



Odyssey CMS Cheatsheet

Topic: Voiding a Check Written from One of the Legacy Systems and Running a Transaction Detail Report

Date: 3/6/2015

Summary: This cheatsheet explains how to void a check that was originally written from a legacy system – that is, any system that was used before Odyssey i.e. CourtView, Gavel, MHI, WRITS, and JTS are a few examples.

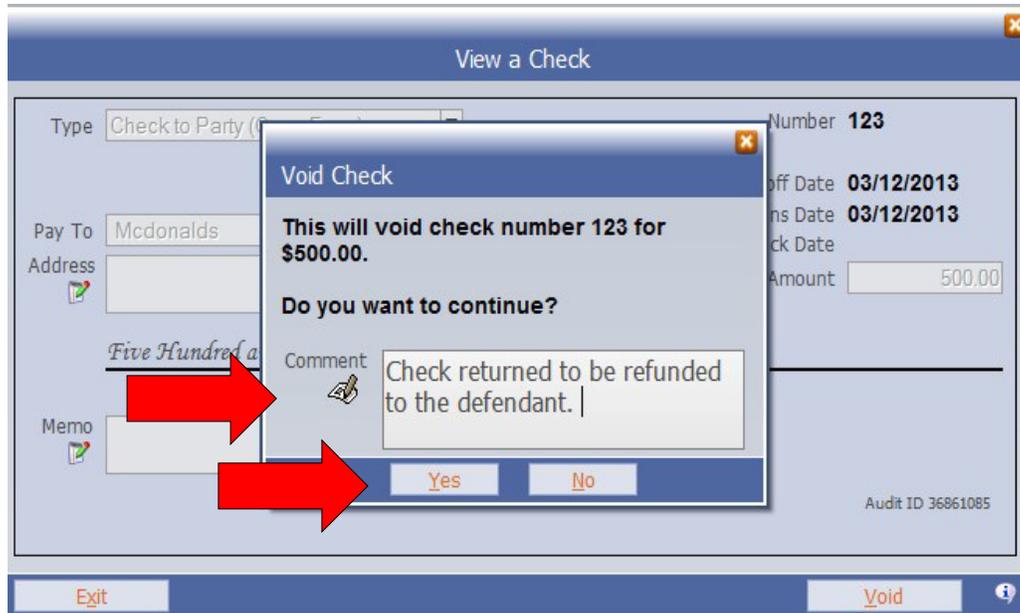
Important: Odyssey is software owned by Tyler Technologies, Inc. Any screenshots of Odyssey may contain proprietary information that should not be disclosed to non-Odyssey users.

In Case Manager:

1. Go to “Find a Disbursement” under *Fees & Finances* on the left-hand navigation bar.
2. Enter your check number. Click **Search**.



4. Right Click anywhere within the transaction and “Void Check” will display.
5. Select “Void Check”. The following screen will display:



6. **Enter a comment** as to why you are voiding the check and select “Yes”. Once the void is complete, the screen will display the original and your voided check:

03/12/2013	123	Mcdonalds	27D03-1303-CT-000018	500.00
03/12/2013	123	Mcdonalds	27D03-1303-CT-000018	(500.00)

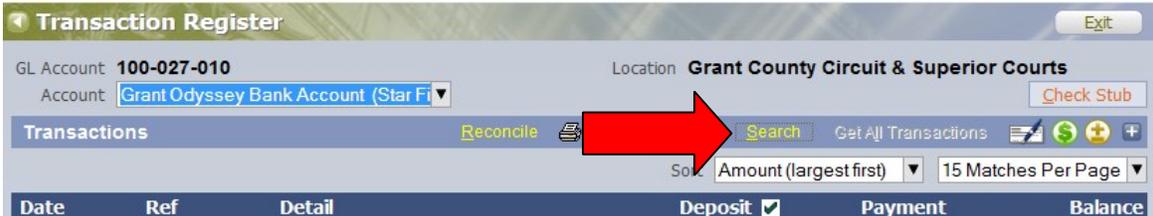
** The following steps are different from a regular Void on a check written from Odyssey**



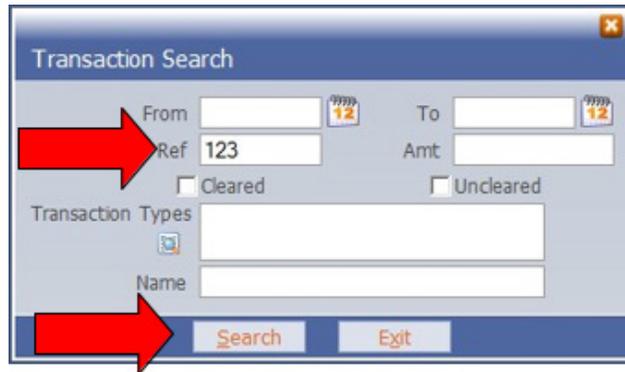
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In Financial Manager:

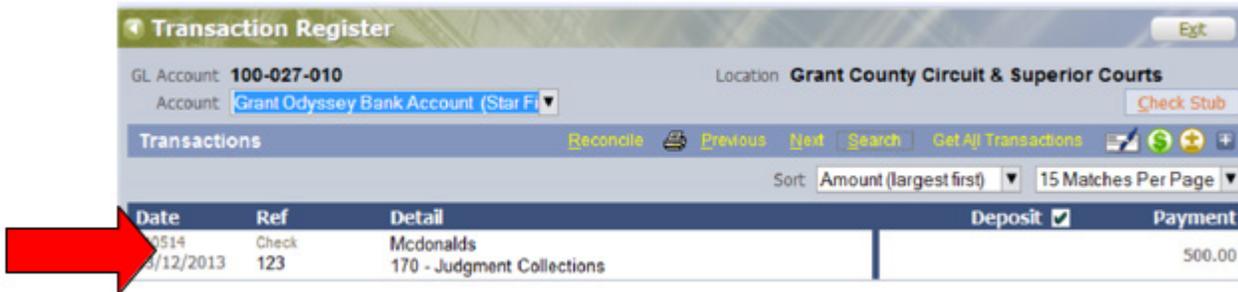
- Select *Chart of Accounts* → *Odyssey Bank Account*.
- Click on the yellow hyperlink "Search".



- Enter the check number in the reference field and click search.



- To void a check in Financial Manager, you must select the Transaction. Click anywhere on the line.



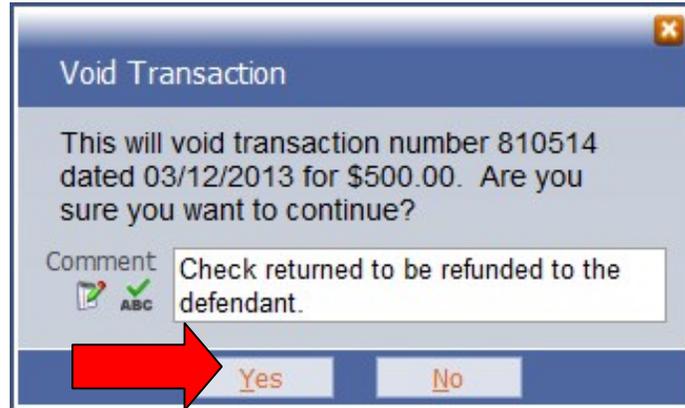
- Select *Reverse*.





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Enter a descriptive comment and click **Yes**.



Once the checks have been voided, you have to determine what you are going to do with the money. As it is now, the money is sitting in Converted Liability.

In Case Manager:

12. Go to the Financial Tab and select the party from whom the original payment was taken.
13. Select Case Fees, Registry and Trust or Bonds, depending on where the money was originally received in and disbursed from.
14. Go to View Transactions.
15. Now, find the transaction where the check was written from. Click into the transaction and locate what type of fee this money was collected on. (ex: Judgment, Judgment Interest, Trust, Bond, etc.)

Once you have determined this fee, you will need to complete the following steps:

In Financial Manager:

Select Chart of Accounts → Converted Liability.

18. Click on the yellow Adjustment icon.





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19. Select the “+” to add the “From” account. *(In our scenario, we are moving money from Converted Liability to Judgment Collections.)* To do this, we have to make the following entries.

Enter an Adjustment

Location: **Greene County Circuit & Superior Courts**

Date: 05/22/2013 Comment:

From

Account	Comment	Amount
No From Transactions exist.		

Total (0.00)

To

Account	Comment	Amount
No To Transactions exist.		

Total 0.00

20. In the first “Enter a Transaction” screen, make the following entries:

- Select the correct Account that you are moving money FROM, (For our example, Converted Liability)
- Enter the Amount,
- Enter a detailed Comment that will help you understand why you are making this adjustment. (“Voided check 123, moving money from Converted Liability to Judgment Collections to re-disburse check.”)

Enter a Transaction

Account:

Amount:

Comment:

21. Click Save.

22. Now go to the lower section of the Adjustment screen and select the “+” to add the “To” account. Fill in the fields as you did in the previous screen, this time selecting the account you are moving the money TO. For our example, we were using JUDGMENT COLLECTIONS; however, depending on where the money was originally disbursed from, you may need to use a different account such as TRUST or BONDS...



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Enter a Transaction

Account: Judgment Collections

Amount: 500.00

Comment: Voided check 123; moving money

Save Exit

23. Click Save.

24. Click Save again to save the overall adjustment.

*****If the amount is staying in the same fee such as judgments, you are finished and the money is ready to be disbursed. IF you are moving money from either Trust, Bonds or Judgments to Refund, Overpayment or Unclaimed Funds, then you will have to complete additional steps (below).**

Voiding a Check Written From One of the Legacy Systems (CourtView, Gavel, MHI, WRITS, JTS) – Judgment Satisfied: The Money may need to be Refunded:

SCENARIO: A check is returned to the clerk; the money was originally disbursed from the county's old case management system from the Judgment Fee and the returned check needs to be voided. **The payment was originally received in under Judgment Collections, but now needs to be refunded because the clerk realized the judgment has been overpaid/satisfied.** (Sometimes the judgment has been satisfied and the check may need to be reissued through judgment collections to the original recipient. Other times, the clerk realizes that it needs to be refunded, but in their old system they may have received refunds as judgment money. Using this section depends on how the original money was received in from the legacy system or why the check was returned to be voided.)

In order for us to move money from Judgment Collections to Refund, first follow steps 1 – 24. This voids the returned check and moves the money from the Converted Liability account and puts it into the Judgment Collections account.

**** Case Manager: Open your Adjustment Till...** (This is where you will then make your corrections to take the money from the Judgment fee and move to the Refund Fee.

1. Go to the Financial tab of the case.
2. Select your party and either Case Fees, Registry and Trust or Bonds depending on where the Money was received in and disbursed from.
3. Go to View Transactions.

**** You have to first Assess the Refund in order to make the adjustment and move the money from Judgment to Refund.**

4. Select the Red \$ to assess a charge.
5. Select the "+" to add the fee.
6. Select the "Refund" Fee.
7. Enter the amount.
8. Select "Save".



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** Make your Adjustment:

9. Select the yellow adjustment button.
10. Decrease the amount in the payment column you want to move the money from (ex. Judgments).
11. Increase the amount in the payment column next to the fee that you want to move the money to (ex. Refunds).
12. Close the Adjustment Till and Reconcile it.
13. Open a Deposit, include your Till and Export it.

** Make your Disbursement:

You are now ready to write an individual check off the case or the money will disburse the next time you run your group disbursement checks.

(Owen County Specific: Since you run your daily judgment checks – one day behind.) Since your group disbursement includes the refund fee, you can wait to run it with your group disbursement, remember that you need to take into consideration the adjustment you made today and therefore will need to wait until tomorrow to disburse this money, since you work a day behind. You can handle this two ways. 1. Place a hold on the case through Edit Detail, or 2. Run the group disbursement and “Cancel” the check going to the individual, as it will pull from the judgment collection fee and not the refund fee.

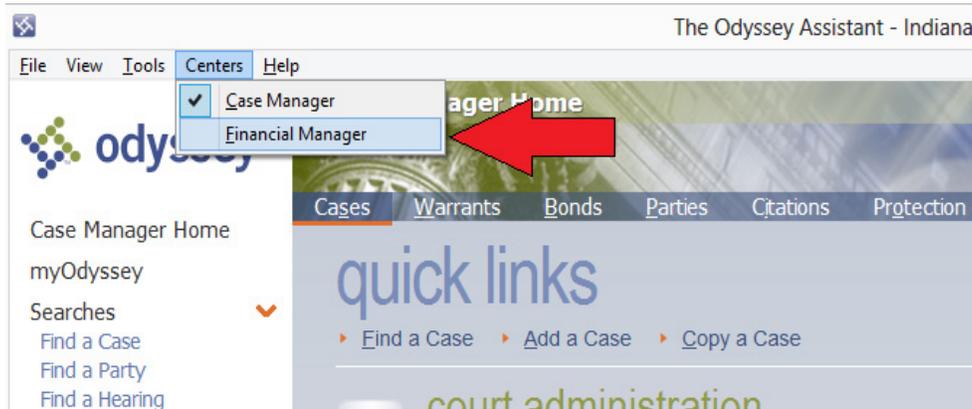


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Running a Transaction Detail Report for daily balancing reports that are off:

If you find that the Daily Balancing Report is off, run the Transaction Detail Report. This will generate a list of legacy checks voided/adjusted. Attach the list to your daily reports and make a note that its legacy checks adjusted in OFM so that the money can be re-disbursed.

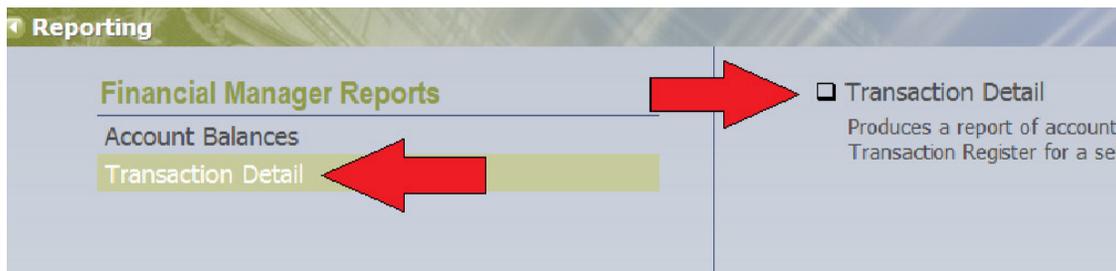
1. Starting from case manager home screen, click on the centers tab and select Financial Manager.



2. On Financial Manager Home click on Reporting.



3. Under Financial Manager Reports, select Transaction Detail on the left. When Transaction Detail appears on the right side of the screen, select Transaction Detail from there.





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4. Fill in the necessary parameters to run your report. Remember that all fields outlined in blue require information to move on.
 - a. First, select your court as the location by clicking on the picker box to the right of that field; select your county from the organizational chart.

Transaction Detail

Produces a report of account transactions from the Transaction Register

Location 

Date Range Start Date  End Date 

GL Account

Check Type

Check Options

Payment Type

Payment Options

Deposit Type

Deposit Options

Sort Order

Include Adjustment Transactions

Include Voids/Reversals

Select Location

- Gas City City Court
- Marion City Court
- Greene County Circuit & Superior Courts
- Hamilton County Circuit & Superior Courts
- Hamilton County City & Town Courts
- Carmel City Court
- Noblesville City Court
- Fishers Town Court
- Fishers City Court
- Hancock County Circuit & Superior Courts
- Harrison County Circuit & Superior Courts
- Hendricks County Circuit & Superior Courts
- Hendricks County City & Town Courts
- Plainfield Town Court
- Brownsburg Town Court
- Avon Town Court
- Henry County Circuit Courts
- Henry County City & Town Courts

Exit Show All

- b. In the Date Range fields, enter the date you want the report to reflect. As a reminder you can enter the date in multiple ways i.e. 2-13-2015, 2/13/15, 2.13.15, "T" for today, "W" for workday and even W-1 for previous work day in case you want to memorize the report and never have to worry about entering a date. You may also click the calendar picker to select the date.



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- c. GL Account now becomes a required field. Use the drop down to select Converted Liability or begin typing the word to select it.

The screenshot shows the 'Transaction Detail' form. The 'GL Account' field is set to 'conv', and a dropdown menu is open, listing various check types. 'Converted Liability' is highlighted. Red arrows point to the 'conv' text and the dropdown menu.

Transaction Detail | Schedule | Submit | Exit

Produces a report of account transactions from the Transaction Register for a selected GL account.

Clear | Memorize | Recall

Location: Hamilton County Circuit & Sup

Date Range: Start Date: w-1 Friday, February 13, 2015; End Date: w-1 Friday, February 13, 2015

GL Account: conv

Check Type: Converted Liability

Check Options: Copy Fees, Court Administration Fee, Court Costs - City and Town, Court Costs - County, Court Costs - State, Deferral Program, Deferred Prosecution Fee - City and Town, Deferred Prosecution Fee - County, Deferred Prosecution Fee - State

Payment Type: [Empty]

Payment Options: [Empty]

Deposit Type: [Empty]

Deposit Options: [Empty]

Sort Order: [Empty]

Include Adjustment Transactions
 Include Voids/Reversals

- d. In the Check Type field type ALL or click on the picker box to the right of that field to select all.

The screenshot shows the 'Transaction Detail' form. The 'Check Type' field is set to 'All'. Red arrows point to the 'All' text and the picker box to the right of the field.

Transaction Detail | Schedule | Submit | Exit

Produces a report of account transactions from the Transaction Register for a selected GL account.

Clear | Memorize | Recall

Location: Hamilton County Circuit & Sup

Date Range: Start Date: w-1 Friday, February 13, 2015; End Date: w-1 Friday, February 13, 2015

GL Account: Converted Liability

Check Type: All

Check Options: [Empty]

Payment Type: [Empty]

Payment Options: [Empty]

Deposit Type: [Empty]

Deposit Options: [Empty]

Sort Order: [Empty]



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- e. In the Check Options field, use the drop down arrow to select: "Include cleared and uncleared checks".

The screenshot shows the Odyssey CMS interface with the following fields and values:

- Location: Hamilton County Circuit & Sup
- Date Range: Start Date w-1 Friday, February 13, 2015; End Date w-1 Friday, February 13, 2015
- GL Account: Converted Liability
- Check Type: All
- Check Options: Include cleared and uncleared checks (highlighted by a red arrow)
- Payment Type: Include only cleared checks; Include only uncleared checks
- Payment Options: (empty)
- Deposit Type: (empty)

- f. In the Sort Order field use the drop down to select Reference #.

The screenshot shows the Odyssey CMS interface with the following fields and values:

- Location: Hamilton County Circuit & Sup
- Date Range: Start Date w-1 Friday, February 13, 2015; End Date w-1 Friday, February 13, 2015
- GL Account: Converted Liability
- Check Type: All
- Check Options: Include cleared and unclare
- Payment Type: (empty)
- Payment Options: (empty)
- Deposit Type: (empty)
- Sort Order: Reference # (highlighted by a red arrow)

- g. It is recommended to "Memorize" this report. Click Memorize near the top right of the screen.

The screenshot shows the Odyssey CMS 'Transaction Detail' report screen with the following fields and values:

- Location: Hamilton County Circuit & Sup
- Date Range: Start Date w-1 Friday, February 13, 2015; End Date w-1 Friday, February 13, 2015
- GL Account: Converted Liability
- Buttons: Clear, Memorize (highlighted by a red arrow), Recall



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- h. On this screen name the Report something relevant that you will remember like “Legacy Check Listing” and click Save.

The screenshot shows a dialog box titled "Save Current Report Settings". It features a table with three columns: "Name", "Date", and "Time". Below the table is a text input field labeled "Name to Save". At the bottom of the dialog are two buttons: "Save" and "Exit". Red arrows point to the "Name to Save" field and the "Save" button.

- i. Finally, click “Submit” to run the report immediately or “Schedule” for later.

The screenshot shows the "Transaction D" report configuration screen. At the top, there are buttons for "Schedule" and "Submit", with red arrows pointing to them. Below the buttons is a description: "Produces a report of account transactions from the Transaction Register for a selected GL account." There are three buttons: "Clear", "Memorize", and "Recall". The configuration fields are:

Location	Hamilton County Circuit & Sup		
Date Range	Start Date	w-1	Friday, February 13, 2015
	End Date	w-1	Friday, February 13, 2015
GL Account	Converted Liability		