

# Administrative Office of the Courts

Supreme Court of New Mexico

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## Judicial Information Division (JID)

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### Preparing Odyssey Bank Deposits Standard Operating Procedure

***Version 1.0***

*Updated: 05/2016*

## Preparing Odyssey Bank Deposits

### COURT / DEPARTMENT / DIVISION

All Courts

### USER

Supervisors, Managers, Financial Staff

### PURPOSE

To prepare the bank deposit for payments received in Odyssey

**NOTE:** Most financial transactions in the courts have a direct relationship with a case. Case Manager is where most financial transactions are assessed, collected, and entered. Case Manager is also where the receivables are set up. In Case Manager, every financial transaction lists at least one corresponding financial account in Financial Manager. The “destination” of accounts for any fee levied by the court is identified in the Case Manager Fee Schedule. Most transactions are electronically exported from the Case Manager side to the Financial Manager side. Financial Manager is where checks are generated and printed to pay out transactions generated in the Case Manager side.

Payments are placed in tills when taking payments in the Financial Tabs. Receipts from all reconciled tills may then be included in a single deposit. Each person that has a till is responsible for balancing and reconciling their till in preparation for the daily deposit.

Once all tills are balanced and reconciled for the day, the bank deposit is ready to transfer from the Case Manager side to the Financial Manager side for deposit.

### NAVIGATION

Odyssey/Case Manger

### STEPS

To Export a bank deposit from the Case Manager side to Financial Manager:

#### Fees & Finances

- Find an Account
- Sign On to a Till
- Take a Misc. Payment
- View My Current Till
- Find a Receipt
- Find a Disbursement
- Manage Tills
- Manage Deposits
- Check Processing Queue
- Group Disbursements
- Export Check History
- Post IV-D Check

1. Make sure all tills to be included in the deposit have been balanced, reconciled, and closed for the day
2. In Case Manager, click on Manage Deposits in the left navigation panel



Manage Deposits

3. On the Manage Deposits screen click the Add (+) icon in the Deposit Listing to create a deposit
4. In the Deposit Detail section
  - a. Enter Deposit Date in Deposit Date Field
  - b. Optionally, enter Reference Number, Department and Account number in the fields below the date
  - c. Enter user's initials in the Comment field. This will appear later in the memo field of the transaction detail in Financial Manager
5. Click the (+) button in the Tills Included in Deposit header to select all balanced and reconciled tills that will be included in this deposit
6. Click the View Deposit Analysis link to generate the Deposit Analysis report that will be used to complete the bank deposit slip
7. Click the Close Deposit link, which will open the Confirmation window

The screenshot shows the 'Manage Deposits' interface for 'Curry County Magistrate Court in Clovis'. At the top, there is a 'Deposit Listing' table with columns for Date, Ref. No., Department, and Total Deposit Status. A single entry is shown for 05/02/2016 with a total of 19,892.00 and status 'Open'. Below this is the 'Deposit Detail' section with input fields for Deposit Date (05/02/2016), Reference No., Department, Account No., and Comment. A checkbox for 'Include Over/Short on Deposit Analysis' is checked. To the right, there is a 'Tills Included in Deposit' table with columns for Name, Date, and Amount. Two tills are listed: Michelle (11/24/2015, 19,334.00) and Cecilia Balze (11/24/2015, 538.00). Callout boxes with arrows point to various elements: 'Enter Deposit Date' points to the date field; 'View Deposit Analysis' points to a link in the Deposit Detail header; 'Close Deposit' points to a link in the Tills header; 'Tills Included in Deposit' points to the Tills table; 'Include Tills' points to a plus icon in the Tills header; and 'Comment Field' points to the comment input field.

Date	Ref. No.	Department	Total Deposit Status
05/02/2016			19,892.00 Open

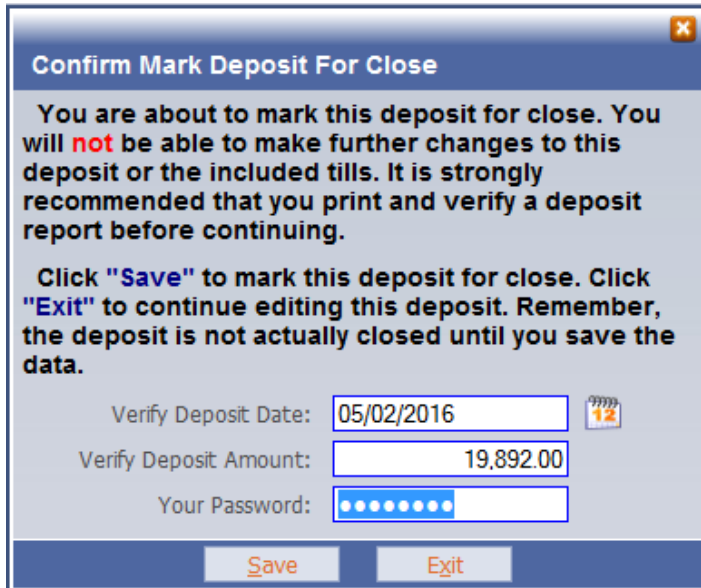
  

Deposit Date	Reference No.	Department	Account No.	Comment
05/02/2016				

Tills Included in Deposit		
Michelle	11/24/2015	19,334.00
Cecilia Balze	11/24/2015	538.00


8. In the Confirmation window, verify the information is correct
9. Click Save



**Confirm Mark Deposit For Close**

You are about to mark this deposit for close. You will **not** be able to make further changes to this deposit or the included tills. It is strongly recommended that you print and verify a deposit report before continuing.

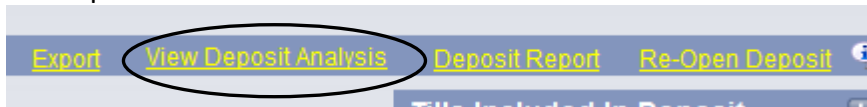
Click "Save" to mark this deposit for close. Click "Exit" to continue editing this deposit. Remember, the deposit is not actually closed until you save the data.

Verify Deposit Date:  

Verify Deposit Amount:

Your Password:

10. In the Deposit Listing, select the current deposit, which will display the detail in the Deposit Detail section
11. To see any Shortages or Overages, click on the View Deposit Analysis hyperlink in the Deposit Detail section



**Deposit Analysis**

Deposit Date 05/02/2016 Reference No.  
Location Curry County Magistrate Co

Cash Deposited Transactions		
<b>Cash</b>		
Cash (7)	Cecilia Baize Till	461.00
Cash (6)	Michelle Grizzle Till	5,354.00
Shortage/Overage Adjustment		-354.00
		<hr/>
		5,461.00
<b>Check</b>		
Check (1)	Cecilia Baize Till	77.00
Check (1)	Michelle Grizzle Till	14,080.00
Shortage/Overage Adjustment		354.00
		<hr/>
		14,431.00
<b>Total Cash Deposit</b>		<hr/>
		19,892.00
<b>Non-Cash Deposited Transactions</b>		
<b>Credit Card</b>		
		<hr/>
		0.00
<b>Interest</b>		
		<hr/>
		0.00

12. Running the Deposit Report and looking at the last page will show if there are any adjustments that will affect the deposit

Fee Code Summary Totals	Gross		Positive Adjustments		Negative Adjustments		Net	
	Amount	Number	Amount	Number	Amount	Number	Amount	Number
	19,892.00	37	0.00	0	0.00	0	19,892.00	37

13. In the Deposit Detail section, click the Export hyperlink

Name	Date	Amount
Michelle	11/24/2015	19,354.00
Cecilia Baize	11/24/2015	538.00

14. The Job Submitted message window will appear

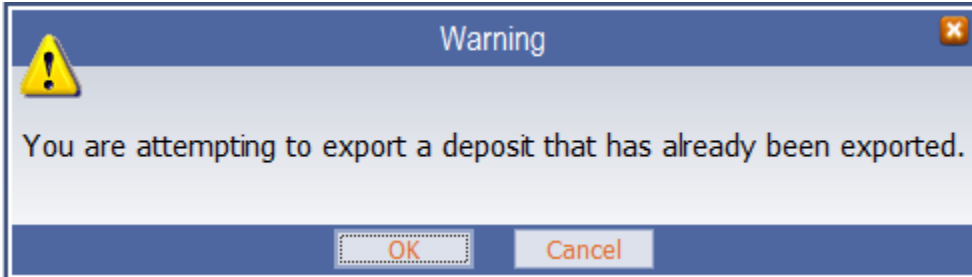
15. Click OK

16. In the Deposit Listing screen, the deposit will now display a status of Exported

Date	Ref. No.	Department	Total Deposit Status
05/02/2016			19,892.00 Exported

**NOTE:** Success in exporting deposits is “all or nothing”. If a day-end deposit export contains a deposit transaction that fails to export, then the entire deposit export fails. The user will need to resolve the issues and try to re-export.

**WARNING:** Case Manger does not prevent a user from successfully exporting a deposit twice. However, it does display the following message:



17. Click Cancel.

- a. If OK is clicked, a reversal in Financial Manager must be done to remove the extra deposit.