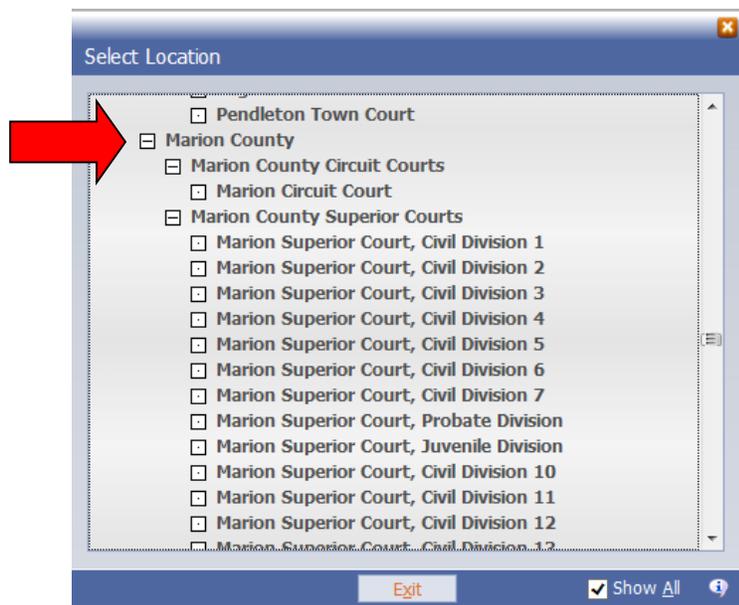
Summary: This cheatsheet explains how to take miscellaneous payments on fees not tied to a case such as Copy Fees, Marriage License, Tax Warrant and Support Docket Fees.

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. Click on **Take a Misc Payment** (on left navigation tree).



2. Click on your top county node (click on the word and NOT the box).
 Some counties track their miscellaneous fees by court for their Court Revenue Report. If your county has this process in place, then you need to select your specific court node, such as: Hamilton Superior Court 1, when taking a miscellaneous payment.





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3. In the **TYPE** dropdown, choose either Miscellaneous Counter Payment or Miscellaneous Mail Payment.
4. In the **PAYOR** field, enter who is making the payment.
5. Make sure your **TILL** is displayed.
6. In the **METHOD** field, select the method of payment.
7. Fill in the **AMOUNT** of the payment.
8. Click on the Plus sign (+) (to the right of Show Distribution).

Add a Miscellaneous Payment

Transaction Detail		Tender Detail	
Receipt #	System Assigned <input type="checkbox"/> Manual	Method	Cash
Date	04/30/2013 ¹² Type	Amount	25.00
	Miscellaneous		
	Amount to be Applied		
	0.00		
Payor	Abstractor Company	Add Additional Tender	
Till		Tender	
Comment		Tendered 25.00	
		Applied 0.00	
		Change 25.00	
Transaction Balances <input type="checkbox"/> Use Manual Distribution		Show Distribution +	
Fee Schedule Recipient Charges			
No fee schedules have been added to this payment.			
Click the Add icon to add fee schedules.			
Totals for this Transaction		0.00	

[Save](#) [Exit](#) [Save/Print](#)

9. Click on the Fee that you need such as copy fees etc. You may need to click **NEXT** for a second page.
10. Fill in the amount if you receive a Pop-up prompt.
11. Click **FINISH**.
12. Click **SAVE/PRINT** for a receipt.