

Administrative Office of the Courts

Supreme Court of New Mexico

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Judicial Information Division (JID)

Voiding a Check Issued In Odyssey Standard Operating Procedure

Version 1.0

Updated: 08/2016

Voiding a Check Issued in Odyssey

COURT / DEPARTMENT / DIVISION

All Courts

USER

Court Managers/Supervisors/Financial Staff

PURPOSE

To void a check that was issued by the court (i.e., a restitution check issued to the wrong victim, a refund check issued in error, etc.)

NAVIGATION

Odyssey/Case/Financial tab

STEPS

1. In the case, go to the **Financial** tab
2. From the **Summary** screen, click on the **Case Fines and Fees** hyperlink under the party's name
3. Click on the **View Trans** hyperlink in the Balances header to open the transaction detail

Fee Category	Charges	Payments	Credits	Balance	Disb
Bench Warrant Fee	200.00	0.00	200.00	0.00	0.00
Overpayment	200.00	200.00	0.00	0.00	200.00
Totals	400.00	200.00	200.00	0.00	200.00

4. Locate and select the check (disbursement) that was issued by the court

Date	Reference	Charges	Payments	Credits	Balance	Disb	Escrow
13128416	Charge	100.00			100.00		0.00
20381301	Charge	100.00			200.00		0.00
20408691	Counter Payment CLOM-2014-7046		200.00		0.00		200.00
20410624	Disbursement 104272				0.00	200.00	0.00
20418617	Charge	200.00			200.00		0.00
20418642	Adjustment		0.00		200.00		0.00
20418653	Ordered by Judge			200.00	0.00		0.00
20418660	Disbursement 104275				0.00	200.00	(200.00)

- View the check and verify that this is the correct check to void
- Click **Void**

View a Check on Case # M-12-MR-2013-00707

Type: Fines/Fees Refund to Party Number: 104275

Pay To: Tiffany Shepard Cutoff Date: 11/06/2014
Address: Trans Date: 11/06/2014
Check Date: 11/06/2014
Amount: 200.00

Two Hundred and no/100 Dollars

Memo: M-12-MR-201300707 User: Fiola, Jinger
JKF Account: A-005-200-21800-12-100001
New Mexico Bank & Trust Audit ID 20418660

Exit Void

- Enter a comment and click **Yes (ALT+Y)** to proceed

View a Check on Case # M-12-MR-2013-00707

Type: Fines/Fees Refund to Party Number: 104275

Pay To: Tiffany Shepard Cutoff Date: 11/06/2014
Address: Trans Date: 11/06/2014
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Amount: 200.00

Two Hundred and no/100 Dollars

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New Mexico Bank & Trust Audit ID 20418660

Exit Void

Void Check
This will void check number 104275 dated 11/06/2014 for \$200.00
Do you want to continue?
Comment: Enter your comment
Yes No

- The entry on the **Transaction** screen will now display **Void Disbursement**

M-12-MR-2013-00707

Time Stds Financial Prot. Orders Warrants Bonds Exhibits Documents Appeals Atty Pmts Tasks

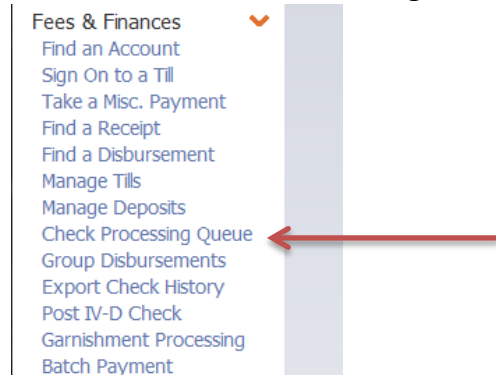
State of New Mexico v. ROBERTO CUMPIAN Inactive
Type Misdemeanor (Mag) No Active Collections Officer
Sort By Transaction Date Show Indirect Fees No Collection Status
View Summary Print Detail

CUMPIAN, ROBERTO

Trans Add Pmt Plan Edit Detail View Balances

Date	Reference	Charges	Payments	Credits	Balance	Disb	Escrow
13128416 01/02/2014	Charge	100.00			100.00		0.00
20381301 10/17/2014	Charge	100.00			200.00		0.00
20408691 10/31/2014	Counter Payment CLOM-2014-7046		200.00		0.00		200.00
20410624 11/03/2014	Disbursement 104272				0.00	200.00	0.00
20418617 11/06/2014	Charge	200.00			200.00		0.00
20418642 11/06/2014	Adjustment		0.00		200.00		0.00
20418653 11/06/2014	Ordered by Judge			200.00	0.00		0.00
20418660 11/06/2014	Disbursement 104275				0.00	200.00	(200.00)
20467961 12/03/2014	Disbursement 104304				0.00	(200.00)	0.00
21188860 03/25/2016	Void Disbursement 104275				0.00	(200.00)	200.00
Totals		400.00	200.00	200.00	0.00	0.00	200.00

9. Select the **Check Processing Queue** from the left Navigation menu



10. Select the appropriate checking account using the dropdown options

11. The entry waiting for this voided check with a negative amount will be displayed in red

12. Select the entry with a check mark in the Select column

13. Click the **Submit** button

The screenshot shows the 'Check Processing Queue' interface. At the top right, there are 'Submit' and 'Exit' buttons, with 'Submit' circled in red. Below the buttons are filter fields: 'Location' (Curry County Magistrate Cou), 'Submitted By' (All Users), and 'Checking Account' (Clovis Magistrate Checking, with a red arrow pointing to the dropdown). To the right, there are 'Show' (All) and 'Sort By' (Date/Time Submitted) dropdowns, and checkboxes for 'Show Included Checks' and 'Show Excluded Checks'. Below the filters is a table titled 'Checks to Process' with columns: Submitted, Submitted By, Source, Pay To, Case Number, Amount, and Select. The first row is highlighted in red and has a checkmark in the 'Select' column, which is also circled in red. The 'Amount' column for this row shows (-200.00). Navigation buttons like 'Reset', 'Previous', 'Next', and 'Clear All' are visible above the table.

Submitted	Submitted By	Source	Pay To	Case Number	Amount	Select
11/06/2014 8:32 AM	Fiola, Jinger	Individual	Tiffany Shepard	M-12-MR-2013-0070:	(-200.00)	<input checked="" type="checkbox"/>

14. This will automatically **Void** the check