ECHEATS EMPLOYEE PROCESS

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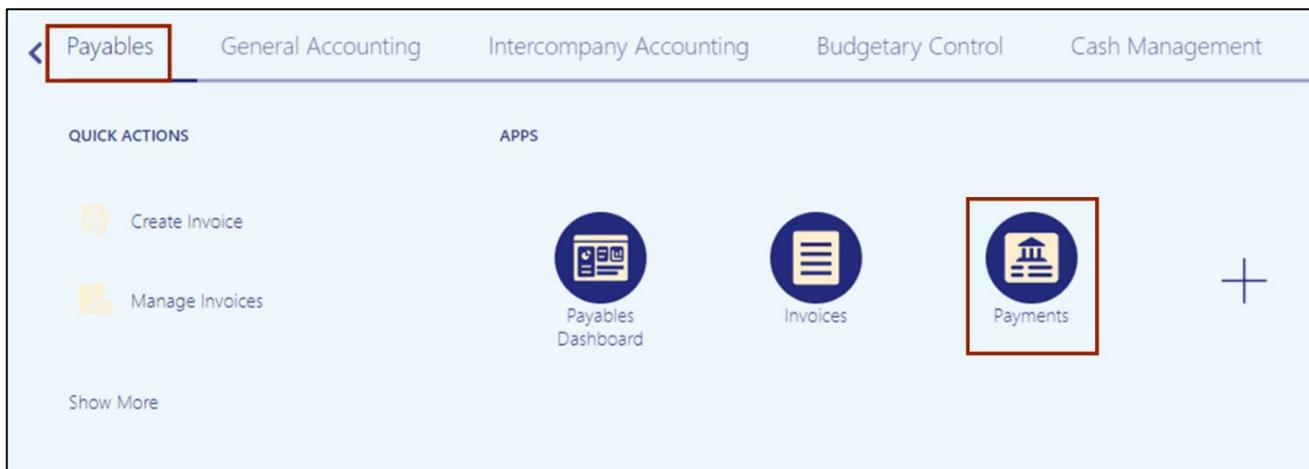
3. Click the **Tasks** [▤] icon. Under **Payments**, click **Manage Payments**.

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.

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

    In this example, we choose **1023** for **Payment Number**
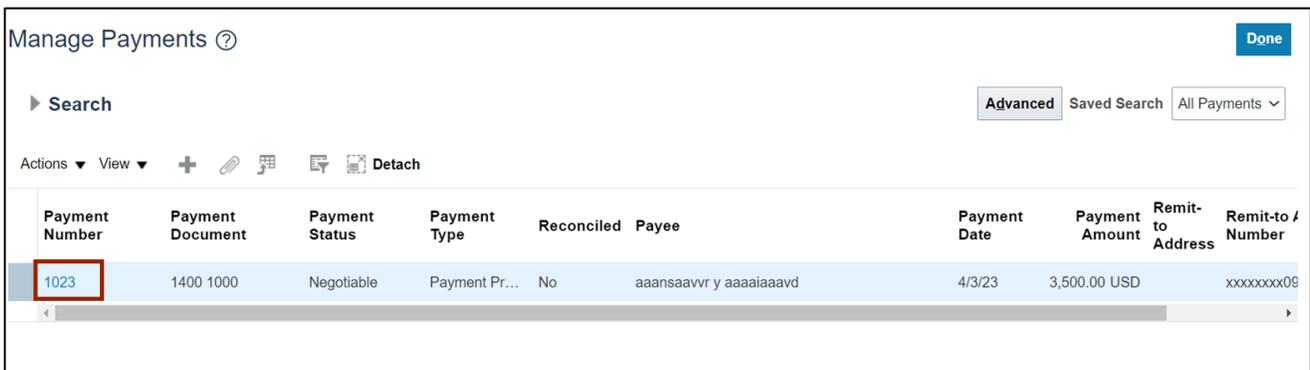
6. From the *Actions* drop-down choice list, select **Void.**

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

7. 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.

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.

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

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

	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	Additional Information

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

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.

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

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

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 ⑦		Actions ▼	Done
Payee Expense Preparer 1400		**Payment Amount**	2,000.00 USD
Payment Date 12/6/22		**Withheld Amount**	0.00 USD
Status Voided			
Accounting Status Accounted		**Business Unit** 1400 OFFICE OF THE STATE CONTROLLER	
Reconciled No		**Legal Entity** NC DEPARTMENT OF STATE TREASURER	
Type Payment Process Request		**Stop Date**	
		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)