



Odyssey

REPORTING

# Odyssey Reporting

- Odyssey vs Legacy
- What Reports / How Frequent
- Accessing the Reports



# Financial Report Crosswalk

Financial Reports Crosswalk - Legacy JIS/JRS to Odyssey	
Legacy JIS	Odyssey
Accounts Payable	Odyssey Reports (1) Registry & Trust Accounts with Balances, (2) Money in Escrow > Restitution
Accounts Payable Adjustments	Enterprise Custom Report: (1) FIN-AP Recipient Address Change Audit, (2) FIN-AP Recipient Change Audit
Accounts Receivable Adjustment Audit	Odyssey Report: Transaction Listing Reports
Accounts Receivable Paid in Full	Enterprise Custom Report: FIN-Accounts Receivable Paid in Full
Accounts Receivable Summary	Odyssey Report: Fees Receivable
Check Register	Odyssey Report Financial Manager: Check Register Report
Consolidated Check Report	Odyssey Report Financial Manager: Check Processing Overflow Report
Daily Disbursement	Odyssey Report: (1) Trust Disbursement Report, (2) Group Disbursement Reports > Restitution and Remittance
Interest Report	N/A (see bill 1783 E2SHB 2018 legislative session mandating cease of monthly LFO interest assessments)
Ledger Summary/Detail	Financial Manager Transaction Detail (tbd if needs enhancement to show G/L Codes)
Overpayments	Odyssey Report: Transaction Overpayment Listing
Restitution Audit Report	Enterprise Custom Report: FIN-Restitution without Recipient
Remittance Summary	Enterprise Custom Report: FIN-Remittance Summary
Trust Account Summary	Odyssey Reports: (1) Registry & Trust Accounts with Balances, (2) Money in Escrow > Restitution
Trust Account Exceptions	<i>obsolete</i>
Legacy JRS	
Batch Receipt Exceptions & Control	<i>obsolete</i>
Cash Drawer Open	FIN-No Sale Transactions (requires USB cash drawer)
Journal Summary Report	Manage Deposits: Deposit Analysis Report
Journal Detail	Manage Tills: Till Transaction Report (or Till Balance report)
Period to Date Transaction	FIN-Payment Report
Transaction Reversal	Odyssey Reports: (1) Receipt Journal, or (2) Transaction Listing
Upload Received	<i>obsolete</i>

# Monthly Reports

- Money in Escrow
- Registry and Trust Accounts with Balances
- Accounts Receivable Summary Report
- Check Register Report
- Trust Account Summary
- General Ledger Summary
- No Sale Transactions (USB Cash Drawer Required)
- Fin-Restitution Without Recipient
- Remittance Summary
- Fin-Payment Report (Period to Date)

# Weekly Reports

- Fin-Accounts Receivable Paid in Full
- Check Register Report (also monthly)
- Check Overflow Report
- Disbursements (Trust and Group Disbursement Reports)

# Daily Reports

- FIN-AP Recipient Address Change Audit
- FIN-AP Recipient Change Audit
- Transaction Listing – Accounts Receivable Adj. Audit
- Transaction Overpayment Listing
- Manage Deposits: Deposit Analysis Report
- Receipt Journal or Transaction Listing (Reversals)
- Registry and Trust Journal (Suspense and Disbursement)
- Cashier Accuracy
- Receipt Journal by Fee Code Fee (Drug Court)
- Till Balance and Transaction Report (Cashier Close out)



# Reports Not on Crosswalk

- Cashier Accuracy Report (requires USB Cash Drawer)
- Registry & Trust Journal (suspense report)
- Fees Receivable (Drug Court)

# Financial Reports (Canned Reports)

- Cash Management
- Financial Activity
- Registry and Trust



# Money in Escrow

Click Reports

Case Manager Reporting Center - Production Realm

File View Tools Centers Help

**odyssey**

- Batch Payment
- Add a Multi-Case Payment
- Bonds** ▾
  - Add a Receipted Bond
  - Add an External Bond
  - Add Surety or Other Bond
  - Add a Property Bond
  - Find a Bond
  - Cash Bond Receipting
- Warrants** ▾
  - Add a Warrant
  - Find a Warrant
- Forms & Documents
- List Manager
- Workflow ▾
  - Queues
- Group ▾
  - Group Add Events
- Reports** ▾
- Local Reports ▾
  - Run a Local Report
- Enterprise Custom Rep ▾
  - Run an Enterprise Custom
  - Configure
- User Preferences ▾
  - Customize Navigation Bar
  - Address Type
  - Forms Printer
  - Image Printer
  - Spelling Checker
- Administration ▾

**Case Manager Reporting Center**

- Case Analysis Reports**
  - Case Management
  - Court Administration
  - Workflow Reports
  - CJIS Reports
  - Party Reports
  - Exhibit Reports
- Financial Reports**
  - Cash Management
  - Financial Activity
  - Registry and Trust
- Bonds**
  - Bonds
- Warrants**
  - Warrants
- Administration**
  - Security Reports
- Pretrial Release**
  - Pretrial Release Reports

Click Case Management






Then Click Money in Escrow

Case Manager Reporting Center - Production Realm

File View Tools Centers Help

**Case Manager Reporting Center** Exit

**odyssey**

Case Manager Home  
myOdyssey  
Searches   
Find a Case  
Find a Party  
Find a Judgment  
Find a Hearing  
Find a Group  
Add a Case  
Add a Citation  
Protection Orders   
Find a Protection Order  
Add a Protection Order  
Court Administration   
Fees & Finances   
Find an Account  
Sign On to a Till  
Take a Misc. Payment  
Add a Misc. Invoice  
Find a Receipt  
Find a Disbursement  
Manage Tills  
Manage Deposits  
Check Processing Queue  
Group Disbursements  
Export Check History  
Garnishment Processing  
Escheatment Processing  
Interest Payments  
Add a Suspense Account  
Find Suspense Account  
Batch Payment  
Add a Multi-Case Payment  
Bonds   
Add a Receipted Bond  
Add an External Bond  
Add Surety or Other Bond  
Add a Property Bond  
Find a Bond  
Cash Bond Receipting

**Case Analysis Reports**

Case Management  
Court Administration  
Workflow Reports  
CJIS Reports  
Party Reports  
Exhibit Reports

**Financial Reports**

**Cash Management**  
Financial Activity  
Registry and Trust

**Bonds**

Bonds

**Warrants**

Warrants

**Administration**

Security Reports

**Pretrial Release**

Pretrial Release Reports

**Protection Orders**

Protection Orders

☐ Cashier Accuracy  
Shows cashier till counts and totals over a date range. Also Includes till average and total over/short discrepancies to help determine cashier accuracy.

☐ Check Register  
Lists all checks submitted to the Check Printing Queue for a specified date range.

☐ Draw Down Account Balance  
Draw Down Account Balance Report

☐ Draw Down Account Statements  
The Draw Down Account Statement generates separate statements for each account, and itemizes deposits made to the Draw Down account as well as charges paid out of the account in a specified date range.

☐ Draw Down Expiration Report  
Produce a list of draw down accounts that have a subscription expiration date that falls within the specified date range.

☐ **Money In Escrow**  
Lists all money in escrow. Can include money on hold, unlike Group Disbursements or the Receipt Journal report.

☐ Receipt Journal  
Produces a summary or detail report of receipts (transactions) printed and voided by collection station or by cashier for any date range.

☐ Till Balance  
Produce a summary or detail listing of tills for any collection station.

☐ Unpaid Invoices  
Produce a listing of cases where a financial invoice has been created but not yet paid for a specified date range.

Complete criteria

In the fee categories field,  
select only Restitution  
categories.

Money In Escrow - Production Realm

File View Tools Centers Help

Money In Escrow

Schedule Submit Exit

Lists all money in escrow. Can include money on hold, unlike Group Disbursements or the Receipt Journal report.

Clear Memorize Recall

Locations Snohomish

As Of Date 01/31/2018 Wednesday, January 31, 2018

Checking Accounts Bank of America - Depository

Fee Categories Restitution; Restitution 2; Restitution 3; Restitution 4; Restitution 5; Restitution 6+; Restitution Interest;

Criminal Fee Codes All

Civil Fee Codes

Probate or Mental Health Fee Codes

Family Fee Codes

Miscellaneous Fee Codes

Report Options

☒ Include money on hold - Indefinite

☒ Include money on hold - Until paid off

☒ Include money on hold - Tender Hold

☒ Include money not on hold

☐ Sub-total by fee

☐ Include Recipient Address

List Name Month End Money in Escrow Rpt

If this list name already exists for your user-id, the results of this report will overwrite the existing list.



## Money In Escrow

WAPRDODY

Fee Codes: RJN2, RJN3, RJN4, 3801, RJN5, Include: ALL

Snohomish

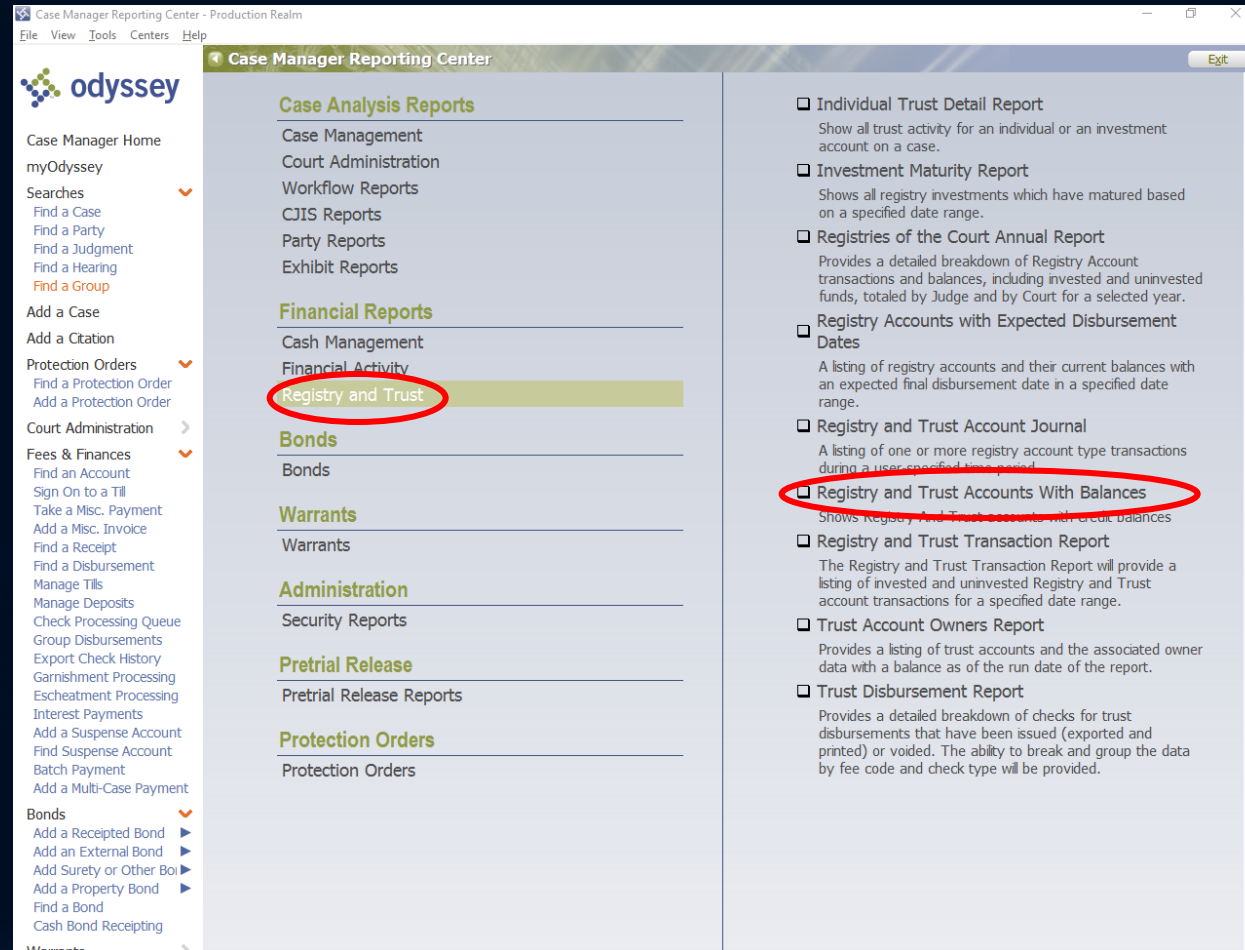
### Bank of America - Depository

Case Number	Case Style	Recipient	Hold	In Escrow Since	Amt As of 12/31/2017	Amt to Disburse 1/10/2018
01-1-02098-1	STATE OF WASHINGTON VS WOODS, ROBERT DALE II	Crime Victim Compensation		12/28/2017	20.00	0.00
99-1-01834-1	STATE OF WASHINGTON VS MENDENHALL, WILLIAM FORREST	FORREST, JOEL	Indefinite	01/10/2017	15.89	15.89
03-1-00106-1	STATE OF WASHINGTON VS CARPENTER, JEREMY TODD	SOUND SAFETY, INC		10/28/2015	0.48	0.48
02-1-00826-1	STATE OF WASHINGTON VS MILLIGAN, LANCE DION (4 AKAS)	COMPUSA, INC	Indefinite	08/08/2017	20.00	20.00
95-1-01004-5	NATALIE INGRID SPOELSTRA	US BANK, INVESTIGATIONS		11/05/2015	3.90	3.90
14-1-01276-9	STATE OF WASHINGTON VS AGUILA MUJICA, HECTOR JAVIER	Crime Victim Compensation		12/28/2017	41.30	0.00
11-1-00562-8	STATE OF WASHINGTON VS BRANHAM, ELIZABETH ANN	Multiple Recipients			100.00	100.00

Printed on 1/10/2018 at 7:34 AM

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# Registry and Trust Accounts with Balances




# Complete criteria


File View Tools Centers Help


**odyssey**


Case Manager Home  
myOdyssey


Searches   
Find a Case  
Find a Party  
Find a Judgment  
Find a Hearing  
Find a Group

Add a Case  
Add a Citation

Protection Orders   
Find a Protection Order  
Add a Protection Order

Court Administration 

Fees & Finances   
Find an Account  
Sign On to a Till  
Take a Misc. Payment  
Add a Misc. Invoice  
Find a Receipt  
Find a Disbursement  
Manage Tills  
Manage Deposits  
Check Processing Queue  
Group Disbursements  
Export Check History  
Garnishment Processing  
Escheatment Processing  
Interest Payments  
Add a Suspense Account  
Find Suspense Account  
Batch Payment  
Add a Multi-Case Payment


Bonds   
Add a Receipted Bond  
Add an External Bond  
Add Surety or Other Bond  
Add a Property Bond  
Find a Bond  
Cash Bond Receipting

**Registry and Trust Accounts With Balances** Schedule Submit Exit

Shows Registry And Trust accounts with credit balances

Clear Memorize Recall

Locations

As of Date   Wednesday, January 31, 2018

Case Category

Financial Category

Registry Account Types

Case Status

Status

Option

Start Date

End Date

Sort Order

Report Options ☒ Include Sub-totals

3/1/2018 10:31am Messages



## Registry & Trust Accounts With Balances

WAPRDODY

As of Date: 12/31/2017

Sorted Order: Case Number

### Snohomish

#### Trust, Child Support/Spousal Maint

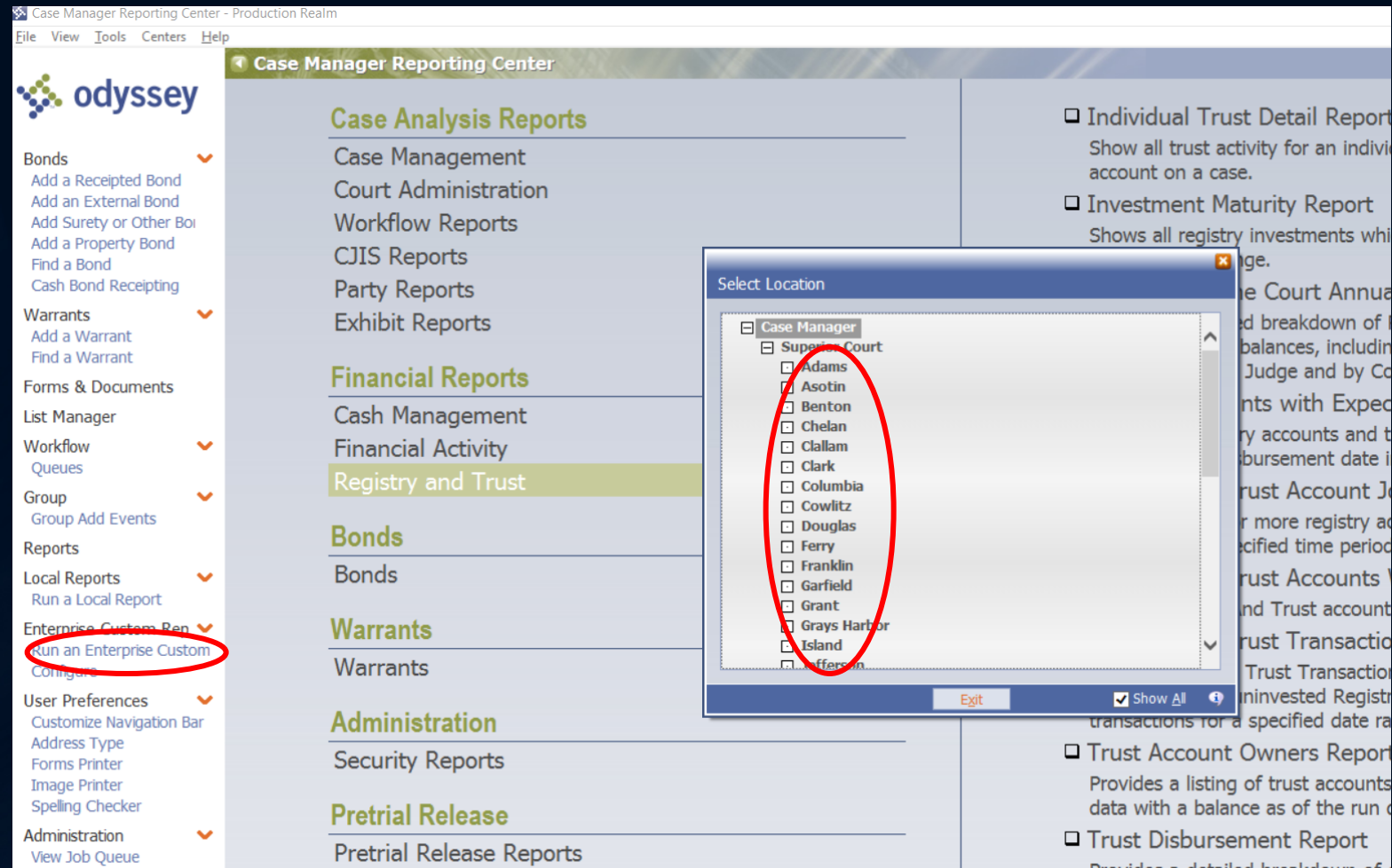
Case Number	Party Name	Increases	Decreases	Net Credit Balance
12-3-02727-9	BODGE, BRIAN EUGENE	\$6,000.00		\$6,000.00
15-3-00069-3	GARCIA, CARLOS SALVA	\$150.00		\$150.00
<b>Subtotals</b>		<b>\$6,150.00</b>	<b>\$0.00</b>	<b>\$6,150.00</b>

#### Trust, Garnishment


Case Number	Party Name	Increases	Decreases	Net Credit Balance
03-5-01040-4	Unknown, Party	\$195.00		\$195.00
04-2-09120-7	Unknown, Party	\$1,056.14		\$1,056.14
04-2-10268-3	LEARNING CARE GROUP	\$1,627.24	\$1,216.90	\$410.34
04-2-14388-6	Unknown, Party	\$590.02		\$590.02
05-2-09434-4	WAL-MART STORES INC,	\$911.85		\$911.85
05-2-10960-1	OSG Security	\$276.80	\$219.95	\$56.85
05-2-11865-1	Unknown, Party	\$6,357.54	\$4,967.98	\$1,389.56
05-2-12525-8	CROSSMARK INC, NFN	\$335.45	\$240.82	\$94.63
05-3-00421-7	OCEAN BEAUTY SEAFOC	\$3,194.63		\$3,194.63
06-2-06307-2	Unknown, Party	\$7,818.88	\$7,211.34	\$607.54
06-2-08302-2	COMCAST CABLE COMM	\$664.71	\$484.80	\$179.91
06-2-09187-4	GRIFOLS INC, NFN	\$4,652.94	\$3,410.97	\$1,241.97
06-2-10829-7	BOEING EMPLOYEES CR	\$21,466.32		\$21,466.32
07-2-02290-1	Big Lots Inc	\$8.49		\$8.49
07-2-03885-8	BOEING CO, NFN	\$9,423.44		\$9,423.44
07-2-04632-0	Wells Fargo Bank	\$82.08		\$82.08
07-2-05925-1	MUKILTEO SCHOOL DIST	\$17,687.35	\$14,708.53	\$2,978.82
07-2-06187-6	Unknown, Party	\$17,892.59	\$15,652.60	\$2,239.99
07-2-06559-6	WALMART INC, NFN	\$778.03		\$778.03
07-2-06578-2	Unknown, Party	\$3,757.62	\$3,423.34	\$334.28
07-2-08751-4	Unknown, Party	\$1,915.89	\$1,607.01	\$308.88

# Accounts Receivable Summary (Enterprise Custom Report)

Click Run an  
Enterprise  
Custom Report  
and then select  
the appropriate  
court



# Click FIN-Accounts Receivable Summary



- Take a Misc. Payment
- Add a Misc. Invoice
- Find a Receipt
- Find a Disbursement
- Manage Tills
- Manage Deposits
- Check Processing Queue
- Group Disbursements
- Export Check History
- Garnishment Processing
- Escheatment Processing
- Interest Payments
- Add a Suspense Account
- Find Suspense Account
- Batch Payment
- Add a Multi-Case Payment
- Bonds**
- Add a Receipted Bond
- Add an External Bond
- Add Surety or Other Bond
- Add a Property Bond
- Find a Bond
- Cash Bond Receipting
- Warrants**
- Forms & Documents**
- List Messages

### Run an Enterprise Custom Report

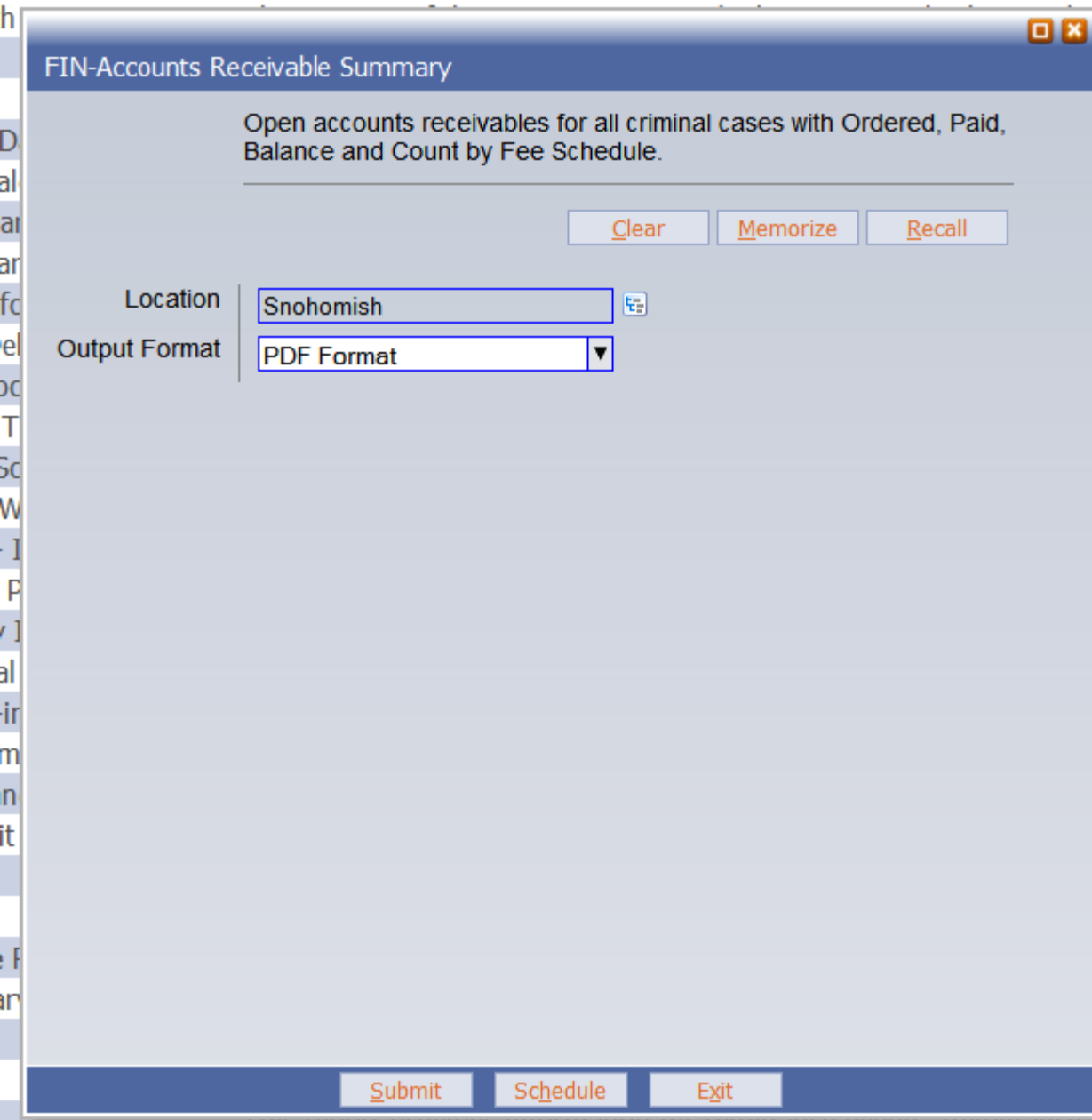
Location  [Export Reports](#)

Name	Description
CASE-Arbitration By Case	Reports cost of Arbitration, grouped by case, subtotaled by arbitrator and totaled by case. Report
CASE-Criminal Aging	The purpose of this report is to help track Adult Criminal cases (Class ABC Felony) that have not h
CASE-Deleted Events	Report shows the deleted events for a case within the specified Date Range. Included in the report
CASE-Hearings by Session with Case History	The purpose of this report is to provide the necessary background and historical context for judicia
CASE-ITA New Filings	This report was developed specifically for Yakima County. It provides a list of new filings of Involu
CASE-Judgment Audit	Reports on added and updated judgments on a case for a selected date range.
CASE-Missing Resolution and Date Discrepancy	This is a cumulative report by county showing cases that are statistically closed but have no case re
CASE-Unsealed Cases with Sealed Orders	The report shows cases that should be sealed but are not. Included in the report are Case Number,
DKT-Hearings w Defendant charges attnys Daily	This report shows hearings data including defendant, charges, and attorneys. Can be run by locati
DKT-Hearings w defendant charges attnys Multi	This report shows hearings data including defendant, charges, and attorneys. Can be run by Locati
DOC-Case Event Document Information	This report/file is to provide metadata information describing documents scanned or modified with
DOC-Deleted Documents by Delete Date Metadat	Provides metadata file (including RDS file path and name) for all documents deleted for a particula
DOC-Events with 0 or Multi Docs by Event Date	Provides a list of all events that should have a document associated with them but either have no d
DOC-Scanned Docs with Date Time and Usernan	The purpose of this report is to list all documents that were initially scanned into Odyssey between
DOC-Scanned Documents by Scan Date Metadat	Provides a metadata file (including RDS file path and name) for all documents scanned for a partici
DOC-Scanned Documents for WSSR Metadata	The purpose of DOC-Scanned Documents for WSSR Metadata is to create a metadata file that enab
EXP-Docket Call - Readboard - Infax	This report is used by Yakima to select session / calendar data for display on court room reader bo
EXP-Hearing Details for Macro Processing	This export report is just like the original EXP-Hearing Details with Party Information except it has
EXP-Hearing Details with Party Information	CSV file with detailed hearing data including all case participants and demographics. This report ca
FIN-Account Detail for Criminal Fines	Open accounts receivables for criminal fines. Report lists case number, obligor with ordered, credit
FIN-Accounts Receivable Paid-in-Full	List cases eligible for entry of judgment satisfaction. It also lists cases that may be eligible for certifi
<b>FIN-Accounts Receivable Summary</b>	Open accounts receivables for all criminal cases with Ordered, Paid, Balance and Count by Fee Sch



## Complete criteria

Note: This report must be run on the 1<sup>st</sup> day of the month. There is no criteria for a date.



The screenshot shows a software window titled "FIN-Accounts Receivable Summary". The window has a blue header bar with the title and standard window controls (minimize, maximize, close). Below the header, there is a descriptive text: "Open accounts receivables for all criminal cases with Ordered, Paid, Balance and Count by Fee Schedule." Below this text, there are three buttons: "Clear", "Memorize", and "Recall". Further down, there are two input fields: "Location" with the value "Snohomish" and a small icon to its right, and "Output Format" with a dropdown menu showing "PDF Format". At the bottom of the window, there is a blue bar containing three buttons: "Submit", "Schedule", and "Exit".

FIN-Accounts Receivable Summary

Open accounts receivables for all criminal cases with Ordered, Paid, Balance and Count by Fee Schedule.

Clear Memorize Recall

Location Snohomish

Output Format PDF Format

Submit Schedule Exit

Case Type: ADL Criminal  
Adult

County Superior Court  
Snohomish Accounts Receivable Summary

**ACCOUNTS RECEIVABLE**

Fee Schedule	Ordered	Received	Balance	AR Count
(Interest Use Only) Interest LFO Court Cur Expense 11-90	955,682.64	698.52	954,984.12	27097
(Interest Use Only) Interest LFO JIS Account 80-90	954,543.23	687.45	953,855.78	27092
(Interest Use Only) Interest LFO State Gen Fund 40 40-90	954,543.25	687.24	953,856.01	27092
(Obsolete 1/1/1960) DNA	268,600.00	29,922.74	238,677.26	2677
(Obsolete 1/1/1960) Interest, Restitution 2 J & S	6,863.55		6,863.55	12
(Obsolete 1/1/1960) Restitution, Joint Sev	11,032,760.95	2,017,178.76	9,015,582.19	1637
(Obsolete 4/7/1996) Fee Tox Lab/Blood test	125.00		125.00	1
(Obsolete 6/11/2008) No Interest - DNA Fee	300.00	17.09	282.91	3
(Obsolete 6/6/1996) Penalty, Crime Victims	20,985.00	2,309.32	18,675.68	211
(Obsolete 7/21/2011) Blood or Breath Lab Fee	2,000.00	392.38	1,607.62	17
(Obsolete 7/22/1995) Penalty, Juv Crime Victim	315.00		315.00	4
(Obsolete 7/23/2005) Fee, Criminal	200.00		200.00	1
(Obsolete) Interest, Restitution Joint Sev	9,842,344.51	136,587.72	9,705,756.79	1318
(Obsolete) No Interest - Restitution J & S	20,393.20	1,519.08	18,874.12	6
Adult Supervision Fee	225.00		225.00	2
Affidavit Filing Fee	460.00	298.40	161.60	22
Anti-Harassment Filing Fee	106.00		106.00	2

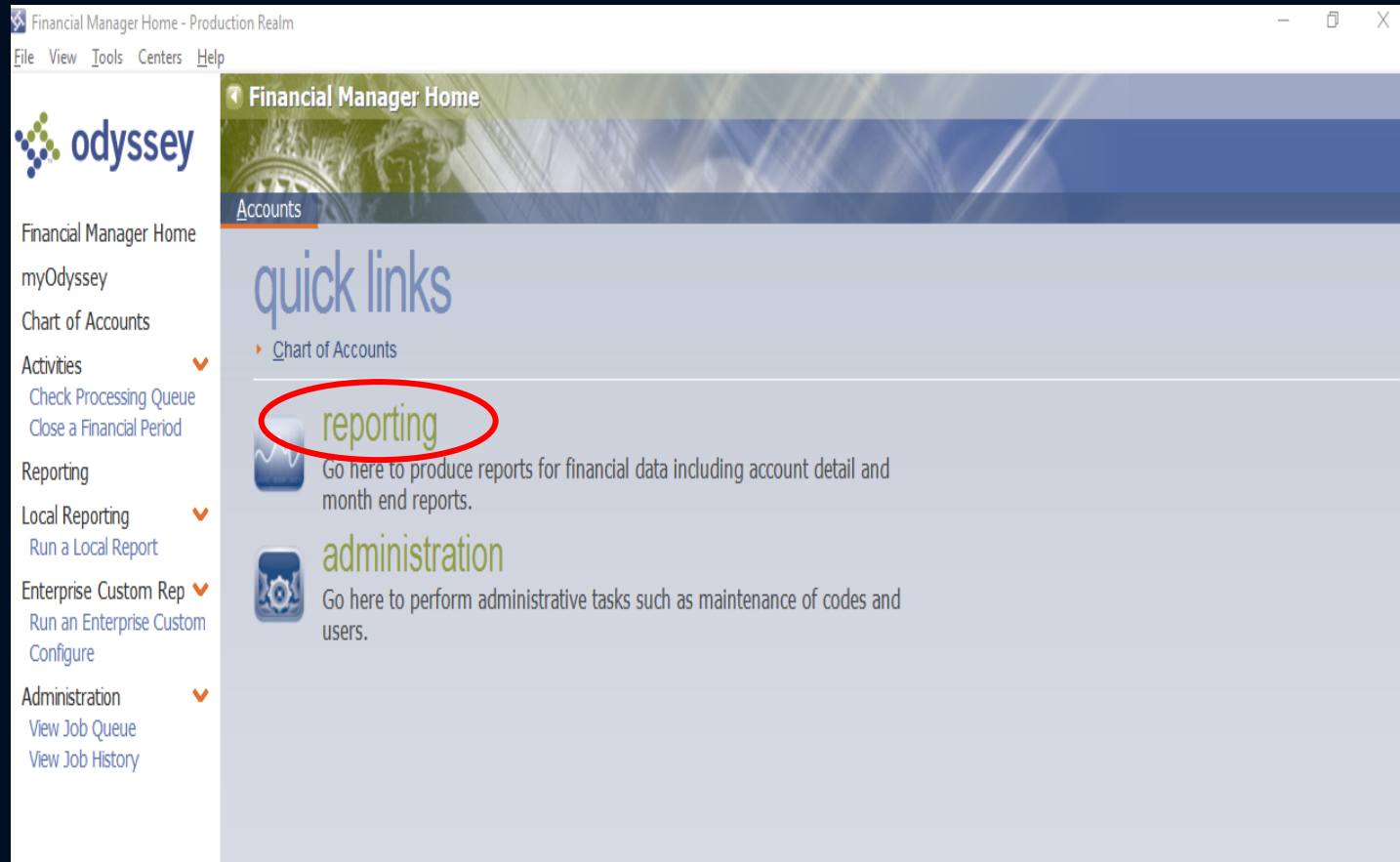
# Check Register Report

From Centers Drop  
Down select  
Financial Manager

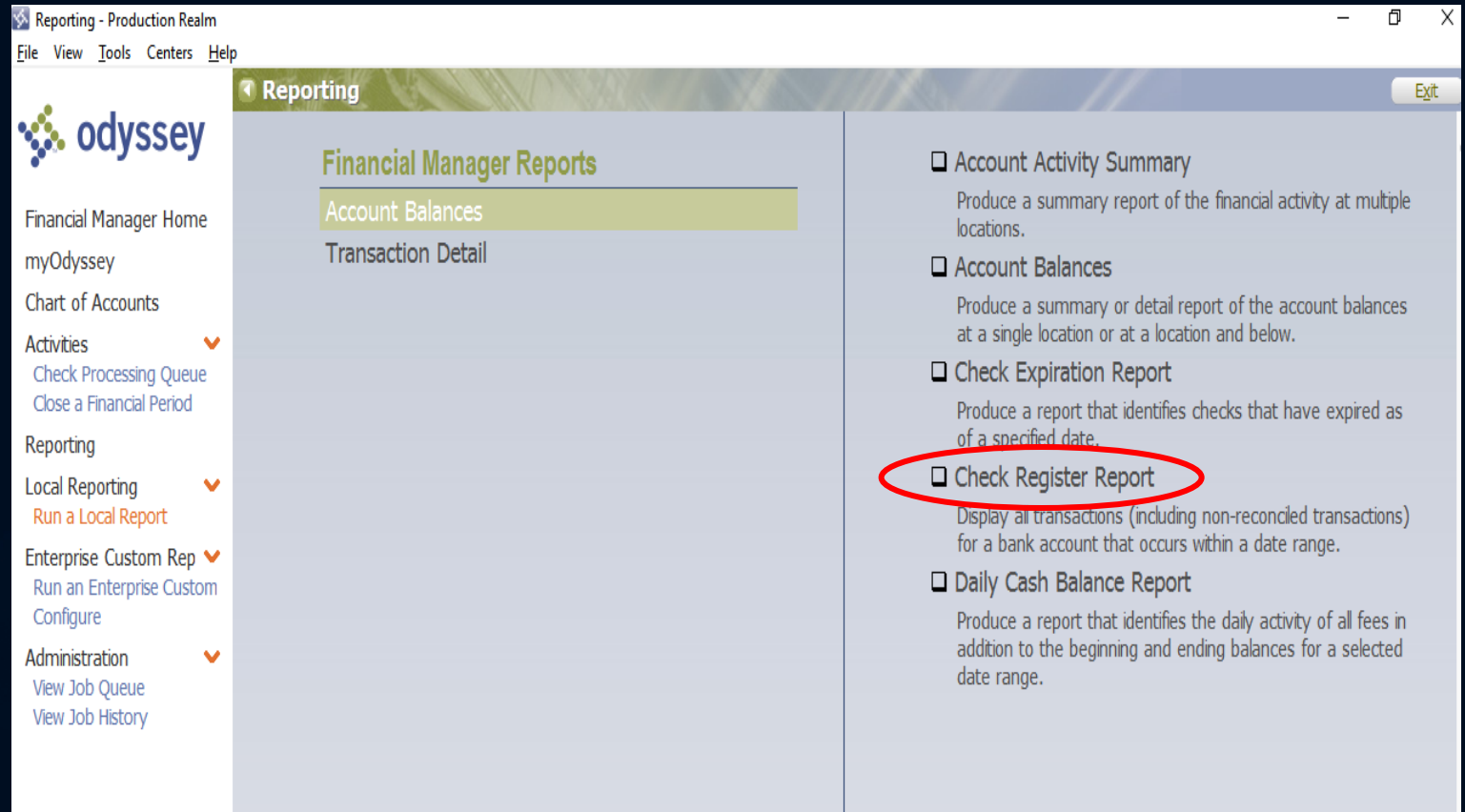




# Click on Reporting




Click on Check  
Register Report







# Complete Criteria

Check Register Report - Production Realm

File View Tools Centers Help

 **odyssey**



Financial Manager Home  
myOdyssey  
Chart of Accounts  
Activities   
    Check Processing Queue  
    Close a Financial Period  
Reporting  
Local Reporting   
    Run a Local Report  
Enterprise Custom Rep   
    Run an Enterprise Custom  
    Configure  
Administration   
    View Job Queue  
    View Job History

**Check Register Report** Schedule Submit Exit

Display all transactions (including non-reconciled transactions) for a bank account that occurs within a date range.

Clear Memorize Recall

Location

Date Range  
Start Date   Monday, January 1, 2018  
End Date   Wednesday, January 31, 2018

Bank Account

Sort Order

Report Options ☒ Include prior non-reconciled transactions



## Check Register Report

WAPRDODY

Date Range: Friday, December 1, 2017 - Sunday, December 31, 2017 Bank Account: Bank of America Sorted by: Date

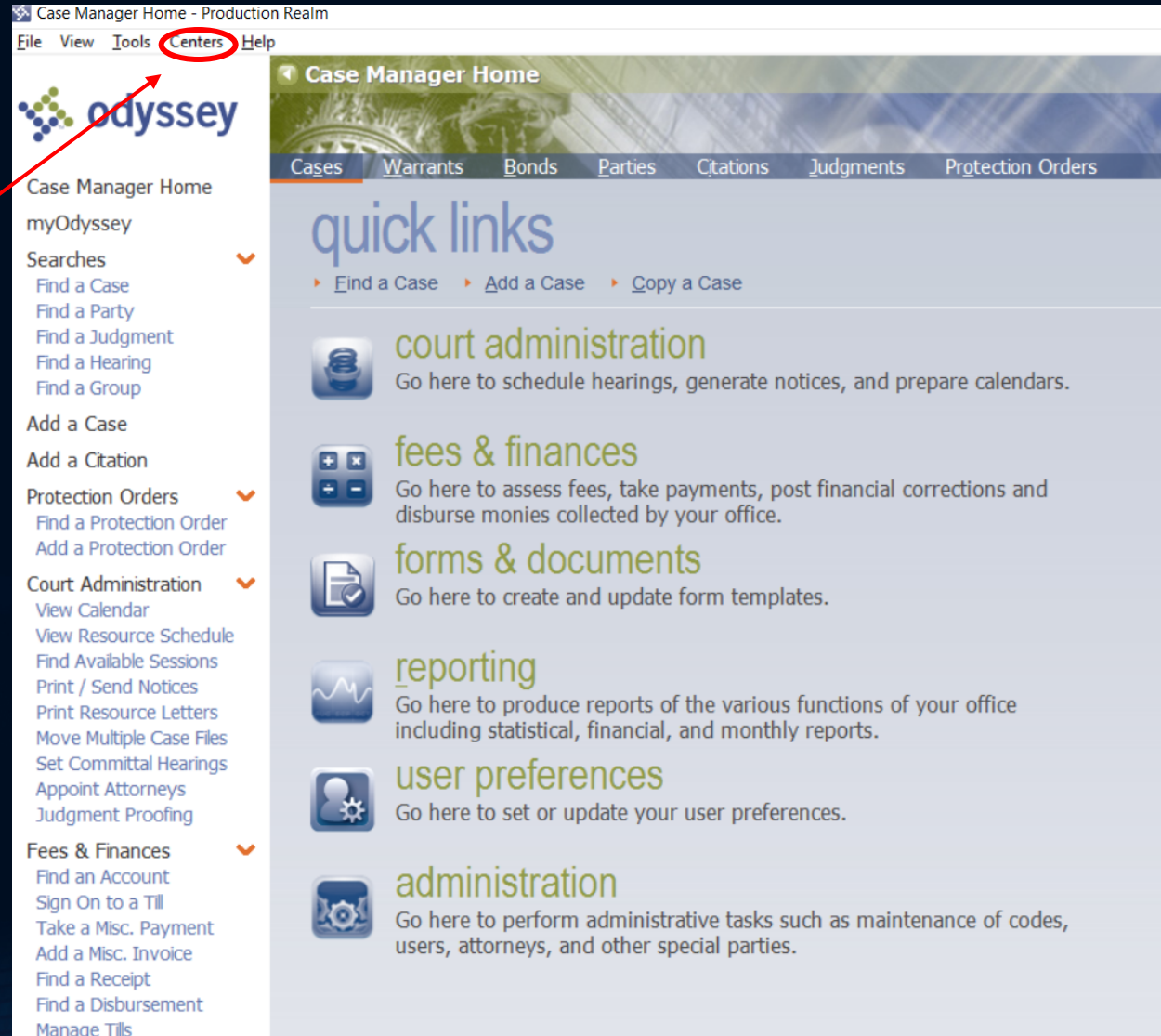
Snohomish

Beginning Balance 10,385,581.80  
Total Deposits 14,826,624.96  
Adjusted Deposits 0.00  
Total Payments 14,591,573.39  
Ending Balance 10,620,633.37

Audit #	Transaction Type	Detail	Cleared	Reconciled	Deposit	Payment	Balance
Trans Date	Reference #						
79675	Direct Deposit	Deposit		11/30/2017	12,400,000.00		22,785,581.80
12/01/2017		L-SL-S31L-S31T-237.00.24 - Tender					
79802	Cash Deposit	Deposit		12/04/2017	111,571.58		22,897,153.38
12/01/2017		-Accounts-					
79803	Non-Cash Deposit	Deposit		12/01/2017	3,670.71		22,900,824.09
12/01/2017		-Accounts-					
79804	Direct Deposit	Deposit		12/01/2017	51.00		22,900,875.09
12/01/2017		L-SL-S31L-S31CF-341.34.00 - Superior Court Record Services					
79959	Direct Deposit	Deposit		12/04/2017	3,460.00		22,904,335.09
12/01/2017		-Accounts-					
79960	Cash Deposit	Deposit		12/04/2017	93.25		22,904,428.34
12/01/2017		-Accounts-					
79961	Non-Cash Deposit	Deposit		12/04/2017	595.00		22,905,023.34
12/01/2017		-Accounts-					
79950	Cash Deposit	Deposit		12/05/2017	81,759.19		22,986,782.53
12/04/2017		-Accounts-					
79951	Non-Cash Deposit	Deposit		12/04/2017	3,212.58		22,989,995.11
12/04/2017		-Accounts-					
79952	Overage Deposit	Deposit		12/05/2017	0.01		22,989,995.12
12/04/2017		L-SL-S31L-S31CF-369.81.00 - Till Over/Short					
80140	Disbursement	GAYLE HICKS		12/12/2017		2,000.00	22,987,995.12
12/04/2017	184524	L-SL-S31L-S31T-237.00.17 - Child Support/Spousal Maintenance					
80141	Disbursement	AUNE HOMEOWNERS ASSOCIATION		12/27/2017		2,608.20	22,985,386.92
12/04/2017	184523	L-SL-S31L-S31T-237.00.24 - Tender					

# Trust Account Summary

From Centers Drop  
Down select  
Financial Manager



The screenshot shows the 'Case Manager Home - Production Realm' application. The 'Centers' menu item in the top navigation bar is circled in red, with a red arrow pointing to it from the text on the left. The left sidebar contains a list of links under various categories: Case Manager Home, myOdyssey, Searches (Find a Case, Find a Party, Find a Judgment, Find a Hearing, Find a Group), Add a Case, Add a Citation, Protection Orders (Find a Protection Order, Add a Protection Order), Court Administration (View Calendar, View Resource Schedule, Find Available Sessions, Print / Send Notices, Print Resource Letters, Move Multiple Case Files, Set Committal Hearings, Appoint Attorneys, Judgment Proofing), and Fees & Finances (Find an Account, Sign On to a Till, Take a Misc. Payment, Add a Misc. Invoice, Find a Receipt, Find a Disbursement, Manage Tills). The main content area features a 'quick links' section with icons and text for: court administration (schedule hearings, generate notices, prepare calendars), fees & finances (assess fees, take payments, post financial corrections, disburse monies), forms & documents (create and update form templates), reporting (produce reports of various functions), user preferences (set or update user preferences), and administration (perform administrative tasks like maintenance of codes, users, attorneys, etc.).

Click on Reporting

Financial Manager Home - Production Realm

File View Tools Centers Help

 **odyssey**

Financial Manager Home

myOdyssey

Chart of Accounts

Activities 

Check Processing Queue

Close a Financial Period

Reporting

Local Reporting 

Run a Local Report

Enterprise Custom Rep 

Run an Enterprise Custom Configure

Administration 

View Job Queue

View Job History

**Financial Manager Home**

Accounts

quick links

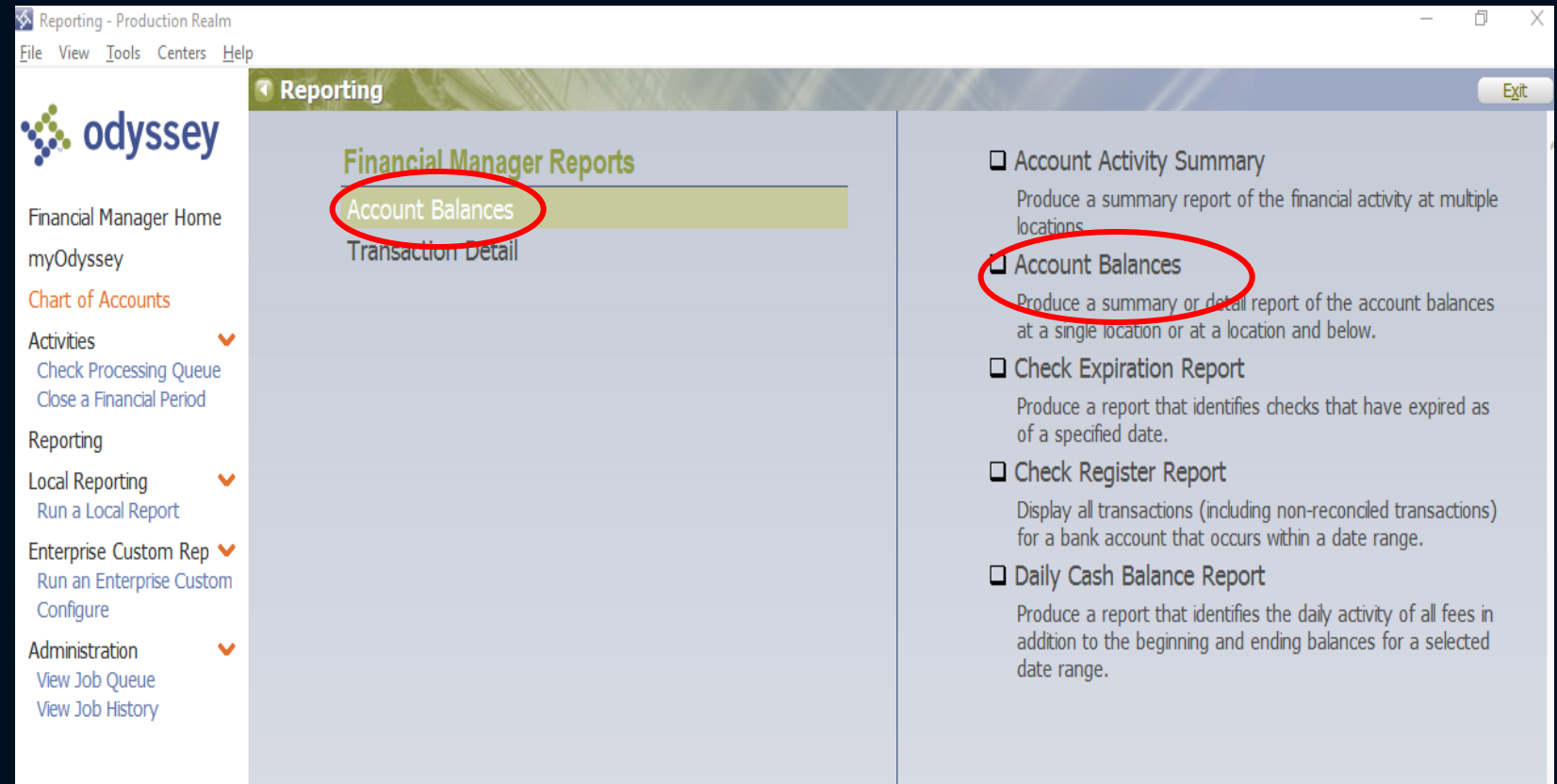
Chart of Accounts

 **reporting**  
Go here to produce reports for financial data including account detail and month end reports.

 **administration**  
Go here to perform administrative tasks such as maintenance of codes and users.



Click on Account  
Balances



# Select Trust Account and Continue

Account Balances - Production Realm

File View Tools Centers Help

**Account Balances** Schedule Submit Exit

Produce a summary or detail report of the account balances at a single location or at a location and below.

Clear Memorize Recall

Location: Snohomish

Accounts: Summary

Snohomish County Trust

As of Date: 01/31/2018 Wednesday, January 31, 2018

Report Options: Run Detail and Summary

**Select Codes**

Description: Code:

☐ Show Selected Codes Only ☐ Show Hidden/Obsolete Codes Sort: Description

	Description	Code
1.	<input type="checkbox"/> County Fund	S31CF
2.	<input type="checkbox"/> Snohomish County Assets	S31A
3.	<input type="checkbox"/> Snohomish County Liabilities	S31L
4.	<input checked="" type="checkbox"/> Snohomish County Trust	S31T
5.	<input type="checkbox"/> State Fund	S31STA

Get All Codes Select All 5 Results - Page 1 of 1

<<Back Next>> Search Continue Exit

# Complete Criteria

Account Balances - Production Realm

File View Tools Centers Help

**Account Balances** Schedule Submit Exit

Produce a summary or detail report of the account balances at a single location or at a location and below.

Clear Memorize Recall

Location Snohomish

Accounts Summary

Snohomish County Trust

As of Date 01/31/2018 Wednesday, January 31, 2018

Report Options Run Detail and Summary

☐ Include Sub-nodes' Accounts

**odyssey**

Financial Manager Home

myOdyssey

Chart of Accounts

Activities

- Check Processing Queue
- Close a Financial Period

Reporting

Local Reporting

- Run a Local Report

Enterprise Custom Rep

- Run an Enterprise Custom
- Configure

Administration

- View Job Queue
- View Job History



## Account Balances

WAPRD00Y

As Of: 12/31/2017 Accounts: Some Summary

Report Options: Run Summary and Detail

Snohomish

### Liabilities

12,356,488.18

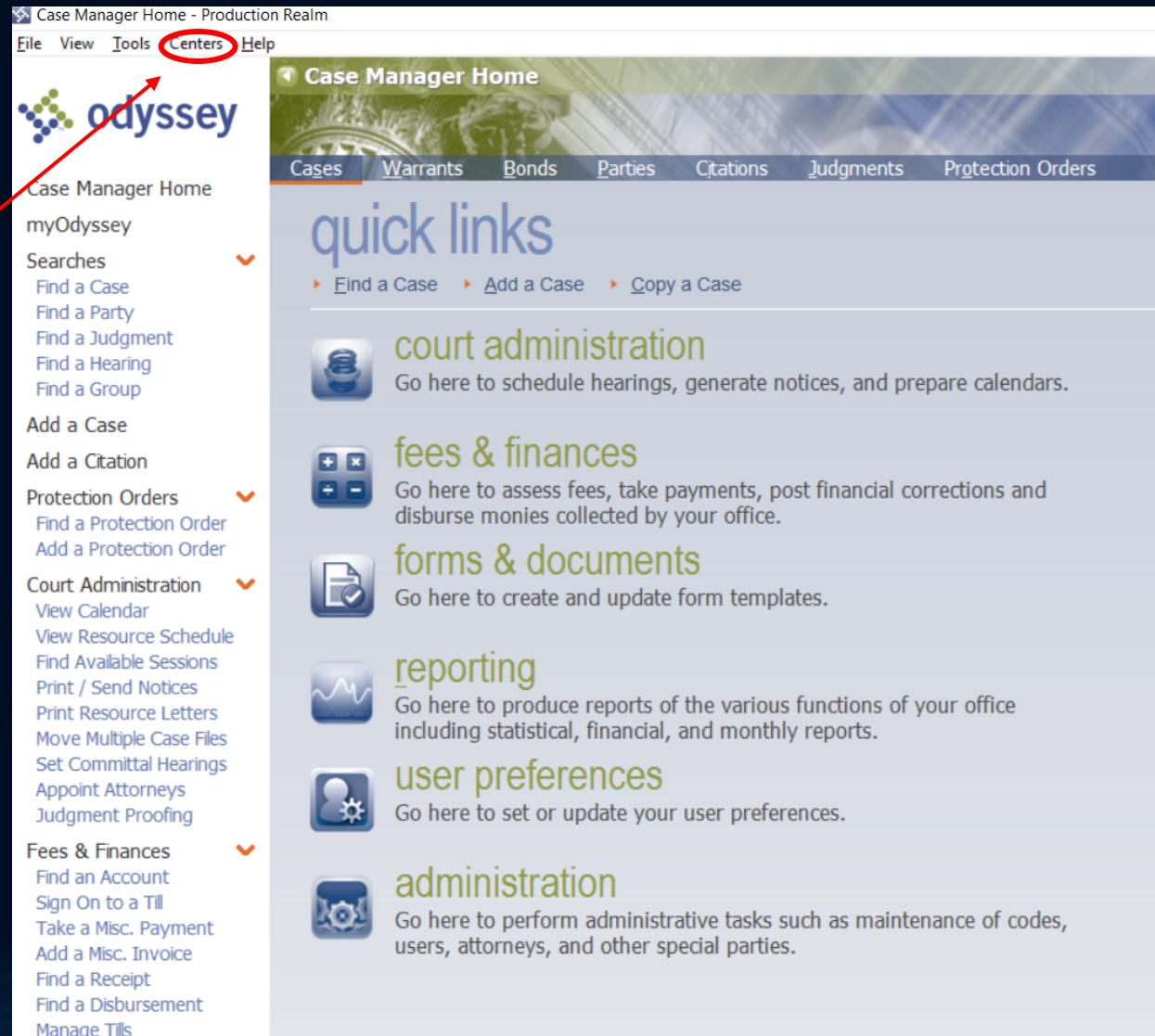
#### L-SL-S31L-S31T Snohomish County Trust

12,356,488.18

Account	Transaction Account Type	Balance
L-SL-S31L-S31T-213.10.01 Refund-Over \$10	Current Liability	(513.99)
L-SL-S31L-S31T-237.00.00 Juvenile Transfer	Current Liability	0.00
L-SL-S31L-S31T-237.00.03 Restitution	Current Liability	320,632.18
L-SL-S31L-S31T-237.00.13 Criminal Cash Bail	Current Liability	176,745.00
L-SL-S31L-S31T-237.00.14 Juvenile Cash Bail	Current Liability	17,920.30
L-SL-S31L-S31T-237.00.15 Civil Cash Bail	Current Liability	23,300.00
L-SL-S31L-S31T-237.00.17 Child Support/Spousal Maintenance	Current Liability	5,634.44
L-SL-S31L-S31T-237.00.19 Foster Care	Current Liability	0.00
L-SL-S31L-S31T-237.00.20 Garnishment	Current Liability	251,113.18
L-SL-S31L-S31T-237.00.21 Interpleader	Current Liability	13,240.00
L-SL-S31L-S31T-237.00.22 Judgment	Current Liability	0.00
L-SL-S31L-S31T-237.00.23 Settlement	Current Liability	0.00
L-SL-S31L-S31T-237.00.24 Tender	Current Liability	11,459,253.71
L-SL-S31L-S31T-237.00.25 Unestablished Trust	Current Liability	0.00
L-SL-S31L-S31T-237.00.28 Misc Suspense	Current Liability	(71.49)
L-SL-S31L-S31T-237.00.31 Unclaimed Property	Current Liability	0.00
L-SL-S31L-S31T-237.00.32 Investment Earnings	Current Liability	89,234.85
L-SL-S31L-S31T-237.00.33 Investment Account Charges	Current Liability	0.00

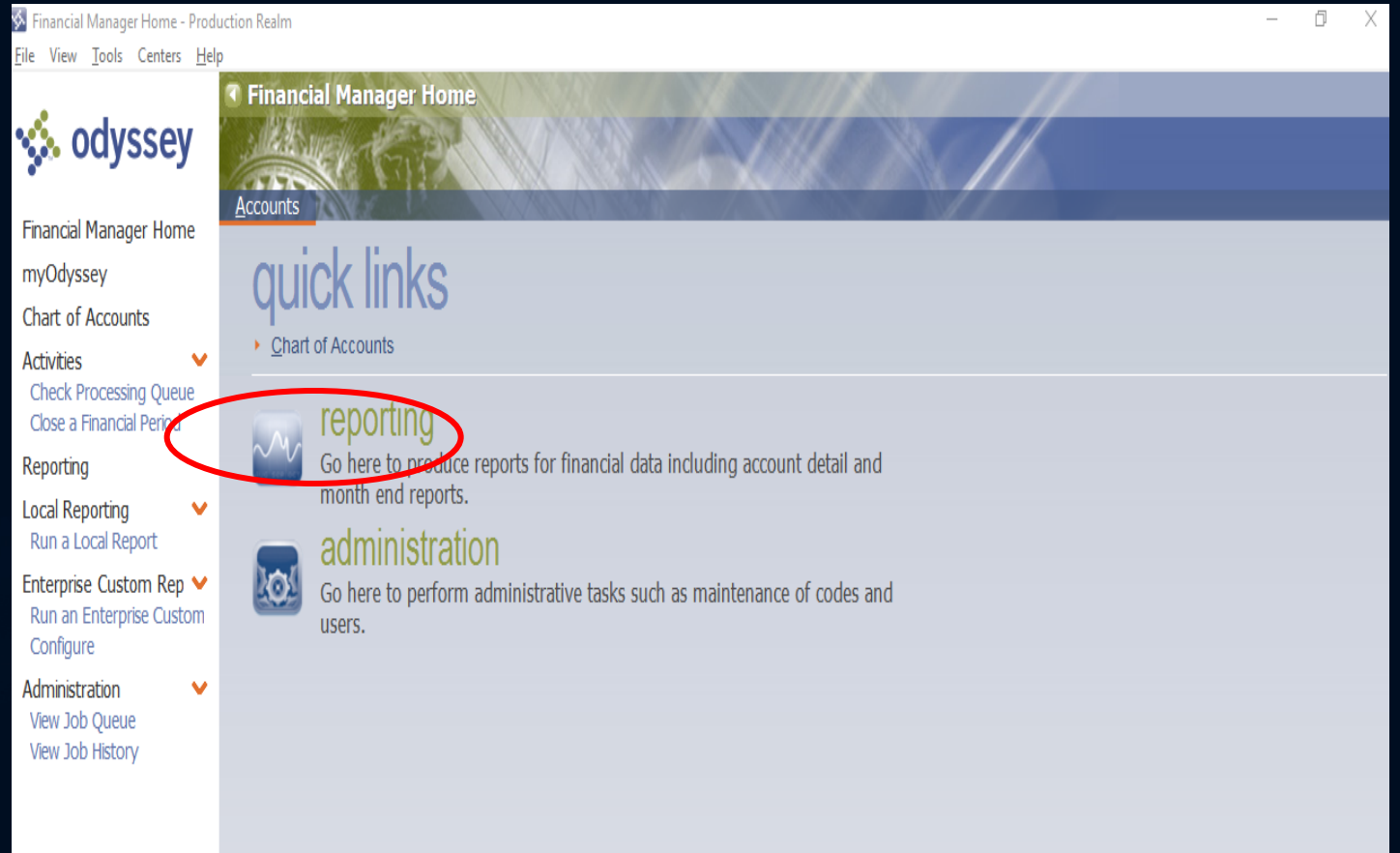
# General Ledger Summary

From Centers Drop Down  
select Financial Manager



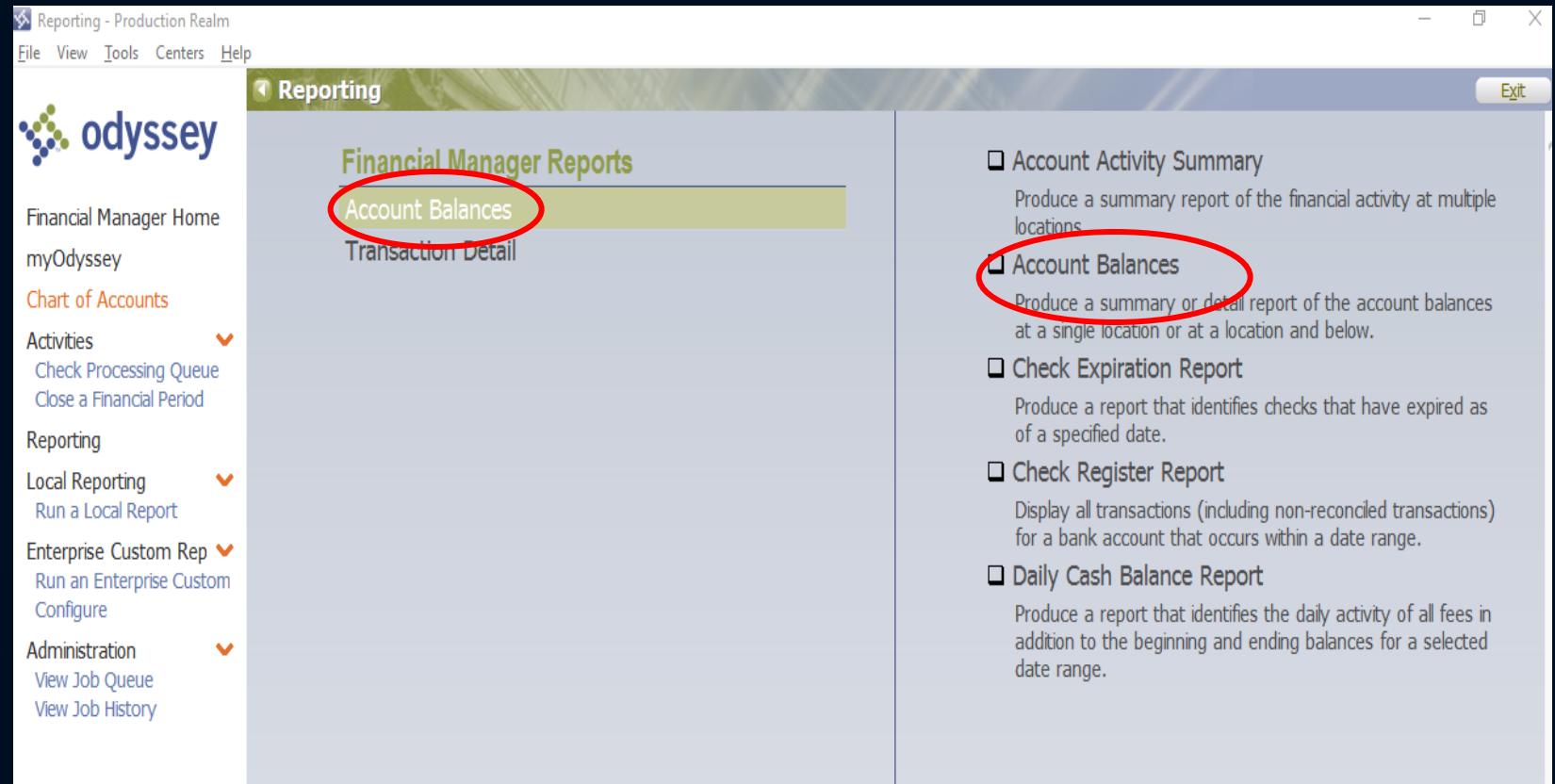
The screenshot displays the 'Case Manager Home - Production Realm' application. The 'Centers' menu is highlighted in the top navigation bar, and a red arrow points to it from the text on the left. The left sidebar contains a 'Centers' drop-down menu with the following options: Case Manager Home, myOdyssey, Searches (Find a Case, Find a Party, Find a Judgment, Find a Hearing, Find a Group), Add a Case, Add a Citation, Protection Orders (Find a Protection Order, Add a Protection Order), Court Administration (View Calendar, View Resource Schedule, Find Available Sessions, Print / Send Notices, Print Resource Letters, Move Multiple Case Files, Set Committal Hearings, Appoint Attorneys, Judgment Proofing), Fees & Finances (Find an Account, Sign On to a Till, Take a Misc. Payment, Add a Misc. Invoice, Find a Receipt, Find a Disbursement, Manage Tills), and Financial Manager. The main content area features a 'quick links' section with the following items: court administration (Go here to schedule hearings, generate notices, and prepare calendars.), fees & finances (Go here to assess fees, take payments, post financial corrections and disburse monies collected by your office.), forms & documents (Go here to create and update form templates.), reporting (Go here to produce reports of the various functions of your office including statistical, financial, and monthly reports.), user preferences (Go here to set or update your user preferences.), and administration (Go here to perform administrative tasks such as maintenance of codes, users, attorneys, and other special parties.).

Click on Reporting





Click on Account  
Balances



# Select Codes and Continue

Account Balances - Production Realm

File View Tools Centers Help

**Account Balances** Schedule Submit Exit

Produce a summary or detail report of the account balances at a single location or at a location and below.

Clear Memorize Recall

Location: Snohomish

Accounts: Summary

Snohomish County Trust

As of Date: 01/31/2018 Wednesday, January 31, 2018

Report Options: Run Detail and Summary

**Select Codes**

Description: Code:

☐ Show Selected Codes Only ☐ Show Hidden/Obsolete Codes Sort: Description

Description	Code
1. <input checked="" type="checkbox"/> County Fund	S31CF
2. <input type="checkbox"/> Snohomish County Assets	S31A
3. <input checked="" type="checkbox"/> Snohomish County Liabilities	S31L
4. <input type="checkbox"/> Snohomish County Trust	S31T
5. <input checked="" type="checkbox"/> State Fund	S31STA

Get All Codes Select All

5 Results - Page 1 of 1

<<Back Next>> Search Continue Exit

## Account Balances

WAPRDODY

As Of: 12/31/2017 Accounts: **Some Summary**

Report Options: **Run Summary and Detail**

Snohomish

**L-SL-S31L-S31CF County Fund continued...**

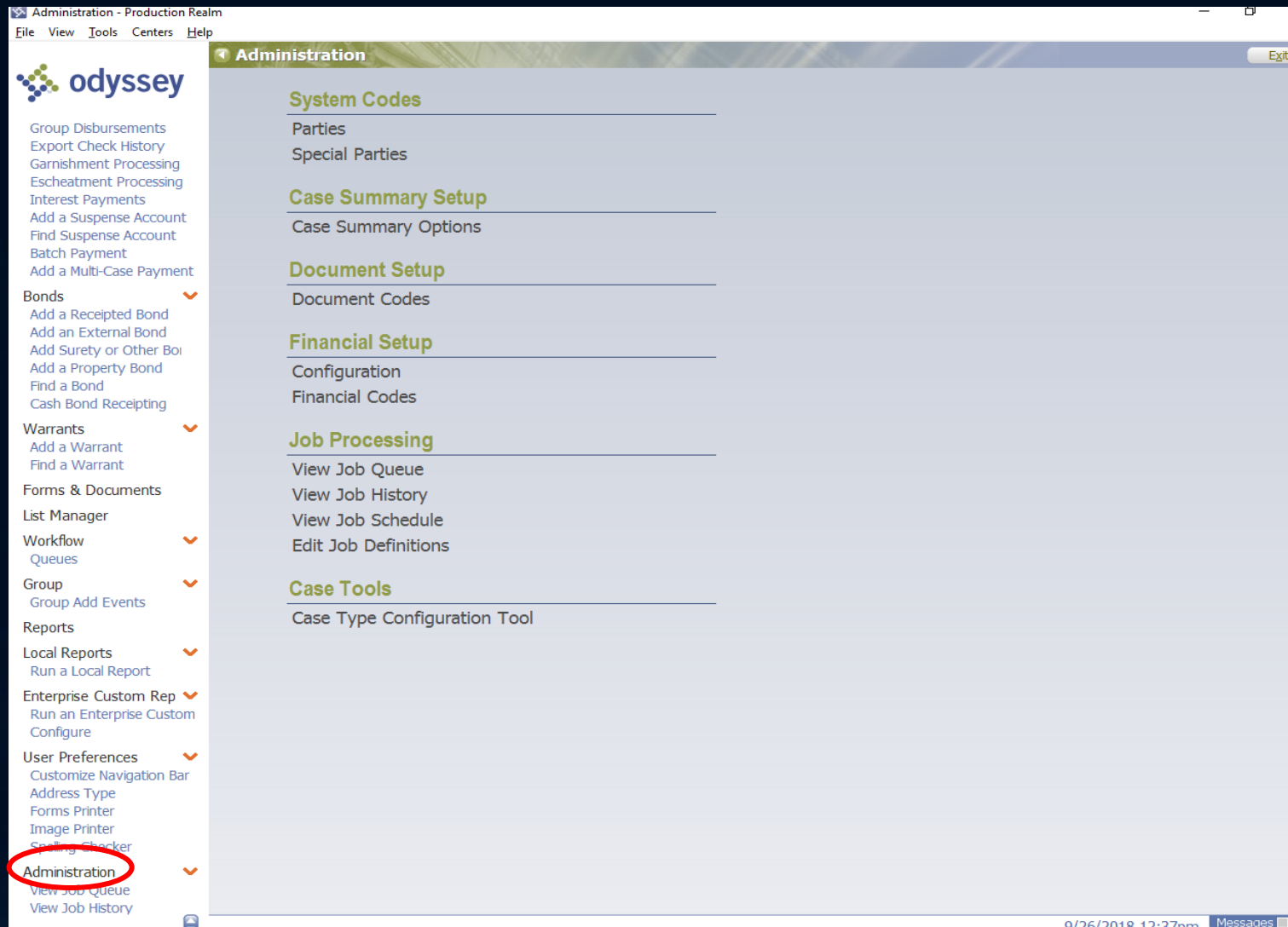
Account	Transaction Account Type	Balance
L-SL-S31L-S31CF-341.23.341 Domestic Facilitator Filing - Law Library	Revenue	374.00
L-SL-S31L-S31CF-341.23.36 Domestic Filing	Revenue	0.00
L-SL-S31L-S31CF-341.23.361 Domestic Filing - Law Library	Revenue	0.00
L-SL-S31L-S31CF-341.23.38 CLJ Appeal Filing	Revenue	0.00
L-SL-S31L-S31CF-341.23.381 CLJ Appeal Filing - Law Library	Revenue	0.00
L-SL-S31L-S31CF-341.23.40 Counter/Cross/3rd Party Claim Filing	Revenue	273.00
L-SL-S31L-S31CF-341.23.401 Counter/Cross/3rd Party Claim Filing - Law Library	Revenue	51.00
L-SL-S31L-S31CF-341.23.42 Unlawful Detainer Filing	Revenue	109.50
L-SL-S31L-S31CF-341.23.421 Unlawful Detainer - Law Library	Revenue	255.00
L-SL-S31L-S31CF-341.23.44 Unlawful Detainer Combined Filing	Revenue	339.00
L-SL-S31L-S31CF-341.23.441 Unlawful Detainer Combined Filing -	Revenue	85.00



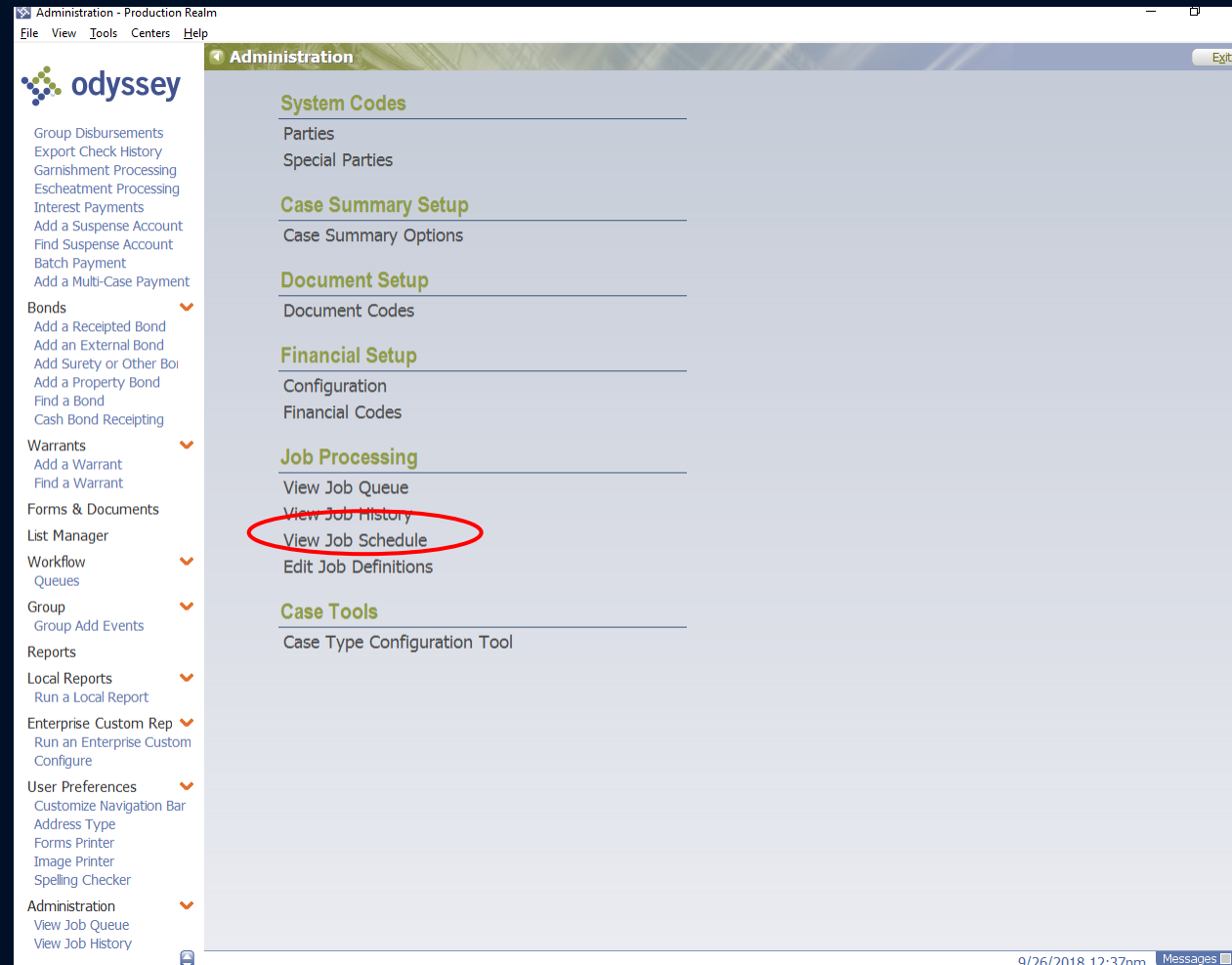
# Copying Existing Reports

- Other Counties Reports
- Reports Created by AOC

# Select Administration

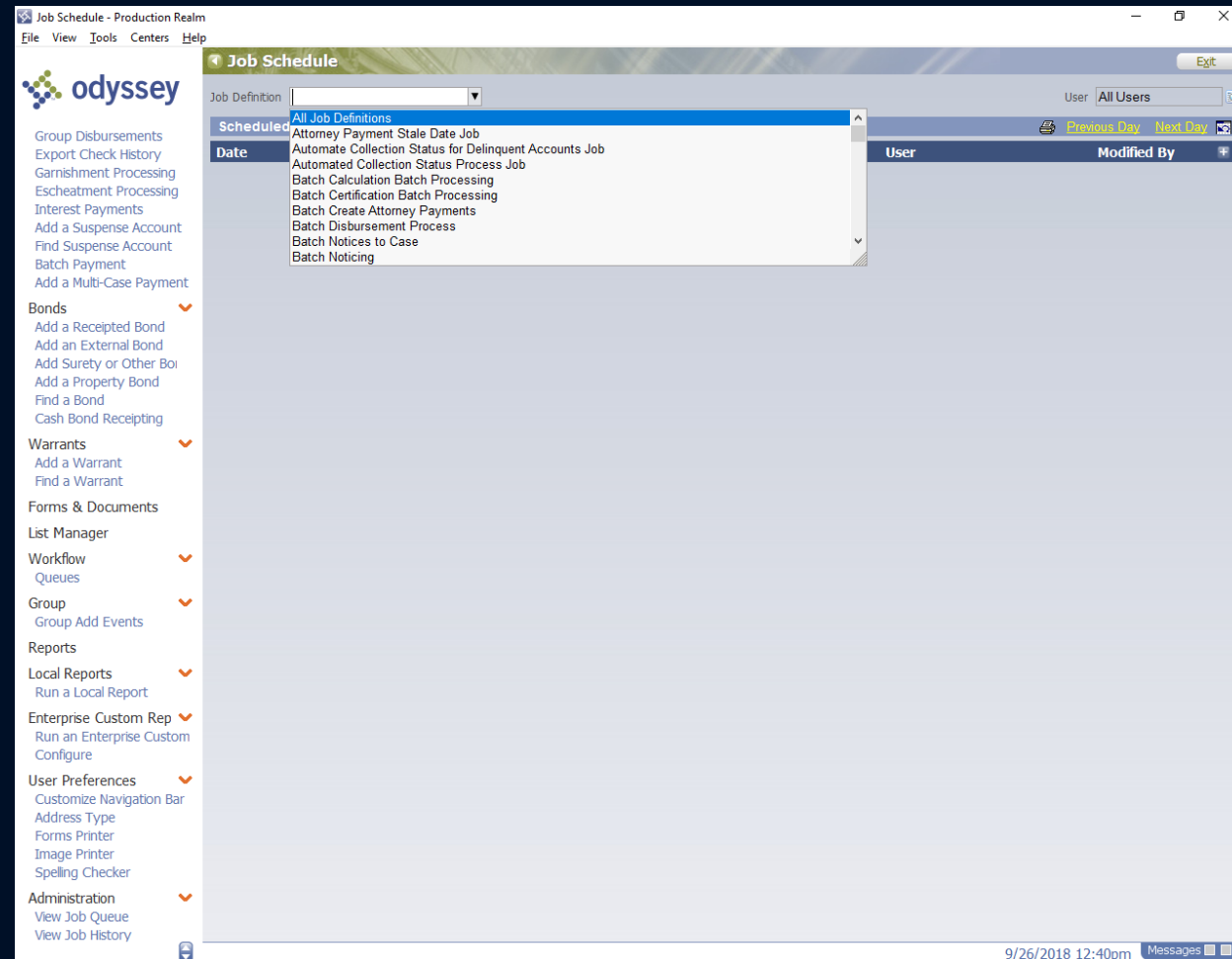


# Select View Job Schedule





Select All Job  
Definitions  
from the  
drop down



Select All Users;  
Enter user  
information to  
search;  
Click continue

Job Schedule

Exit

Job Definition

All Job Definitions

User

All Users

Previous Day

Next Day

Scheduled Events 09/26/2018

Date	Time	Description	User	Modified By
09/26/2018	Wed 12:00 AM	Custom Report: DKT-Hearings w defendant char	Humphreys, Jessica	Humphreys, Jessica
09/26/2018	Wed 12:00 AM	Custom Report: DKT-Hearings w Defendant char	Humphreys, Jessica	Humphreys, Jessica
09/26/2018	Wed 12:00 AM	Custom Report: CAL-Open Seats and Available 1	Shambro, Chris	Shambro, Chris
09/26/2018	Wed 12:00 AM	Custom Report: CAL-Open Seats and Available 1	Shambro, Chris	Shambro, Chris
09/26/2018	Wed 12:00 AM	Custom Report: CAL-Open Seats and Available 1	Shambro, Chris	Shambro, Chris
09/26/2018	Wed 12:00 AM	Custom Report: CASE-New Case Filings	Semprimoznik, Peggy	Semprimoznik, Peggy
09/26/2018	Wed 12:00 AM		Semprimoznik, Peggy	Semprimoznik, Peggy
09/26/2018	Wed 12:00 AM		Cox, Terrilie	Cox, Terrilie
09/26/2018	Wed 12:00 AM		Naegeli, Kevin	Naegeli, Kevin
09/26/2018	Wed 12:00 AM		Naegeli, Kevin	Naegeli, Kevin
09/26/2018	Wed 12:00 AM		r, John Howe - Report Printer	r, John Howe - Report Printer
09/26/2018	Wed 12:00 AM		r, John Howe - Report Printer	r, John Howe - Report Printer
09/26/2018	Wed 12:00 AM		Nuckols, Julie	Nuckols, Julie
09/26/2018	Wed 12:00 AM		Nuckols, Julie	Nuckols, Julie
09/26/2018	Wed 12:00 AM		Humphreys, Jessica	Humphreys, Jessica
09/26/2018	Wed 12:00 AM		Humphreys, Jessica	Humphreys, Jessica
09/26/2018	Wed 12:00 AM		Shambro, Chris	Shambro, Chris
09/26/2018	Wed 12:00 AM		Shambro, Chris	Shambro, Chris
09/26/2018	Wed 12:00 AM		Shambro, Chris	Shambro, Chris
09/26/2018	Wed 12:00 AM		Naegeli, Kevin	Naegeli, Kevin
09/26/2018	Wed 12:00 AM		Naegeli, Kevin	Naegeli, Kevin
09/26/2018	Wed 12:00 AM		r, John Howe - Report Printer	r, John Howe - Report Printer
09/26/2018	Wed 12:00 AM		r, John Howe - Report Printer	r, John Howe - Report Printer
09/26/2018	Wed 12:00 AM		Nuckols, Julie	Nuckols, Julie
09/26/2018	Wed 12:00 AM		Nuckols, Julie	Nuckols, Julie
09/26/2018	Wed 12:30 AM	Custom Report: DKT-Hearings w defendant char	Humphreys, Jessica	Humphreys, Jessica
09/26/2018	Wed 12:30 AM	Custom Report: DKT-Hearings w Defendant char	Humphreys, Jessica	Humphreys, Jessica
09/26/2018	Wed 12:30 AM	Custom Report: CAL-Open Seats and Available 1	Shambro, Chris	Shambro, Chris
09/26/2018	Wed 12:30 AM	Custom Report: CAL-Open Seats and Available 1	Shambro, Chris	Shambro, Chris

Select Users

User ID

Sort

User ID

First Name

rebecca

User List

Last Name

☐ Show Selected Users Only

User ID	First Name	Last Name
<input checked="" type="checkbox"/> s31arac	Rebecca	Chun
<input type="checkbox"/> s34arjm	Rebecca	McGinnis
<input type="checkbox"/> s29arsh	Rebecca	Hoyt
<input type="checkbox"/> s18ariw	Rebecca	Wildes
<input type="checkbox"/> s18arjt	Rebecca	Turbyfill
<input type="checkbox"/> s34arag	Rebecca	Gogan
<input type="checkbox"/> s39arnv	Rebecca	Villafan
<input type="checkbox"/> s03arfs	Rebecca	Sons

Get All Users

Select All

8 Results - Page 1 of 1

<< Back

Next >>

Search

Continue

Exit

Select the icon for recurring on the line of the report you would like to copy

elp

**Job Schedule** Exit

Job Definition: All Job Definitions User: Chun, Rebecca

Scheduled Events 09/26/2018 Previous Day Next Day

Date		Time	Description	User	Modified By
09/26/2018	Wed ☼	6:00 AM	Transaction Listing	Chun, Rebecca	Chun, Rebecca
09/26/2018	Wed ☼	7:00 AM	Custom Report: FIN-AP Recipient Change Audit	Chun, Rebecca	Chun, Rebecca
09/26/2018	Wed ☼	7:00 AM	Transaction Listing	Chun, Rebecca	Chun, Rebecca
09/26/2018	Wed ☼	7:15 AM	Custom Report: FIN-AP Recipient Address Chang	Chun, Rebecca	Chun, Rebecca
09/26/2018	Wed ☼	8:00 AM	Payment Plan Activity	Chun, Rebecca	Chun, Rebecca
09/26/2018	Wed ☼	8:00 AM	Transaction Listing	Chun, Rebecca	Chun, Rebecca
09/26/2018	Wed ☼	8:00 AM	Transaction Listing	Chun, Rebecca	Chun, Rebecca
09/26/2018	Wed ☼	10:00 AM	Cashier Accuracy	Chun, Rebecca	Chun, Rebecca



Modify Job Recurrence

Job Definition **Enterprise Custom Reporting Job**

Description **Custom Report: FIN-AP Recipient Change Audit**

Comment

**Recurrence** [View Parameters](#)

Start Time

**How often does this job recur?**

☐ Hourly ☒ Every  day(s)


☒ Daily ☐ Every weekday

☐ Weekly


☐ Monthly

☐ Yearly

**When does this recurrence start and end?**

Start Date:   ☒ No end date

☐ End after:  occurrences

☐ End by:  

**What is the approach for job sequencing on this recurrence?**

☒ Run recurring job as configured

☐ Do not start next recurrence of job until the current job in this job definition has completed processing

☐ Do not start next recurrence of job until the following jobs have completed processing

Job Definitions

Select View  
Parameters

Selecting the first icon allows you to Change Location, Date and Output format.

Time	Description	User	Modi
10 AM			Chun
10 AM			Chun
10 AM			Chun
10 AM			Chun
10 AM			Chun
10 AM			Chun
10 AM			Chun
10 AM			Chun
10 AM			Chun
10 AM			Chun

Modify Job Recurrence

Job Definition

**Enterprise Custom Reporting Job**

Description

**Custom Report: FIN-AP Recipient Change Audit**

Comment

Accounts Payable Recipient Change

Recurrence

[View Parameters](#)

Start Time

7:00 AM

Help

Edit Job Parameters

Job

**Custom Report: FIN-AP Recipient Change Audit**

Description

**Audit**

Enterprise Custom Reporting Job: Data manipulation

?

Sends Email Notification On Job: Data manipulation

?

Continue

Run recurring job as configured

☒

Do not start next recurrence of job until the current job in this job definition has completed processing

☐

Do not start next recurrence of job until the following jobs have completed processing

☐

Job Definitions

Save

Exit


Remove

Change  
location, and  
report  
parameters


FIN-AP Recipient Change Audit


Audit Report for monitoring changes to AP Recipient Information

[Clear](#) [Memorize](#) [Recall](#)

Location  

Date Range

Start Date   Tuesday, April 23, 2019

End Date   Wednesday, April 24, 2019

Output Format  ▼

[Continue](#) [Exit](#)



**Modify Job Recurrence**

Job Definition: **Enterprise Custom Reporting Job**  
Description: **Custom Report: FIN-AP Recipient Change Audit**  
Comment: Accounts Payable Recipient Change

**Recurrence** [View Parameters](#)

Start Time: 7:00 AM

**Edit Job Parameters**

Job: **Custom Report: FIN-AP Recipient Change**  
Description: **Audit**

Enterprise Custom Reporting Job: Data manipulation ?  
Sends Email Notification On Job: Data manipulation ?

[Continue](#)

☒ Run recurring job as configured  
☐ Do not start next recurrence of job until the current job in this job definition has completed processing  
☐ Do not start next recurrence of job until the following jobs have completed processing

Job Definitions:

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

Selecting the second icon allows you to change the recipients of the emailed report

**Modify Job Recurrence**

Job Definition **Enterprise Custom Reporting Job**

Description **Custom Report: FIN-AP Recipient Change Audit**

Comment Accounts Payable Recipient Change

**Recurrence** [View Parameters](#)

**Modify Email Notification Recipients**

To Jim.knutson@snoco.org

Cc

Bcc

Comment AP Recipient Change Audit

☒ Attach Any Files Generated by Job

☒ Attach Any Files Generated by Job and Keep Files in Job History

☐ Copy Job Files to Directory

Directory

☒ Run recurring job as configured

☐ Do not start next recurrence of job until the current job in this job definition has completed processing

☐ Do not start next recurrence of job until the following jobs have completed processing

Job Definitions

[Continue](#) [Exit](#)

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

Change the  
email recipient  
and  
preferences

**Modify Job Recurrence**

Job Definition: **Enterprise Custom Reporting Job**  
Description: **Custom Report: FIN-AP Recipient Change Audit**  
Comment: Rebecca Chun  
Clerks Office Accounting

**Recurrence** [View Parameters](#)

Start Time: 7:00 AM

**How often does this job recur?**

☐ Hourly ☒ Every 1 day(s)  
☒ Daily ☐ Every weekday  
☐ Weekly  
☐ Monthly  
☐ Yearly

**When does this recurrence start and end?**

Start Date: 07/03/2018 ☒ No end date  
☐ End after: 0 occurrences  
☐ End by: 12

**What is the approach for job sequencing on this recurrence?**

☒ Run recurring job as configured  
☐ Do not start next recurrence of job until the current job in this job definition has completed processing  
☐ Do not start next recurrence of job until the following jobs have completed processing

Job Definitions:

**Buttons:** Save Exit Remove

To Stop a  
recurring  
report  
select  
remove

Questions ??



Rebecca Chun

Judicial Finance Lead

425-388-3230

[rebecca.chun@snoco.org](mailto:rebecca.chun@snoco.org)

Karen Hersch

Judicial Finance Manager

425-388-3544

[karen.hersch@snoco.org](mailto:karen.hersch@snoco.org)

Snohomish County Clerk's Office  
3000 Rockefeller Avenue M/S 605  
Everett WA 98201