

ESCHEATING CHECKS IN NCFS CONVERTED FROM NCAS

Uncleared checks from NCAS AP were imported into NCFS Release 3 as “External Transactions.” These records do not have an NCFS AP component.

Below are the steps to escheat a converted NCAS check in NCFS.

1. Voiding External Payment (NCAS checks)

1a. Log in to Core Banking to generate a “payment deletions” file and submit to NC Department of State Treasurer so the escheated checks can be removed from the positive pay records in Core Banking. This can be done one of two ways:

- If you have a few checks that need to be escheated, follow the steps on page 23 at this link to manually delete the checks from the positive pay file:
<https://www.nctreasurer.com/documents/files/fod/core-banking-user-manual/open>
- If you have a large number of checks that need to be escheated, follow the steps at this link to delete the checks via uploading the positive pay file to Core Banking:
<https://www.nctreasurer.com/documents/files/fod/positive-pay-warrant-issuance-file-layout/open>

1b. Void the **NCAS checks** that are to be escheated in NCFS (See [QRG CM-46 How to Void an External Payment in Cash Management](#))

1c. Manually create a negative PAY category journal (disbursement) in NCFS and include the appropriate bank account in the flex field.

2. Creation of AP Invoice for Escheat Payment to DST Unclaimed Property

2a. Create an invoice in the NCFS AP module to NC Dept of State Treasurer Unclaimed Property (Supplier ID 111922, Pay site ESCH.BusinessUnit ex: ESCH.1400). Be sure to use the same expenditure account that was used in step 1c so the net impact on the expenditure will be \$0.00.

2b. Create the payment by setting the PPR. Once the check is printed, mail to NC DST.

3. Submission of a NAUPA report to Unclaimed Property

3a. Instructions for creating the NAUPA file are in the “Holder Information and Reporting” site at <https://www.nccash.com/holder-information-and-reporting>

NOTE: Specific questions regarding the escheatment requirements should be directed to NC DST Unclaimed Property Division. All other questions related to the NCFS processes above should be directed to the OSC Contact Center at NCFS@ncosc.gov.