



ECHEATS EMPLOYEE PROCESS

AP

QUICK REFERENCE GUIDE AP-26

Purpose

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

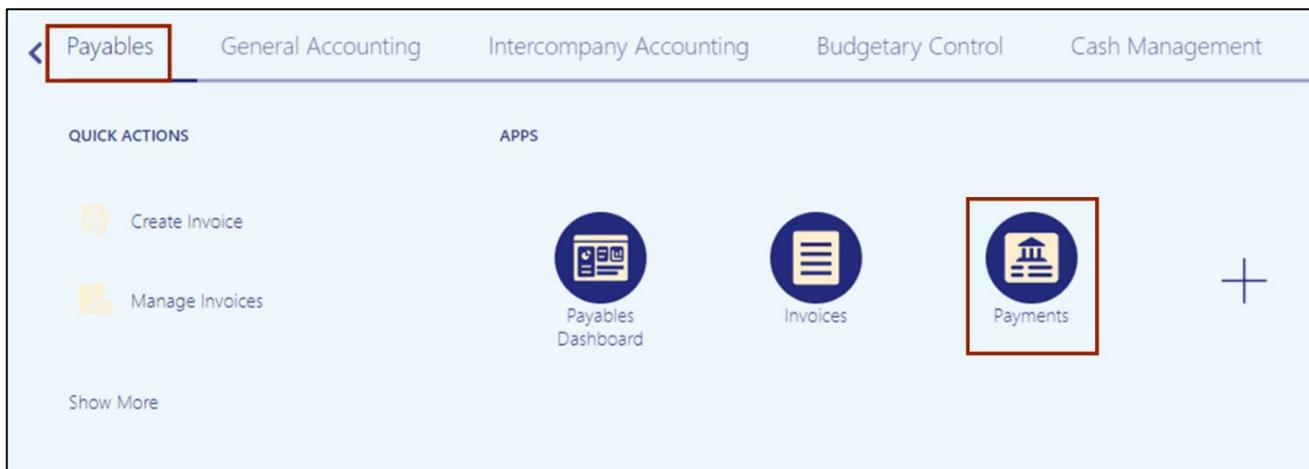
Introduction and Overview

This QRG covers the steps on how to escheat an un-cashed check in NCFS. Escheatment is an internal interface to automatically generate an invoice to the Department of State Treasurer for the same amount that references the original check and supplier information.

Escheats Employee Process

To complete escheats 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**.



Overview

Payment Process Requests ?

Payment Files Requiring Attention

Actions View Detach

Reference	Administrator Reference	Creation Date	Status
92002		6/1/23	Trans...

Stop Payment Requests

View Detach Cancel Stop Request Void Payment

Payments

- Manage Payment Process Request Templates
- Manage Payments**
- Create Printed Payment Files
- Manage Payment Files
- Send Separate Remittance Advice

Accounting

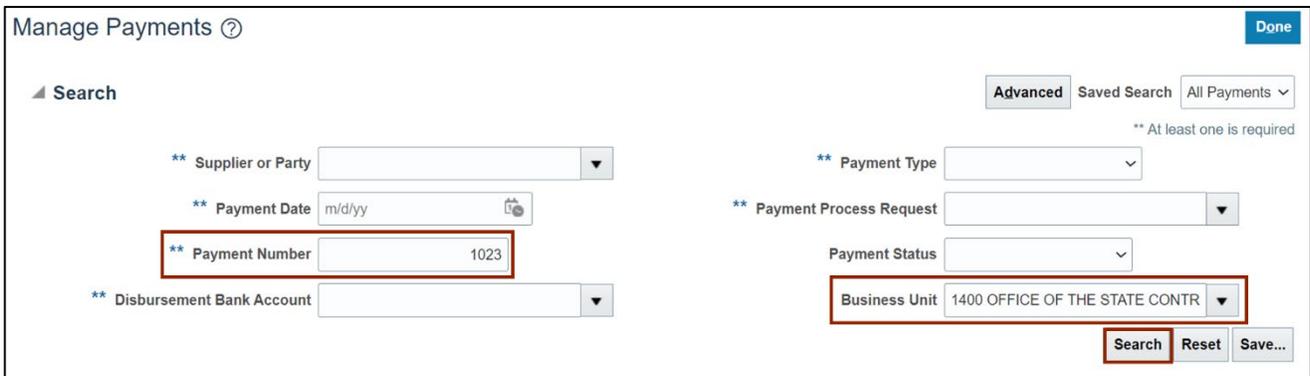
- Create Accounting
- Create Adjustment Journal
- Review Journal Entries
- Payables to Ledger Reconciliation

Payables Periods

- Manage Accounting Periods

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

In this example, we choose **1023** for the ****Payment Number** field and **1400 Office of the State Controller** for **Business Unit** field. Then, click the **Search** button.



Manage Payments ? Done

Search

Advanced Saved Search All Payments

** At least one is required

** Supplier or Party

** Payment Date m/d/yyyy

**** Payment Number 1023**

** Disbursement Bank Account

** Payment Type

** Payment Process Request

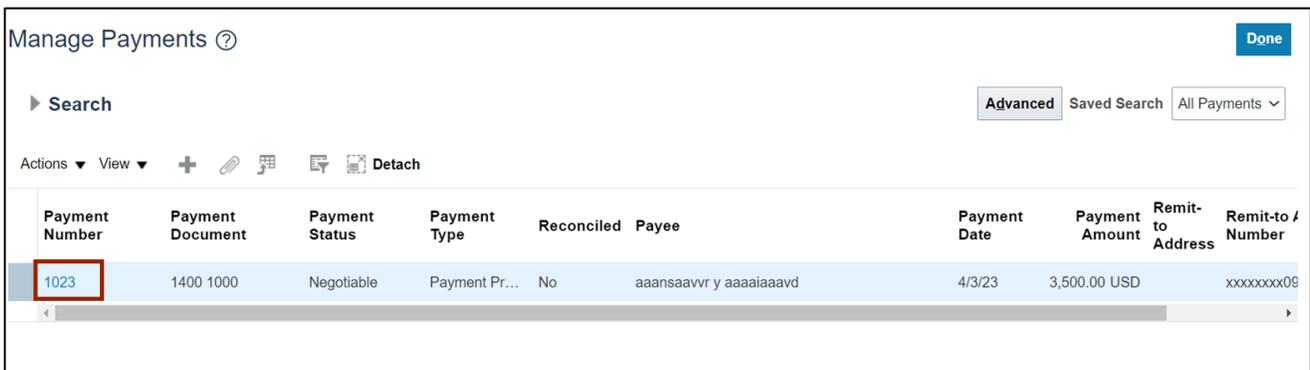
Payment Status

Business Unit 1400 OFFICE OF THE STATE CONTR

Search Reset Save...

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

In this example, we choose **1023** for **Payment Number**



Manage Payments ? Done

Search

Advanced Saved Search All Payments

Actions View + Detach

Payment Number	Payment Document	Payment Status	Payment Type	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to / Number
1023	1400 1000	Negotiable	Payment Pr...	No	aaansaavv y aaaaaaavd	4/3/23	3,500.00 USD		xxxxxxxx09

- From the *Actions* drop-down choice list, select **Void**.

Note: The Payment must be in Negotiable Status to Void the Employee Payment

Payment: 1023

Payee	aaansaavvr y aaaaiaaavd	Payment Amount	3,500.00
Payment Date	4/3/23		USD
Status	Negotiable	Withheld Amount	0.00
Accounting Status	Unaccounted		USD
Reconciled	No	Business Unit	1400 OFFICE OF THE STATE
Type	Payment Process Request	Legal Entity	NC DEPARTMENT OF STATE
		Stop Date	
		Void Date	
		Attachments	None

Actions Done

- Void
- Initiate Stop
- Reissue
- Print Remittance
- Post to Ledger
- Account in Draft
- View Accounting

- The *Void Payment* pop-up appears. **Void Date**, and **Accounting Date** fields are auto populated. From the *Invoice Action* drop-down choice list, select **Place hold on invoice** to place an invoice on hold.

Note: The underlying invoice will receive a Hold and be placed in **Needs revalidation** status to prevent future payments until the hold is released.

Void Payment ✕

Void Date

Accounting Date

Invoice Action None ▼

Cancel invoice

None

Place hold on invoice

Cancel

8. Select appropriate holds from **Hold Name** drop-down choice list.

In this example, we selected Supplier. The **Hold Reason** gets populated automatically according to the **Hold Name** selected. Then, click the **Submit** button.

Void Payment [X]

Void Date: 6/23/23

Accounting Date: 6/23/23

Invoice Action: Place hold on invoice ▾

* Hold Name: Supplier ▾

* Hold Reason: Hold all unvalidated invoices for supplier. [edit]

[Submit] [Cancel]

9. The *Confirmation* pop-up appears, click the **OK** button.

Confirmation [X]

Payment has been voided. Number of invoices on hold: 1. Number of invoices not on hold due to insufficient access to invoice business unit: 0.

[OK]

10. Scroll down on the **Payments** page, navigate to **Paid Invoices** tab. The Invoice put on hold can be seen under **Number** tab.

Attachments None +

Payment Details **Paid Invoices** History Conversion Other

View ▾ Reverse Select and Add Detach ?

Invoice		Payment (USD)			Payment Reason	Payment Reason Comments
Number	Type	Due Date	Discount	Amount		
1400ADV00009766...	Payment request	2/15/23	0.00	3,500.00		
1400ADV00009766...	Payment request	2/15/23	0.00	-3,500.00		
			0.00	0.00		

11. Click the **Payment Details** tab, from the **Context** drop-down choice list, select **Additional Information**.

Payment Details Paid Invoices History Conversion Other

Payee

Current Name Remit-to Account xxxxxxxx0923

Payee Site IBAN

Remit-to Address BIC

Payment Function Employee expenses Remit-to Bank Name

Remit-to Branch Name

Processing Details

Disbursement Bank Account 7000054 - GENERAL EXPENSE - OSC Payment Process Request _Training_

Payment Method Check - Employee Payment Document 1400 1000

Bill Payable No Payment File Reference 91001

Payment Process Profile NC Check Payment Process Profile Reference Assigned by Administrator _Training_

General Information

Payment Description Context

Reference Number 229 Regional Information

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

Payment Details		Paid Invoices		History		Conversion		Other	
Payee									
Current Name		Remit-to Account	xxxxxxx0923						
Payee Site		IBAN							
Remit-to Address		BIC							
Payment Function	Employee expenses		Remit-to Bank Name						
		Remit-to Branch Name							
Processing Details									
Disbursement Bank Account	7000054 - GENERAL EXPENSE - OSC		Payment Process Request	_Training_					
Payment Method	Check - Employee		Payment Document	1400 1000					
Bill Payable	No		Payment File Reference	91001					
Payment Process Profile	NC Check Payment Process Profile		Reference Assigned by Administrator	_Training_					
General Information									
Payment Description		Escheats Supplier	NC DEPART ▼						
Reference Number	229		Escheatment Status						
Context	Additional Information ▼		Sent to IC						
Qualify for Escheatment	Yes ▼		Regional Information	▼					

13. Scroll up the **Payments** page, click the **Done** button.

Note: The Escheatment interface is scheduled to run nightly and will pick up the identified transactions for processing.

This opens the **Manage Payments** page.

Payment Details		Paid Invoices		History		Conversion		Other	
Payment: 1023 ?									
Actions ▼ Done									
Payee	aaansaavvr y aaaaiaaavd		Payment Amount	3,500.00					
Payment Date	4/3/23			USD					
Status	Voided		Withheld Amount	0.00					
Accounting Status	Unaccounted			USD					
Reconciled	No		Business Unit	1400 OFFICE OF THE STATE CONTROLLER					
Type	Payment Process Request		Legal Entity	NC DEPARTMENT OF STATE TREASURER					
			Stop Date						
			Void Date	6/21/23					
			Attachments	None +					
Payee									

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

Manage Payments Done

Search Advanced Saved Search All Payments

Actions View + [Icons] Detach

Payment Number	Payment Document	Payment Status	Payment Type	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to / Number
1023	1400 1000	Voided	Payment Pr...	No	aaansaavvr y aaaaiaaavd	4/3/23	3,500.00 USD		xxxxxxx09

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

Payment Details Paid Invoices History Conversion Other

Payee

Current Name aaansaavvr y aaaaiaaavd Remit-to Account xxxxxxx0923

Payee Site IBAN

Remit-to Address BIC

Payment Function Employee expenses Remit-to Bank Name

Remit-to Branch Name

Processing Details

Disbursement Bank Account 7000054 - GENERAL EXPENSE - OSC Payment Process Request PPR_EXP_1400_Checks

Payment Method Check - Employee Payment Document 1400 1000

Bill Payable No Payment File Reference 11002

Payment Process Profile NC Check Payment Process Profile Reference Assigned by Administrator PPR_EXP_1400_Checks

General Information

Payment Description Escheats Supplier NC DEPART

Reference Number 24 Escheatment Status **Completed**

Context Additional Information Sent to IC

Qualify for Escheatment Yes Regional Information

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

Note: Now, work with AP Invoice Management user to cancel the Expense Report Invoice which was previously placed on hold and work with AP Agency Payment Management user to create new PPR for the new Invoice which was created for the DST Supplier for the amount of the Escheated Employee Expense Report Invoice.

Payment: 1003 [?](#) Actions ▾ **Done**

<table border="0"> <tr><td>Payee</td><td>Expense Preparer 1400</td></tr> <tr><td>Payment Date</td><td>12/6/22</td></tr> <tr><td>Status</td><td>Voided</td></tr> <tr><td>Accounting Status</td><td>Accounted</td></tr> <tr><td>Reconciled</td><td>No</td></tr> <tr><td>Type</td><td>Payment Process Request</td></tr> </table>	Payee	Expense Preparer 1400	Payment Date	12/6/22	Status	Voided	Accounting Status	Accounted	Reconciled	No	Type	Payment Process Request	<table border="0"> <tr><td>Payment Amount</td><td>2,000.00</td></tr> <tr><td></td><td>USD</td></tr> <tr><td>Withheld Amount</td><td>0.00</td></tr> <tr><td></td><td>USD</td></tr> <tr><td>Business Unit</td><td>1400 OFFICE OF THE STATE CONTROLLER</td></tr> <tr><td>Legal Entity</td><td>NC DEPARTMENT OF STATE TREASURER</td></tr> <tr><td>Stop Date</td><td></td></tr> <tr><td>Void Date</td><td>12/23/22</td></tr> <tr><td>Attachments</td><td>None +</td></tr> </table>	Payment Amount	2,000.00		USD	Withheld Amount	0.00		USD	Business Unit	1400 OFFICE OF THE STATE CONTROLLER	Legal Entity	NC DEPARTMENT OF STATE TREASURER	Stop Date		Void Date	12/23/22	Attachments	None +
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Void Date	12/23/22																														
Attachments	None +																														

Wrap-Up

Escheats an un-cashed check for an Employee Expense Report Invoice using the above steps in NCFS.

Additional Resources

Virtual Instructor-Led Training (vILT)

- AP 107: AP Void Payment (ILT)