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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Completed by: | |  |  | Title/Position: | |  |  | Date: |  |
| County: |  | | | |  | |  | | |
|  | | | | | | |  | | |

**Purpose**

Please complete the questions below. Please be as specific and detailed as possible with your answers. The SC-CMS Project Team will use your answers to discuss business processes with you and to help with the configuration of Odyssey for your implementation.

**Financials**

1. What are your current processes for managing collections? Do you do your own collections process, use external collection agencies, or a combination? If you do your own collections, what are the steps you follow?
2. Do you use the collections module in legacy to transfer cases to a collection agency?

3. Which, if any, Obligor codes and Review Type codes would you like converted into

Odyssey? (You may attach a list.)

1. Do you do monthly restitution escheatment?
2. How is Arbitration billing managed?
3. How are disbursements managed?
4. How does your court track financial information?

**Banking**

1. How often do you currently reconcile your bank statement? Who does your reconciliation?
2. What is the name of the bank you use for all case related financials?
3. Do you have separate accounts for non-case related money?
4. When do you receipt your EFTs into JRS? Who does this entry?
5. Which third-party vendors do you accept EFTs from (i.e., nCourt, Point & Pay, etc.)? (Please exclude government agencies.)
6. When do you enter your NSFs into the system? Who does the entry?
7. Do you use Positive Pay?
8. How often do you currently do your cashier till deposits? Who does the deposit?

**List Existing Forms and Reports**

1. Please attach any forms (in Word format, if possible) the court originates at any time during a financial process.
2. Please list any reports necessary for completion of a financial process.

Please submit the completed worksheet and supporting documentation, if any, to [sccmsproject@courts.wa.gov](mailto:sccmsproject@courts.wa.gov).

Thank you for taking the time to answer these general financial questions. Our Financial Team will be contacting you soon via email with a more in-depth questionnaire that will allow us to implement Odyssey in your county in a way that meets your county’s financial needs.