

# 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 Received Bond
  - Add an External Bond
  - Add Surety or Other Boi
  - Add a Property Bond
  - Find a Bond
  - Cash Bond Receiving
- 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

Case Analysis Reports

- Case Management
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- 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.

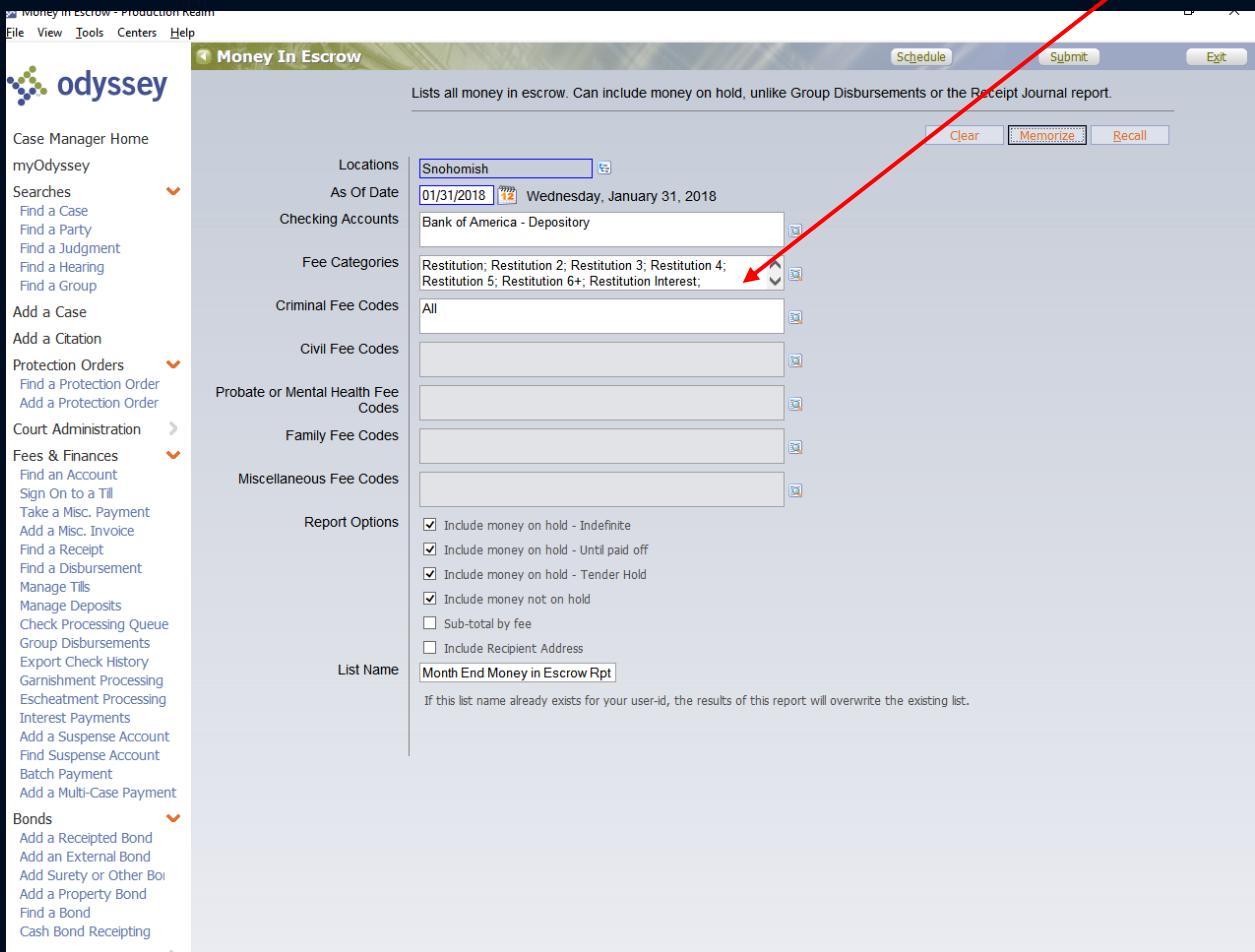
**Till Balance**  
Produce a summary or detail listing of tills for any collection station.

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

Exit

# Complete criteria

In the fee categories field,  
select only Restitution  
categories.



Money In Escrow - Production Realm

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 Received Bond
- Add an External Bond
- Add Surety or Other Bond
- Add a Property Bond
- Find a Bond
- Cash Bond Receiving

Locations

As Of Date

Checking Accounts

Fee Categories

Criminal Fee Codes

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

Schedule Submit Exit

Clear Memorize Recall

Snohomish

01/31/2018 Wednesday, January 31, 2018

Bank of America - Depository

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

All

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: RJD2, RJD3, RJD4, 3801, RJD5,

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

# Registry and Trust Accounts with Balances

Case Manager Reporting Center - Production Realm

File View Tools Centers Help

**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

Protection Orders

- Protection Orders

Individual Trust Detail Report  
Shows all trust activity for an individual or an investment account on a case.

Investment Maturity Report  
Shows all registry investments which have matured based on a specified date range.

Registries of the Court Annual Report  
Provides a detailed breakdown of Registry Account transactions and balances, including invested and uninvested funds, totaled by Judge and by Court for a selected year.

Registry Accounts with Expected Disbursement Dates  
A listing of registry accounts and their current balances with an expected final disbursement date in a specified date range.

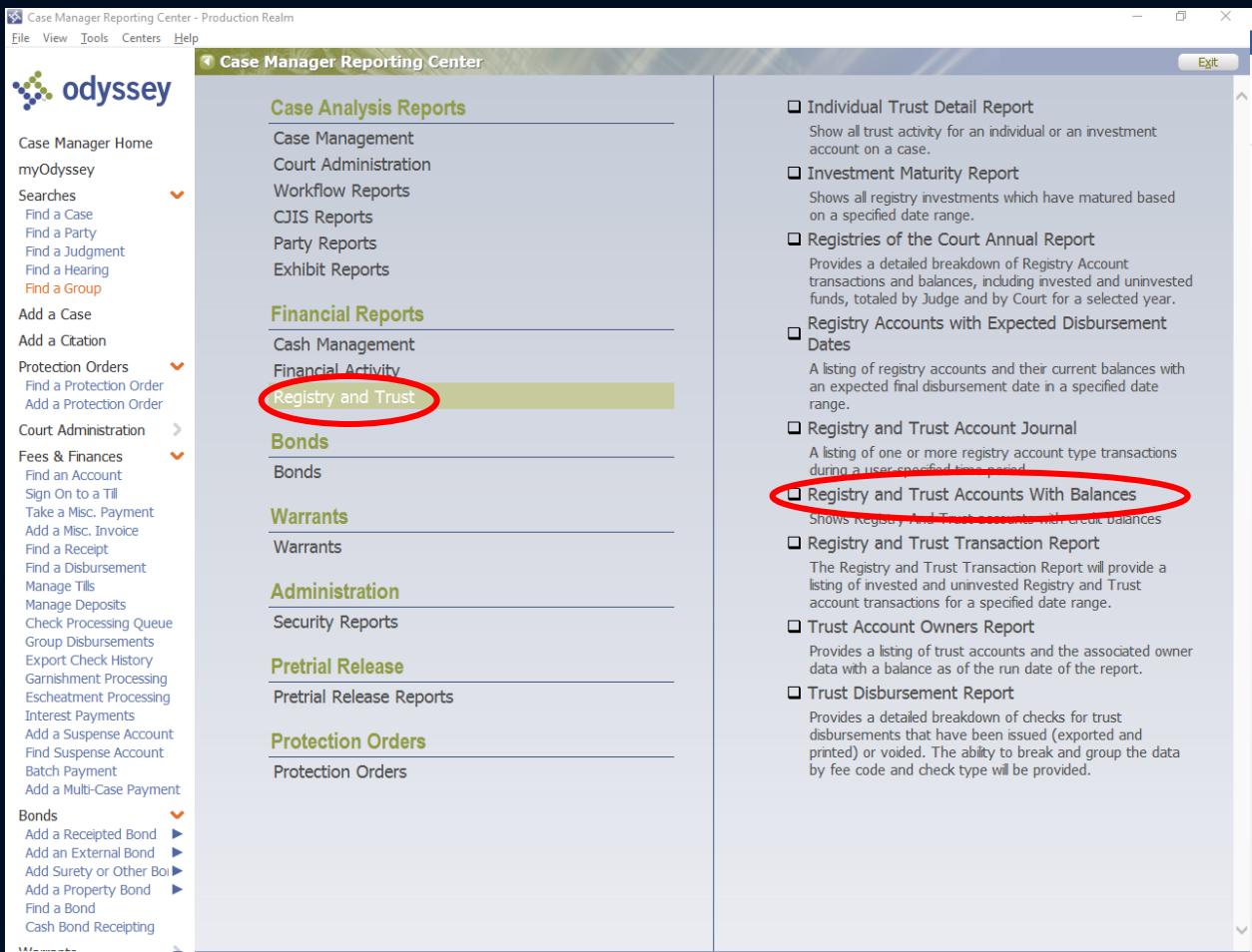
Registry and Trust Account Journal  
A listing of one or more registry account type transactions during a user-specified time period.

**Registry and Trust Accounts With Balances**  
Shows Registry And Trust accounts with credit balances

Registry and Trust Transaction Report  
The Registry and Trust Transaction Report will provide a listing of invested and uninvested Registry and Trust account transactions for a specified date range.

Trust Account Owners Report  
Provides a listing of trust accounts and the associated owner data with a balance as of the run date of the report.

Trust Disbursement Report  
Provides a detailed breakdown of checks for trust disbursements that have been issued (exported and printed) or voided. The ability to break and group the data by fee code and check type will be provided.



# 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
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- Manage Tills
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- Export Check History
- Garnishment Processing
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- Add a Received Bond
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- Cash Bond Receiving

Registry and Trust Accounts With Balances

Shows Registry And Trust accounts with credit balances

Schedule Submit Exit

Locations Snohomish

As of Date 01/31/2018 (12) Wednesday, January 31, 2018

Case Category All

Financial Category Registry and Trust

Registry Account Types Trust, Child Support/Spousal Maint; Trust, Child Support/Spousal Maint; Trust, Child Support/Spousal

Case Status

Status

Option

Start Date (12)

End Date (13)

Sort Order Case Number

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 SALVIA	\$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
04-2-14368-6	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
06-2-06302-2	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

Case Manager Reporting Center - Production Realm

File View Tools Centers Help

Case Manager Reporting Center

Case Analysis Reports

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

Financial Reports

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Warrants

- Warrants

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- Security Reports

Pretrial Release

- Pretrial Release Reports

Individual Trust Detail Report  
Show all trust activity for an individual account on a case.

Investment Maturity Report  
Shows all registry investments which have matured.

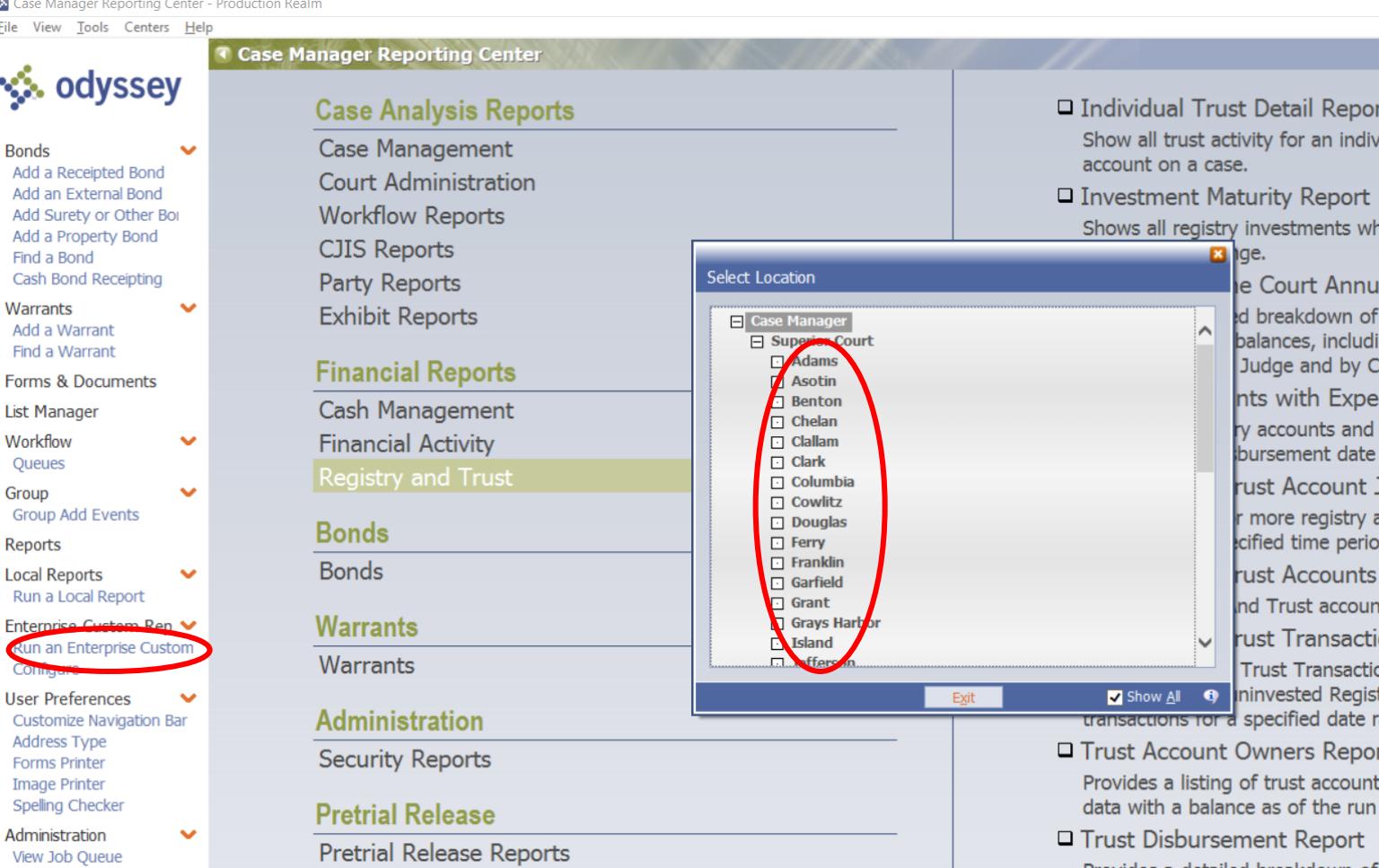
Select Location

- Case Manager
  - Superior Court
    - Adams
    - Asotin
    - Benton
    - Chehalis
    - Clallam
    - Clark
    - Columbia
    - Cowlitz
    - Douglas
    - Ferry
    - Franklin
    - Garfield
    - Grant
    - Grays Harbor
    - Island
    - Offerman

Exit  Show All

Trust Account Owners Report  
Provides a listing of trust accounts data with a balance as of the run date.

Trust Disbursement Report  
Provides a detailed breakdown of trust disbursements.



# Click FIN-Accounts Receivable Summary

odyssey

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 Received Bond ▶  
Add an External Bond ▶  
Add Surety or Other Bond ▶  
Add a Property Bond ▶  
Find a Bond  
Cash Bond Receipting

Warrants ▶

Forms & Documents  
List Manager

Run an Enterprise Custom Report

Location Snohomish  Export Reports

Name	Description
CASE-Arbitration By Case	Reports cost of Arbitration, grouped by case, subtotalized by arbitrator and totaled by case. Report provides a breakdown of arbitration costs by arbitrator.
CASE-Criminal Aging	The purpose of this report is to help track Adult Criminal cases (Class ABC Felony) that have not had a disposition.
CASE-Deleted Events	Report shows the deleted events for a case within the specified Date Range. Included in the report are Dispositions, Hearings, and Trial Dates.
CASE-Hearings by Session with Case History	The purpose of this report is to provide the necessary background and historical context for judicial hearings.
CASE-ITA New Filings	This report was developed specifically for Yakima County. It provides a list of new filings of Involuntary Termination of Parents (ITA).
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 resolution.
CASE-Unsealed Cases with Sealed Orders	The report shows cases that should be sealed but are not. Included in the report are Case Number, Date, and Description.
DKT-Hearings w Defendant charges attneys Daily	This report shows hearings data including defendant, charges, and attorneys. Can be run by location.
DKT-Hearings w defendant charges attneys Multi	This report shows hearings data including defendant, charges, and attorneys. Can be run by Location.
DOC-Case Event Document Information	This report/file is to provide metadata information describing documents scanned or modified with the case.
DOC-Deleted Documents by Delete Date Metadat	Provides metadata file (including RDS file path and name) for all documents deleted for a particular date.
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 document or multiple documents.
DOC-Scanned Docs with Date Time and Usernam	The purpose of this report is to list all documents that were initially scanned into Odyssey between two dates.
DOC-Scanned Documents by Scan Date Metadat	Provides a metadata file (including RDS file path and name) for all documents scanned for a particular date.
DOC-Scanned Documents for WSSR Metadata	The purpose of DOC-Scanned Documents for WSSR Metadata is to create a metadata file that enables the WSSR system to read the scanned documents.
EXP-Docket Call - Readboard - Infax	This report is used by Yakima to select session / calendar data for display on court room reader board.
EXP-Hearing Details for Macro Processing	This export report is just like the original EXP-Hearing Details with Party Information except it has a different file format.
EXP-Hearing Details with Party Information	CSV file with detailed hearing data including all case participants and demographics. This report can be used for reporting and analysis.
FIN-Account Detail for Criminal Fines	Open accounts receivables for criminal fines. Report lists case number, obligor with ordered, credit, and balance.
FIN-Accounts Receivable Paid-in-Full	List cases eligible for entry of judgment satisfaction. It also lists cases that may be eligible for certification.
FIN-Accounts Receivable Summary	Open accounts receivables for all criminal cases with Ordered, Paid, Balance and Count by Fee Schedule.

## 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.

h

FIN-Accounts Receivable Summary

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

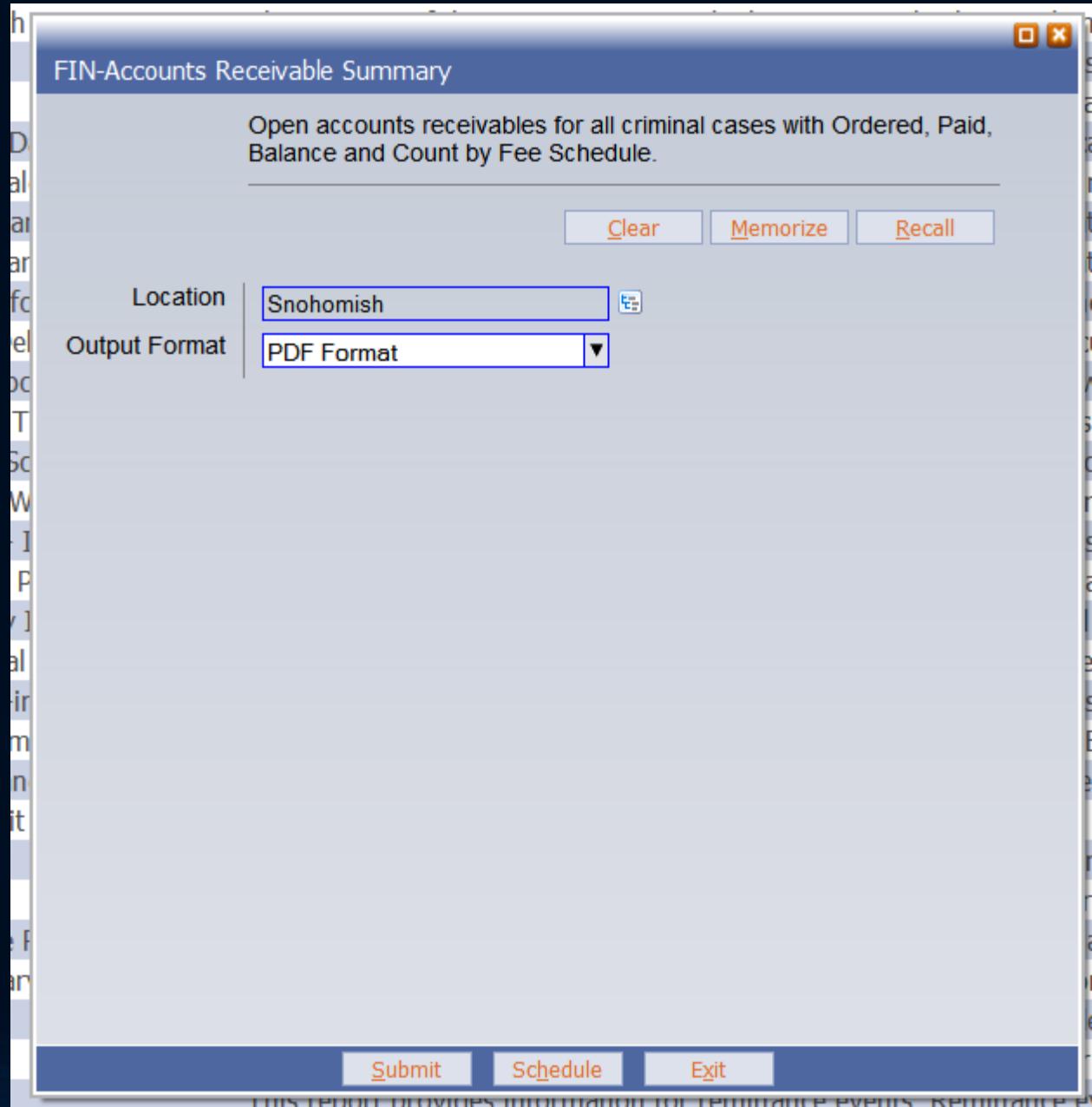
[Clear](#) [Memorize](#) [Recall](#)

Location: Snohomish

Output Format: PDF Format

[Submit](#) [Schedule](#) [Exit](#)

THIS REPORT PROVIDES INFORMATION FOR PERFORMANCE PURPOSES. DO NOT USE FOR JUDICIAL DECISIONS.



County Superior Court

Case Type: ADL Criminal  
Adult

Snohomish Accounts Receivable Summary

A C C O U N T S R E C E I V A B L E

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



Case Manager Home - Production Realm

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  
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

**Case Manager Home**

Cases Warrants Bonds Parties Citations Judgments Protection Orders

**quick links**

Find a Case Add a Case Copy a Case

**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.

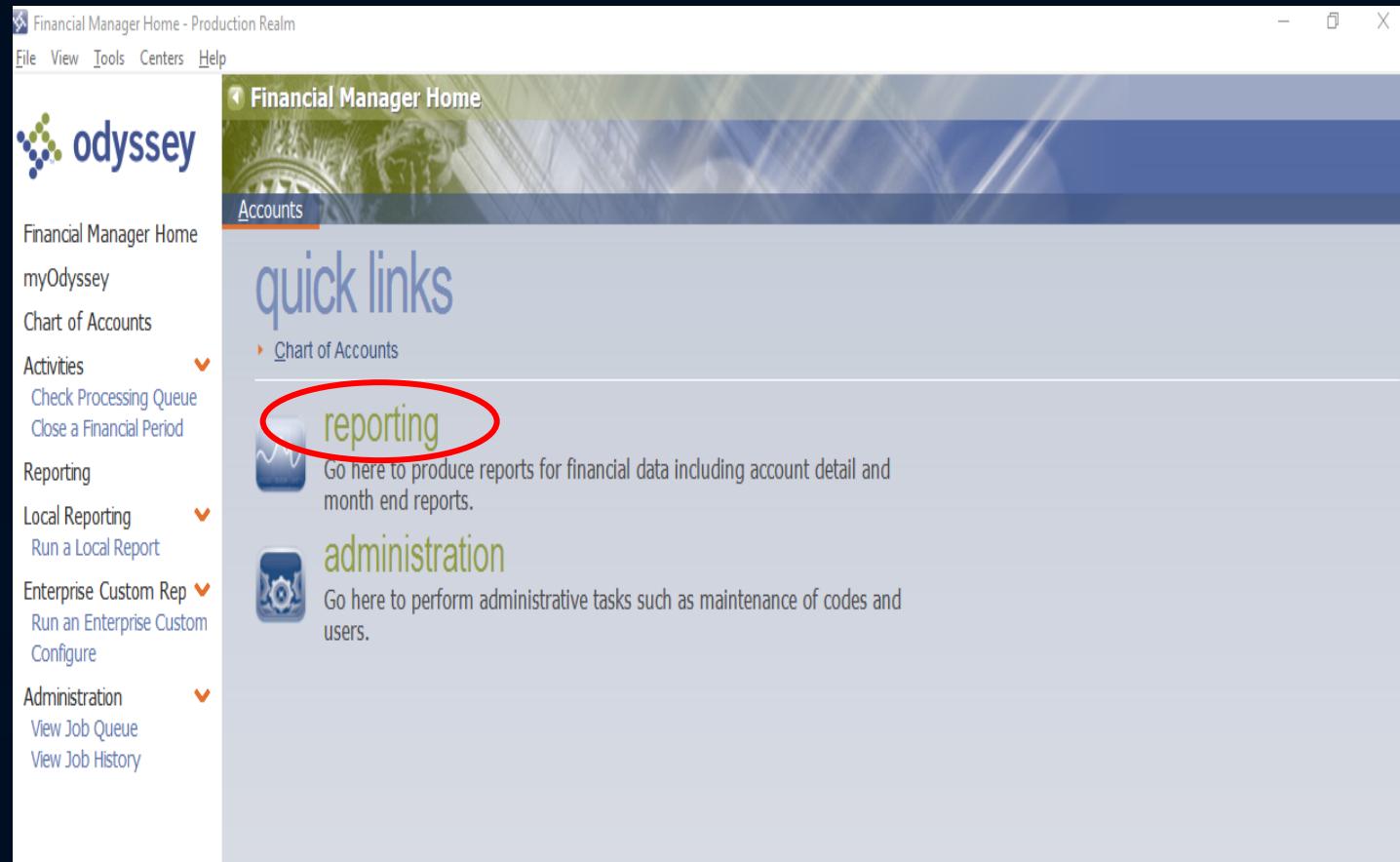
**forms & documents**  
Go here to create and update form templates.

**reporting**  
Go here to produce reports of the various functions of your office including statistical, financial, and monthly reports.

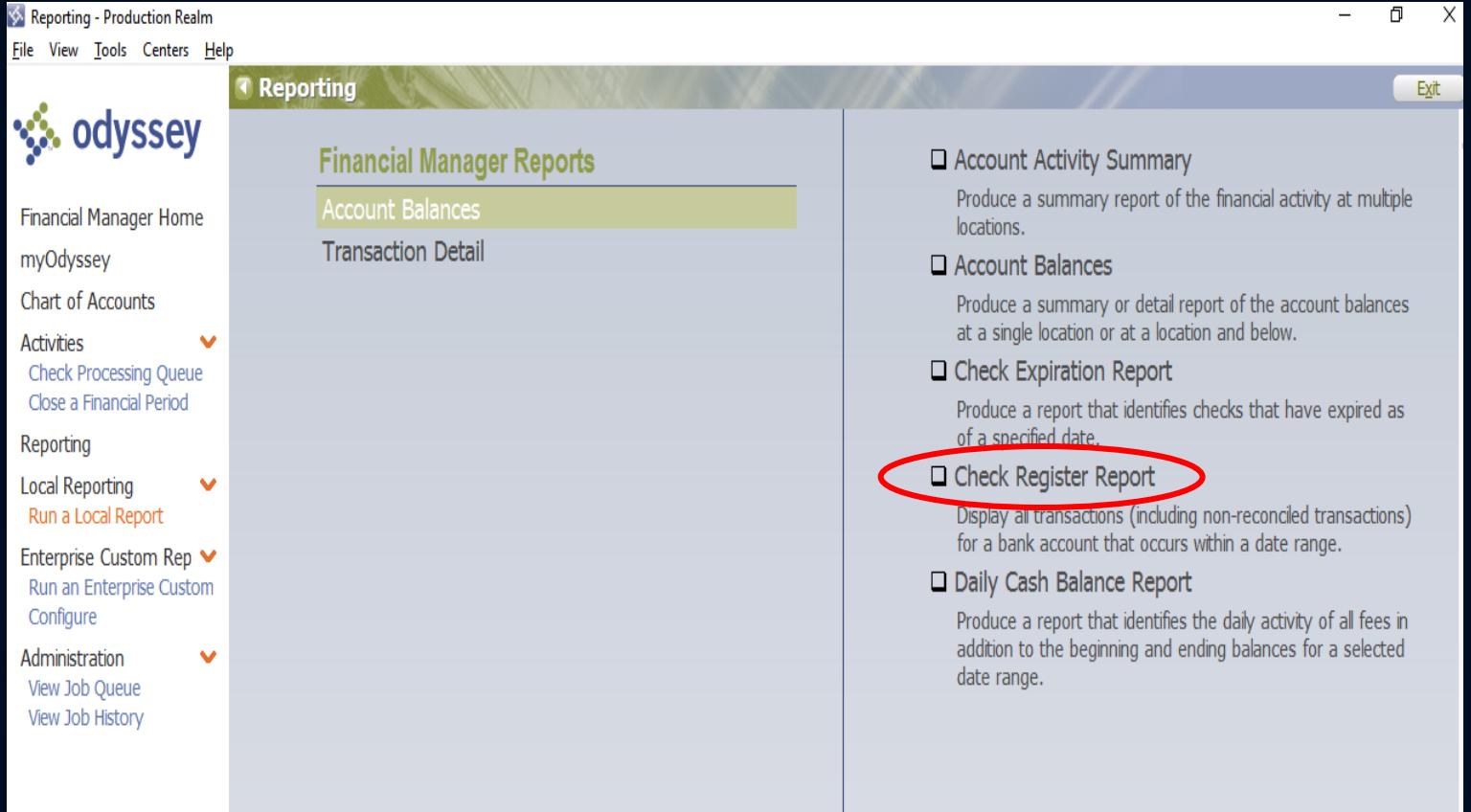
**user preferences**  
Go here to set or update your user preferences.

**administration**  
Go here to perform administrative tasks such as maintenance of codes, users, attorneys, and other special parties.

# Click on Reporting



# Click on Check Register Report



The screenshot shows the odyssey Reporting - Production Realm interface. The left sidebar contains navigation links: Financial Manager Home, myOdyssey, Chart of Accounts, Activities (with sub-links: Check Processing Queue, Close a Financial Period), Reporting (with sub-links: Local Reporting, Run a Local Report), Enterprise Custom Rep (with sub-links: Run an Enterprise Custom, Configure), and Administration (with sub-links: View Job Queue, View Job History). The main content area is titled 'Reporting' and shows 'Financial Manager Reports' with three sub-links: Account Balances (highlighted in yellow), Transaction Detail, and a list of report types. The 'Check Register Report' option is circled in red.

Reporting - Production Realm

File View Tools Centers Help

Reporting

Financial Manager Reports

Account Balances

Transaction Detail

Account Activity Summary  
Produce a summary report of the financial activity at multiple locations.

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

Check Expiration Report  
Produce a report that identifies checks that have expired as of a specified date.

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

Daily Cash Balance Report  
Produce a report that identifies the daily activity of all fees in addition to the beginning and ending balances for a selected date range.

# Complete Criteria

Check Register Report - Production Realm

File View Tools Centers Help

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

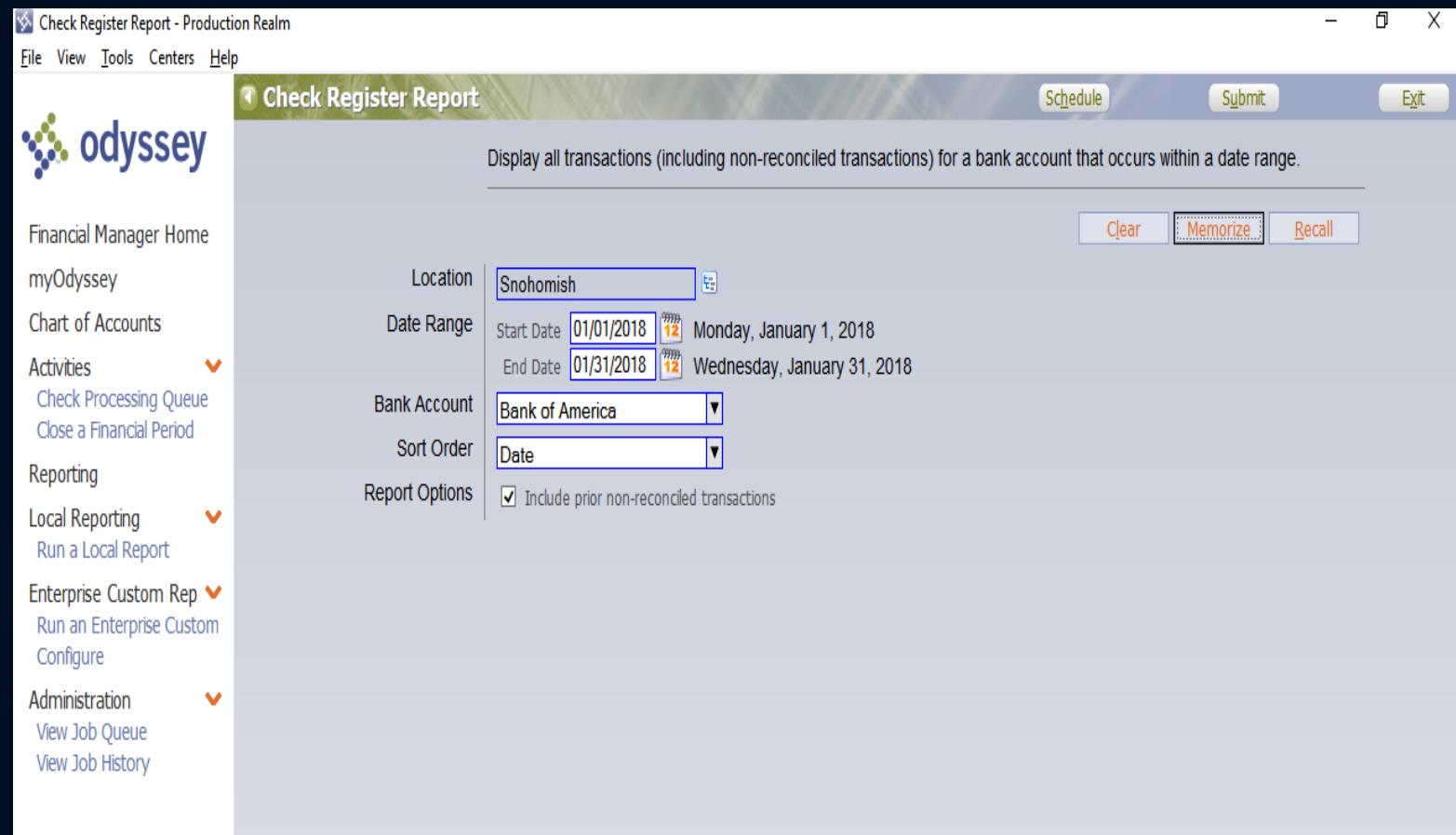
Location: Snohomish

Date Range: Start Date 01/01/2018 12 Monday, January 1, 2018  
End Date 01/31/2018 12 Wednesday, January 31, 2018

Bank Account: Bank of America

Sort Order: Date

Report Options:  Include prior non-reconciled transactions



## Check Register Report

WAPRODY

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

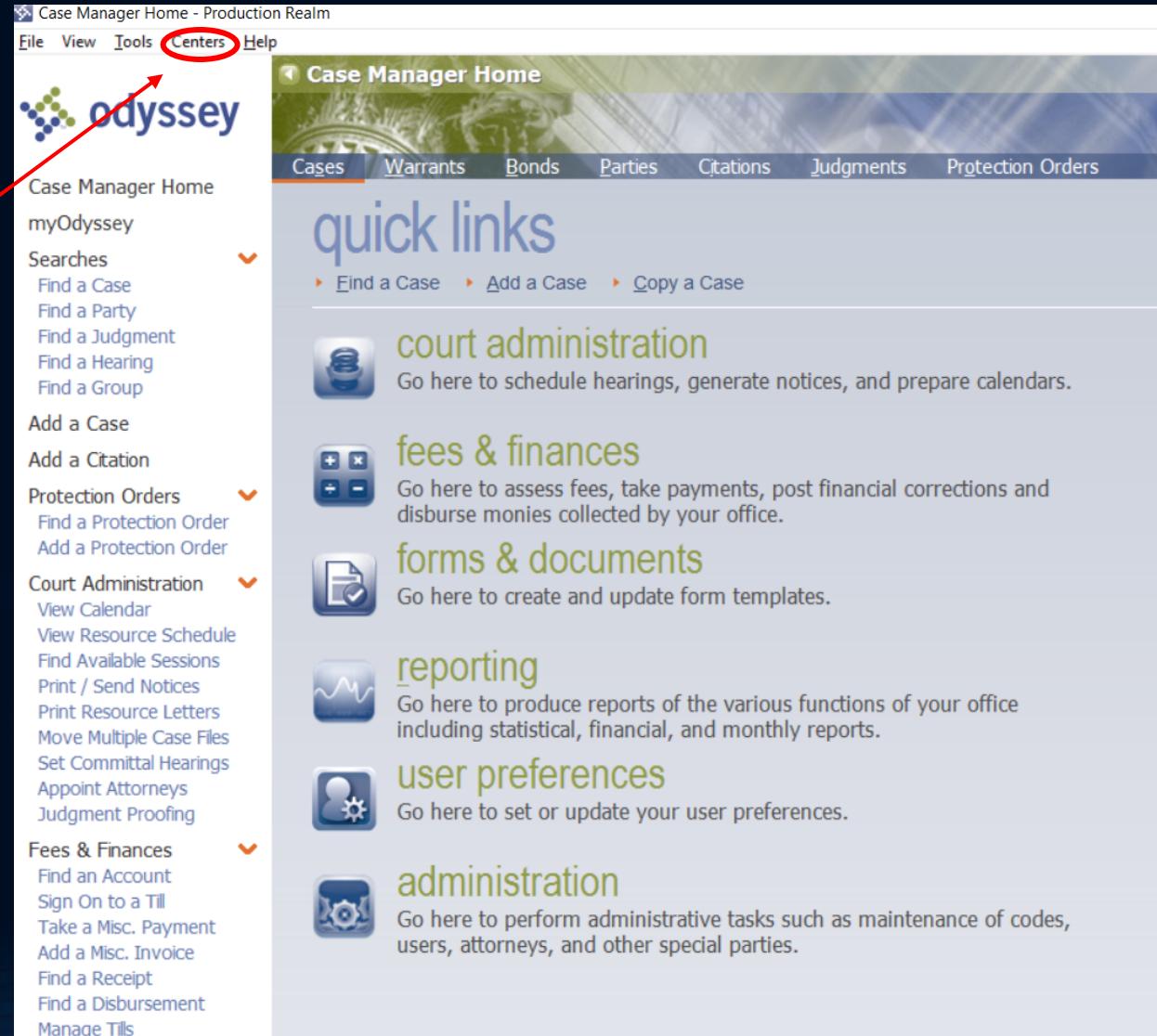
### Snohomish

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 - TII Over/Short					
80140	Disbursement	GAYLE HICKS				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				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



Case Manager Home - Production Realm

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  
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

**Case Manager Home**

Cases Warrants Bonds Parties Citations Judgments Protection Orders

**quick links**

Find a Case Add a Case Copy a Case

**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.

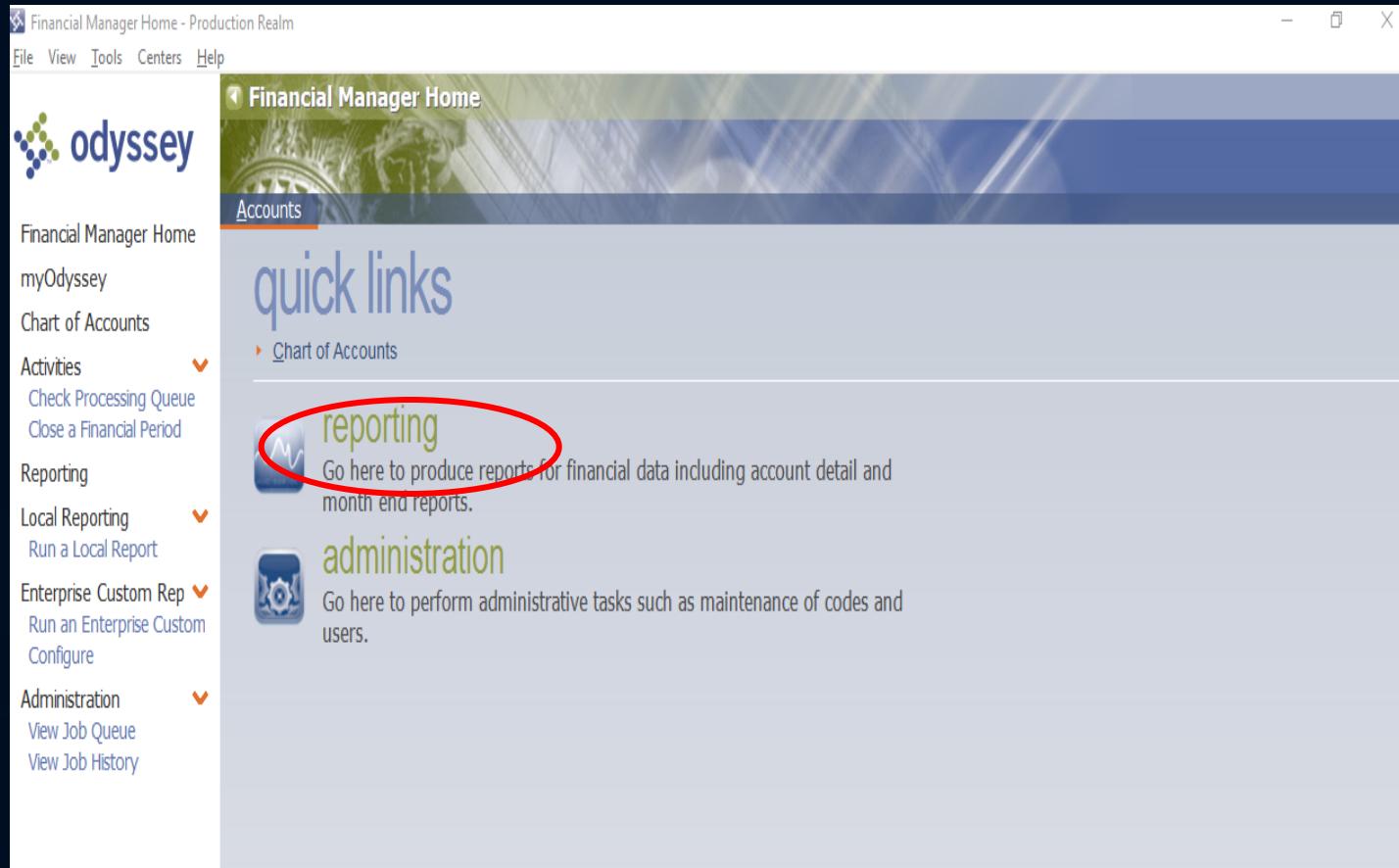
**forms & documents**  
Go here to create and update form templates.

**reporting**  
Go here to produce reports of the various functions of your office including statistical, financial, and monthly reports.

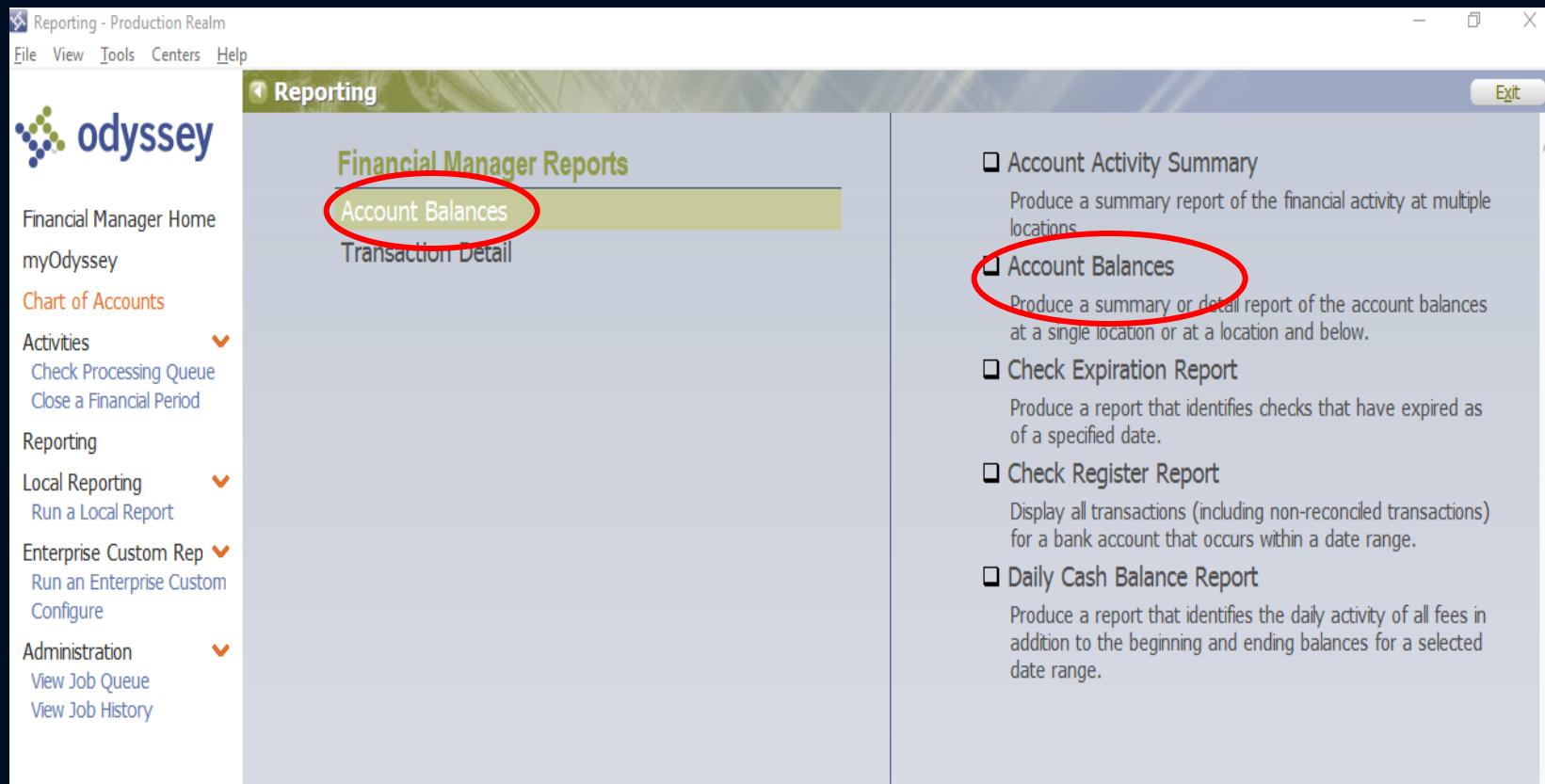
**user preferences**  
Go here to set or update your user preferences.

**administration**  
Go here to perform administrative tasks such as maintenance of codes, users, attorneys, and other special parties.

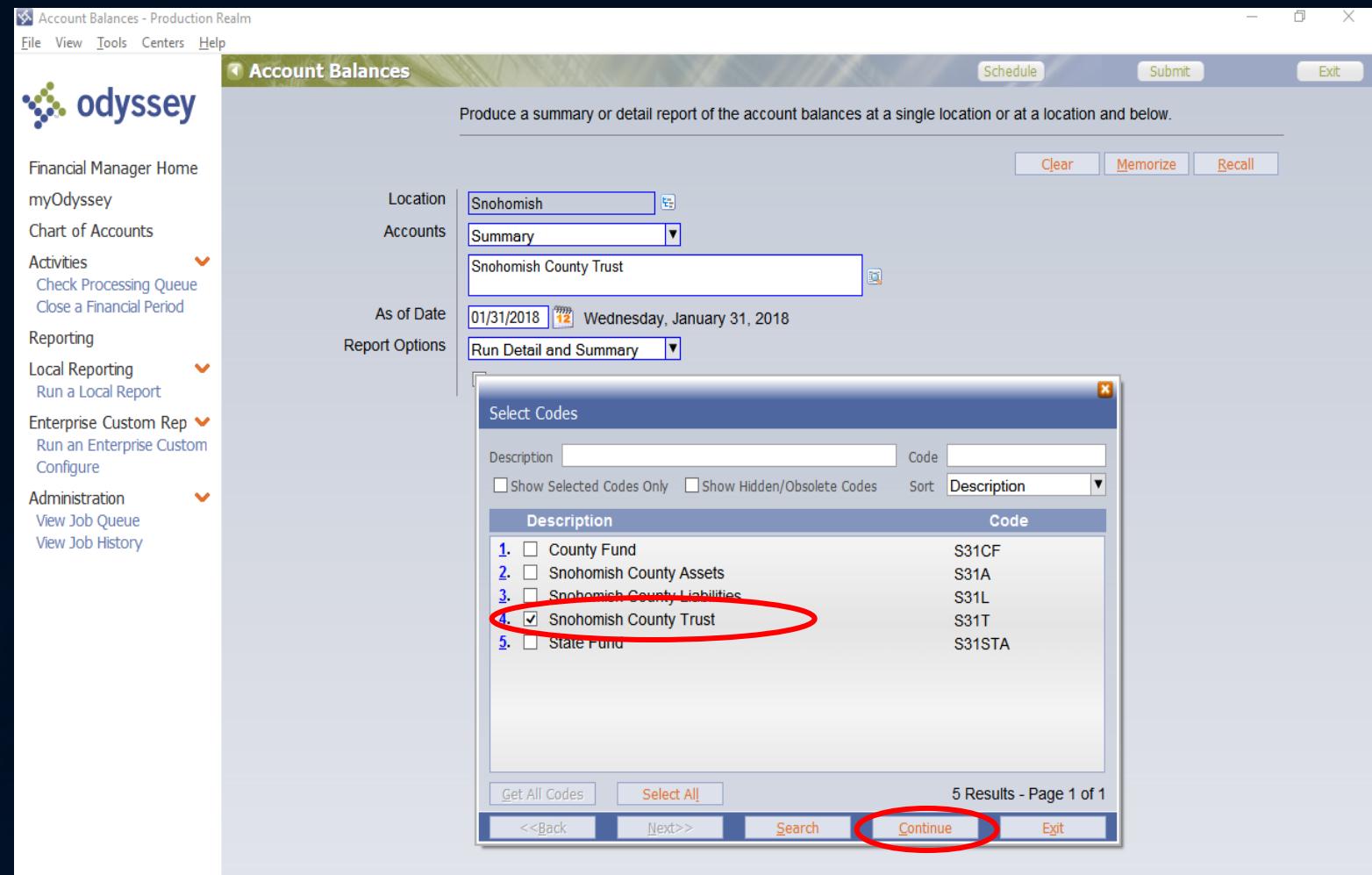
# Click on Reporting



# Click on Account Balances



# Select Trust Account and Continue



# Complete Criteria

Account Balances - Production Realm

File View Tools Centers Help

**Account Balances**

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

**Location:** Snohomish

**Accounts:** Summary

**As of Date:** 01/31/2018 (12) Wednesday, January 31, 2018

**Report Options:** Run Detail and Summary

Include Sub-nodes' Accounts

**Buttons:** Schedule, Submit, Exit, Clear, Memorize, Recall

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

WAPRDOY

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 Gamishment	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 Undeclared 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

Case Manager Home - Production Realm

File View Tools **Centers** Help

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

Case Manager Home

Cases Warrants Bonds Parties Citations Judgments Protection Orders

quick links

- Find a Case
- Add a Case
- Copy a Case

court administration

fees & finances

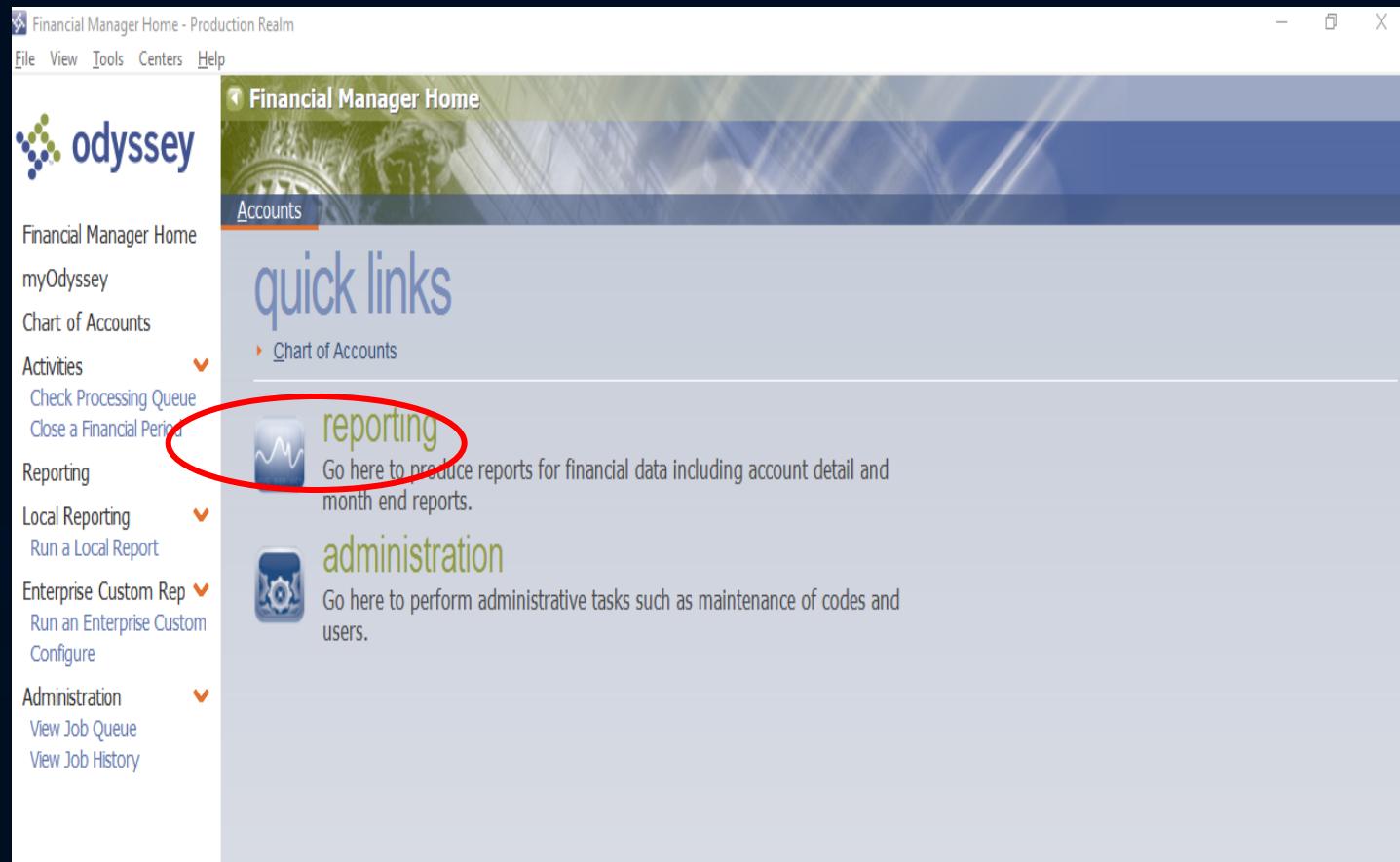
forms & documents

reporting

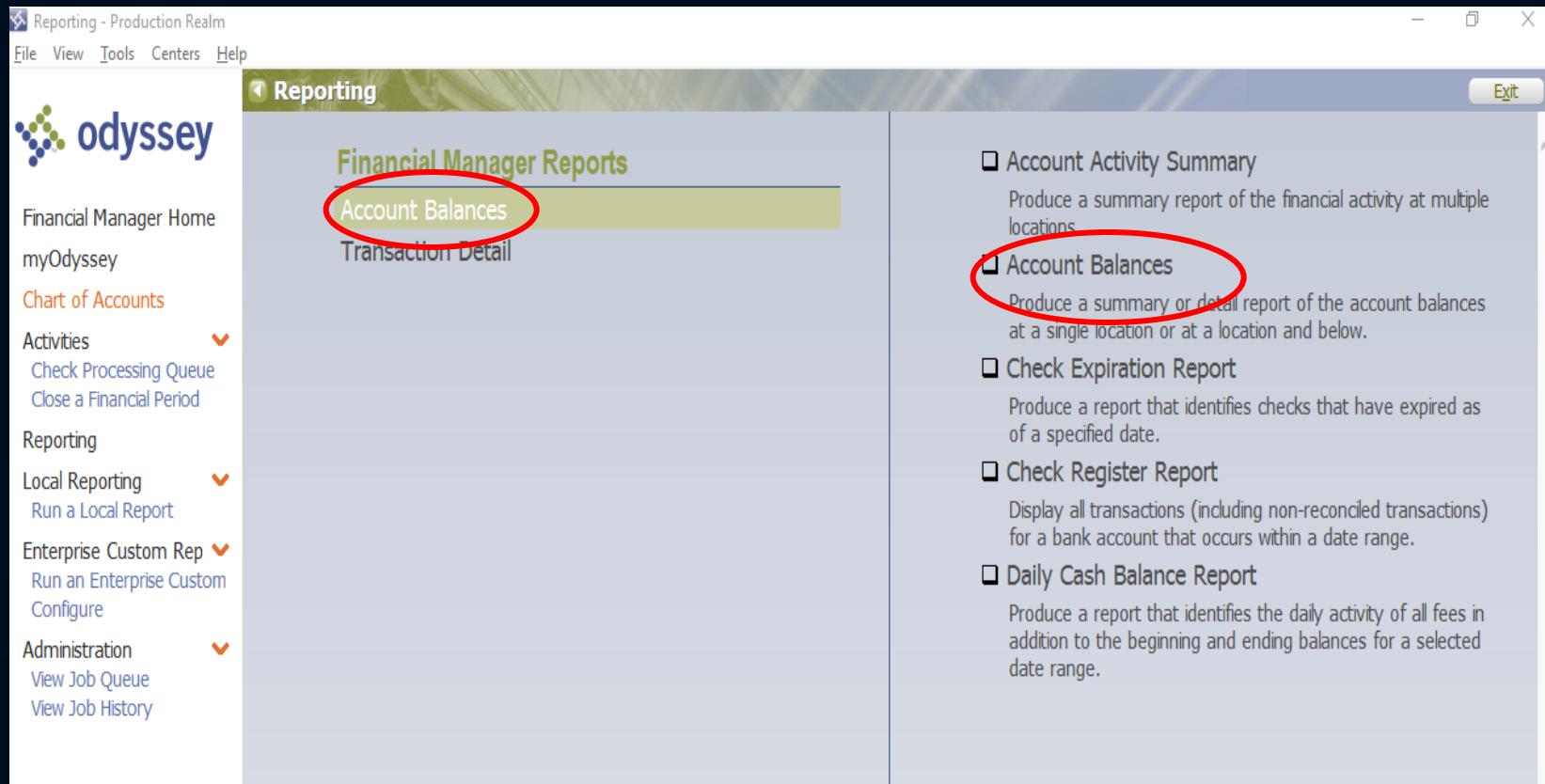
user preferences

administration

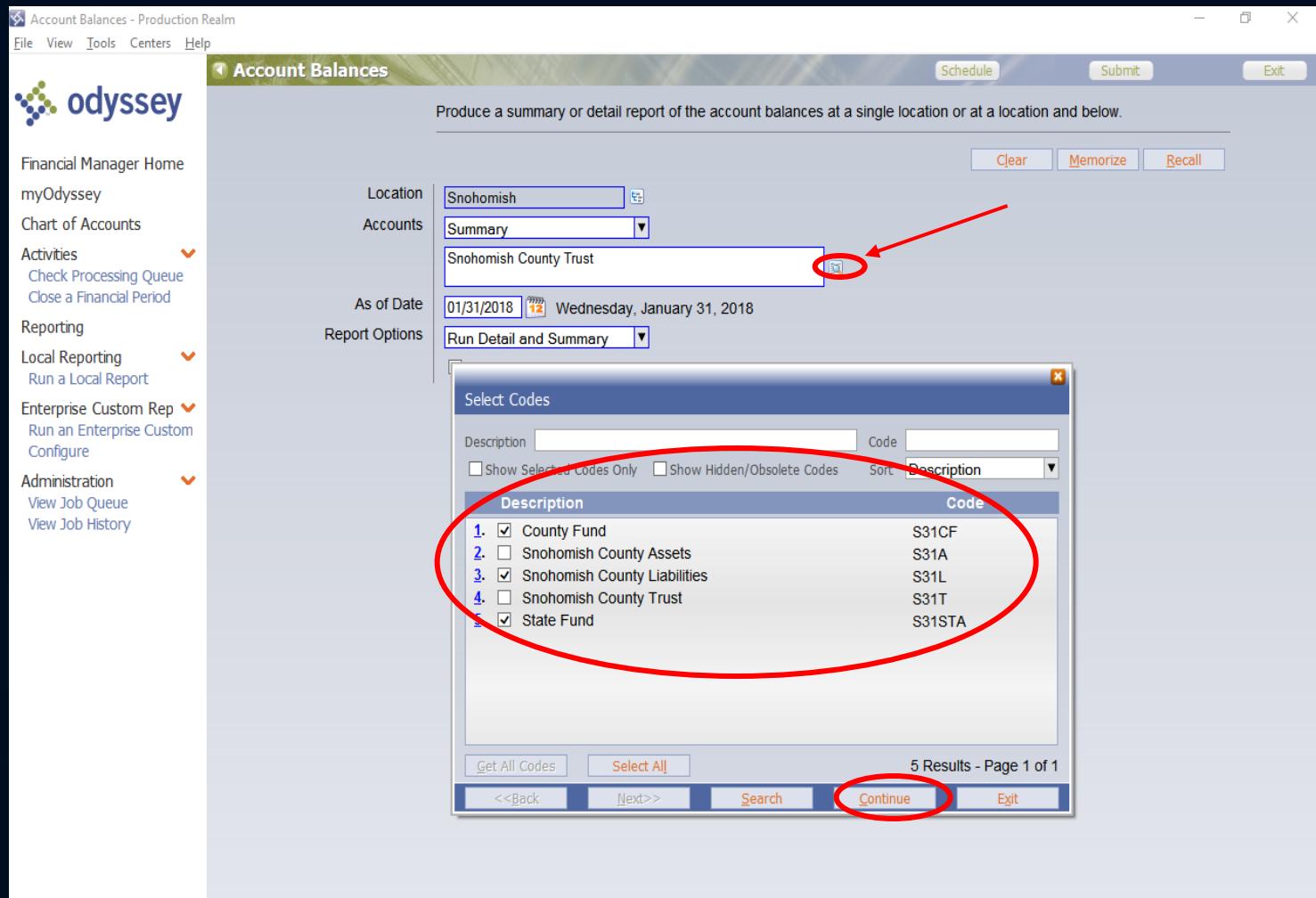
# Click on Reporting



# Click on Account Balances



# Select Codes and Continue



## Account Balances

WAPRDODY

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

Report Options: [Run Summary and Detail](#)

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Snohomish

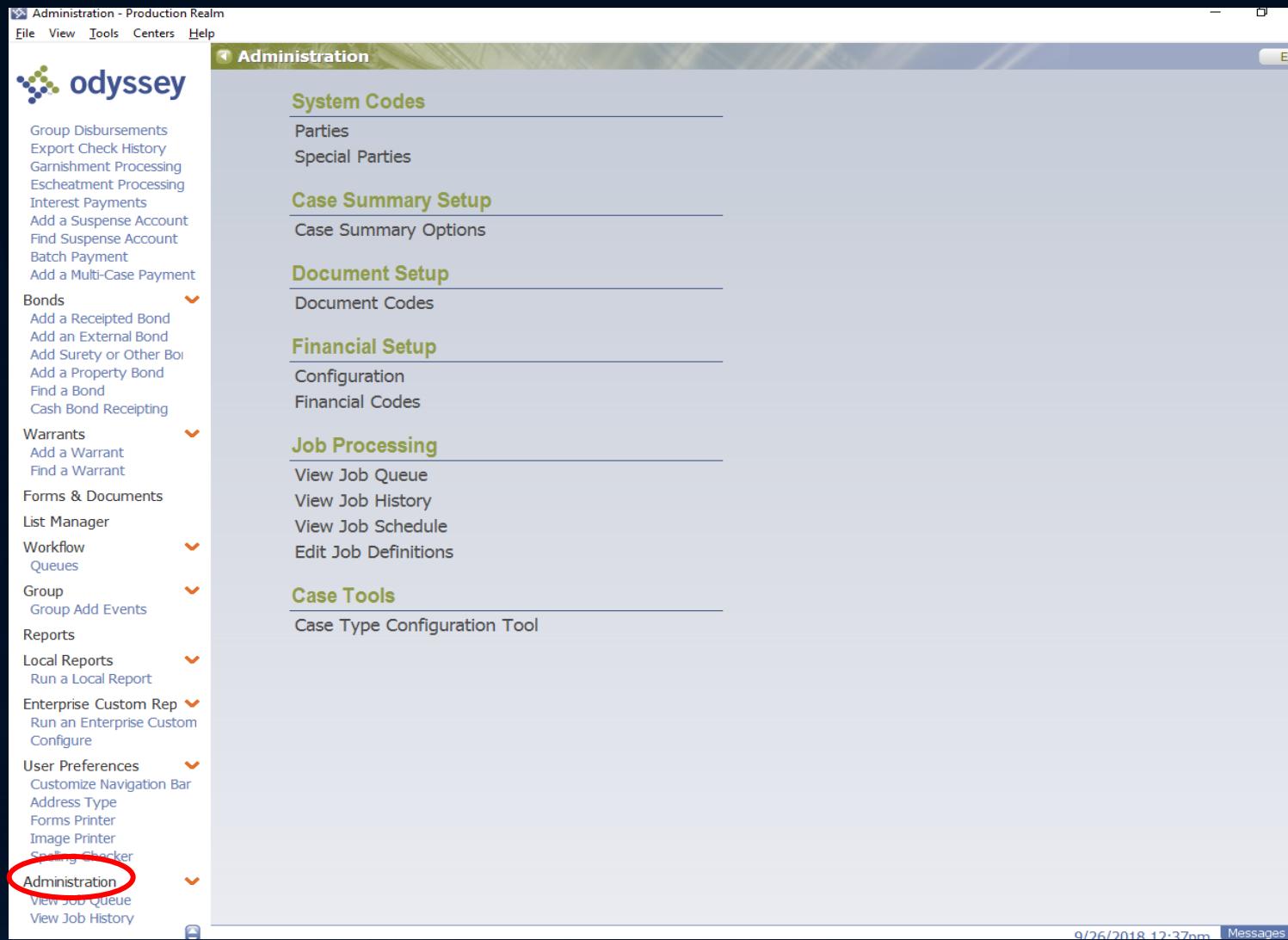
### [L-SL-S31L-S31CF County Fund continued...](#)

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

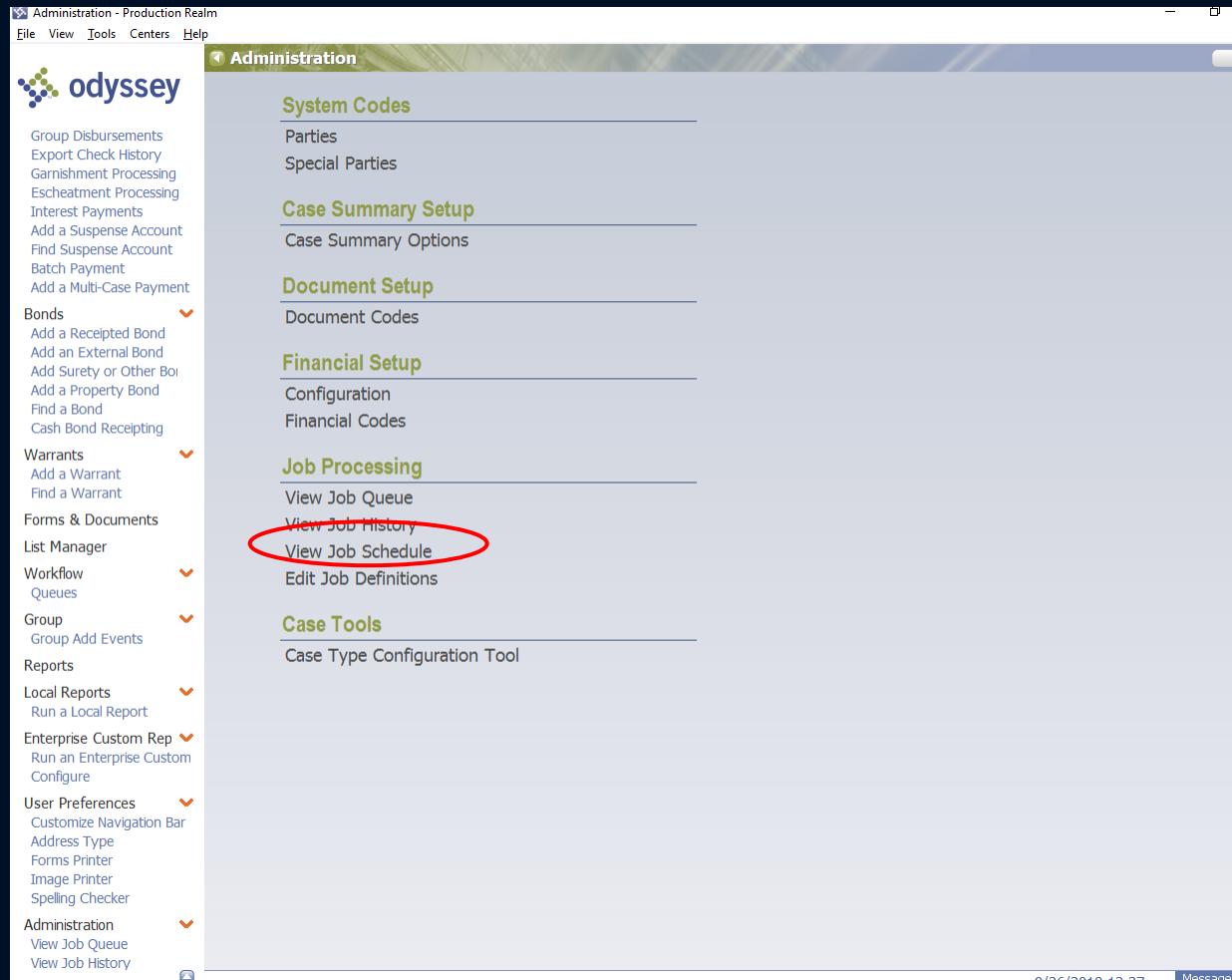
# Copying Existing Reports

- Other Counties Reports
- Reports Created by AOC

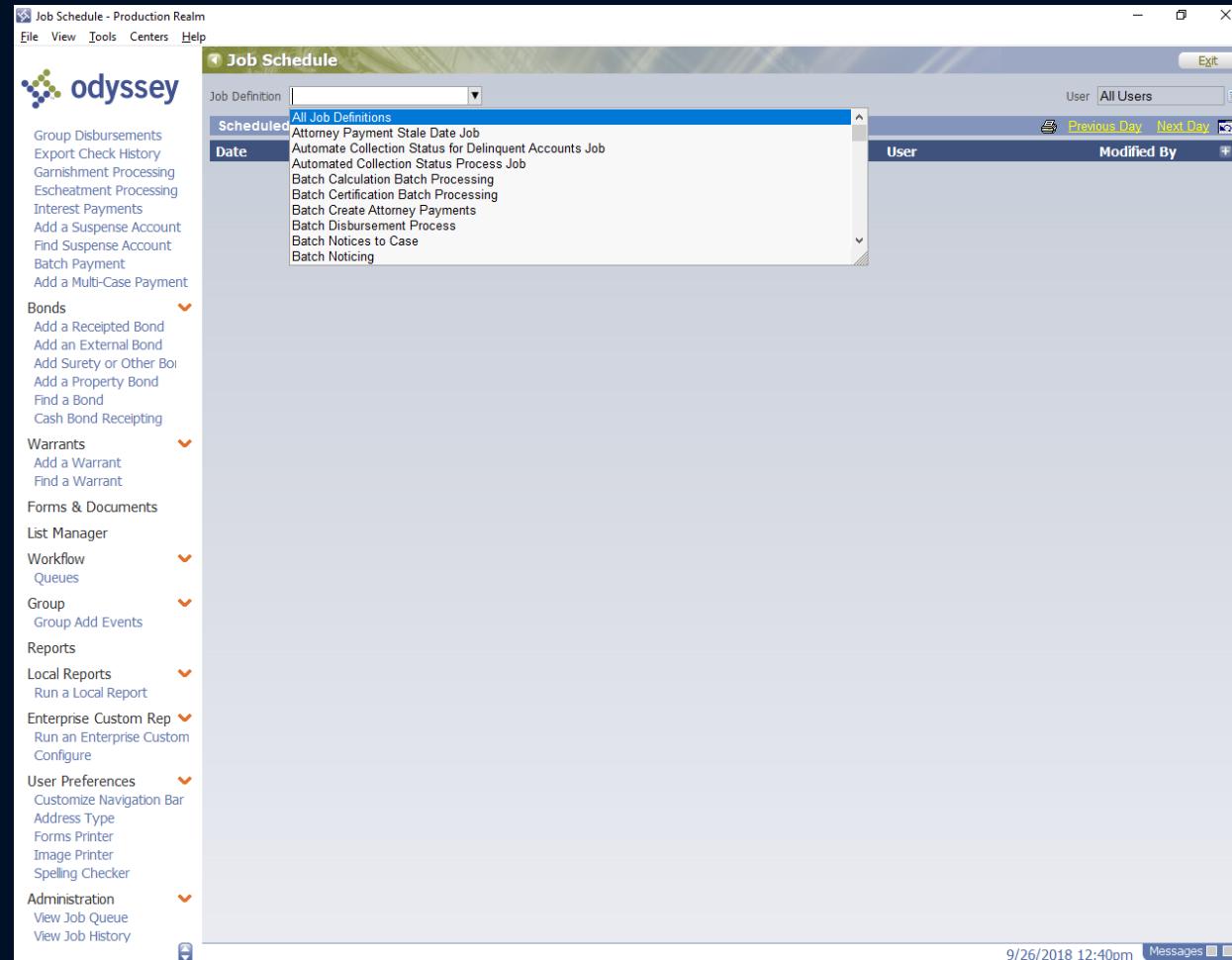
# Select Administration



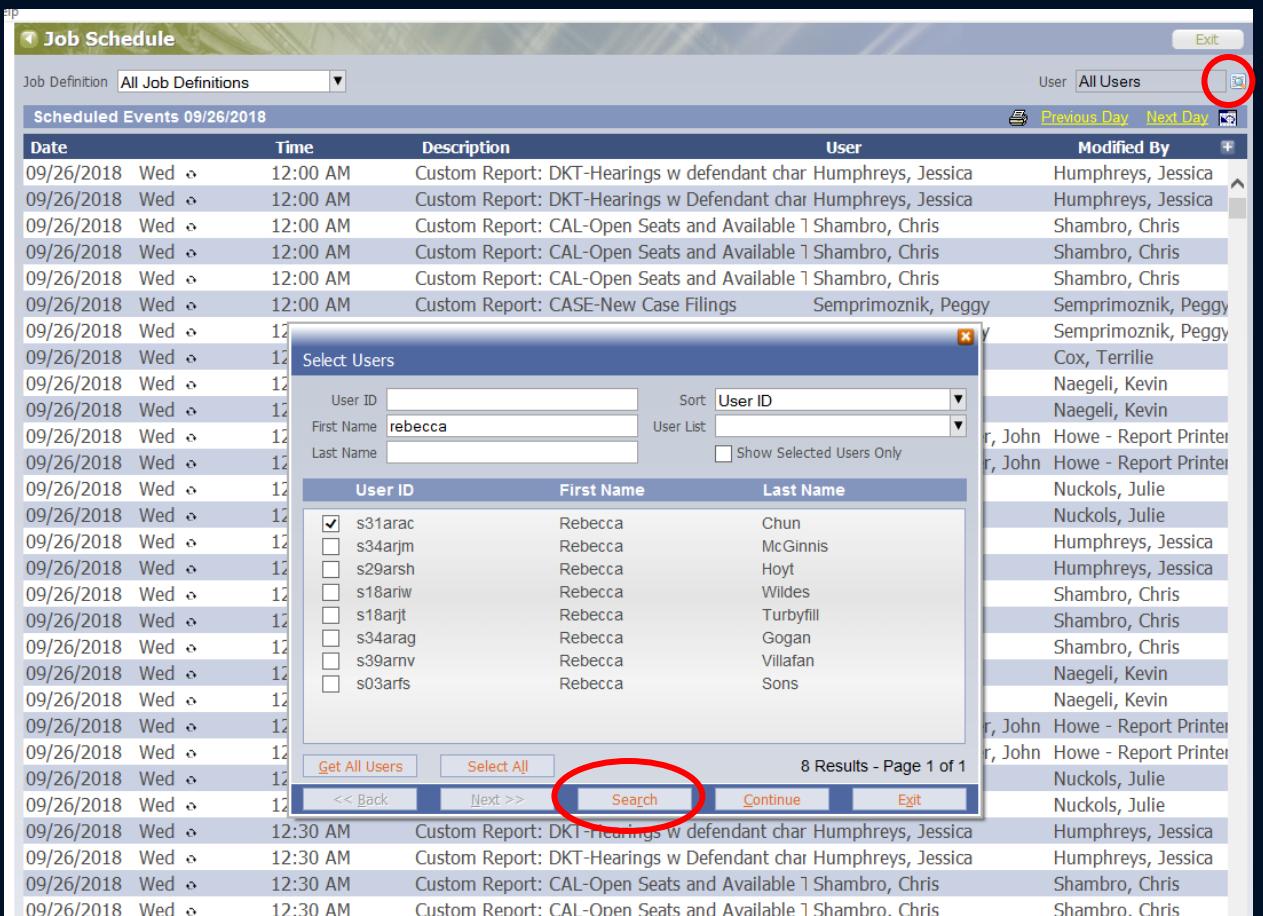
# Select View Job Schedule



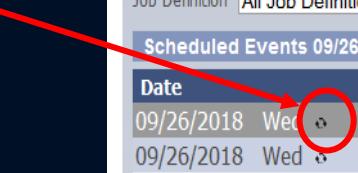
Select All Job Definitions from the drop down



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



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



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

**Recurrence**

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** **12**  No end date  
 End after: **0** occurrences  
 End by: **12**

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

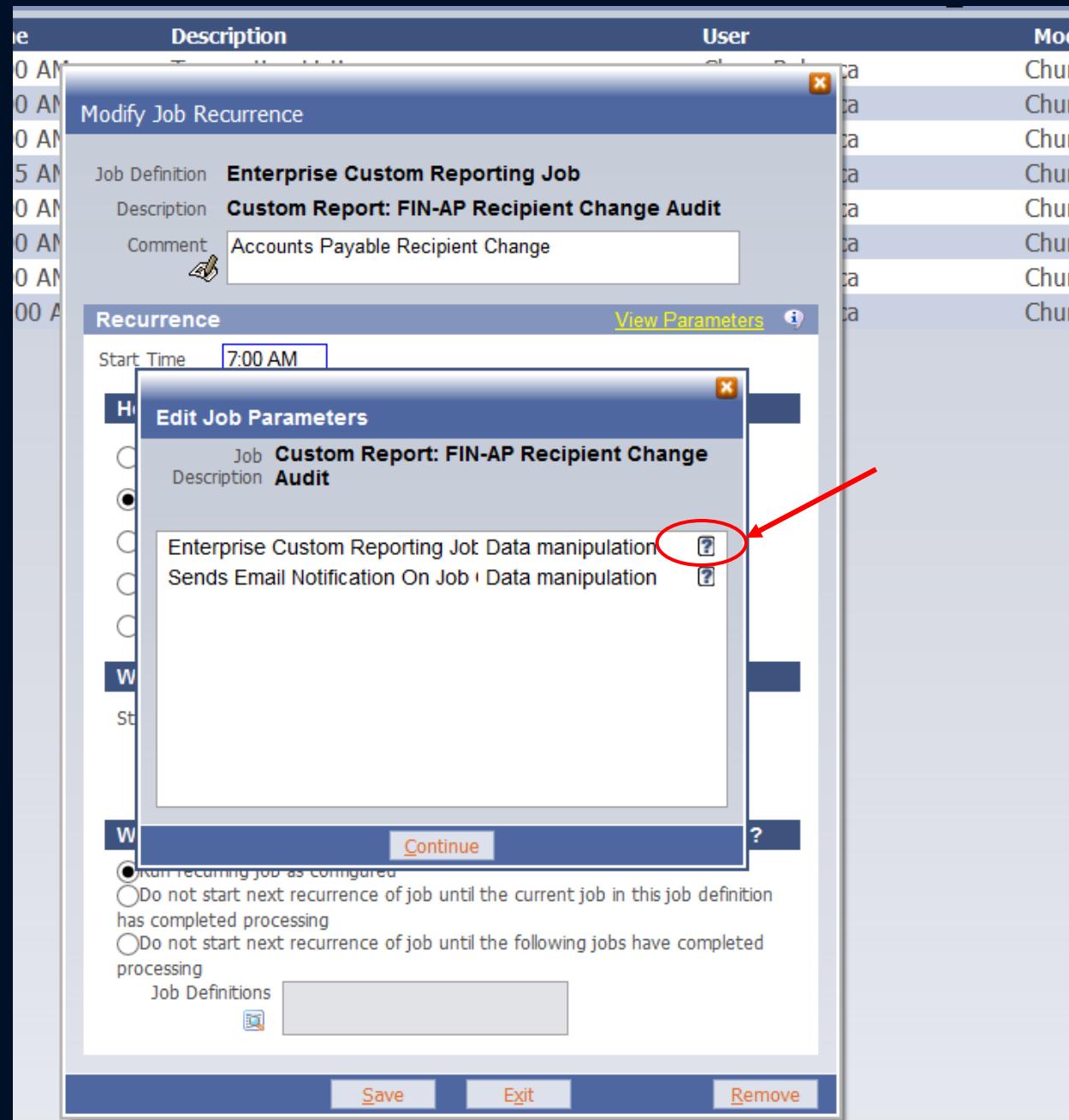
Run recurring job as configured  
 Do not start next recurrence of job until the current job in this job definition has completed processing  
 Do not start next recurrence of job until the following jobs have completed processing

Job Definitions 

**Save** **Exit** **Remove**

## Select View Parameters

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



# Change location, and report parameters

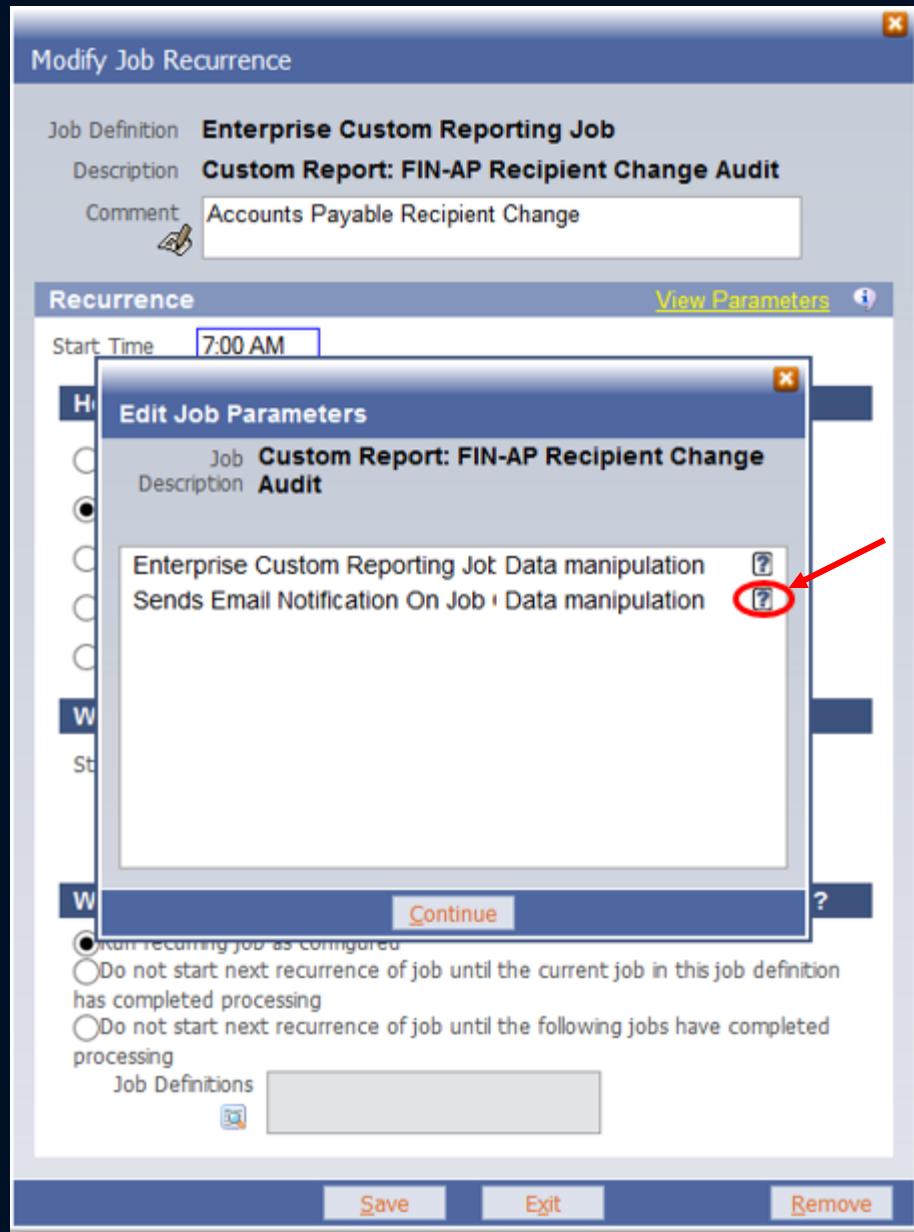
FIN-AP Recipient Change Audit

Audit Report for monitoring changes to AP Recipient Information

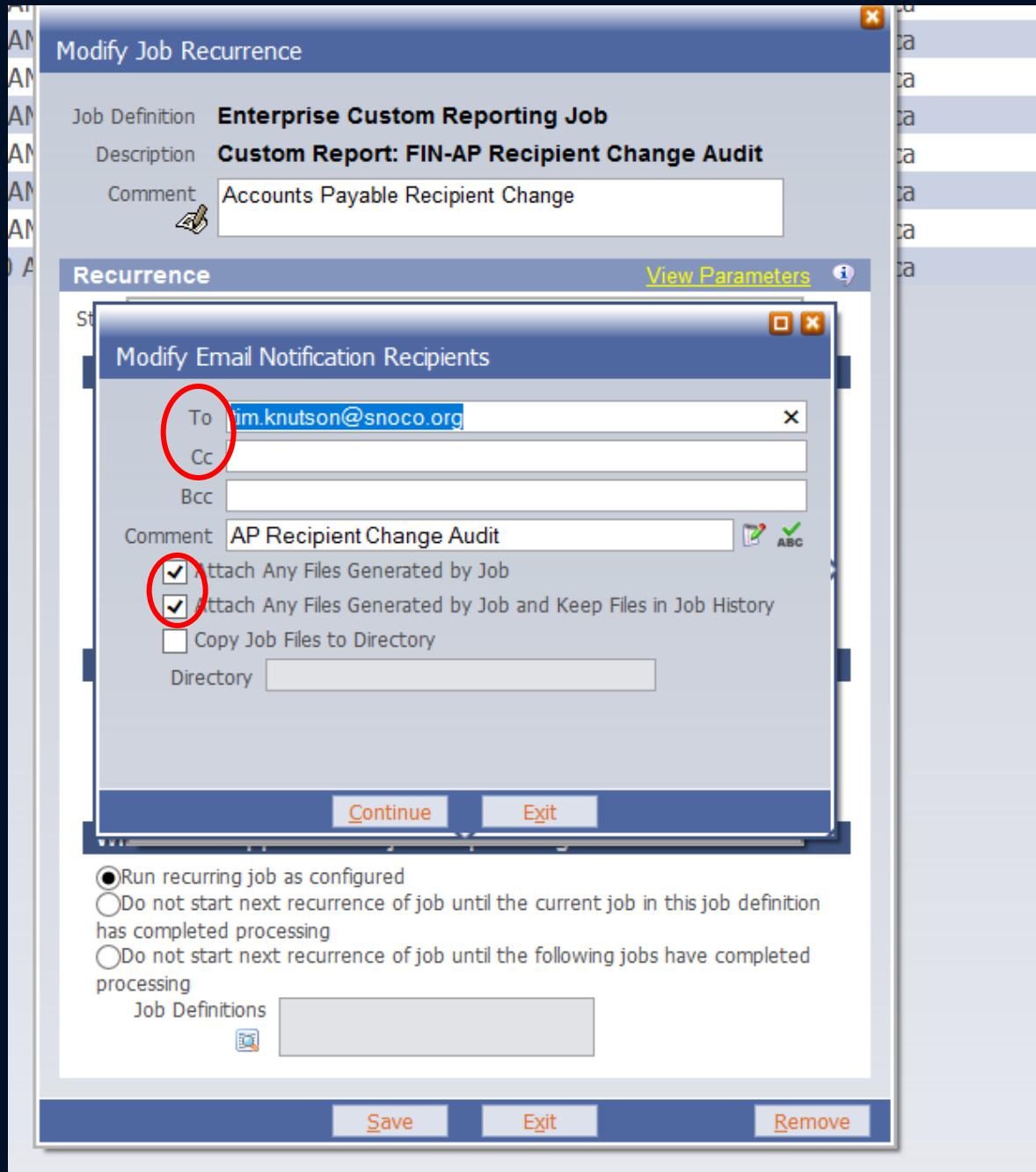
[Clear](#) [Memorize](#) [Recall](#)

Location	Snohomish		
Date Range	Start Date	t-1  12	Tuesday, April 23, 2019
	End Date	t  12	Wednesday, April 24, 2019
Output Format	PDF Format 		

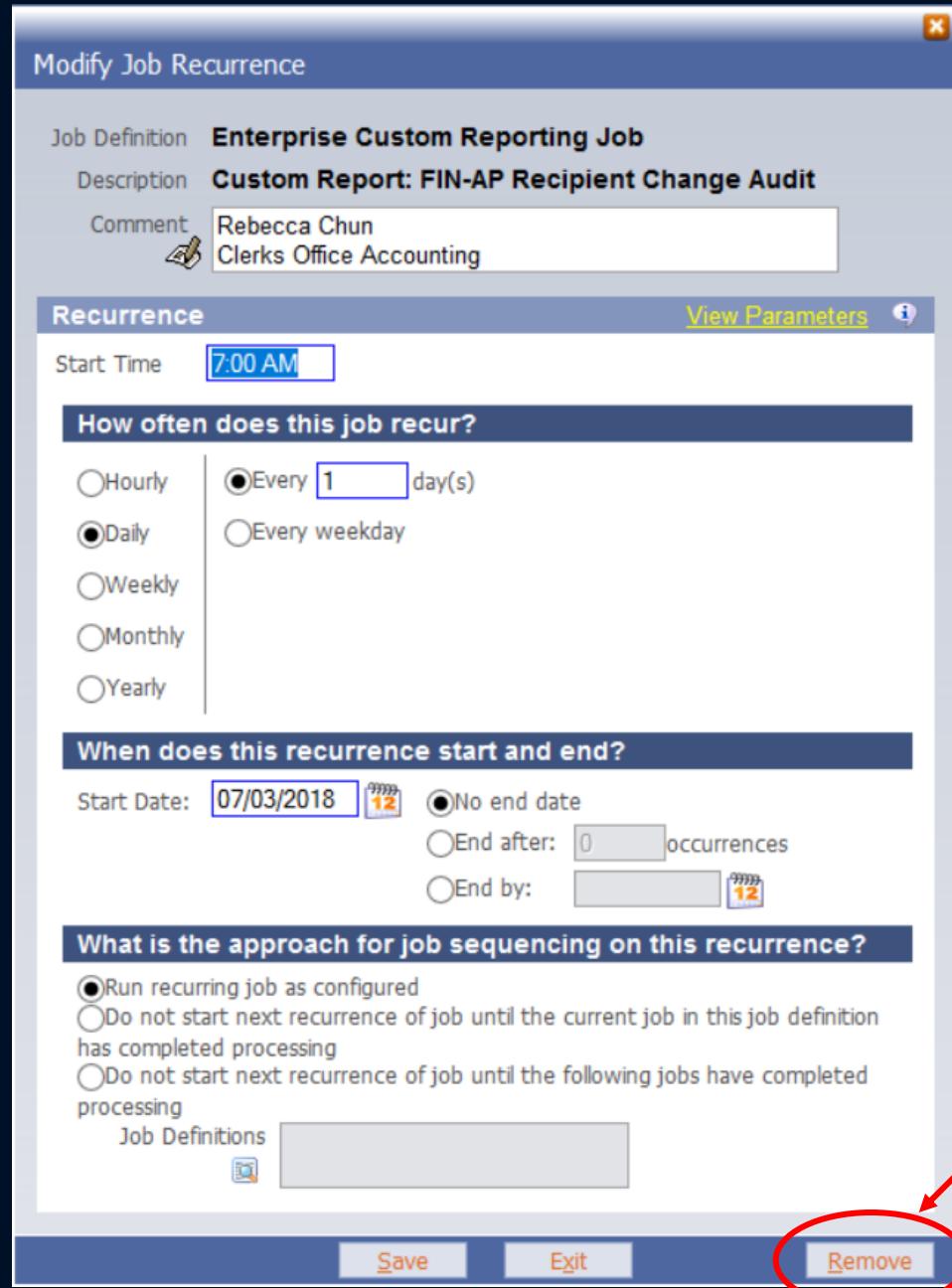
[Continue](#) [Exit](#)



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



Change the email recipient and preferences



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