

Administrative Office of the Courts

Supreme Court of New Mexico

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Judicial Information Division (JID)

Financials - A Dozen Do's
and Don'ts
Standard Operating Procedure
Updated: (10/2016)

Financials – a Dozen Do's and Don'ts

COURT / DEPARTMENT / DIVISION

To be used by all jurisdictions.

USER

To be performed by Users with financial rights.

PURPOSE

This quick guide is a compilation of important financial reminders. The guide illustrates several instances of incorrect financial issues and provides information for corrections.

ISSUES

VOID vs. REVERSALS

1. Payments are Voided on the same day they were receipted.

When an error in a financial transaction is caught on the same day the receipt was issued, the transaction should be **voided**. A void is done in the same open instance of the till in which the transaction was created and on the same day.

Payments are Reversed only after the deposit has gone to the bank.

If the User is trying to void a receipt on the same day the receipt was created but the only option available is the Reverse button, **STOP!**



There are two possibilities:

Either User is **signed into the wrong till**

OR

The **till instance** in which the payment was originally receipted **has been closed** and needs to be re-opened.

SOLUTION: Sign on to the till where the payment transaction was receipted.

THIS IS IMPORTANT BECAUSE:

A void removes the payment from the till total as if the receipt had never been issued. A reversal is an adjustment. Money that was taken in on a transaction that was subsequently reversed will appear in the till total for the day that the original receipt was issued. A reversal does not affect the till balance whereas a void is subtracted from the till balance.

2. Reversing a Payment for an Error Caught on a Subsequent Day

If a payment needs to be reversed because it was receipted to the wrong party or case and the error is not caught until after the money has been deposited, the reversal on the wrong case and subsequent adjustments on the correct case must be done on the same day in the same till instance.

THIS IS IMPORTANT BECAUSE:

The reversal of the original receipt shows as a negative adjustment on the till balance report and the adjustment on the correct case or party shows as a positive adjustment on the till balance report. The net result of the two transactions should equal \$0.00.

Adjustments Affecting Received Transactions	
Adjustment for M-7-DR-2015-00092 at 10/14/2016 2:53PM (Audit ID 21545953) by Warren, Jo	50.00
Receipt ROSM-2016-1960 for M-7-DR-2015-00093 at 10/14/2016 2:50PM (Audit ID 21500043) by Warren, Jo	(50.00)
Adjustment Totals	0.00

If the procedure is not completed on the same day and in the same till - two till instances will be out of balance.

Refer to procedure **“Correcting Payment After Funds Have Been Deposited”**.

NOTE: If the error is caught on the same day it was created, the receipt can be voided on the wrong party or case, and the funds re-receipted on the correct party or case.

BALANCING TILLS AND PREPARING DEPOSITS

3. Any Opened Till Should Be Included In Daily Deposit

Any till that was opened on any given day should be closed, reconciled and balanced and included in that day's deposit.

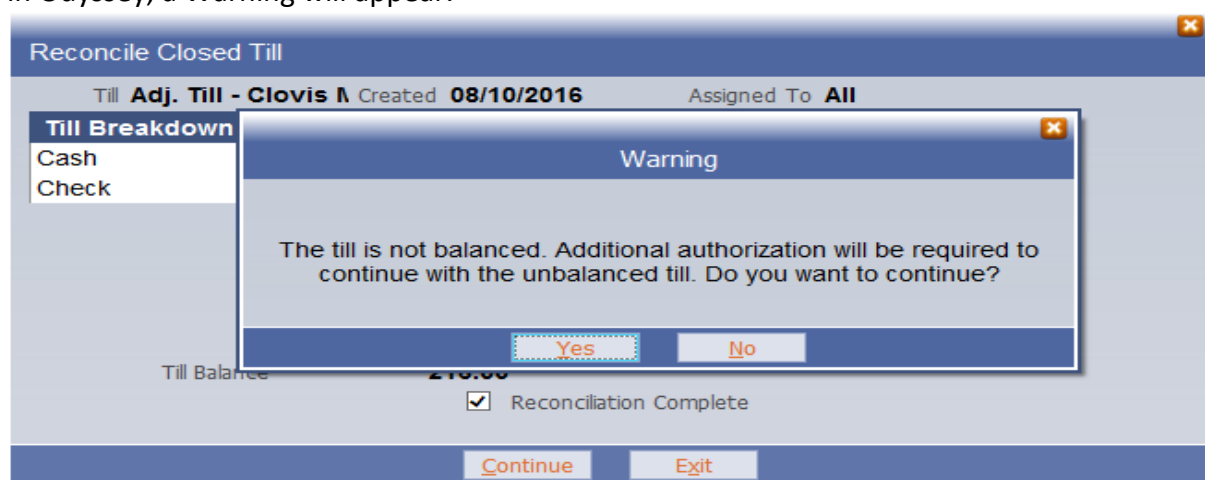
Even if there are not any receipts, there may be conversions or adjustments that must be included in the days financial transactions. In addition, including the till in a deposit removes it from the list of tills that a user sees in Manage Tills, thus making it less likely to be opened in error.

4. Enter the Total of Each Tender Method from the Physical Till.

The first step in reconciling is to manually count the different forms of tender and record that on the manual Till Balance Sheet or other local court form. In Odyssey, enter the amount of each tender method from the Till Balance sheet in to the **Till Breakdown** column.



If the **Till Breakdown** amount does not agree with the amount OR the tender method receipted in Odyssey, a Warning will appear.



5. Correct the Till if Not Balanced When Reconciling

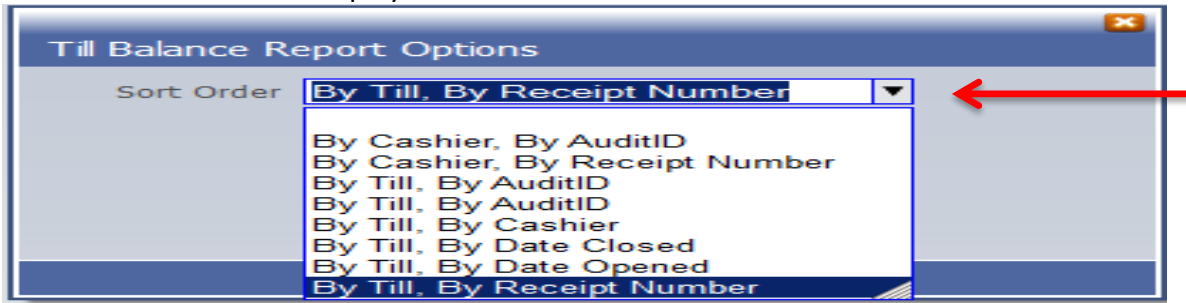
When reconciling tills, unless there truly is an overage or shortage in the drawer, all warnings should be headed, and courts should stop and correct errors before continuing with the banking transactions.

In the above example, there may be different reasons the till does not balance:

- The tender method or amount was incorrectly entered in the Till Breakdown. Re-enter correctly.
- The receipt was issued with the wrong tender method. Reopen till, void receipts and re-issue correct receipt.
- There truly is either an overage or a shortage. Manager must authorize reconciliation.

6. Run Till Balance Report “By Till, By Receipt Number.”

The Till Balance Report should always be run “By Till, By Receipt Number” to make sure all essential information is displayed.



Possible shortages or overpayments will display when the Till Balance Report is run “By Till, By Receipt Number.”

If errors were not caught and corrected when the till was reconciled this is another place where mistakes can be identified and fixed.

Sort: **By Till, By Receipt Number**

TOTAL FOR ALL TILLS			
		CASH	CK
<i>Tender Methods</i>		CASH	CK
Till Totals	2,636.80	2,186.80	450.00
Transaction Totals	2,639.86	2,189.86	450.00
(Short) / Over	(3.06)	(3.06)	0.00
Overpayment Totals	50.00	0.00	50.00

If the Till Balance report is run “**By Cashier, By Receipt Number**” - overages and shortages, which is essential information in achieving clean financial records, will not display.

Sort: **By Cashier, By Receipt Number**

TOTAL FOR ALL CASHIERS			
		CASH	CK
<i>Tender Methods</i>		CASH	CK
Transaction Totals	21,198.50	634.50	20,564.00
Overpayment Totals	0.00	0.00	0.00
Tender Totals	10	6	4

7. Do Not Export A Deposit Twice

Make sure to **not** export a deposit twice. The export history displays at the bottom of the deposit window.

Tills Included In Deposit		
14Melissa	04/06/2016	389.00
14Irma	04/06/2016	2,792.00
14Marisela	04/06/2016	0.00

Export History	
Original Amount Exported	5,494.00
Duran, Sylvia	04/06/2016 3:10 PM

Exception: If an exported deposit is reversed from Financial Manager and corrections are made to the deposit, the deposit should be exported again. The Export History will update to include the second export.

Miscellaneous Financial Matters

8. Issuing Checks

To process a check in the check processing queue on the **Case Manager** side click the **Submit** button on the top of the screen; on the **Financial Manager** side click the **Print** button at the top of the window.

Case Manager

Case Number	Amount	Select
D-117-CV-2011-0022:	5.00	✓

Financial Manager

Amount	Include
5.00	✓

Clicking on the printer icon on both the **Case Manager** and the **Financial Manager** side will print a check proofing report but not the check.

Although it is possible to batch print an entire series of checks at one time, JID recommends that each check be printed individually. That allows better quality control in case a check jams in the printer or if the check stock is put in the printer incorrectly.

After the check has been sent to the printer, use the **Check Printing Confirmation**. Review the printed check. If the check printed correctly, leave the check mark in the box and select **Continue (Alt + C)**.

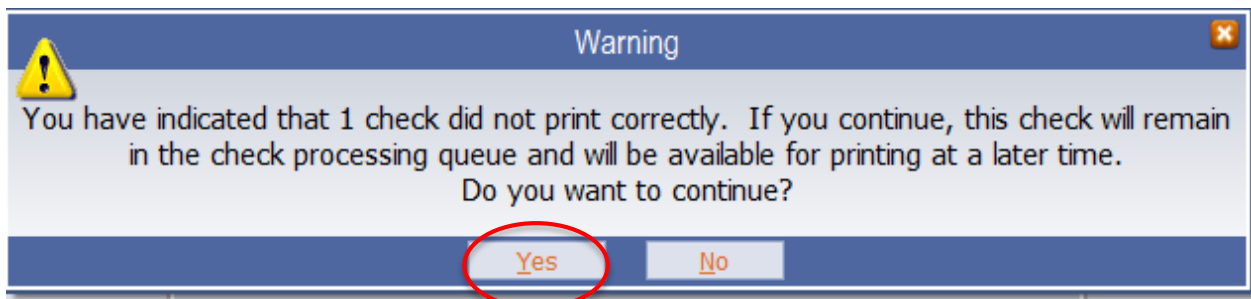


If the check did not print correctly, clear the check mark from the box in front of the check number and select continue.



The following message displays:
Select **Yes (Alt + Y)**

The check then remains in the **Check Processing Queue** and is again available to be printed.



9. NSF Check Procedure

NSF check procedures must be done in the adjustment till.

The adjustment till must be closed and reconciled after the NSF procedure has been completed.

The NSF till must be treated as a separate deposit in Odyssey.

THIS IS IMPORTANT BECAUSE:

It allows the NSF check to be reconciled as a separate item. It appears as a single item on the bank statement and needs to be reconciled one to one with the transaction in Odyssey.

NOTE: If multiple NSF checks are received on the same day, it is advisable to do the complete NSF check procedure (from Reverse to Export Deposit) for each individual NSF check. This way, each NSF will display individually in Financial Manager and will match up with the bank statement during reconciliation.

10. End of Month or End of Reporting Period

After the end of each month or after the end of a Reporting Period, do not export additional deposits until the reporting period process has been completed. If possible, do not write checks until the reporting process has been completed.

11. Change Is Only Given On Cash Transactions

Change must only be given when a payment was receipted as cash. When a payment was receipted as a check or money order any overpayment that is to be refunded must be done by a court check after the original check has cleared the bank.

12. No Back-dating of Receipts and Financial Transactions

Receipts and all financial transactions are to be dated the date they are entered into Odyssey and should not be back-dated.