



Odyssey CMS Cheatsheet

Topic: Void a Check

Date: 11/8/2012

Summary: The purpose of this cheatsheet is to instruct the user of how to Void a Check.

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.

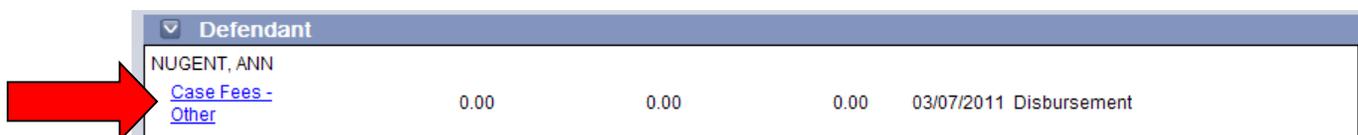
This is NOT for a check that was created in a legacy system. Please use a different cheatsheet for those steps.

There are two ways to void a check. You can either go to Find a Disbursement and void or you can go to the case and void.

You can go to Find a Disbursement on the left Navigation Tree. If you choose to use the Find a Disbursement option, click on Find a Disbursement and put in check number at pop-up and click Search. Right click on correct check number and select Void Check. Verify that it is the correct check. Click Yes and fill in reason for voiding check. This will void on case. You can then go to step number 7 if you need to put check on hold or correct recipient information and finish following the steps.

If you choose to go to the case, follow the below steps:

1. *Navigate* to the **Financial Tab** on the case that the payment was taken.
2. Click into the Case Fees under the Party that made the payment and click the **View Trans** link.



3. *Right click* on the **disbursement** of the returned check and *click* **Void Transaction**.

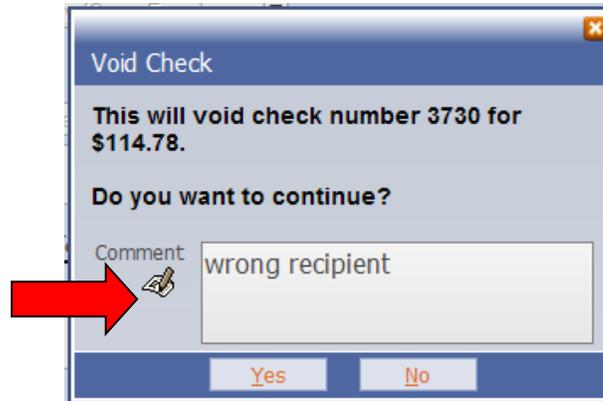


4. *Click* **Yes** and fill in Comment box.





Odyssey CMS Cheatsheet



5. Note that the disbursement is now voided.

Sort By: Transaction Date [View Summary](#)
[Print Detail](#)

NUGENT, ANN Show Indirect Fees No Collection Status

Trans [Add Print Plan](#) [Edit Detail](#) [View Balances](#)

Date	Reference	Charges	Payments	Credits	Balance	Disb	Escrow
20933329 03/04/2011	Charge	114.78			114.78		0.00
20933341 03/04/2011	Counter Payment 2011-00867		114.78		0.00		114.78
20937322 03/04/2011	Disbursement 3730				0.00	114.78	0.00
10/25/2011	Void Disbursement 3730				0.00	(114.78)	114.78
Totals		114.78	114.78	0.00	0.00	0.00	114.78

6. If the payment should be held until further information can be collected, click **Edit Detail** and click on the **Hold** checkbox(es). You can also correct the recipient if it is incorrect.



Edit Fee Detail on Case # 61C01-1102-SC-000053

Due Date Case Grace Days

Charged	Schedule	Priority	Hold*	Hold**	Recipient(s)
3/4/2011	Judgment	70	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Southwest Parke Com
	Attorney's Fee - CV	70	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Southwest Parke Com
	Interest Bearing Principal - C	70	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Southwest Parke Com
	Prejudgment Interest - CV	70	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Southwest Parke Com
	Judgment - Non-Interest Bea	90	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Southwest Parke Com

*Hold Indefinitely: Checkbox must be manually unchecked to release
**Hold Until Fully Paid: computer will automatically release

[Save](#) [Exit](#)

7. Once the Check has been voided on the case, a negative disbursement is created in the Check Processing Queue that needs to be exported to OFM. Export the negative amount so that OFM knows about the void.

8. Select **Check Processing Queue** from the left navigation menu under Fees and Finances.





Odyssey CMS Cheatsheet

9. Select the appropriate **checking account**, select the entry voiding the check by *clicking* the 'x' in the "select" column, then *click* **Submit**.

Check Processing Queue

Location: Parke County
 Submitted By: All Users
 Checking Account: Parke County Bank Account

Show: All
 Sort By: Date/Time Submitted

Show Included Checks
 Show Excluded Checks

Checks to Process

Submitted	Submitted By	Source	Pay To	Case Number	Amount	Select
03/07/2011 8:34 AM	Hazlett, Diana	Group 9223	Southwest Parke Communi	61C01-1102-SC-000	(-114.78)	<input checked="" type="checkbox"/>

10. The check will print when checks are run again through Group Disbursement. If a check is needed immediately, click the **check icon** under Case Fees on the case.

11. Complete the **Select Escrow to Disburse** dialog box. Click **Continue**.

Select Escrow to Disburse

From Party: **NUGENT, ANN**

Recipient Trust/Case Party Non-Case Party

Pay To: Southwest Parke Community School Cd

As Of Date: 10/25/2011

Total Amount to Disburse: **114.78**

<input checked="" type="checkbox"/> Parke County Bank Account 100-061-010	114.78	114.78
<input type="checkbox"/> Attorney's Fee - CV	0.00	
<input checked="" type="checkbox"/> Interest Bearing Principal - CV	114.78	114.78
<input type="checkbox"/> Judgment - Non-Interest Bearing Prin	0.00	
<input type="checkbox"/> Prejudgment Interest - CV	0.00	

Continue **Exit**

12. Click Save/Submit and go to the Check Processing Queue to print the check.

Enter a Check on Case # 61C01-1102-SC-000053

Type: Check to Party (Case Fees) Hand Check

Pay To: Southwest Parke Community School C

Address: c/o Atty Gary Hanner
PO Box 122

Cutoff Date: 10/25/2011
Trans Date: 10/25/2011
Amount: 114.78

One Hundred Fourteen and 78/100 Dollars

Memo:

User: Weatherholt, Debra
Account: 100-061-010
Parke County Bank Account

Save/Submit **Exit** **Save/Export**