ECHEATS PAYMENT REQUEST PROCESS

AP

QUICK REFERENCE GUIDE AP-25

Purpose

The purpose of this Quick Reference (**QRG**) Guide is to provide a step-by-step explanation on how to complete the Escheats Payment Process in the North Carolina Financial System (**NCFS**).

Introduction and Overview

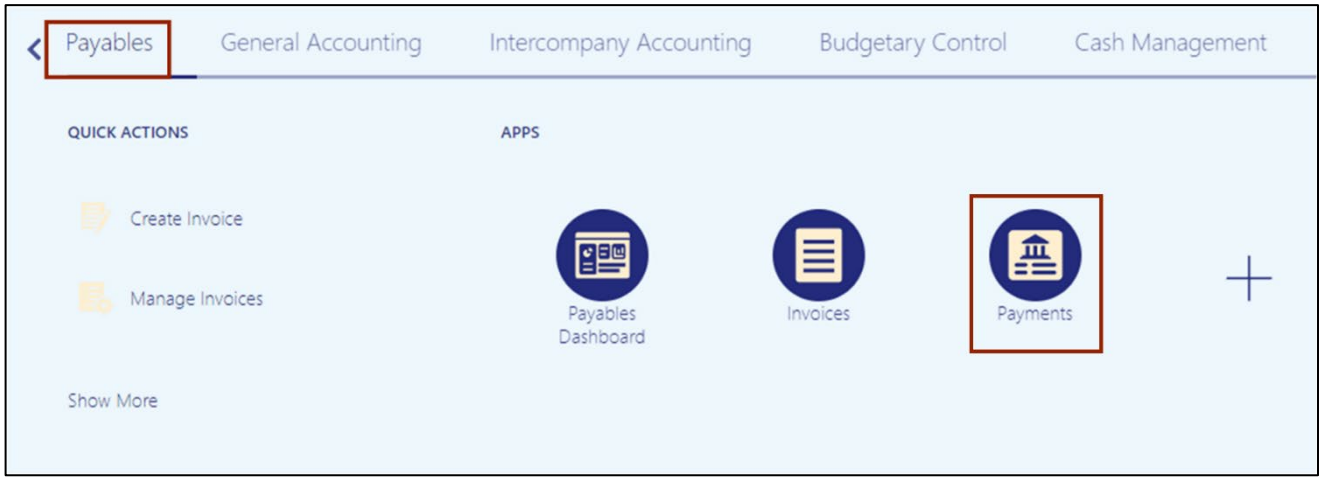
This QRG covers the steps on how to escheat payment request process in NCFS.

Escheats Payment Request Process

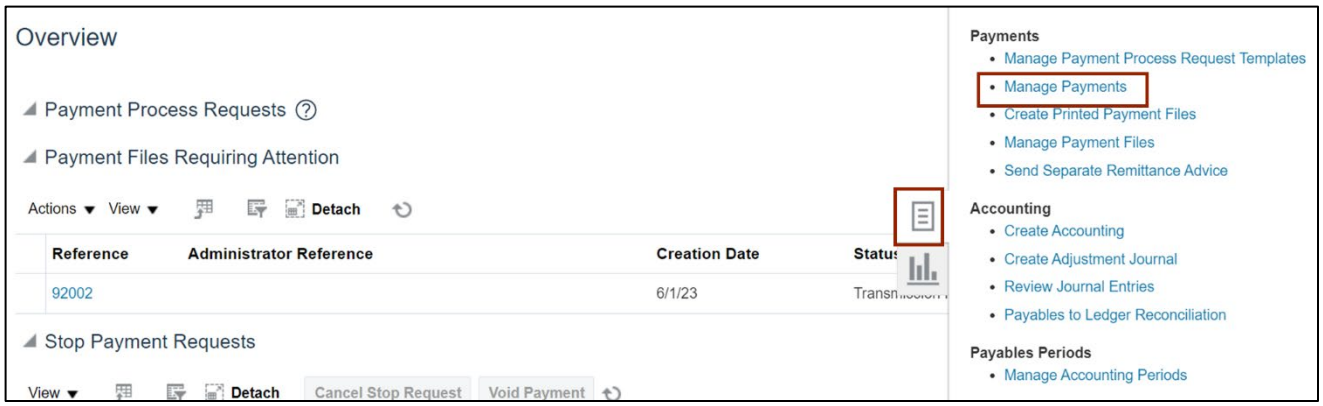
To complete escheats payment request process in NCFS, please follow the steps below:

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

2. On the **Home** page, click the **Payables** tab and then click the **Payments** app.

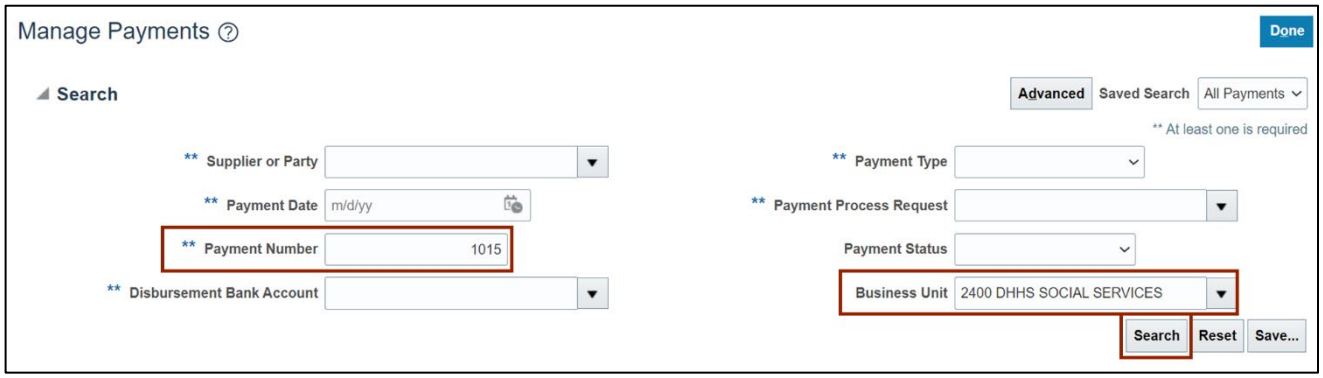


3. Click the **Tasks** [ ] icon. Under **Payments**, click **Manage Payments**.



4. On the **Manage Payments** page, under the ***Search*** section, enter the required details to search an employee payment.

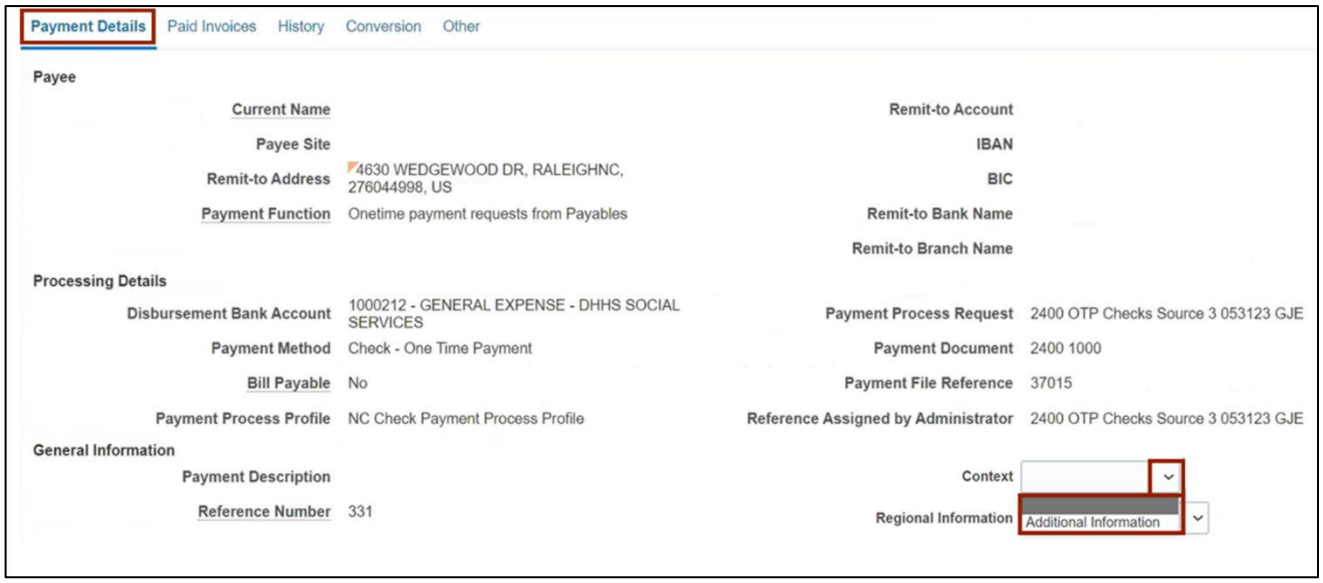
   In this example, we choose **1015** for *****Payment Number*** field and **2400 DHHS Social Services** for ***Business Unit*** field. Then, click the **Search** button.



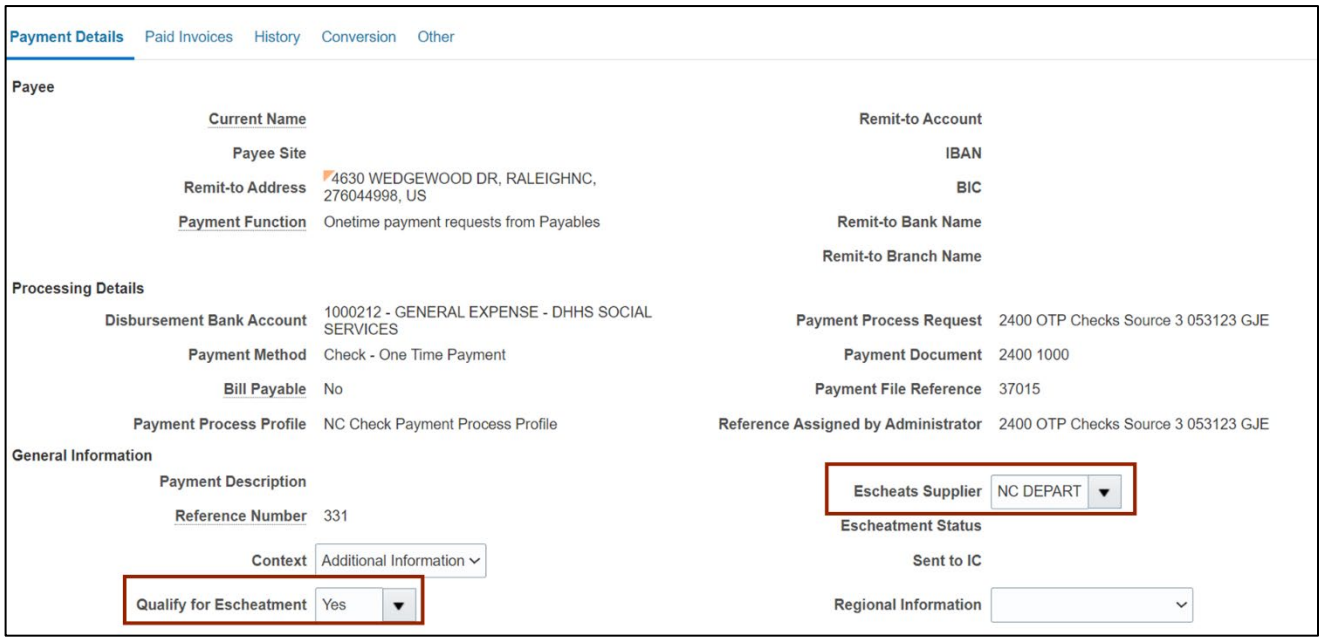
5. Click the **Payment Number** link to select the Payment to be escheated.

   In this example, we choose **1015** for **Payment Number.**

6. Scroll down on the **Payments** page, click the **Payment Details** tab, from the ***Context*** drop-down choice list, select **Additional Information.**



7. Select ***Escheats Supplier*** as **NC DEPARTMENT OF STATE TREASURER**, and selected ***Qualify for Escheatment*** as **Yes**.



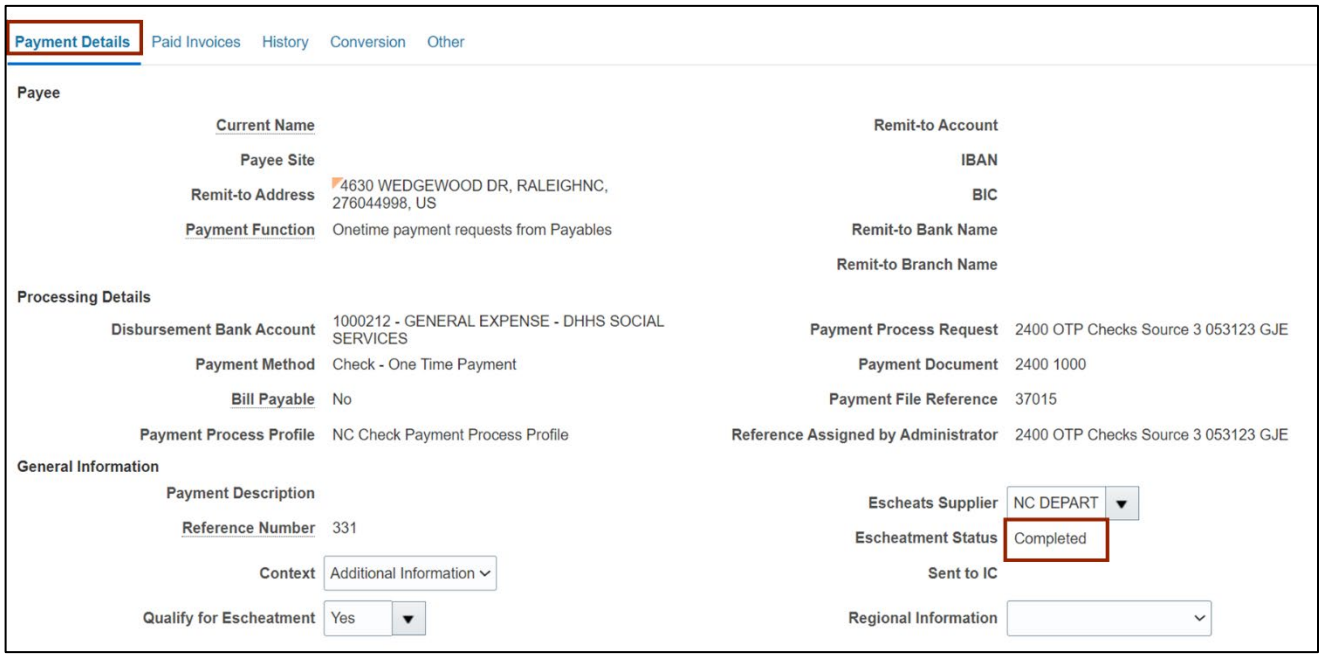
8. Scroll up to the **Payments** page, click the **Done** button.

   Note: Any payments identified with these tags will be picked up to be escheated by the regularly scheduled Escheatment interface which will run nightly.

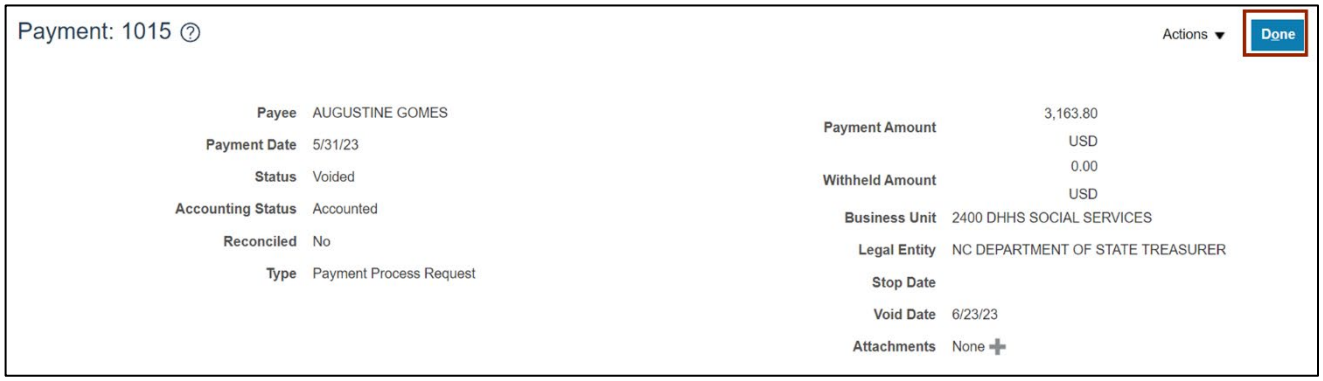
   This opens the **Manage Payments** page.

9. The next day, you can search for the recently escheated payment number and click the **Payment Number** link.

10. **Payment** page opens. Scroll down to the **Payment Details** tab. Validate the ***Escheatment Status*** is **Completed.**



11. Scroll up and click the **Done** button.

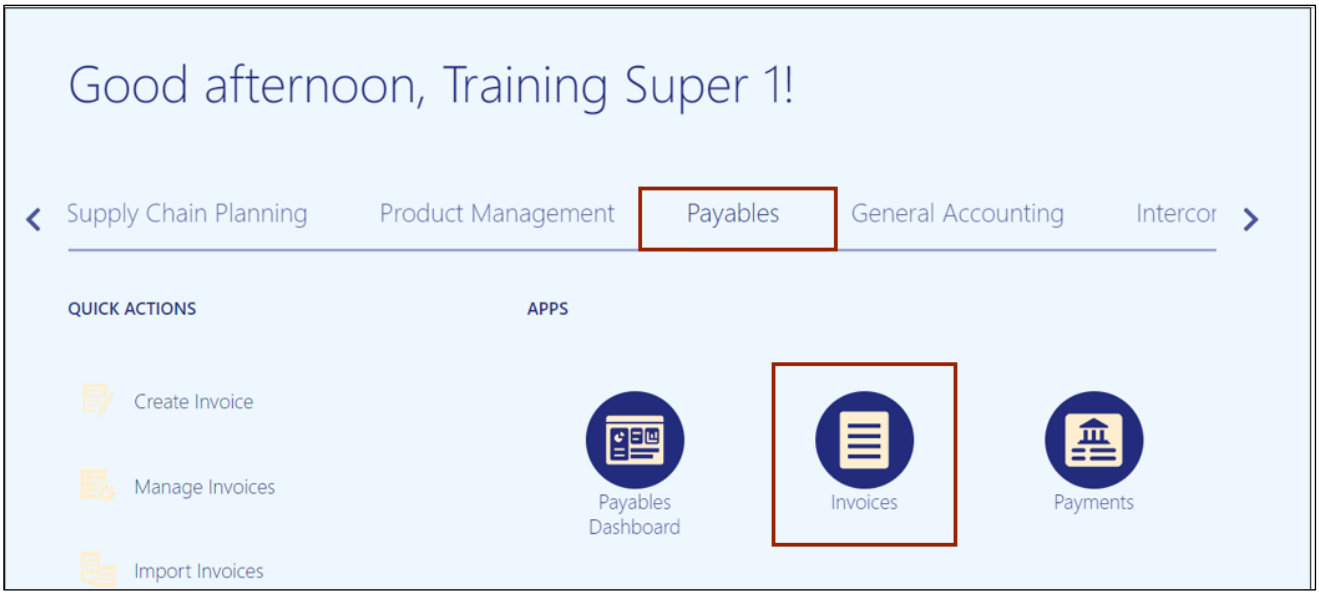


Verify Payment Status

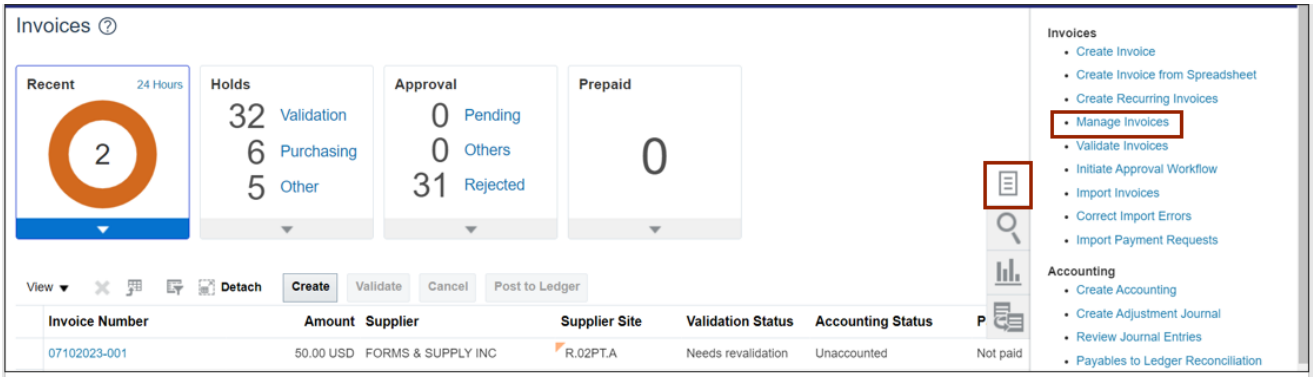
To verify the original payment status in NCFS, please follow the steps below:

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

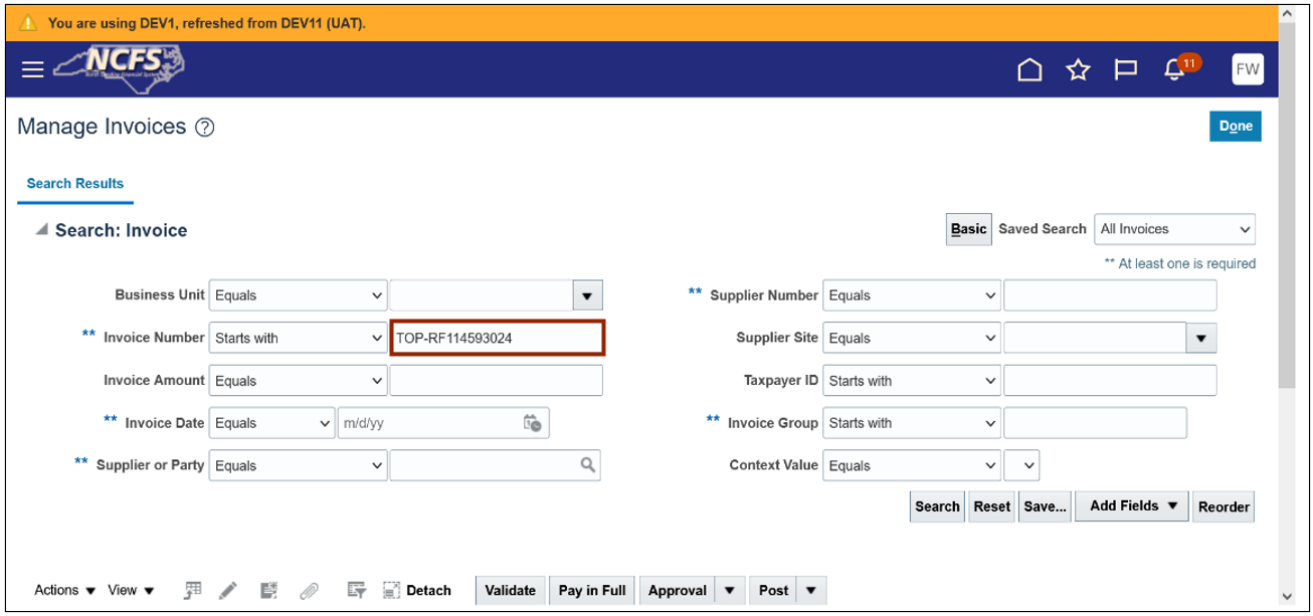
2. On the **Home** page, click the **Payables** tab and then click the **Invoices** app.



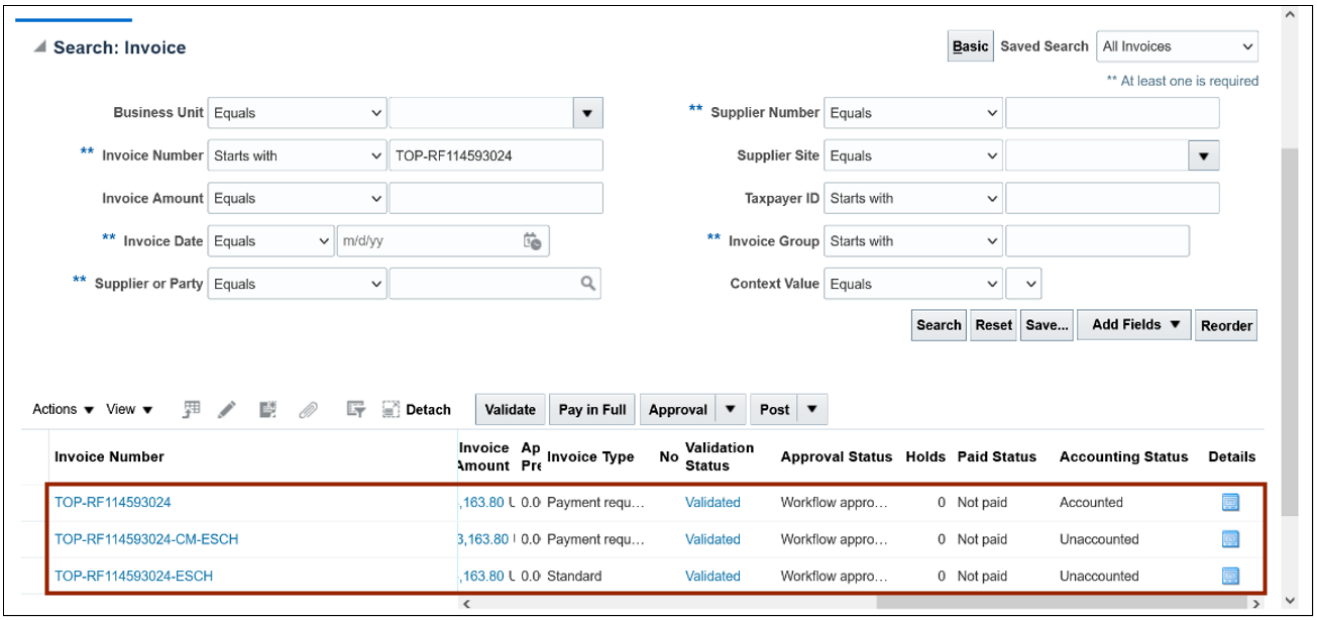
3. Click the **Tasks** [ ] icon. Under **Invoices**, click **Manage Invoices**.



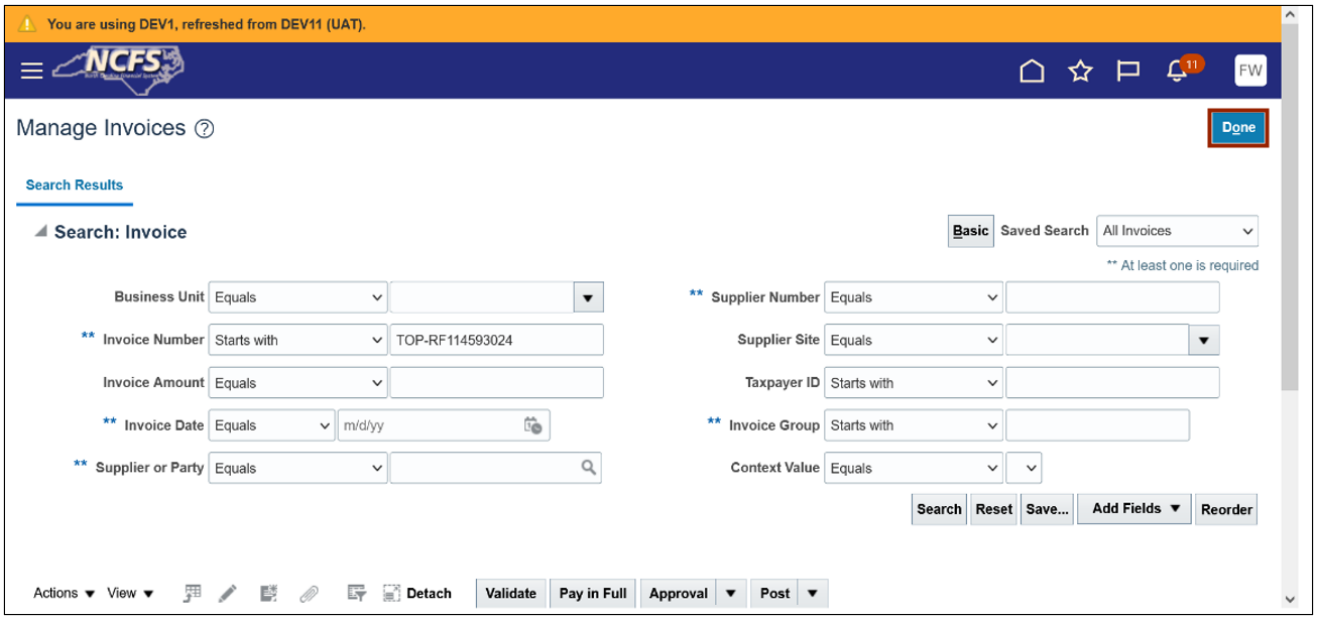
4. On the **Manage Invoices** page, search for the **Invoice** which was escheated.



5. Validate that the **Payment Status** of the original invoices is "**Not Paid**", and new invoices have been created for the inverse amount of the originals with the suffix "-ESCH", as well as a Standard Invoice to the DST Supplier for the same amount as the original invoice and with the suffix of "-ESCH".



6. Scroll up, click the **Done** button.



Note: At this point in time the Agency Payment Management user can submit a PPR to pay all three of these documents, which would be a zero-dollar payment to the original Party and a positive payment for the escheated amount to DST.

Wrap-Up

Escheat a payment request payment using the above steps in NCFS.

Additional Resources

Virtual Instructor-Led Training (vILT)

- AP 107: AP Void Payment (ILT)