

AP-46 Escheating Payments in NCFS

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to escheat unclaimed checks in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the steps to escheat unclaimed checks in NCFS. Initiate Escheatment, Escheatment, and Create Invoice to Escheatment Authority are outlined in the steps below. You must have the AP Void Payment Security Role to proceed with this process.

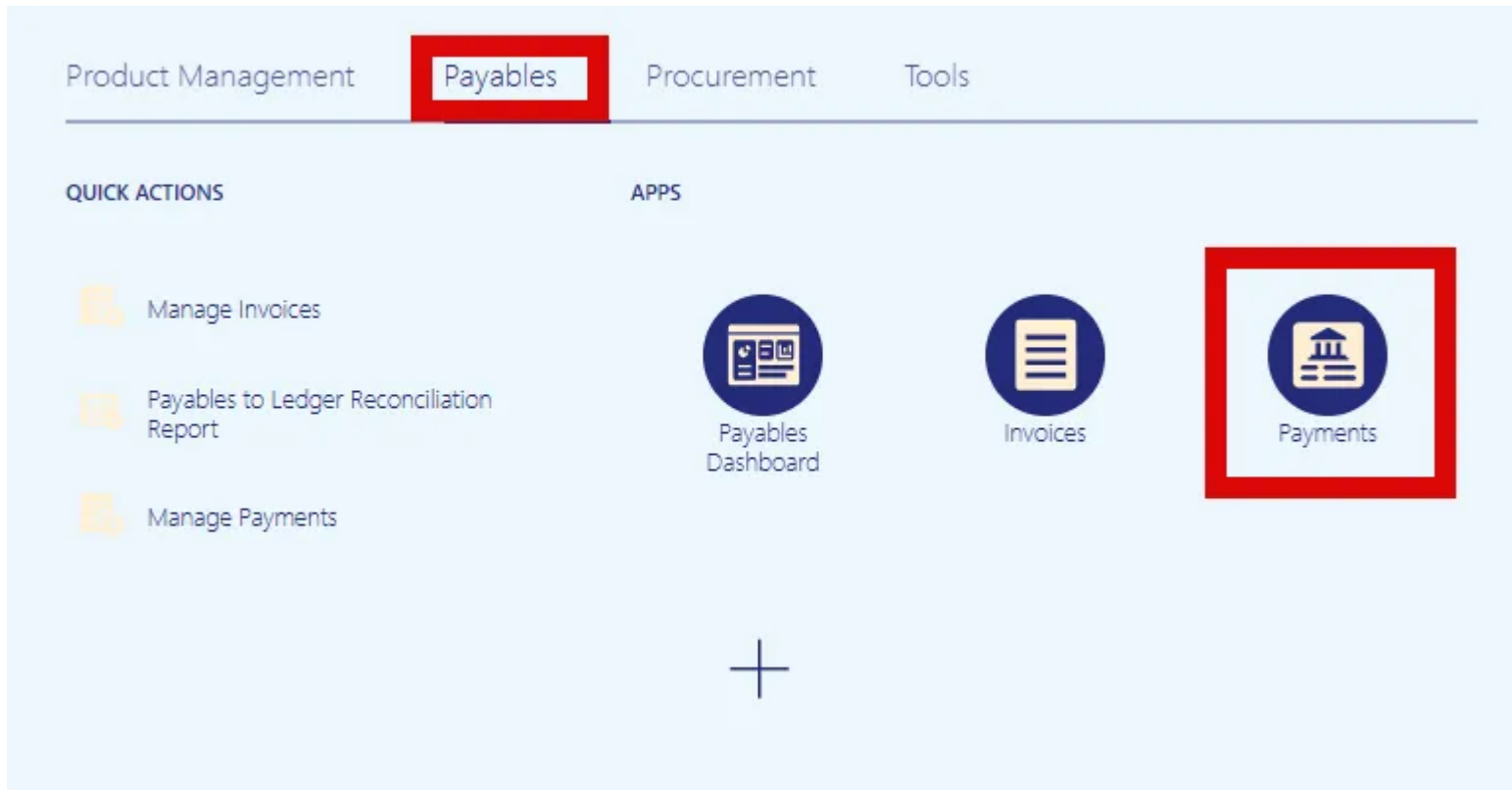
AP Void Payment Role

To escheat unclaimed checks in NCFS, please follow the steps below. There are 13 steps to complete this process.

Step 1. Log in to the NCFS portal with your credentials to access the system.

Step 2. On the **Home** page, select the **Payables** tab and the **Payments** app.

Image



Step 3. Select the **Tasks** icon and then select the **Manage Payments** link.

Image





TB

Overview

Payment Process Requests ?

Payment Files Requiring Attention

Stop Payment Requests

View  Detach

Cancel Stop Request

Void Payment 

Payment Number	Payment Date	Amount	Stop Request Date	Payment Method	Bank Account	Bank Name	Payee
No results found.							

Supplier Sites on Payment Hold ?

View  Detach



Supplier or Party	Supplier Site	On Hold Since	Hold Reason
BLUE360 MEDIA LLC	 R.0200.10		Pending receipt of W-9/W-8 documents
CAROLINA CONTAINER LLC	 D.0200.04		Pending receipt of W-9/W-8 documents





Enter your text here

Enter your text here

Payments

- Manage Payments

Accounting

- Review Journal Entries
- Payables to Ledger Reconciliation

Payables Periods

- Manage Accounting Periods

Step 4. Once on the **Manage Payments** page, select the **Advance** search toggle button to switch to **Advance Search Mode**. You will now have more search criteria fields and the conditional operators will be activated, allowing you to filter your search options.

Image

Search

** Supplier or Party Equals

** Payment Date On or before

** Payment Number Equals

** Disbursement Bank Account Equals

Payment Document Equals

Payment Amount Greater than

Payment Currency Equals

** Payment Type Equals

** Payment Process Request Equals

Payment Status Equals

Business Unit Equals

Supplier Site Equals

Payment Method Equals

Payee Equals

Context Equals

** At least one is required

Search Reset Save... Add Fields ▼ Reorder

Example:

- **Payment Date (On or before):** 6/30/24 (The date should equal the end date of the Payment Issue Year)
- **Payment Status (Equals):** Negotiable
- **Payment Document (Equals) Business Unit 1000 (XXXX 1000):** 1400 1000
- **Payment Amount (Greater than):** 0

Step 5. Once your search results are generated, you can hold the **Ctrl** button on your keyboard and select one or more of the unclaimed payments, from the **Manage Payments** search results.

Image

Do

<u>Basic</u>	Saved Search	All Payments
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Step 7. After payment is initiated for escheatment, the payment status will update to **Escheatment Initiated**.

Payment: 1197

Note: The next step is to fully escheat the payment.

Step 8. From the **Manage Payments** search page, change your search criteria to filter and find unclaimed checks in **Escheatment Initiated** status.

Image

Manage Payments ?

Done

Search

Basic

Saved Search

All Payments

** At least one is required

** Supplier or Party

Equals

** Payment Date

Equals

6/30/24

** Payment Number

Equals

** Disbursement Bank Account

Equals

Payment Document

Equals

Payment Amount

Equals

Payment Currency

Equals

** Payment Type

Equals

** Payment Process Request

Equals

Payment Status

Equals

Escheatment Initiated

Business Unit

Equals

Supplier Site

Equals

Payment Method

Contains

Check

Payee

Equals

Context

Equals

Search

Reset

Save...

Add Fields

Reorder

Example:

- **Payment Date (On or before):** 6/30/24
- **Payment Status (Equals):** Escheatment Initiated

Step 9. Once your search results are generated, you can hold the **Ctrl** button on your keyboard and select one or more of the **Escheatment Initiated**. After selecting the appropriate payments, select the **Actions** drop-down list then select **Escheatment** and then **Escheat**.

Image

Basic Saved Search All Paymen

Actions View Detach

Figure 1. The effect of the *in vitro* and *in vivo* tests on the α -glucosidase activity of the *in vitro* and *in vivo* tests.

Step 11. You can hold the **Ctrl** button on your keyboard and select one or more of the lines with the **Escheated** status. After selecting the appropriate lines, select the **Actions** drop-down list then select **Escheatment** and then Create Invoice.

Image



The next step is to choose the Escheatment Authority supplier.

For NC unclaimed checks, the escheatment authority is **NC DST**.

Out of state checks will need to be escheated to that **State's Escheatment Authority**.

Step 12. Once on the **Search and Select: Escheatment Authority** page, search for the **Escheatment Authority Supplier** using the search criteria. Select the **Search** button. Once your search results are generated, with that **Escheatment Supplier** selected in our search results, select the **Submit** button to create the invoice.

Image

Search and Select: Escheatment Authority

▲ **Search**

** At least one is required

** Escheatment Supplier or Party Name NC DEPART

** Supplier Number

** Supplier Site ESCH

Search **Reset**

Escheatment Supplier or Party Name	Supplier Number	Supplier Site
NC DEPARTMENT OF STATE TREASURER	111922	ESCH.0800

Submit **Cancel**

Note: All agencies have an escheatment pay site under the **NCDST** supplier record. The naming convention for the site is **ESCH.XXXX (XXXX = Agency Business Unit)**.

Step 13. A message will now appear advising that the invoices have been created.

Image

NCFS

Manage Payments

2 escheatment invoices were created.

Search

Basic Saved Search All Payments

Actions View + Attachments Detach

Payment Number	Payment Document	Payment Status	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to Account Number
1197	0100 1000	Escheated	No	REGIONAL ECONOMI...	12/12/23	10,500.00 USD	433 WEST ST, AMHERSTMA, 010022936, HAM...	
1746	0100 1000	Escheated	No	ENVIRONMENTAL FE...	5/30/24	1,192.00 USD	PO BOX 196, DURHAMNC, 27702, DURHAM, US	

Note: The next step is to view the invoices on the **Manage Invoices** screen.

Wrap-Up

Escheat unclaimed checks in NCFS using the steps above.

Additional Resources

- Virtual Instructor Led Training (vILT)
 - [AP107: Void Payment and Escheatment](#)
- Escheatment Session Info (Slide Deck & Recordings)
 - Please see the [NCFS Resources page](#)

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