

Administrative Office of the Courts

Supreme Court of New Mexico

202 E. Marcy Street
Santa Fe, NM 87501



(505) 827-4800
(505) 827-4824 (fax)

Judicial Information Division (JID)

District Court (EOM) END OF MONTH PROCESS Standard Operating Procedure Version 2.1 Updated 7/2023

Approved by: AOC Fiscal Services on February 23, 2023

Title

COURT / DEPARTMENT / DIVISION

This procedure is to be used by District Courts

USER

Court Financial Officer or other staff responsible for month end financial balancing and reconciliation

PURPOSE/INTRODUCTION

To provide District Courts with a statewide standardized procedure for the balancing and reconciling of financials in Odyssey at the end of each month for reporting to the Fiscal Department of the (AOC) Administrative Office of Courts.

The report shall itemize all fines, forfeitures, and costs imposed, received and disbursed by the district during the previous month or indicate that none were imposed, received or disbursed. Each district court shall submit reporting to the Administrative Office of the Courts on or before the 7th business day of the following month the amount of all fines, forfeitures, and costs collected by the court during the previous month, except for amounts disbursed in accordance with law.

RELEVANT DATA STANDARDS

Data Standards were approved by the Supreme Court on May 20, 2020. Using the data standards will result in improved data collection and reporting; improved data quality; improved consistency in case processing; improved court efficiency; and improved ability to establish court staffing needs. Refer to the following data standards for any procedures that may or may not be specifically mentioned in this SOP:

General	Case Specific
1.6.0 Financials	

END OF MONTH PROCESS

Courts should prepare for the end of the month financial balancing and reconciliation in Odyssey throughout the month by reviewing and completing all steps involved in financial management. The AOC recommends running intermediate reports so that potential problems can be identified and corrected early.

If the court is unable to balance a till or deposit on any day, contact the JID Service Desk as soon as possible (the same day or early the next business day). Failure to balance even one day will prevent the court from balancing at the end of the month.

Most reports can be memorized to populate on a set date and time. Use the date shortcuts (b-1 and e-1) when memorizing date parameters. The report parameters are then saved and available for future use.

AOC Fiscal requires:

- Deposits in Odyssey shall match deposits made to the bank. This includes the deposit date and the deposit amount. Any discrepancy that cannot be corrected must be explained in the EOM documentation.
- Electronic payments received from Chase for Court Fees paid through File & Serve are receipted into a designated File & Serve till without any other payments received by the Court in other forms, i.e., cash or check, and are posted to the bank account separate from other deposits made by the Court. **In Odyssey, these tills shall be recorded as separate deposits.** The deposit date for these deposits should be the date the money is posted to the bank account which should also be the effective transfer date from the Chase FIN10/FIN 25 Report. File & Serve tills shall not be included in a daily deposit with other tills.
- Credit card payments received from LexisNexis for court fines and fees paid either at the counter (PoS Counter) or online (PoS Online) are receipted into separate designated tills without any other payments received by the court in other forms, i.e., cash or check, and are posted to the bank account separate from other deposits made by the court. **In Odyssey, these tills shall be recorded as separate deposits.** The deposit date for the tills should be the date the money is posted to the bank account. PoS tills shall not be included in a daily deposit with other tills.
- Before beginning the EOM process, courts shall make sure all tills for the reporting month are closed, reconciled, and included in a deposit.
- Deposits for the following month should not be exported until the EOM process is complete.
- Before beginning the EOM process, courts shall make sure all deposits posted to the bank during the month being reconciled have been closed and exported in Odyssey.
- Before beginning the EOM process, courts shall make sure that all checks and voided checks have been processed through the Check Processing Queue.
- One (1) monthly disbursement shall be processed in Odyssey unless there is a specific business need that requires a court to do multiple disbursements in a single month. Courts that do multiple disbursements during the month may be required to supply additional documentation to AOC Fiscal for EOM Process.
- No checks shall be issued after close of business on the last day of the month being reconciled until the EOM process is complete. Courts that do multiple disbursements in a single month, shall not issue checks until the disbursement is complete.
- Do not post, refund or convert bonds after close of business on the last day of the month being reconciled until EOM process is complete. Courts that do multiple disbursements in a single month, shall not post, refund or convert bonds until the disbursement is complete.
- Courts shall contact the JID Service Desk if assistance is needed to resolve an overage or shortage, or to balance their accounts in Odyssey.

NAVIGATION AND STEPS

Odyssey/Case Management (Appropriate financial rights needed)

I. Preparation for Month End Processing

Daily:

1. Ensure daily balancing has been verified and is accurate. Each till must balance every day. If you are unable to balance on any day, contact the JID Service Desk **AS SOON AS POSSIBLE** (preferably the same day or early the next day). Failure to balance even one day will cause you to fail to balance at the end of the month.
2. Search **Manage Tills**. Ensure all tills are closed, reconciled, and included in a deposit.
3. Search **Manage Deposits**. Ensure all deposits for the reporting month have been exported. Exception: Review File & Serve, PoS Counter, and PoS Online deposits carefully before exporting.

Note: During the last two (2) days of the month, do not export the File & Serve, PoS Counter, and PoS Online deposits that are received until EOM has been completed. Submit a JID Service Desk incident if assistance is needed in reviewing. There may be times when a deposit must be exported that has not cleared the bank. That is dependent on the two (2) day hold. If that occurs, the outstanding deposit report is used to capture that exported deposit.

End of month:

4. Search for **View Check Processing Queue in Case Manager**. Make sure that all checks and voided checks have been processed, and voids have been submitted.
5. Search for **View Check processing Queue in Financial Manager**, ensure, it is empty.
6. Review bank statements and make sure any NSF's, Fees, and other debits or credits are entered in Odyssey.
7. NSF's must be entered individually.

II. Interest

1. Review bank statements retrieved in Step 1 to identify all interest posted to the bank account(s).
2. For courts that have litigant funds, posting interest to each case can be a timely process, that part may be completed after the EOM process is complete.

NOTE: Districts that have multiple counties with funds going into one account, select the higher node where the accounting is handled. District Courts that have multiple counties with funds going into separate accounts for each county, it is recommended that you run a separate report for each county. The option to include sub nodes accounting is not recommended.

III. Balancing between Case Manager and Financial Manager

1. Account Balances Report

- a) Search for Account Balances Report.
- b) Specify the following parameters:
 - **Location:** Select the appropriate node.
 - **Accounts:** Select Transactions.
 - Use the picker box choose "Select All" to include all accounts in the report, then continue.

- **As of Date:** Enter the last date of the month being reconciled. The shortcut to run the report on the last day of the month is “e” or “end.” The shortcut to run the report after the last day of the month for the previous month is “e-1” or “end-1.”
- **Reporting Options:** Select Run Detail and Summary.
- Once the parameters are entered, click on “Memorize” to save the parameters to run the report again in the future.
- Click on Submit (Alt+U).
- Print or print to pdf, save the report and label as #3.

2. Group Disbursement Summary Report – Draft Copy

NOTE: Retrieve the previous month’s Group Disbursement Report, Final Copy #7. Make note of the end date within the “Collection Date Range” located in the upper left-hand corner of the Disbursement Report. This date will be utilized to determine the “Collection Start Date” in the Group Disbursement Summary for the current month being balanced.

Disbursement Summary

NMODYSSEYPRO
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Collection Date Range: 11/01/2022 - 11/30/2022 Ignore Tender Holds: No

Final Copy #7

State Treasurer

Disbursement Summary

Code Word	Description	(+) Collection Amount	(+) Previous Escrow	(-) Escrow Deductions	(-) Escrow Held	Disbursement Amount
CERTSEAL	Certification and Seal	63.00	0.00	0.00	0.00	63.00
CRCTAUTO	Criminal Court Automation Fee	20.00	0.00	0.00	0.00	20.00

- a) Search for Group Disbursements.
- b) Select Process Group Disbursements.
- c) Specify the following parameters:
 - Select the appropriate node, continue.
 - **Create disbursement check:** Box **should not** be checked.
 - **As of Date:** Enter the last business day of the month that is being balanced.
 - The last business day of the month **cannot** be a Saturday, Sunday, or holiday.
 - **Create disbursement summary report:** This box must be checked.
 - **Collection Start Date:** **For clarification see Note above**
 - Utilizing the end date from the Group Disbursement Summary Report (as noted above), enter the next calendar day as the “Collection start date.”
 - This **can be** a Saturday, Sunday, or holiday.
 - **Report Options:** Select Detail and Summary.
 - **Checking Account:** Click on the picker box and select the appropriate node checking account, continue.
 - **Fee Categories:** Click on the picker box to select the fees to be included. Click on “Select All” then continue.
 - Once the parameters are entered, click on “Memorize” to save the parameters to run the report again in the future. Recommended name “Group Disbursement –DRAFT.”
 - Click on Submit (Alt+U).
 - Print or print to PDF, Save the report.

3. Balancing the Reports (Report #3 & Disbursement Summary – Draft Report)

A. Comparing Bank Statement – Account Balances Report and Disbursement Summary Report - Draft:

- Verify that the total debits and total credits on the bank statement match.
- On the **Account Balances Report #3**, compare the balance of STO account, under the Assets section to the total of the disbursement amount on the **Disbursement Summary Report – Draft**. Those amounts must match.
- The disbursement amount on the **Disbursement Summary Report – Draft** must match the “debit amount” shown on the bank statement.
- The balance of the STO account, under the Assets section of the **Account Balance Report #3** must match the “debit amount” shown on the bank statement.

B. Compare the Account Balances Report #3 and the Group Disbursement Summary Report – Draft

- Go through the Liabilities Section in the **Account Balances Report #3** and compare the amount on each line with the amount in the corresponding line of the **Group Disbursement – Draft report**.

Note: There are some instances where you will need to total a couple of the fee codes on the Group Disbursement Report to match the Account Balances Report.

Example #1: On the Account Balances report under Liabilities, the Court’s Automation Fee Account has several fee categories on the Disbursement Summary Report such as Criminal, Civil, Family, and Probate or MH that will need to be totaled together. The amounts should match.

Example #2: On the Account Balances report under Liabilities, the Public Service Fees Account has several fee categories on the Disbursement Summary Report such as Certification and Seal, Exemplification fee, Photocopy fee, Postage etc., that will need to be totaled together. The amounts should match.

- If the amounts do not match on any of the liabilities you must find the discrepancy.

If you are unable to resolve the discrepancy, STOP and submit a JID SERVICE DESK TICKET.

4. Disbursement

If all balances match proceed to issuing the final Group Disbursement check.

A. Issuing the Disbursement Check to the AOC

- a) Search for Group Disbursements.
- b) Select Process Group Disbursements.
- c) Specify the following parameters:
 - Select the appropriate node, continue.
 - **Create disbursement check:** Box **should be** checked.
 - **As of Date:** Enter the last business day of the month that is being balanced.
 - The last business day of the month **cannot** be a Saturday, Sunday or holiday.
 - **Create disbursement summary report:** This box must be checked.
 - **Collection Start Date:**

- Utilizing the end date from the Group Disbursement Summary Report (as noted above), enter the next calendar day as the “Collection start date.”
- This **can be** a Saturday, Sunday or holiday.
- **Report Options:** Select Detail and Summary.
- **Check Type:** Select Fines and Fees Disbursement.
- **Trans Date:** Default’s to today’s date.
- **Checking Account:** Click on the picker box and select the appropriate node checking account, continue.
- **Fee Categories:** Click on the picker box to select the fees to be included. Click on “Select All,” continue.
- Click on Submit (Alt+U).
- Print or print to pdf and save the report and label as #7.

B. Exporting the check

- a) Search for “View Check processing Queue” for Case Manager.
- b) If prompted, select the court node.
- c) **Checking Account:** Use the drop down to select the State Treasurer Checking Account – “Bank One.”
- d) The Disbursement Check should be the only check in the queue. Verify that the amount of the check is the same amount as the amount on the Group Disbursement Summary – Final Report. **If the amounts do not match, STOP! CANCEL THE CHECK! Review the Final Report and repeat above steps, if necessary, to correct the difference.** If the cause of the difference cannot be identified or corrected, contact the JID Service Desk.
- e) In the “Select” column, a green check mark should populate selecting the check for the AOC.
- f) Click Submit.
- g) Wait for the message box that states the check has been exported.

C. Printing the Check

- a) Search for “View Check processing Queue” in Financial Manager.
- b) If prompted, select the court node.
- c) **Checking Account:** Use the drop down to select the State Treasurer Checking Account – “Bank One.”
- d) **Checks to Print:** Place a check mark on the X for the check to the AOC. This should be the only check in the queue.
- e) Click Print (Alt + P) to print a dummy check.
- f) Enter a check number for the check.
 - Check number = date check is issued using the following format
MMDDYYYY (12072022)
- g) Select “NM Check Format.”
- h) Select Printer.
- i) Do not “Include Fee Detail.”
- j) Click continue.
- k) If the check printed correctly, click continue in the Check Printing Confirmation.

- l) If the check did not print correctly, uncheck checkbox and click continue (ALT+C). Click on Yes button and repeat steps.
- m) Do not print the check stub detail report.
- n) The dummy check will be submitted to AOC Fiscal Field Services with the rest of the EOM documentation and reports.
- o) District Courts that do multiple Group Disbursements during the month must complete this step each time a disbursement is done.
- p) Print or print to pdf, save report and label as #8.

5. Reconciliation of Bank Statement

About: Reconciliation is the process that ensures the Financial Manager's records match the bank's transactions, and the balances are exact. This must occur as soon as you get your bank statements. When reconciling, you will match transactions in Financial Manager against a bank statement, clear all items in Financial Manager that are reflected on the bank statement and balance Financial Manager account amounts with the bank statement account balance. All transactions for a given period of time must be reconciled in order to close that period.

A. View Current transaction status:

- a) Select "View Chart of Accounts."
- b) Select appropriate node.
- c) Click on the account being reconciled, start with the State Treasurer Checking Account – "Bank One."
- d) The "Transaction Register" dialog box will open, click on "Reconcile."
- e) The "Reconcile Account" dialog box will display.
- f) View the information in the Header:

Bank Account: Displays the account description.

Last Statement Date: Displays the date when this account was last reconciled.

Last Statement Balance: Displays the ending balance amount that was last reconciled.

B. Reconcile

- a) Ensure you have the actual bank statement in hand.
- b) Access the "Account Reconciliation" dialog box.
- c) Complete the "Statement Date" field with the closing date on the bank statement.
- d) Complete the "Statement Balance" field with the ending balance on the bank statement.
- e) Under Deposits, place a check mark in the box that states, "Include Net Zero Deposits." In addition, click on the X in the "Mark" column to mark each "zero 0 deposits" that are shown, if applicable.
- f) On the "Payments" table, click on the X in the Mark column to place a check mark in the row for each check that has cleared the account, corresponding with the bank statement.
- g) On the "Deposits" table, click on the X in the Mark column to mark each deposit that has cleared the account corresponding with the bank statement.

Note: After you have verified that all transactions on the bank statement have been marked "Cleared" the "Cleared Balance" matches the Statement Balance and the "Difference from Statement Balance in the Reconciliation Account Screen" is Zero 0, proceed to step "h."

If the account is not balanced, find and fix the error(s) utilizing suggestions below:

- Verify that all cleared items on the bank statement have been marked as cleared on the “Reconcile Account” page in Odyssey.
 - Verify that the amount of each transaction on the statement matches the amount of the transaction in Odyssey.
 - If the account is still out of balance, exit the reconciliation page without reconciling by clicking Save (Alt + S).
 - To obtain a status report that helps with balancing, view the “Transaction Register” for the checking account, then click Print. The printed Transaction Register is a troubleshooting tool to show checked and unchecked items. Review the Payments and deposits to ensure that all transactions for the reporting month are exported and listed.
 - If in the course of clearing payments and deposits you realize that a transaction was omitted from Case Manager, return to Case Manager, add the transaction and export.
 - If you are unable to find or fix the error(s), **STOP** and contact the JID Service Desk immediately.
- h) Click on “Reconcile” (Alt + R).
- Add email recipients and attach any files, if necessary, then click Finish.
- i) “Case Manager” saves the marked transactions as reconciled, saves the date of the reconciliation, and stores the “Uncleared Balance” to be used as the “Last Statement Balance” at the next reconciliation of this account. Transactions that have been cleared and reconciled will display with a green check mark on the “Transaction Register.”
- j) Watch for the “Account Reconciliation Report,” which is automatically generated when reconciled. This report can also be retrieved from the job history.
- k) Print this report and label it #10.C9a.
- l) Repeat step 8 for each account in Odyssey (e.g. Trust Checking, Trust Savings).
Label those reports as follows:
- (Trust Checking) - # 10.C9b;
 - (Trust Savings) - # 10.C9c.

6. Comparing and Balancing Trust Checking Account

You will need the following reports and documents to balance the Trust Checking Account:

- Trust Checking Bank Statement
- Account Balances Report #3
- Outstanding Deposits and Checks Report #11

A. Run Outstanding Deposits and Checks Report (Transaction Detail Report - #11)

- a) Search on Reporting, then Transaction Detail.
- b) Click on Transaction Detail Report.
- c) Specify the following parameters:
 - **Location:** Select the appropriate node
 - **Start Date:** Enter 01/01/2010

- **End Date:** Enter the last day of the reporting month. (The shortcut e-1 in the date field will cause the report to always run showing the last day of the previous month).
- **GL account:** Use the drop down arrow to select “Trust Checking”
- **Check Type:** Use the picker box to select “All” check types to be included and continue (Alt + C).
- **Check Options:** Use the drop down list to select “Include only uncleared checks.”
- **Payment Type:** Use the picker box and select “Select All”, continue (ALT + C).
- **Payment Options:** Use the drop down list to select “Include only uncleared payments.”
- **Deposit Type:** Use the picker box to select the type of deposits to be included. Click on “Select All,” then continue (Alt + C).
- **Deposit Options:** Use the drop-down arrow list to select “Include only uncleared deposits.”
- **Sort Order:** Use the drop down arrow to select “Date.”
- **Include Adjustment Transactions:** Do NOT check this box.
- **Include Voids/Reversals:** Do NOT check this box.
- Select Submit.
- Print or print to pdf, save report and label as #11.

#3

Account Balances

NMODYSSEYPROD

As Of: 05/31/2019 Accounts: Some Transaction Report Options: Run Summary and Detail

Assets			831,626.87
Account	Transaction	Account Type	Balance
A-005-200-1000-24200-	State Treasurer-	Ban	33,116.75
A-005-200-1000-24200-	Trust Checking-	Ban	362,191.70
A-005-200-1000-24200-	Trust Savings-	Ban	436,318.42

B. Note the ending balance on Outstanding Deposit and Checks Report (#11)

#11

Transaction Detail

NMODYSSEYPROD

Date Range: 01/01/2010 to 05/31/2019 Sorted By: Date Types: Bail Bond Refund/Disbursement, All ...

Total:	0.00	26,432.88
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C. If Interest has been earned in this account, this will need to be added to the Account Balances Report balance in order to match the balance from the bank statement. Obtain any interest amount from the Trust Checking bank statement.

STATE OF NEW MEXICO
DISTRICT COURT TRUST
TRUST ACCT
DISTRICT CT CLRK FISC SERVICES

1-800-AT WELLS (1-800-289-3557)
5:00 AM TO 6:00 PM Pacific Time Monday - Friday

Online: wells Fargo.com

Write: Wells Fargo Bank, N.A. (585)
P.O. Box 6995
Portland, OR 97228-6995

Account summary

Analyzed Business Checking Plus PF

Account number	Beginning balance	Total credits	Total debits	Ending balance
	\$398,422.36	\$1,166.68	-\$10,897.78	\$388,691.26

Interest summary

Annual percentage yield earned this period	0.20%
Interest earned during this period	\$66.68
Year to date interest and bonuses paid	\$337.88

D. Add the amounts together.

Trust Checking balance from Account Balances #3 + Ending balance of Outstanding Deposit and Checks Report #11 + Interest = Bank Statement ending balance.

$$\$362,191.70 + \$26,432.88 + 66.68 = \$388,691.26$$

E. Compare the Trust Checking Account bank statement "Ending Balance" amount to the total calculated above. The amounts must match.

STATE OF NEW MEXICO
DISTRICT COURT TRUST
TRUST ACCT
DISTRICT CT CLRK FISC SERVICES

Call your Customer Service Center or Client Services
1-800-AT WELLS (1-800-289-3557)
5:00 AM TO 6:00 PM Pacific Time Monday - Friday

Online: wells Fargo.com

Write: Wells Fargo Bank, N.A. (585)
P.O. Box 6995
Portland, OR 97228-6995

Account summary

Analyzed Business Checking Plus PF

Account number	Beginning balance	Total credits	Total debits	Ending balance
	\$398,422.36	\$1,166.68	-\$10,897.78	\$388,691.26

Interest summary

Annual percentage yield earned this period	0.20%
Interest earned during this period	\$66.68
Year to date interest and bonuses paid	\$337.88

F. Compare the balance of the Liability accounts pertaining to the Trust Checking Account and the balance of the Trust Checking Account within the Account Balances Report #3.

#3

Account Balances

NMODYSSEYPROD

As Of: 05/31/2019 Accounts: Some Transaction Report Options: Run Summary and Detail

Assets			831,626.87
Account		Transaction Account Type	Balance
A-005-200-1000-24200-	State Treasurer-	Bank	33,116.75
A-005-200-1000-24200-	Trust Checking-	Bank	362,191.70
A-005-200-1000-24200-	Trust Savings-	Bank	436,318.42

Liabilities

Account		Transaction Account Type	Balance
L-2201-200-001-24200-	District Cash Bond	Current Liability	150,391.24
L-2401-200-001-24200-	Cash Deposit Registry	Current Liability	211,800.46

G. Add the following liability account balances together.

$$\text{District Cash Bond} + \text{Cash Deposit Registry} = \text{Trust Checking Account Balance}$$

$$\$150,391.24 + \$211,800.46 = \$362,191.70$$

If the numbers match, proceed to Step 7.

If there is a discrepancy, identify and correct what is causing the discrepancy.

If assistance is needed, contact the JID Service Desk.

7. Comparing and Balancing Trust Savings Account

The following reports and documents will be needed to balance the Trust Savings Account:

- Trust Savings Bank Statement
- Account Balances Report #3
 - a) Obtain the Trust Savings balance from Account Balances Report #3.

#3

Account Balances

NMODYSSEYPROD

As Of: 05/31/2019 Accounts: Some Transaction Report Options: Run Summary and Detail

Assets			831,626.87
Account		Transaction Account Type	Balance
A-005-200-1000-24200-	State Treasurer-	Bank	33,116.75
A-005-200-1000-24200-	Trust Checking-	Bank	362,191.70
A-005-200-1000-24200-	Trust Savings-	Bank	436,318.42

- b) If Interest has been earned in this account, this will need to be added to the Account Balances Report balance in order to match the balance from the Trust Savings bank statement. Obtain any interest amount from the Trust Saving bank statement.

STATE OF NEW MEXICO
[REDACTED]
LITIGANT SAVINGS ACCOUNT
[REDACTED]

1-800-A1 WELLS (1-800-289-3557)
5:00 AM TO 6:00 PM Pacific Time Monday - Friday

Online: wellsfargo.com

Write: Wells Fargo Bank, N.A. (182)
PO Box 63020
San Francisco, CA 94163

Account summary

Commercial Chkg Acct W Int Pub Funds

Account number	Beginning balance	Total credits	Total debits	Ending balance
[REDACTED]	\$432,779.91	\$3,605.11	\$0.00	\$436,385.02

Interest summary

Annual percentage yield earned this period	0.18%
Interest earned during this period	\$66.60
Year to date interest and bonuses paid	\$280.68

- c) Add the following amounts together.

Trust Savings balance from Account Balances #3 + Interest = Bank Statement ending balance.
 $\$436,318.42 + \$66.60 = 436,385.02$

- d) Compare the Trust Savings Account bank statement “Ending Balance” amount to the total calculated above. The amounts must match.

STATE OF NEW MEXICO
[REDACTED]
LITIGANT SAVINGS ACCOUNT
[REDACTED]

1-800-A1 WELLS (1-800-289-3557)
5:00 AM TO 6:00 PM Pacific Time Monday - Friday

Online: wellsfargo.com

Write: Wells Fargo Bank, N.A. (182)
PO Box 63020
San Francisco, CA 94163

Account summary

Commercial Chkg Acct W Int Pub Funds

Account number	Beginning balance	Total credits	Total debits	Ending balance
[REDACTED]	\$432,779.91	\$3,605.11	\$0.00	\$436,385.02

Interest summary

Annual percentage yield earned this period	0.18%
Interest earned during this period	\$66.60
Year to date interest and bonuses paid	\$280.68

- e) Compare the balance of the Liability accounts pertaining to the Trust Savings Account and the balance of the Trust Saving Account within the Account Balances Report #3.

#3

NMODYSSEYPROD

Account Balances

As Of: 05/31/2019 Accounts: Some Transaction Report Options: Run Summary and Detail

Assets			831,626.87
Account	Transaction Account Type		Balance
A-005-200-1000-24200-	State Treasurer	Ban	33,116.75
A-005-200-1000-24200-	Trust Checking	Ban	362,191.70
A-005-200-1000-24200-	Trust Savings	Ban	436,318.42
Liabilities			
Account	Transaction Account Type		Balance
L-2402-200-001-24200-	Cash Deposit	Current Liability	436,318.42
Savings			

If there is a discrepancy, identify and correct what is causing the discrepancy.
If assistance is needed, contact the JID Service Desk.

8. Additional Report Required by AOC Fiscal

A. Transaction Detail Report – Trust Checking (#9D.1)

- a) Search Transaction Detail then click on Transaction Detail Report.
- b) Enter the following parameters:
 - **Location:** Select the appropriate node, continue.
 - **Start date:** Enter the first day of the reporting month. (The shortcut **b-1** in the date filed will cause the report to always run showing the first day of the previous month).
 - **End date:** Enter the last day of the reporting month. (The shortcut **e-1** in the date field will cause the report to always run showing the last day of the previous month).
 - **GL account:** Use the picker box to select “Trust Checking.”
 - **Check Type:** Use the picker box to select the type of check to be included. Click on “Select All,” continue.
 - **Check Options:** Use the picker box to select “Included cleared and uncleared checks.”
 - **Payment Type:** Use the picker box to select the type of payment to be included. Click on “Select All,” continue.
 - **Payment Options:** Use the picker box to select “Include cleared and uncleared payments.”
 - **Deposit Type:** Use the picker box to select the type of deposit to be included. Click on “Select All,” continue.
 - **Deposit Options:** Use the picker box to select “Include cleared and uncleared deposits.”
 - **Sort Order:** Use the picker box to select “Transaction Type” in the top filed and “Date” in the bottom filed.

- **Include Adjustment Transactions:** This box should be checked.
- **Include Voids/Reversals:** This box should be checked.
- Once the parameters are entered, click “Memorize” to save the parameters to run reports in the future. Recommended name – “Transaction Detail-Trust Checking” or “Report 9D-1.”
- Print or print to pdf, save report and label as #9D.1.

B. Transaction Detail Report – Trust Savings #9D.1a (If applicable)

- a) Search Transaction Detail, then click on Transaction Detail Report.
- b) Enter the following parameters:
 - **Location:** Select the appropriate node, continue.
 - **Start date:** Enter the first day of the reporting month. (The shortcut **b-1** in the date field will cause the report to always run showing the first day of the previous month).
 - **End date:** Enter the last day of the reporting month. (The shortcut **e-1** in the date field will cause the report to always run showing the last day of the previous month).
 - **GL account:** Use the picker box to select “Trust Savings.”
 - **Check Type:** Use the picker box to select the type of check to be included. Click on “Select All,” continue.
 - **Check Options:** Use the picker box to select “Included cleared and uncleared checks.”
 - **Payment Type:** Use the picker box to select the type of payment to be included. Click on “Select All,” continue.
 - **Payment Options:** Use the picker box to select “Include cleared and uncleared payments.”
 - **Deposit Type:** Use the picker box to select the type of deposit to be included. Click on “Select All,” continue.
 - **Deposit Options:** Use the picker box to select “Include cleared and uncleared deposits.”
 - **Sort Order:** Use the picker box to select “Transaction Type” in the top field and “Date” in the bottom field.
 - **Include Adjustment Transactions:** This box should be checked.
 - **Include Voids/Reversals:** This box should be checked.
 - Once the parameters are entered, click “Memorize” to save the parameters to run reports in the future. Recommended name – “Transaction Detail-Trust Savings” or “Report 9D-1a.”
 - Print or print to pdf, save report and label as #9D.1a.

C. Void Report (Transaction Listing Report)

NOTE: AOC Fiscal will review all voided transactions and the reason for each. If the comment on the voided item provides all of the information including the reason for the voided and the new receipt or check number, if applicable, then a copy of the voided receipt or check is not needed. If the comment is inadequate, a copy of the voided receipt or check must also be included with the information noted on it.

- a) Main Menu – choose Reports
- b) Choose Financials > Transactions > Transaction Listing Report and then Case Manager
- c) Specify the following parameters:
 - **Location:** Select the appropriate node.
 - **Financial Category:** Use the picker box to select categories to be included. Click on “Select All,” continue.
 - **Fee Category:** Use the picker box to select categories to be included. Click on “Select All,” continue.
 - **Start Date:** Enter the first day of the reporting month. (The shortcut b-1 in the date field will cause the report to always run showing the first day of the previous month).
 - **End Date:** Enter the last day of the reporting month. (The shortcut e-1 in the date field will cause the report to always run showing the last day of the previous month).
 - **Date Type:** Use the drop down list to select “Transaction Date.”
 - **Sort Order:** Use the drop down list to select “Transaction Type, Credit Type.”
 - **Include Type:** Use the picker box to include all voids by entering “void” in the description box. Click on “Select All,” continue.
 - **Report Type:** Use the drop down list to select “Detail.”
 - **Report Option: Include Comment:** This box should be checked.
 - Select Submit.
 - Print or print to pdf, save report.

9. Complete a Balance Sheet

Complete a Financial Account Balance Sheet, comparing the Case Manager Account balances with the Checkbook Balance from Financial Manager.

- a) Below is an example of the Balance Sheet that needs to be completed. Once completed, Save, Print, and Label as #12.

JUDICIAL DISTRICT COURT			
COUNTY			
Date			
State Treasurer Checking Account Balance Sheet			
Line	Description	Amount	Where to Find
1	Previous month ending Balance	\$0.00	Bank Statement
2	Total Deposits Add) +	\$0.00	Bank Statement
3	Total Debits (Subtract) -	\$0.00	Bank Statement (Do not include Bank Fees)
4	Bank Fees/NSFs (Subtract) -	\$0.00	Bank Statement
5	Current month ending Balance	\$0.00	Bank Statement
6	Other Payments/Deductions (Subtract) -	\$0.00	Any Payment on Report 11 other than Adjustments and Outstanding Checks in Payment Column
7	State Treasurer Account Balance in Odyssey	\$0.00	Balance of Account in Odyssey before disbursement
8	Group Disbursement Amount	\$0.00	Total Disbursement Amount from Group Disbursement Report
9	Outstanding Deposits	\$0.00	Deposits that are in Odyssey but did not hit the bank account during the reporting period
10	Adjustments (Positive and/or Negative) impacting Balance (Add /Subtract) +/-	\$0.00	Amount must be explained - outstanding deposit from previous month
11	DIFFERENCE	\$0.00	This amount should be \$0.00 any other amount indicates the Court is out of balance and corrections are needed

10. Prepare Reports for E-Mailing to AOC Fiscal Services

Using the EOM Checklist (below) gather and organize all documents and reports in the same order as the checklist, unless already submitted to AOC Fiscal with the OPR Transfer Documentation, along with an explanation for any discrepancy.

Note: If there is a report that is not applicable to your court, please enter “N/A”.

EOM FINANCIAL REPORT CHECKLIST

Court: _____
Reporting Period: (Month/Year)

*Due to AOC Fiscal Field Services by the 7th business day of the following month. If unable to meet this deadline, **immediately** notify AOC Fiscal Field Services at eomfiscal-grp@nmcourts.gov*

- Completed & Signed Checklist
- Bank Statement (Trust Savings)
- Bank Statement (State Treasurer Account – Bank One)
- Bank Statement (Trust Checking)
- STO Covering Page with Supporting Spreadsheets
- Account Balances Report (All Accounts) – Labeled as #3
- Group Disbursement Summary Report - Final Copy – Label as #7
- Copy of Dummy Check Payable to State Treasurer – Labeled as #8
- Transaction Detail Report (Trust Checking) #9D.1
- Transaction Detail Report (Trust Savings) #9D.1a
- Account Reconciliation Report (State Treasurer Account – Bank One) – Labeled as #10.C9
- Account Reconciliation Report (Trust Checking) – Labeled as #10.C9a
- Account Reconciliation Report (Trust Savings) – Labeled as #10.C9b
- Outstanding Deposits and Checks Report (Trust Checking) – Labeled as #11
- Void Report with Comments
- Balance Sheet

By signing below, I am verifying that I have checked off each item on this checklist that applies to my Court and attached each one for submission to AOC Fiscal, unless they were previously submitted to AOC Fiscal as part of the OPR Transfer.

DATE: _____

Printed Name

Signature

- a) Scan the EOM Checklist with all documents and reports gathered in one PDF for emailing.
- b) Retain original documents.
- c) Email PDF to AOC Fiscal at eomfiscal-grp@nmcourts.gov.