



## CLERK'S FINANCIAL

## ODYSSEY

### INTRODUCTION:

This is intended for existing Clerk's Financial users who are familiar with processing claims.

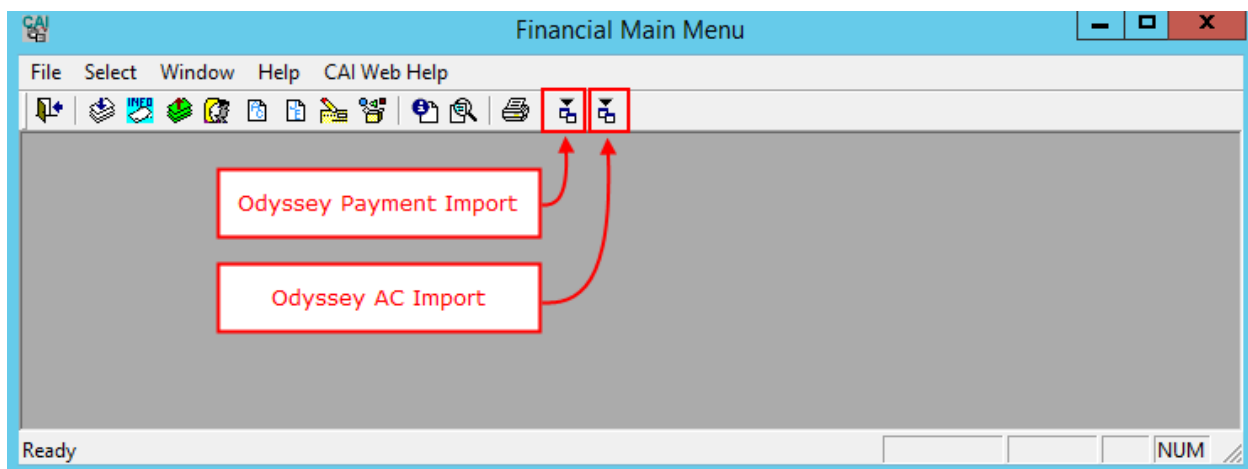
Computer Arts, Inc. has implemented the necessary features in the financial program to import Odyssey payment and AC files.

After the files have been imported, they can be processed as a claim where warrants are then issued.

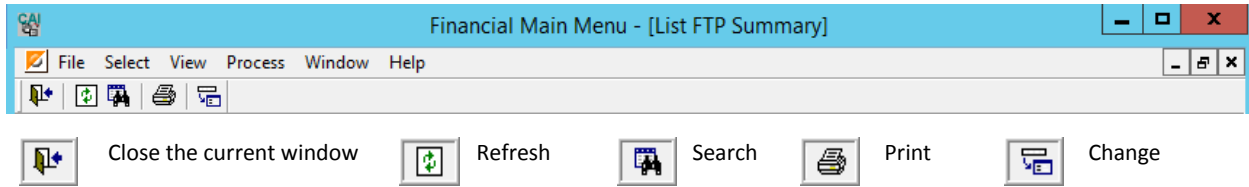
These instructions first describe the features you will be using followed by the steps to import and process Odyssey payments.

### Description:

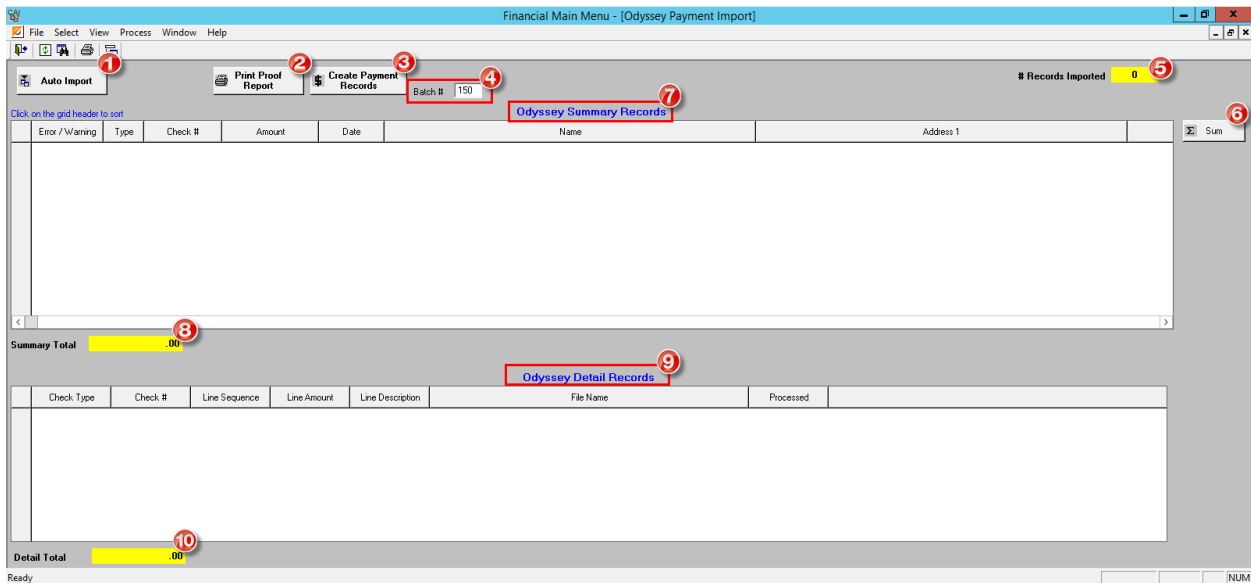
There are two new buttons on the icon toolbar, Odyssey Payment Import and Odyssey AC Import:



**Odyssey Payment Import icon description:**



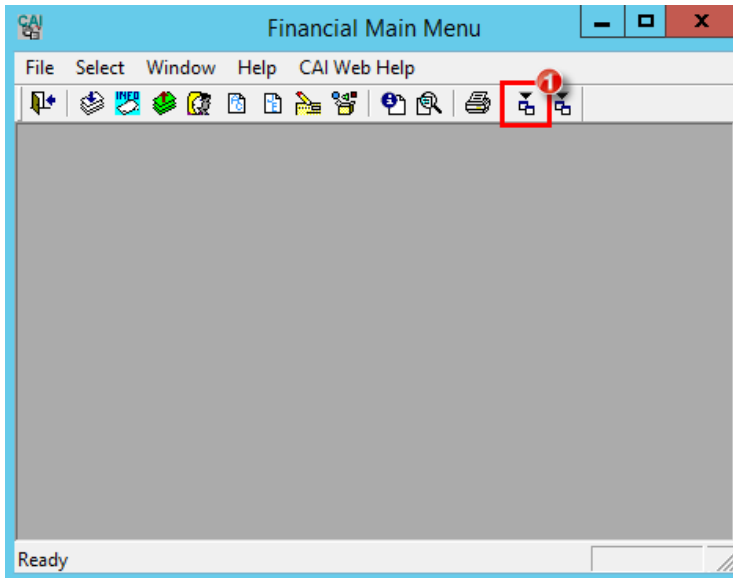
**Payment Interface description:**



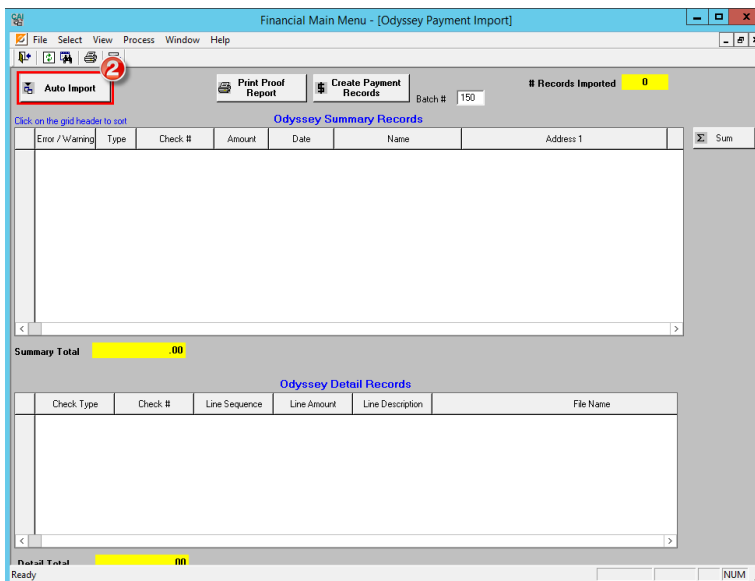
1. Auto Import: Click this button to import the Odyssey payment file(s).
2. Print Proof Report: After the payment summary and detail records are verified, click this button to print the Proof report.
3. Create Payment Records: This will process the payment files as Claims.
4. Batch #: This is set up in the Financial Control / Control File. This is the batch # that will process claims for Odyssey payments.
5. # Records Imported: After the Auto Import is complete, the total number of records will appear in this field.
6. Sum: This will give the sum of the highlighted Summary records.
7. Odyssey Summary Records: This is the summary of each payment file listing payment type, check #, amount, date, name, address information, account information, etc. for the payment file.
8. Summary Total: This is the total amount of all payment records imported.
9. Odyssey Detail Records: This section lists payment records individually within each payment file.
10. Detail Total: The total of all payment records for each payment file.

## Odyssey Payment Import Instructions:

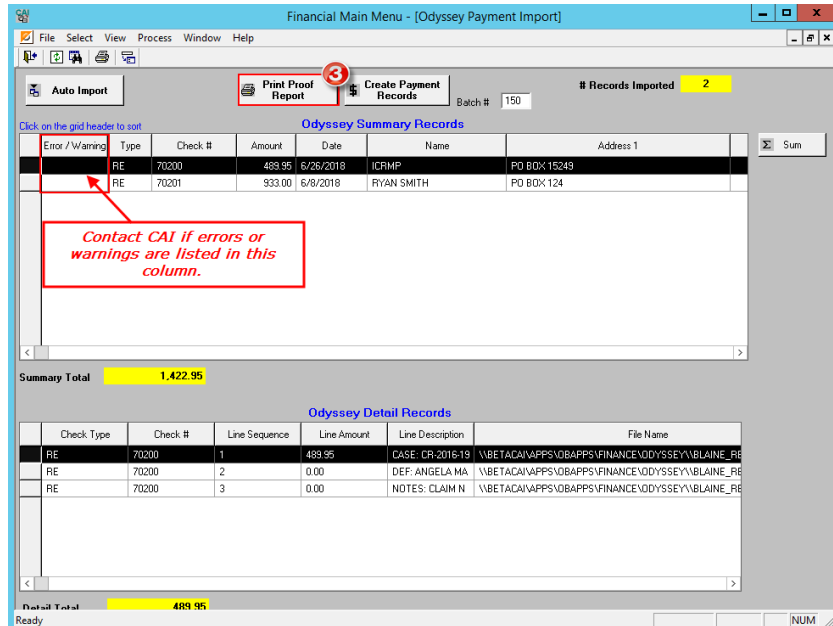
1. In the Financial Main Menu, click the Odyssey Payment import button.



2. Select the Auto Import button to import payment records.



- After the payments records are imported in the Odyssey Summary and Details record grids, click the Print Proof Report button.



- This example is similar to what the report will look like. Make sure the header and detail totals (on the bottom left corner) are the same and the Difference amount is 0.00 before proceeding.  
**NOTE:** If the totals do not match or if there is a difference amount, please contact your Odyssey Representative so corrections can be made.

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### ODYSSEY CLAIMS DISBURSEMENT PROOF

Odyssey Check Batch #: 1785

Odyssey Check #: 70200	Check Date: 08/26/2018	Fund-Dept-Acct-Sub: 9110-00-096-0001
Odyssey Vendor: ICRMP (4537347)	Check Amount: \$ 489.95	

Odyssey Check #	Description	Fund-Dept-Acct-Sub	Amount
70200	CASE: CR-2018-1949	0000-00-000-0000	\$ 489.95
70200	DEF: ANGELA MARLENE ORR	0000-00-000-0000	\$ 0.00
70200	NOTES: CLAIM NO. C-18-02181-1889	0000-00-000-0000	\$ 0.00
Total Check # 70200			\$ 489.95

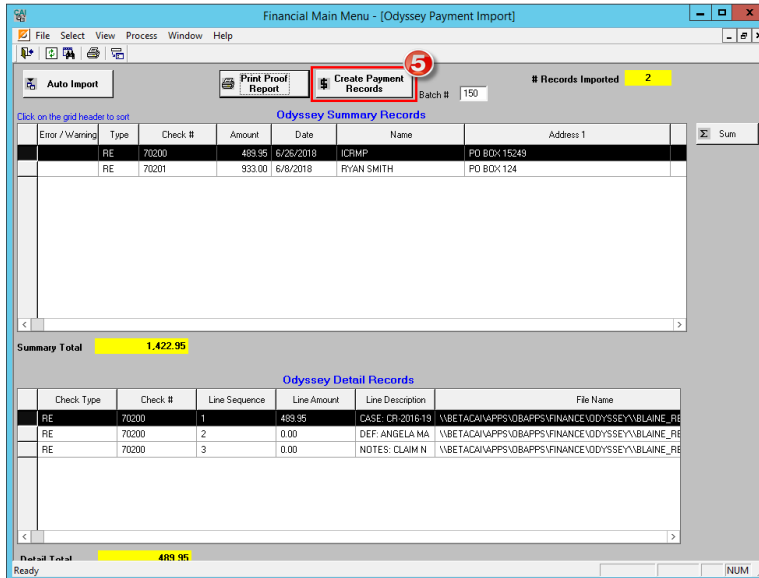
  

Odyssey Check #: 70201	Check Date: 08/08/2018	Fund-Dept-Acct-Sub: 9110-00-096-0001
Odyssey Vendor: RYAN SMITH (4463755)	Check Amount: \$ 933.00	

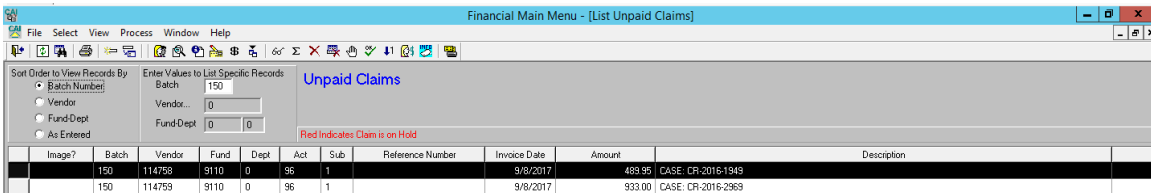
Odyssey Check #	Description	Fund-Dept-Acct-Sub	Amount
70201	CASE: CR-2018-2969	0000-00-000-0000	\$ 933.00
70201	DEF: CHRISTINE ANN HAIRSTON	0000-00-000-0000	\$ 0.00
Total Check # 70201			\$ 933.00

Check Header Grand Total:	1,422.95
Check Detail Grand Total:	1,422.95
Difference	0.00

- Next, click the Create Payment Records button, the screen will automatically go back to the Financial Main Menu, and payment records will have been processed as claims.

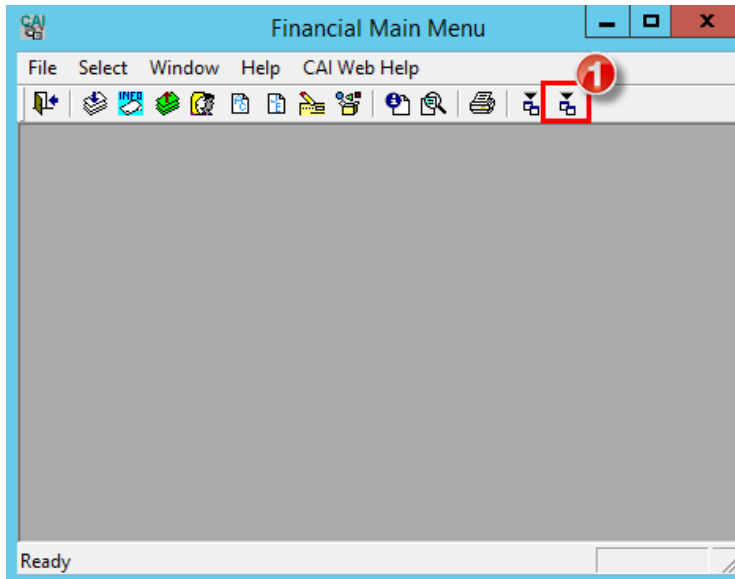


If you were to open the Odyssey batch in Claims, you will see the new claims listed:

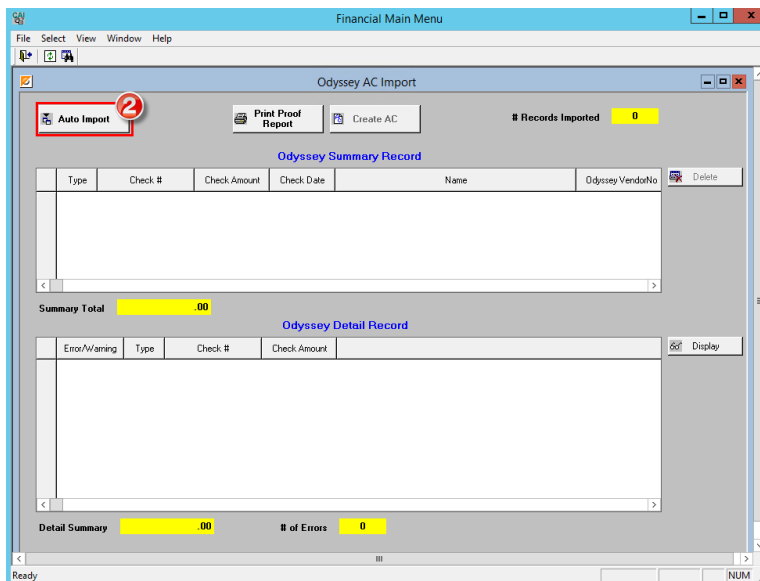


## To process Odyssey AC's:

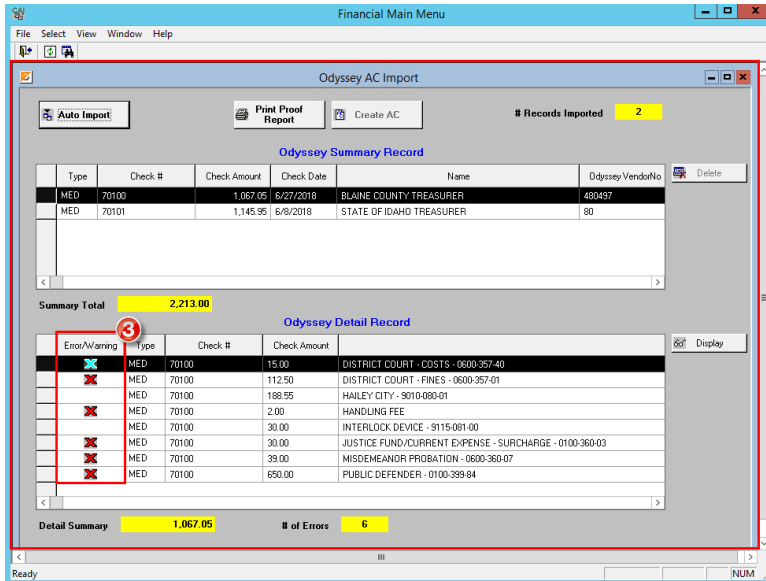
1. From the CAI Financial Main Menu, click the process Odyssey AC's icon:



2. Select the Auto import button to import the AC records.



- Errors in the Odyssey Detail Records section must be corrected before proceeding. If there are errors, please continue to the next step. If there aren't any errors, proceed to Step 4.

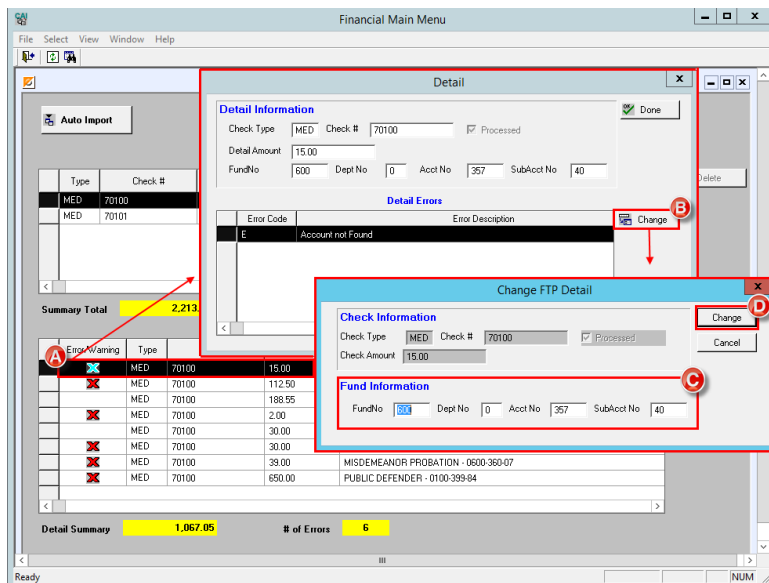


Clearing Odyssey Detail Record errors:

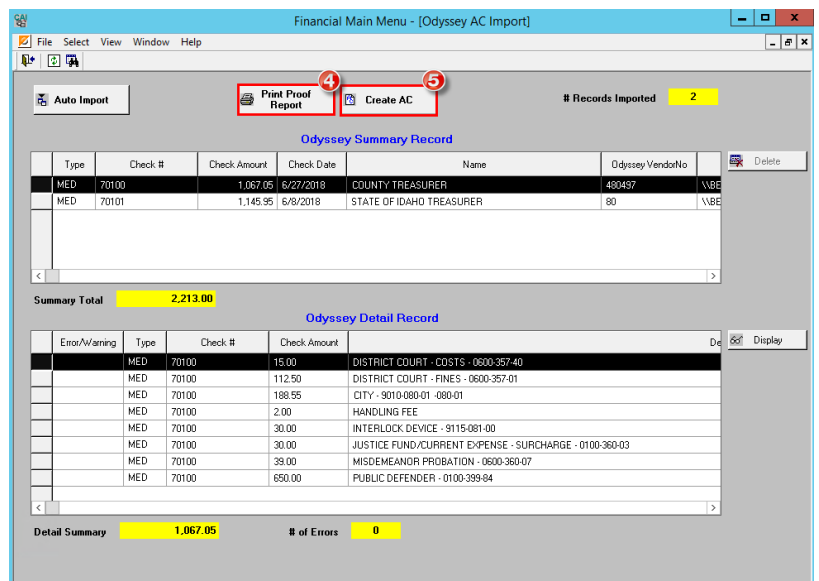
- a. Double click the first line with an error to open the Detail panel.
- b. Click the Change button, this will open the Change FTP Detail panel.
- c. Enter the correct Fund, Dept., Account, and Sub Account number for the AC record.
- d. To save and close, click the Change button.
- e. Now click the Done button to return to the Odyssey AC Import panel.

Repeat steps a – e for each line with an error until all the errors have been removed.

When finished, check each summary record for errors in the detail.

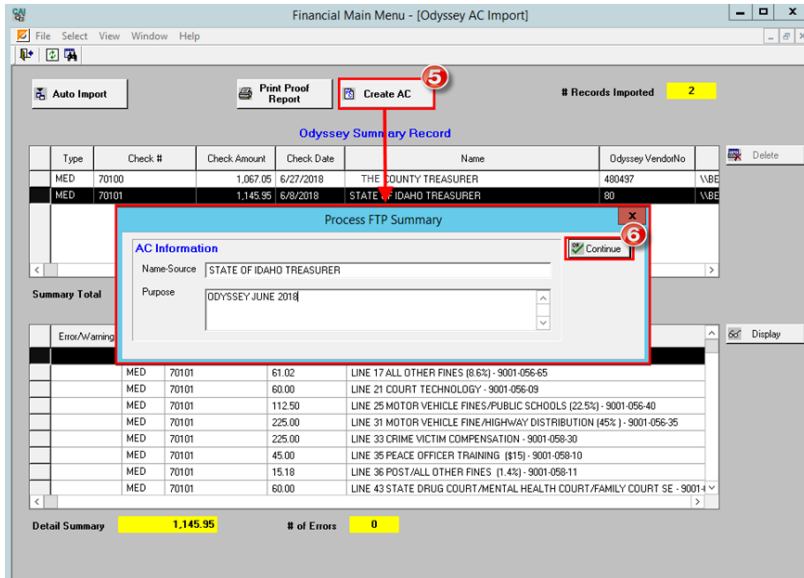


4. Click the Print Proof Report button. Review the report to make sure the total at the bottom match and that the difference is 0.00. If there are any discrepancies, please contact your Odyssey Rep. to make the necessary corrections.
5. Click the Create AC button. This will open the AC Summary window.

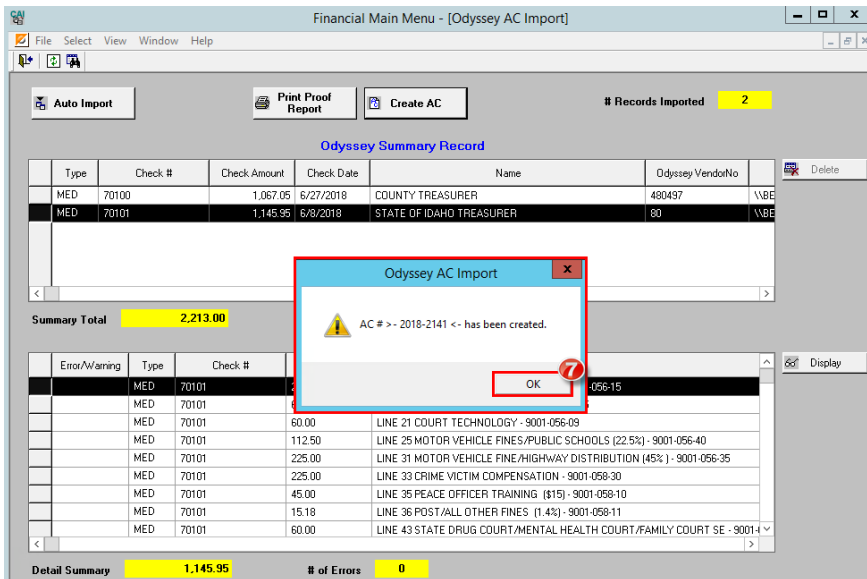




6. Fill in the Name-source and Purpose and click Continue.



7. After the AC's have been created, a confirmation message will open, click OK.



- The screen will automatically go back to the Financial Main Menu. Click the AC icon button to view and print the AC.

Display Auditor's Certificate ✕

AC Number	2018	2141	Referenced JE	0	0	<input type="button" value="Done"/>
Total	2,213.00		<input type="checkbox"/> Posted to Treasurers History?			<input type="button" value="Help"/>
Date	6/8/2018	Time	2:39:50 pm	<input type="checkbox"/> Printed?		
Name-Source	STATE OF IDAHO TREASURER					<input type="button" value="Addendum"/>
Purpose	ODYSSEY JUNE 2018					<input type="button" value="Notes"/>
						<input type="button" value="Print"/>
						<input type="checkbox"/> View Image

*Account Information*     All     Dr     Cr    (Click on Grid Heading to Sort)

Fund	Dept	Account	Sub	Debit Amount	Credit Amount	Fund Desc
9110	0	70	0	0.00	15.00	COURT TRUST - DISTRICT CO
9110	0	70	0	0.00	112.50	COURT TRUST - DISTRICT CO
9010	0	80	1	0.00	188.55	CITY OF HAILEY
9110	0	70	0	0.00	2.00	COURT TRUST - DISTRICT CO
9115	0	81	0	0.00	30.00	COURT INTERLOCK DEVICE F
9110	0	70	0	0.00	30.00	COURT TRUST - DISTRICT CO
9110	0	70	0	0.00	39.00	COURT TRUST - DISTRICT CO
9110	0	70	0	0.00	650.00	COURT TRUST - DISTRICT CO
9001	0	56	15	0.00	297.25	STATE REMITTANCE ACCOUN