



ESCHEATS SUPPLIER PAYMENT PROCESS

AP

QUICK REFERENCE GUIDE AP-19

Purpose

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

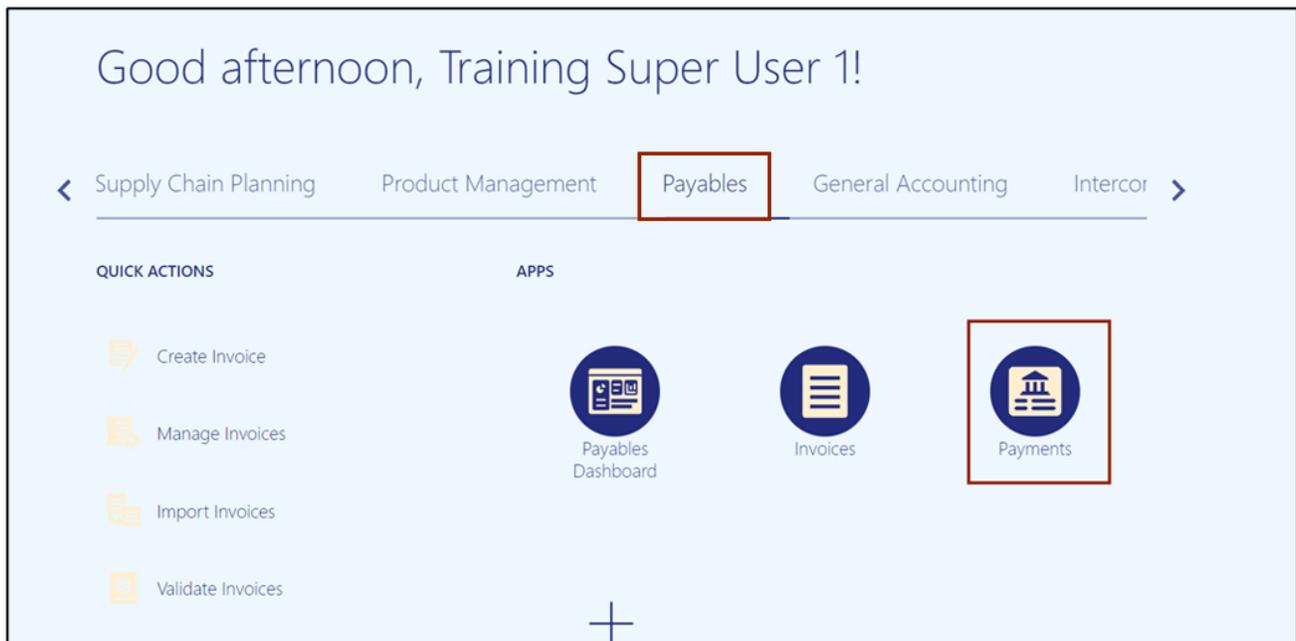
Introduction and Overview

This QRG covers how to complete the escheats process for Standard Invoices in NCFS.

Escheats Supplier Process

To complete the Escheats process for Standard Supplier Invoices 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, under the **Payables** tab, click the **Payments** app.



- On the **Overview** page, click the **Tasks** [☰] icon. Under *the Payments* section, click **Manage Payments**.

The screenshot shows the 'Overview' page interface. On the right side, there is a 'Tasks' menu with three sections: 'Payments', 'Accounting', and 'Payables Periods'. Under the 'Payments' section, the 'Manage Payments' option is highlighted with a red box. Below the menu, there is a table with columns for 'Creation Date' and 'Status'. A 'Tasks' icon (☰) is also highlighted with a red box. At the bottom, there is a 'Payment Method' section with a table header including 'Bank Account', 'Bank Name', and 'Payee'.

- On the **Manage Payments** page, under the **Search** section, enter the **Payment Date** or **Payment Number**.

The screenshot shows the 'Manage Payments' search interface. It features a search section with several input fields. The 'Payment Date' field, containing '12/13/22', and the 'Payment Number' field, containing '1000', are both highlighted with red boxes. Other fields include 'Supplier or Party', 'Disbursement Bank Account', 'Payment Type', 'Payment Process Request', 'Payment Status', and 'Business Unit'. There are also buttons for 'Search', 'Reset', and 'Save...'. A 'Done' button is located in the top right corner.

5. Review the search results.

Payment Number	Payment Document	Payment Status	Payment Type	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to Account Number
109		Cleared	Payment Pr...	Yes	NC DEPARTMENT OF...	1/4/23	500.00 USD	1306 MAIL SERVICE ...	
1033	EPAY 1000	Cleared	Payment Pr...	Yes	Jarvis Painting, Inc. db...	12/16/22	50.00 USD	123 MAIN ST, RALEI...	xxxxxxx1995
1005	IGO 1000	Cleared	Payment Pr...	Yes	NC DHHS CONTROL...	1/4/23	762.90 USD	2019 MSC, RALEIGH...	
1011	IGO 1000	Cleared	Payment Pr...	Yes	NC DEPARTMENT OF...	1/4/23	46.91 USD	1306 MAIL SERVICE ...	
1002	IGO 1000	Cleared	Payment Pr...	Yes	NC DEPARTMENT OF...	1/4/23	532.67 USD	1306 MAIL SERVICE ...	
1003	IGO 1000	Cleared	Payment Pr...	Yes	NC OFFICE OF THE S...	1/4/23	349.52 USD	1410 MAIL SERVICE ...	
1024	EPAY 1000	Cleared	Payment Pr...	Yes	KAIROS CHURCH MI...	12/13/22	1,800.00 USD	PO BOX 352, WILSO...	xxxxxxx1353
107		Negotiable	Payment Pr...	No	NC DEPARTMENT OF...	1/4/23	930.00 USD	MAIL SERVICE CEN...	
1001	1100 1000	Negotiable	Payment Pr...	No	EXPO LLC	1/11/23	5,000.00 USD	1430 COMMONWEA...	
1000	1100 1000	Negotiable	Payment Pr...	No	BLAIRHILL LLC	1/11/23	19,000.00 USD	PO BOX 35464, CHA...	
1002	1100 1000	Negotiable	Payment Pr...	No	RAY SHAW OFFICE S...	1/11/23	7,000.00 USD	806 N PINE ST, LUM...	
1000	0100 1000	Negotiable	Payment Pr...	No	SOLARWINDS	1/19/23	440.00 USD	PO BOX 730720, DA...	xxxxxxx3660
1004	1000 1000	Negotiable	Payment Pr...	No	BRUCE BELANGER	1/24/23	1,440.00 USD	1501 5TH AVE SO, E...	

6. Click the **Payment Number** link to select the Payment to be Escheatment.

In this example, choose **1000** for **Payment Number**.

Manage Payments ? Done

Search Advanced Saved Search All Payments v

Payment Number	Payment Document	Payment Status	Payment Type	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to Account Number
1019	IGO 1000	Negotiable	Payment Pr...	No	NC DEPARTMENT OF...	1/19/23	240.00 USD	1306 MAIL SERVICE ...	
1023	IGO 1000	Negotiable	Payment Pr...	No	NC DEPARTMENT OF...	2/10/23	120.00 USD	4001 MAIL SERVICE ...	
1021	IGO 1000	Negotiable	Payment Pr...	No	NC DHHS CHILD DEV...	2/10/23	240.00 USD	2019 MAIL SERVICE ...	
1000	0200 1000	Negotiable	Payment Pr...	No	MORPHO USA INC	12/13/22	1,300.00 USD	PO BOX 207240, DA...	xxxxxxx3164
1001	0200 1000	Negotiable	Payment Pr...	No	S & S WORLDWIDE	12/22/22	100.00 USD	PO BOX 845825, BO...	
1003	0200 1000	Negotiable	Payment Pr...	No	AXON ENTERPRISE I...	2/10/23	319.87 USD	PO BOX 29661 DEP...	xxxxxxx0239
1002	0200 1000	Negotiable	Payment Pr...	No	AXON ENTERPRISE I...	2/9/23	319.87 USD	PO BOX 29661 DEP...	xxxxxxx0239
209		Negotiable	Payment Pr...	No	NC DEPARTMENT OF...	12/22/22	120.00 USD	1306 MAIL SERVICE ...	
1024	IGO 1000	Negotiable	Payment Pr...	No	NC OFFICE OF ADMI...	2/10/23	320.00 USD	1711 NEW HOPE CH...	



- Under the **Payment Details** tab , click the *Context* drop-down choice list, and select **Additional Information**.

Payment Details | Paid Invoices | History | Conversion | Other

Payee

<u>Current Name</u>		Remit-to Account	xxxxxxx3164
Payee Site	R.02PT.01	IBAN	
Remit-to Address	PO BOX 207240, DALLASTX, 753207240, DALLAS, US	BIC	
Payment Function	Payables disbursements	Remit-to Bank Name	WELLS FARGO BANK
		Remit-to Branch Name	WELLS FARGO BANK 121000248

Processing Details

Disbursement Bank Account	5000012 - GENERAL EXPENSE - AOC	Payment Process Request	INV-CHK-0200
Payment Method	Check - Supplier	Payment Document	0200 1000
Bill Payable	No	Payment File Reference	23006
Payment Process Profile	NC Check Payment Process Profile	Reference Assigned by Administrator	INV-CHK-0200

General Information

Payment Description	
Reference Number	71

Context: **Additional Information**

Regional Information: **Additional Information**

- Click the *Qualify for Escheatment* drop-down choice list and select **Yes**. Click the *Escheats Supplier* drop-down choice list and select the Supplier name.

In this example, we choose **NC DEPARTMENT OF STATE TREASURER**.

Payment Details | Paid Invoices | History | Conversion | Other

Payee

<u>Current Name</u>		Remit-to Account	xxxxxxx3164
Payee Site	R.02PT.01	IBAN	
Remit-to Address	PO BOX 207240, DALLASTX, 753207240, DALLAS, US	BIC	
Payment Function	Payables disbursements	Remit-to Bank Name	WELLS FARGO BANK
		Remit-to Branch Name	WELLS FARGO BANK 121000248

Processing Details

Disbursement Bank Account	5000012 - GENERAL EXPENSE - AOC	Payment Process Request	INV-CHK-0200
Payment Method	Check - Supplier	Payment Document	0200 1000
Bill Payable	No	Payment File Reference	23006
Payment Process Profile	NC Check Payment Process Profile	Reference Assigned by Administrator	INV-CHK-0200

General Information

Payment Description	
Reference Number	71

Context: **Additional Information**

Qualify for Escheatment: **Yes**

Escheats Supplier: **NC DEPART**

Escheatment Status

Sent to IC

Regional Information



12. On the **Overview** page, click the **Tasks** [☰] icon. Under **Payments** section, click **Manage Payments**.

The screenshot shows the 'Overview' page interface. On the right side, there is a 'Tasks' menu (☰ icon) which is highlighted with a red box. Below it, the 'Payments' section is visible, containing a list of tasks: 'Manage Payment Process Request Templates', 'Manage Payments' (highlighted with a red box), 'Create Printed Payment Files', 'Manage Payment Files', and 'Send Separate Remittance Advice'. Below the 'Payments' section is the 'Accounting' section with tasks: 'Create Accounting', 'Create Adjustment Journal', 'Review Journal Entries', and 'Payables to Ledger Reconciliation'. At the bottom of the 'Accounting' section is the 'Payables Periods' section with the task 'Manage Accounting Periods'. On the left side, there is a table with columns 'Creation Date' and 'Status'. Below the table, there is a 'd Payment' button with a refresh icon. At the bottom, there is a table with columns 'Payment Method', 'Bank Account', 'Bank Name', and 'Payee'.

13. On the **Manage Payments** page, under the **Search** section, enter the **Payment Date** or **Payment Number**.

Note: Enter the required details of the Payment which was flagged for escheatment.

The screenshot shows the 'Manage Payments' page. At the top right, there is a 'Done' button. Below it, there are tabs for 'Advanced', 'Saved Search', and 'All Payments'. A note says '** At least one is required'. The search filters are as follows:

- ** Supplier or Party: [Dropdown]
- ** Payment Date: [Text input: 12/13/22] (highlighted with a red box)
- ** Payment Number: [Text input: 1000] (highlighted with a red box)
- ** Disbursement Bank Account: [Dropdown]
- ** Payment Type: [Dropdown]
- ** Payment Process Request: [Dropdown]
- Payment Status: [Dropdown]
- Business Unit: [Dropdown]

 At the bottom right, there are buttons for 'Search' (highlighted with a red box), 'Reset', and 'Save...'.

