

Escheatment Process For NCFS



NCFS Procure to Pay Team



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North Carolina Financial System
NC Office of the State Controller - OSC

Welcome and System Update

- Welcome
- System Update
 - Prior to NCFS Go Live, we built a custom process to handle escheats. While the custom solution worked, it was cumbersome and required different steps for each payment type (Supplier, Party Payment, and Employee Reimbursements).
 - After NCFS Go Live, we worked with Oracle on a new escheats process.
 - The new process is more streamlined, and the same for all payment types.
 - The new process has been thoroughly tested and we're ready to use this new process for the first year of NCFS payments to be escheated.
 - This means the custom process for escheats that you were previously trained on is no longer required.

Note: Please use the documentation for escheats **in this presentation** going forward.

Do not follow the steps from past training.



Escheatment Guidelines

Escheatment Authority

Escheatment Authority - A government entity, usually a state agency, that holds and manages unclaimed or abandoned property.

- For North Carolina In State supplier unclaimed checks, the escheatment authority is the NC Department of State Treasurer (NC DST).
- Checks to out of state suppliers may need to be escheated to that state's Escheatment Authority.

Please **confirm with NC DST** if you are unsure who the escheatment authority should be for out of state check payments.

The NCFs escheatment process for both NC DST escheatment authority and out of state escheatment authorities are the same, however **reporting** requirements will be different.



NC DST Escheatment Requirements

Please familiarize yourself with the **NC DST escheat requirements** before starting the escheat process in NCFS:

- [NC Department of State Treasurer Banking Services Handbook](#) (See page 35 for Escheatment information.)
- Holder Information and Reporting: Identify property to escheat - Reference the [NC DST Conversion Tables](#) to determine the reporting due date for each type of unclaimed property.

NC DST Unclaimed Property Conversion Table

North Carolina Unclaimed Property Report Conversion Table: Governmental Agencies Only

Use the table below to determine specific holding periods, timing of due diligence notices and reporting deadlines for all unclaimed property held by governmental agencies. Refer to the [NAUPA Class Code and Dormancy Period Chart for Governmental Holders](#) to determine the appropriate class code when preparing unclaimed property reports.

1 Year Property Table

Issue Year	Hold Period	Notice to Owners	Report Due
7/1/19 to 6/30/20	6/30/21	8/15/21	11/1/21
7/1/20 to 6/30/21	6/30/22	8/15/22	11/1/22
7/1/21 to 6/30/22	6/30/23	8/15/23	11/1/23
7/1/22 to 6/30/23	6/30/24	8/15/24	11/1/24
7/1/23 to 6/30/24	6/30/25	8/15/25	11/1/25
7/1/24 to 6/30/25	6/30/26	8/15/26	11/1/26

NC DST Escheatment Process

- Attempt to locate check property owners: NC Outstanding Check Report (RPT-AP-005) can be used to locate the check property owners and send final notices as it does include the payee information including address.
- Once ready to escheat, please follow the NCFS steps to escheat the original supplier invoice and create the new payment to NC DST.
- Follow [NC DST Holder Information and Reporting](#) instructions. The NCFS **New NC Escheatment Details Report (RPT-AP-052)** can assist in completing the National Association of Unclaimed Property Administrators (NAUPA) report.
- Remit funds due to NC DST.

For questions regarding the DST Escheat guidelines or reporting, please [contact NC DST](#). Unclaimed Property Division: (919) 814-4200, option 3.

Email address: upreports@nctreasurer.com



Special Considerations for 2025 Escheatment Process

- Escheats due November 1, 2025, will include all payments made 7/1/2023 - 6/30/2024
- This will require a dual escheats process for this year only.
 - NCAS payments made 7/1/2023 - 10/5/2023 will need to follow the process for escheating "external transactions". This process will be the same as last year following these [Escheating Checks in NCFS Converted from NCAS](#) directions.
 - NCFS payments made 10/10/2023 - 6/30/2024 will be escheated with the new NCFS escheats method detailed in the upcoming slides.

Escheatment Steps in NCFS

Escheatment Security Roles

- The role needed to complete the escheatment process in NCFS is the **NC AP Void Payment Jr** role.
- The role needed to view the Escheatment Detail Report (RPT-AP-052) is the **NC AP Tax Reports Jr** role. This report will be discussed later during this session.

Identification and Selection of Unclaimed Checks

- Before beginning the escheatment process in NCFS, it may be useful to have the most recent **NC Outstanding Check Report (RPT-AP-005)** as this report will assist in determining if there are out of state checks that need to be escheated.
- The unclaimed checks should be selected in batches based on the escheatment authority. For example, if you have 105 checks that should be escheated, but 100 of those should be escheated to NC DST, you will want to select only those 100 checks for the escheat process. Once you complete the process for the 100 checks, you will then complete the process for the 5 remaining checks to the other escheatment authority.

Identification of Unclaimed Checks

On the Manage Payments screen in NCFs, identify the unclaimed checks using the following search criteria (Advanced Search).

- Payment date > On or before > XX/XX/XXXX. **Note:** The date should equal the end date of the Payment Issue Year. (Refer to NC DST 1 Year Property Table.)
- Payment Status > Equals > Negotiable
- Payment document > Equals > Business Unit 1000 (XXXX 1000)
- Payment Amount > Greater than > 0. (Refer to [QRG AP46 – Escheating Payments in NCFs.](#))

Manage Payments ?

Search

Basic Saved Search All Payments ▼

** At least one is required

** Supplier or Party Equals ▼

** Payment Date On or before ▼ 6/30/24

** Payment Number Equals ▼

** Disbursement Bank Account Equals ▼

Payment Document Equals ▼ 1400 1000

Payment Amount Greater than ▼ 0

Payment Currency Equals ▼

** Payment Type Equals ▼

** Payment Process Request Equals ▼

Payment Status Equals ▼ Negotiable

Business Unit Equals ▼

Supplier Site Equals ▼

Payment Method Equals ▼

Payee Equals ▼

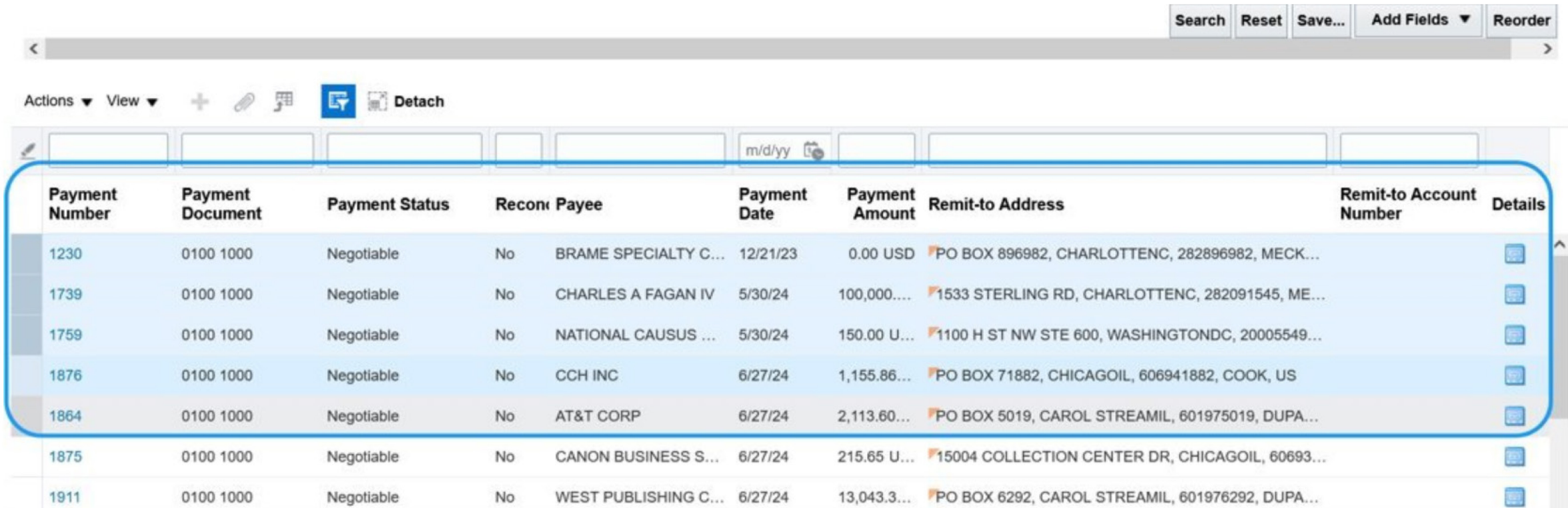
Context Equals ▼



Search Reset Save... Add Fields ▼ Reorder

Selection of Unclaimed Checks

Hold keyboard Ctrl button and select one or more of the unclaimed payments from the Manage Payments search results screen to select for escheatment.



Search Reset Save... Add Fields Reorder

Actions View + [Icons] Detach

Payment Number	Payment Document	Payment Status	Recon:	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to Account Number	Details
1230	0100 1000	Negotiable	No	BRAME SPECIALTY C...	12/21/23	0.00 USD	PO BOX 896982, CHARLOTTENC, 282896982, MECK...		[Icon]
1739	0100 1000	Negotiable	No	CHARLES A FAGAN IV	5/30/24	100,000....	1533 STERLING RD, CHARLOTTENC, 282091545, ME...		[Icon]
1759	0100 1000	Negotiable	No	NATIONAL CAUSUS ...	5/30/24	150.00 U...	1100 H ST NW STE 600, WASHINGTONDC, 20005549...		[Icon]
1876	0100 1000	Negotiable	No	CCH INC	6/27/24	1,155.86...	PO BOX 71882, CHICAGOIL, 606941882, COOK, US		[Icon]
1864	0100 1000	Negotiable	No	AT&T CORP	6/27/24	2,113.60...	PO BOX 5019, CAROL STREAMIL, 601975019, DUPA...		[Icon]
1875	0100 1000	Negotiable	No	CANON BUSINESS S...	6/27/24	215.65 U...	15004 COLLECTION CENTER DR, CHICAGOIL, 60693...		[Icon]
1911	0100 1000	Negotiable	No	WEST PUBLISHING C...	6/27/24	13,043.3...	PO BOX 6292, CAROL STREAMIL, 601976292, DUPA...		[Icon]

Initiate Escheat

Once the appropriate payments are selected, select Actions > Escheatment > Initiate Escheat.

Note: Once you select Initiate Escheat, you **CANNOT** undo the process.

⚠ You are using DEV2.Copied from PROD - Data as of 06/29/2024 07:18 PM EST



Manage Payments ⓘ

Search

Basic Saved Search All Payments

Actions View + Attachments Detach

Payment	Payment Status	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to Account Number	Detail
1230	Liable	No	REGIONAL ECONOMI...	12/12/23	10,500.00 USD	433 WEST ST, AMHERSTMA, 010022936, H...		
1746	Liable	No	BRAME SPECIALTY C...	12/21/23	0.00 USD	PO BOX 896982, CHARLOTTENC, 28289698...		
	Negotiable	No	ENVIRONMENTAL FE...	5/30/24	1,192.00 USD	PO BOX 196, DURHAMNC, 27702, DURHAM...		



Escheatment Initiated

After payment is initiated for escheatment, the payment status will be changed to **Escheatment Initiated**. **Stop Date** will capture the initiated date.

Payment: 1197 ?

Actions ▼

Done

Payee REGIONAL ECONOMIC MODELS INC
Payment Date 12/12/23
Status Escheatment Initiated
Accounting Status Accounted
Reconciled No
Type Payment Process Request

Payment Amount 10,500.00
USD
Withheld Amount 0.00
USD
Business Unit 0100 NC GENERAL ASSEMBLY
Legal Entity NC DEPARTMENT OF STATE TREASURER
Stop Date 8/12/24
Void Date
Attachments None +

Search for Escheatment Initiated Status

On the Manage Payments screen, enter the following criteria (Payment Date and Payment Status) to search for the unclaimed checks in **Escheatment Initiated** status.

Manage Payments ?

Search

Supplier or Party Equals []

Payment Date On or before 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 Equals []

Payee Equals []

Context Equals []

Basic

Saved Search

All Payments

** At least one is r

Escheat

Hold keyboard Ctrl button and select the payments with a status of Escheatment Initiated. Then select Actions > Escheatment > **Escheat**.

Manage Payments ?

► Search

Actions ▾ View ▾ + [Icons] Detach

Payment	Payment Status	Recon	Payee	Payment Date	Payment Amount
1746	Escheatment Initiated	No	REGIONAL ECONOMI...	12/12/23	10,500.00 USD
	Escheatment Initiated	No	ENVIRONMENTAL FE...	5/30/24	1,192.00 USD

Context menu for selected row:

- Create
- Escheatment ▸
 - Initiate Escheat
 - Escheat**
 - Create Invoice

Payment Status Escheated

The payment status changes to **Escheated**.

Payment Number	Payment Document	Payment Status	Recon:	Payee	Payment Date	Payment Amount
1197	0100 1000	Escheated	No	REGIONAL ECONOMI...	12/12/23	10,500.00 USD
1746	0100 1000	Escheated	No	ENVIRONMENTAL FE...	5/30/24	1,192.00 USD

NOTE: The Create Accounting job is set to run **every hour** in NCFS. After the payments are escheated, Create Accounting will run the following hour to transfer the amounts from the Cash Clearing account to the Unclaimed Fund account. Once this is done, the invoice to the Escheatment Authority can be created.

The next step is to Create the Invoice to the Escheatment Authority supplier.

Search for Escheated Status

On the Manage Payments screen, use the following criteria to search for payments with a status of **Escheated**.

Manage Payments ?

Search

** Supplier or Party Equals []

** Payment Date On or before 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 [] Escheated []

Business Unit Equals []

Supplier Site Equals []

Payment Method Equals []

Payee Equals []

Context Equals []

Create Invoice

Hold keyboard Ctrl button and select the payments with a status of Escheated. Then, select Actions > Escheatment > **Create invoice**.

Manage Payments ?

Search



The screenshot shows a web application interface for managing payments. At the top, there is a search bar and a toolbar with icons for 'Actions', 'View', '+', a magnifying glass, a list icon, a refresh icon, and 'Detach'. Below the toolbar is a table with columns: 'Payment', 'Payment Status', 'Recon', 'Payee', 'Payment Date', and 'Payment Amount'. Two rows of data are visible, both with a status of 'Escheated'. The first row has a payment amount of 10,500.00 USD and a date of 12/12/23. The second row has a payment amount of 1,192.00 USD and a date of 5/30/24. An 'Actions' dropdown menu is open over the table, showing options: 'Create', 'Escheatment', 'Initiate Escheat', 'Escheat', and 'Create Invoice'. The 'Create Invoice' option is highlighted with a red rectangular box.

Payment	Payment Status	Recon	Payee	Payment Date	Payment Amount
	Escheated	No	REGIONAL ECONOMI...	12/12/23	10,500.00 USD
1746	Escheated	No	ENVIRONMENTAL FE...	5/30/24	1,192.00 USD

The next step is to choose the Escheatment Authority supplier.

Refer to the Escheatment Authority slide earlier in the presentation.

Escheatment Authority Supplier

Search for and select the Escheatment Authority supplier to create the invoice:
In this example, NC Department of State Treasurer (NC DST) is used.

Search and Select: Escheatment Authority

Search

** At least one is required

** Escheatment Supplier or Party Name

** Supplier Number

** Supplier Site

Search Reset

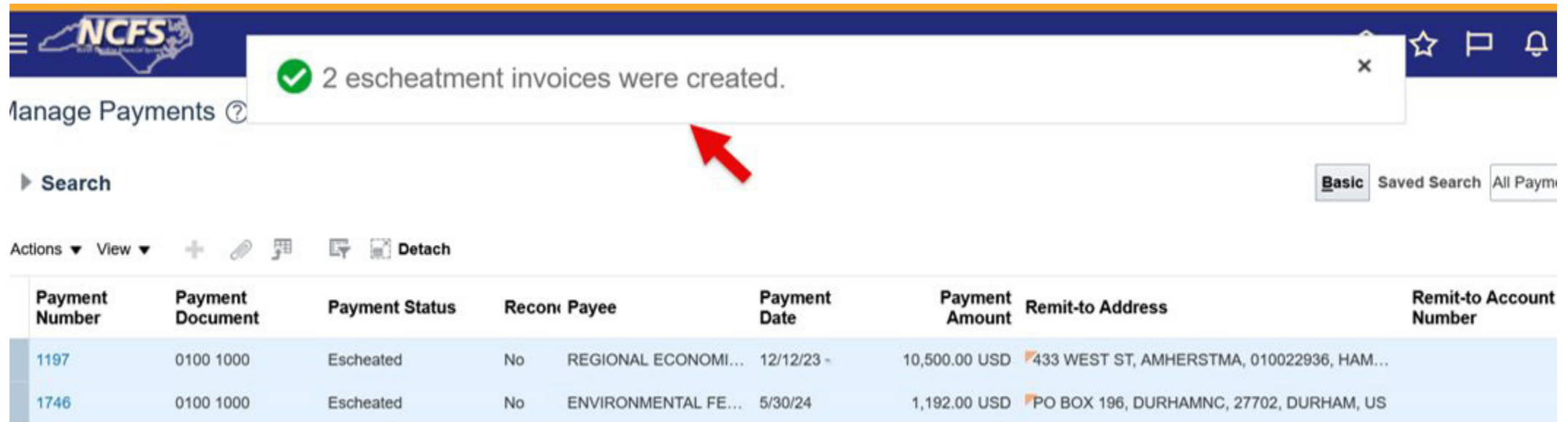
Escheatment Supplier or Party Name	Supplier Number	Supplier Site
NC DEPARTMENT OF STATE TREASURER	111922	ESCH.0100

Submit Cancel

All agencies have an escheatment pay site under the NC DST supplier record. The naming convention for the Supplier Site is ESCH.XXXX (XXXX = Agency Business Unit).

Invoice Creation to Escheatment Authority

A message on screen will show how many escheatment invoices were created.



The screenshot shows the NCFS (North Carolina Financial System) interface. At the top left is the NCFS logo. A notification banner at the top center displays a green checkmark and the text "2 escheatment invoices were created." A red arrow points to this message. Below the banner is a "Manage Payments" header with a search icon and a "Basic" button. A table of payment records is visible below, with columns for Payment Number, Payment Document, Payment Status, Recon: Payee, Payment Date, Payment Amount, Remit-to Address, and Remit-to Account Number. Two rows of data are shown, both with a status of "Escheated".

Payment Number	Payment Document	Payment Status	Recon: 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	

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

Manage Invoices

Review escheatment invoices on the Manage Invoice screen. The Description column includes the payment # that was escheated, shown as Escheatment – payment #.

These new escheatment invoices should be picked up with the next PPR that is set for checks.

Recent	24 Hours	Holds	7 Days	Approval	Prepaid
0 Incomplete		0 Validation		0 Pending	
6 Complete		2 Purchasing		0 Others	0
6 Total		0 Other		2 Rejected	

Invoice Number	Amount	Supplier	Supplier Site	Validation Status	Accounting Status	Source	Description
Escheatment - 688547	2,803.46 USD	NC DEPARTMENT OF ST...	ESCH.0100	Validated	Unaccounted	Escheatment	Escheatment - 1885
Escheatment - 688546	927.02 USD	NC DEPARTMENT OF ST...	ESCH.0100	Validated	Unaccounted	Escheatment	Escheatment - 1884
MEDVI JUN24L	927.02 USD	FIDELITY SECURITY LIF...	R.01PT.01	Validated	Accounted	Spreadsheet	EYEMED VISION FOR JI
MEDVI JUN24S	2,803.46 USD	FIDELITY SECURITY LIF...	R.01PT.01	Validated	Accounted	Spreadsheet	EYEMED VISION FOR JI
Escheatment - 131889	10,500.00 USD	NC DEPARTMENT OF ST...	ESCH.0100	Validated	Unaccounted	Escheatment	Escheatment - 1197
Escheatment - 603028	1,192.00 USD	NC DEPARTMENT OF ST...	ESCH.0100	Validated	Unaccounted	Escheatment	Escheatment - 1746
0823-590-1	10,500.00 USD	REGIONAL ECONOMIC ...	R.01PT.01	Validated	Accounted	Manual invoice entry	REMI MAINTENANCE FE
COMBCAMP05312024	1,192.00 USD	ENVIRONMENTAL FEDE...	R.0100.01	Validated	Accounted	Manual invoice entry	COMBINED CAMPAIGN

NC Escheatment Detail Report

This report was created to aid agency users with reporting escheat data to the NC Department of State Treasurer (or other out of state escheatment authority), which is due on November 1st of each year. (Refer to the Escheatment Guidelines section earlier in the presentation).

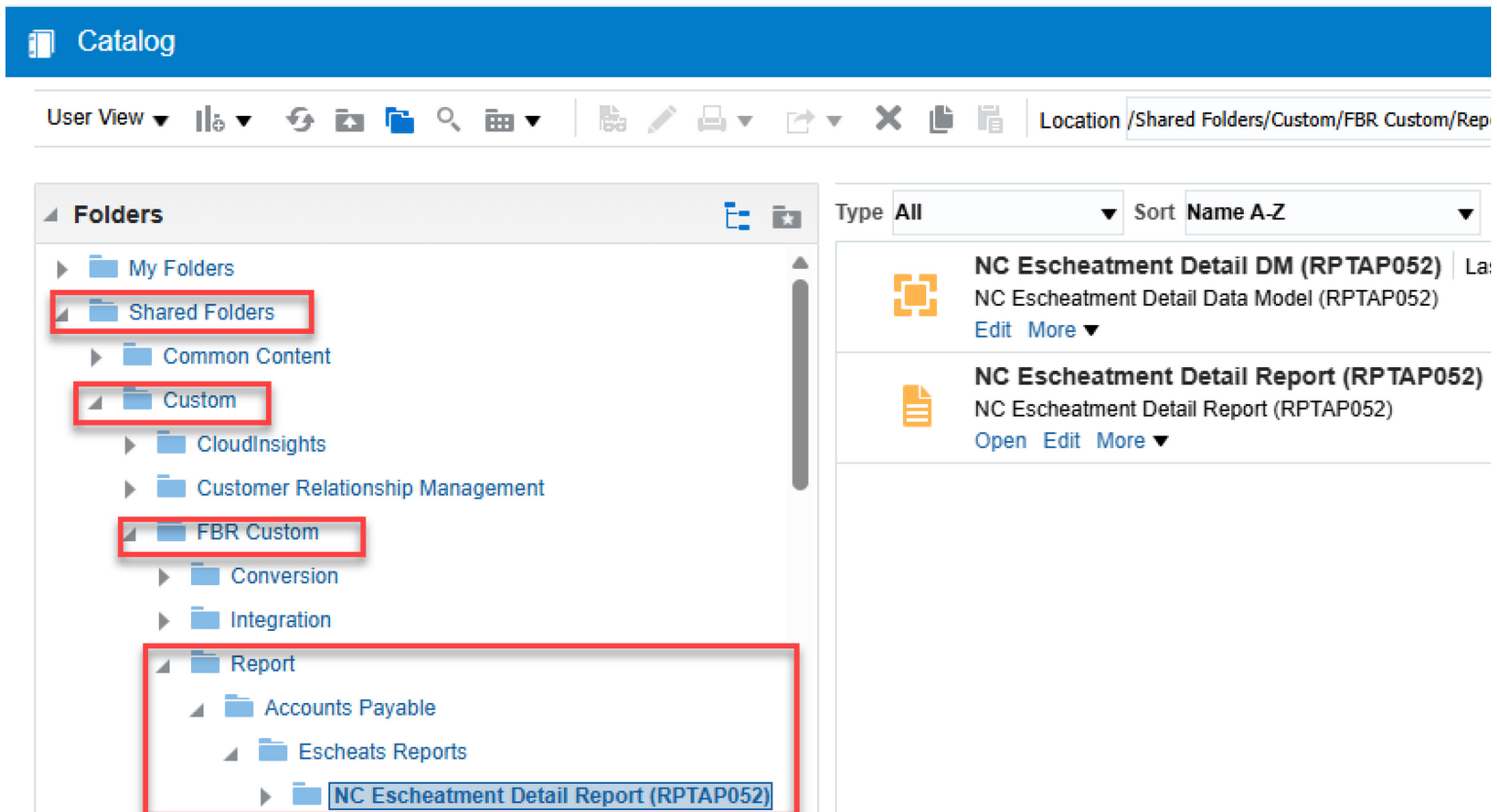
NOTE: This report will not generate until the new escheatment invoices are in **PAID** status.

This report will reflect NCFS escheated payments that are sent to Department of State Treasurer (DST) Unclaimed Property or to an out of state escheatment authority. Other escheatment authorities are typically out of state Unclaimed Property Division.

The formatting of the report is divided by the left side (Payments made to Escheatment Authority) and the right side (Escheated Invoice/Payment Details).

Open NC Escheatment Detail Report (RPTAP052)

This report contains Tax ID #'s and is in the Escheats Reports folder in NCFS. NCFS users must have the **NC AP Tax Reports JR** security role to access the report.



On the NCFS Home page, go to the Tools tab, select the Reports and Analytics app, then select the Browse Catalog button. Select Shared Folders > Custom > FBR Custom > Report > Accounts Payable > Escheats Reports to find the NC Escheatment Detail Report (RPTAP052).

Run NC Escheatment Detail Report (RPT-AP-052)

The required parameters on the report are **From Escheatment Date** and **To Escheatment Date**. If multiple escheatment authority suppliers were selected in the escheatment process, the report can be run per supplier or for all the suppliers.

NC Escheatment Detail Report (RPTAP052)

* Business Unit All

* From Escheatment Date To Escheatment Date 08/11/2025

Escheatment Authority Supplier Name All Apply

NC Escheatment Detail R...

NC Escheatment Detail Report Output (left)

Left Side of the report – Payments made to Escheatment Authority.



North Carolina Financial System
Office of State Controller
NC Escheatment Detail Report (RPTAP052)
07/30/2025 02:46:26 PM

Parameters

Business Unit	
From Escheatment Date	07/01/2025
To Escheatment Date	07/30/2025
Escheatment Authority	All
Supplier Name	

		Payments made to Escheatment Authority								
Business Unit	Disbursement Bank Account Name	Escheatment Authority	Supplier ID	Invoice Number	Invoice Description	Invoice Amount	Payment Number	Payment Date	Payment Amount	Payment Status
		NC DEPT OF STATE TREASURER ESCHEAT AND UNCLAIMED PROPERTY DIV	111922	Escheatment - 41350	Escheatment - 2234	15.00	219290	07/29/2025	15.00	Negotiable
		NC DEPT OF STATE TREASURER ESCHEAT AND UNCLAIMED PROPERTY DIV	111922	Escheatment - 41224	Escheatment - 1405	49.98	219290	07/29/2025	49.98	Negotiable
		NC DEPT OF STATE TREASURER ESCHEAT AND UNCLAIMED PROPERTY DIV	111922	Escheatment - 41018	Escheatment - 3060	86.97	219288	07/29/2025	86.97	Negotiable



NC Escheatment Detail Report Output (right)

Right side of the report – Escheated Invoice/Payment Details.

Escheated Invoice/Payment Details																	
Supplier Alternate Site Name/Party Name/Employee Name	Supplier TIN	Supplier/Employee ID	Supplier Site	Address line 1	Address Line 2	City	State	Postal Code	Invoice Number	Invoice Date	Invoice Amount	Payment Number	Payment ID	Payment Date	Payment Amount	Original Escheatment Date	Payment Status
J		233302		404 ORCHARD LN		ALLEN	TX	75002	10690861	10/25/2023	15.00	2234	46057	10/26/2023	15.00	07/24/2025	Escheated
G		233982		3817 HWY 119 N		MEBANE	NC	27302	10699996	10/25/2023	49.98	1405	46206	10/26/2023	49.98	07/24/2025	Escheated
S C		232947		PO BOX 488		LAURINBURG	NC	28353	10796418	10/25/2023	86.97	3060	46330	10/26/2023	86.97	07/24/2025	Escheated
S V		232181		15023 OCKEECHOBEE CT		MINT HILL	NC	28227	10801895	10/25/2023	10.00	3171	46698	10/26/2023	10.00	07/24/2025	Escheated
T	R	233872		1122 NW 23RD ST		FRUITLAND	ID	83619	10588489	10/25/2023	32.67	2699	45412	10/26/2023	32.67	07/24/2025	Escheated

Accounting Entries

NC Cash Ledger

- When original payment is accounted:
 - Dr **Expense Account**
 - Cr **Cash Clearing Account**
- When payment is escheated (Voided):
 - Dr **Cash Clearing Account**
 - Cr **Unclaimed Fund Account**
- Invoice for Escheatment Authority:
 - Dr **AP Clearing Account**
 - Cr **AP Clearing Account**
- When payment to Escheatment Authority is accounted:
 - Dr **Unclaimed Fund Account**
 - Cr **Cash Clearing Account**

Accrual & Modified Accrual Ledgers

- When original payment is accounted:
 - Dr **Supplier Liability**
 - Cr **Cash Clearing Account**
- When payment is escheated:
 - Dr **Cash Clearing Account**
 - Cr **Unclaimed Fund Account**
- Auto Invoice for Escheatment Authority:
 - Dr **Unclaimed Fund Account**
 - Cr **Supplier Liability**
- When payment to Escheatment Authority is accounted:
 - Dr **Supplier Liability**
 - Cr **Cash Clearing Account**

Questions



NCFS Contact Information

NCFS Contact Center

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919-707-0795

866-292-4314

