



ECHEATS PAYMENT REQUEST PROCESS

AP

QUICK REFERENCE GUIDE AP-25

Purpose

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

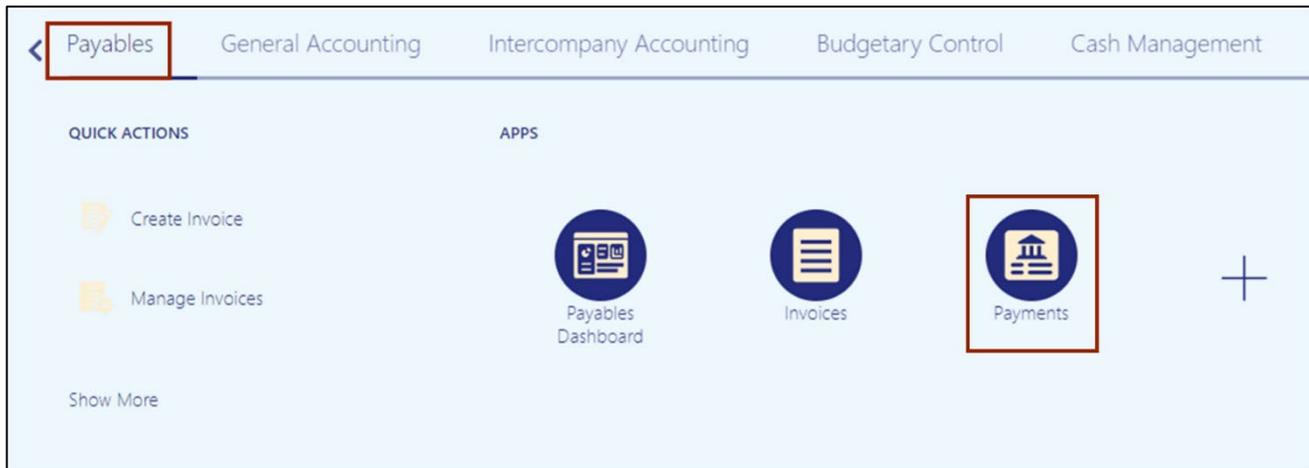
Introduction and Overview

This QRG covers the steps on how to escheat payment request process in NCFS.

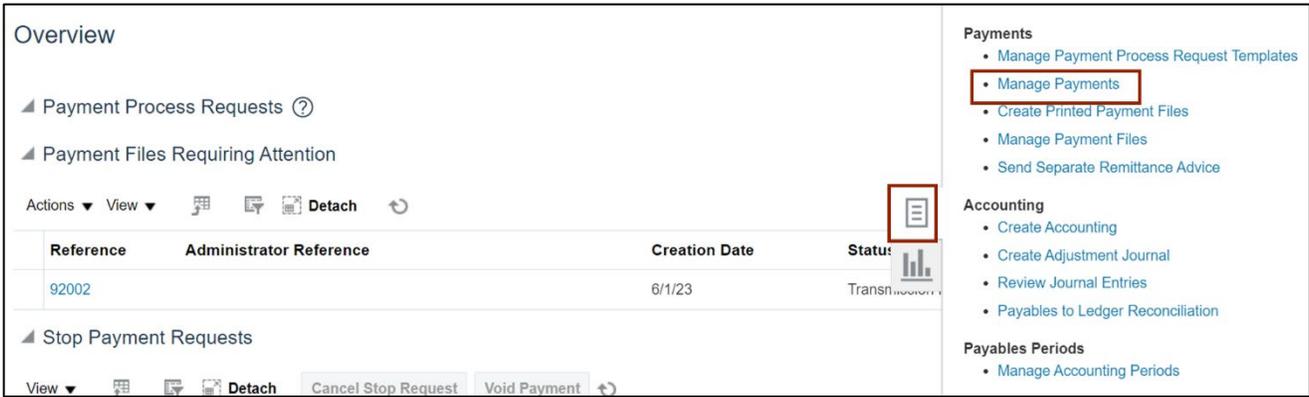
Escheats Payment Request Process

To complete escheats payment request 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

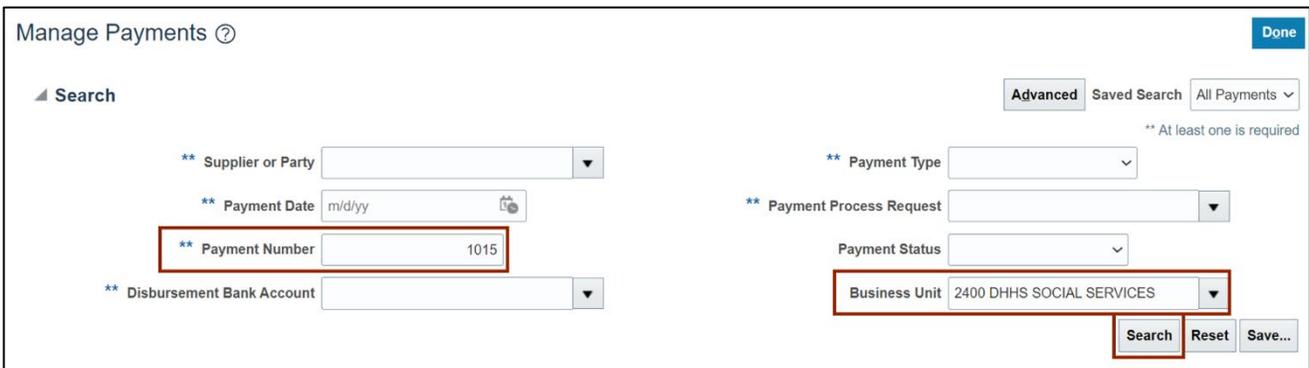
- Create Accounting
- Create Adjustment Journal
- Review Journal Entries
- Payables to Ledger Reconciliation

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 **1015** for ****Payment Number** field and **2400 DHHS Social Services** 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/yy

**** Payment Number 1015**

** Disbursement Bank Account

** Payment Type

** Payment Process Request

Payment Status

Business Unit 2400 DHHS SOCIAL SERVICES

Search Reset Save...

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

In this example, we choose **1015** for **Payment Number**.



Manage Payments ? Done

Search

Advanced Saved Search All Payments

Actions View + Detach

Payment Number	Payment Document	Payment Status	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address	Remit-to Account Number	Details
1015	2400 1000	Negotiable	No	AUGUSTINE GOMES	5/31/23	3,163.80 USD	4630 WEDGEWOOD DR, ...		

6. Scroll down on the **Payments** page, click the **Payment Details** tab, from the **Context** drop-down choice list, select **Additional Information**.

Payment Details		Paid Invoices	History	Conversion	Other
Payee					
<u>Current Name</u>		<u>Remit-to Account</u>			
<u>Payee Site</u>		<u>IBAN</u>			
<u>Remit-to Address</u>	4630 WEDGEWOOD DR, RALEIGHNC, 276044998, US	<u>BIC</u>			
<u>Payment Function</u>	Onetime payment requests from Payables	<u>Remit-to Bank Name</u>			
		<u>Remit-to Branch Name</u>			
Processing Details					
<u>Disbursement Bank Account</u>	1000212 - GENERAL EXPENSE - DHHS SOCIAL SERVICES	<u>Payment Process Request</u>	2400 OTP Checks Source 3 053123 GJE		
<u>Payment Method</u>	Check - One Time Payment	<u>Payment Document</u>	2400 1000		
<u>Bill Payable</u>	No	<u>Payment File Reference</u>	37015		
<u>Payment Process Profile</u>	NC Check Payment Process Profile	<u>Reference Assigned by Administrator</u>	2400 OTP Checks Source 3 053123 GJE		
General Information					
<u>Payment Description</u>		<u>Context</u>	<input type="text" value="Additional Information"/>		
<u>Reference Number</u>	331	<u>Regional Information</u>	<input type="text" value="Additional Information"/>		

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

Payment Details		Paid Invoices	History	Conversion	Other
Payee					
<u>Current Name</u>		<u>Remit-to Account</u>			
<u>Payee Site</u>		<u>IBAN</u>			
<u>Remit-to Address</u>	4630 WEDGEWOOD DR, RALEIGHNC, 276044998, US	<u>BIC</u>			
<u>Payment Function</u>	Onetime payment requests from Payables	<u>Remit-to Bank Name</u>			
		<u>Remit-to Branch Name</u>			
Processing Details					
<u>Disbursement Bank Account</u>	1000212 - GENERAL EXPENSE - DHHS SOCIAL SERVICES	<u>Payment Process Request</u>	2400 OTP Checks Source 3 053123 GJE		
<u>Payment Method</u>	Check - One Time Payment	<u>Payment Document</u>	2400 1000		
<u>Bill Payable</u>	No	<u>Payment File Reference</u>	37015		
<u>Payment Process Profile</u>	NC Check Payment Process Profile	<u>Reference Assigned by Administrator</u>	2400 OTP Checks Source 3 053123 GJE		
General Information					
<u>Payment Description</u>		<u>Escheats Supplier</u>	<input type="text" value="NC DEPART"/>		
<u>Reference Number</u>	331	<u>Escheatment Status</u>			
<u>Context</u>	Additional Information	<u>Sent to IC</u>			
<u>Qualify for Escheatment</u>	Yes	<u>Regional Information</u>	<input type="text"/>		

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

Payment Details		Paid Invoices	History	Conversion	Other
Payee					
<u>Current Name</u>		<u>Remit-to Account</u>			
<u>Payee Site</u>		<u>IBAN</u>			
<u>Remit-to Address</u>	4630 WEDGEWOOD DR, RALEIGHNC, 276044998, US	<u>BIC</u>			
<u>Payment Function</u>	Onetime payment requests from Payables	<u>Remit-to Bank Name</u>			
		<u>Remit-to Branch Name</u>			
Processing Details					
<u>Disbursement Bank Account</u>	1000212 - GENERAL EXPENSE - DHHS SOCIAL SERVICES	<u>Payment Process Request</u>	2400 OTP Checks Source 3 053123 GJE		
<u>Payment Method</u>	Check - One Time Payment	<u>Payment Document</u>	2400 1000		
<u>Bill Payable</u>	No	<u>Payment File Reference</u>	37015		
<u>Payment Process Profile</u>	NC Check Payment Process Profile	<u>Reference Assigned by Administrator</u>	2400 OTP Checks Source 3 053123 GJE		
General Information					
<u>Payment Description</u>		<u>Escheats Supplier</u>	NC DEPART ▼		
<u>Reference Number</u>	331	<u>Escheatment Status</u>	Completed		
<u>Context</u>	Additional Information ▼	<u>Sent to IC</u>			
<u>Qualify for Escheatment</u>	Yes ▼	<u>Regional Information</u>			

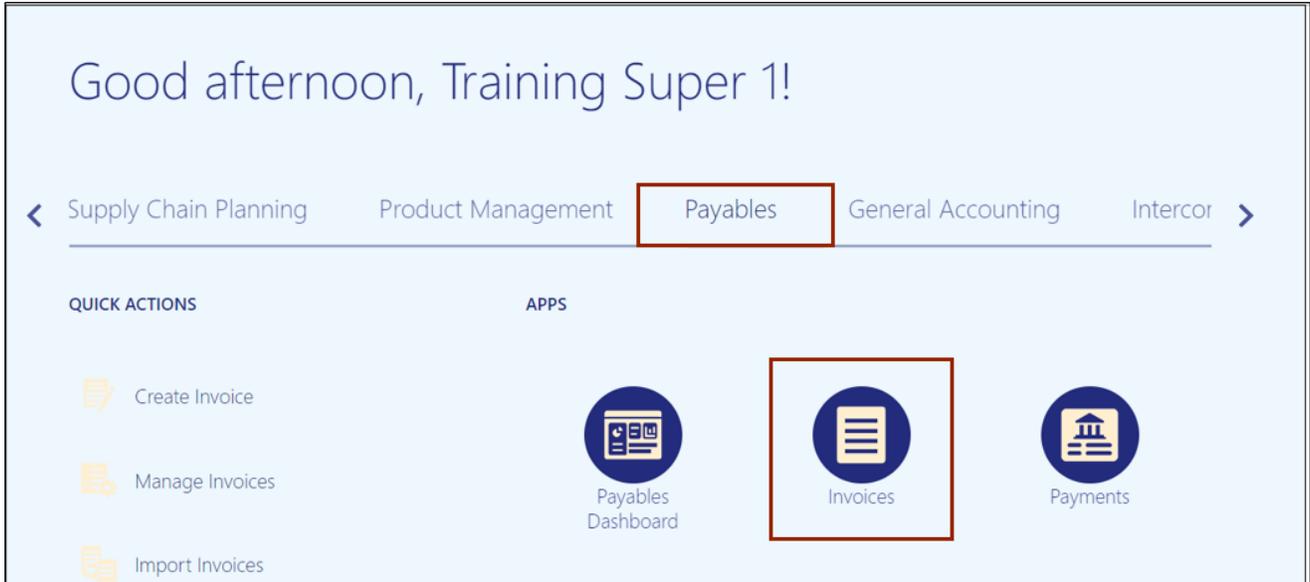
11. Scroll up and click the **Done** button.

Payment: 1015 ?		Actions ▼	
<u>Payee</u>	AUGUSTINE GOMES	<u>Payment Amount</u>	3,163.80
<u>Payment Date</u>	5/31/23		USD
<u>Status</u>	Voided	<u>Withheld Amount</u>	0.00
<u>Accounting Status</u>	Accounted		USD
<u>Reconciled</u>	No	<u>Business Unit</u>	2400 DHHS SOCIAL SERVICES
<u>Type</u>	Payment Process Request	<u>Legal Entity</u>	NC DEPARTMENT OF STATE TREASURER
		<u>Stop Date</u>	
		<u>Void Date</u>	6/23/23
		<u>Attachments</u>	None +

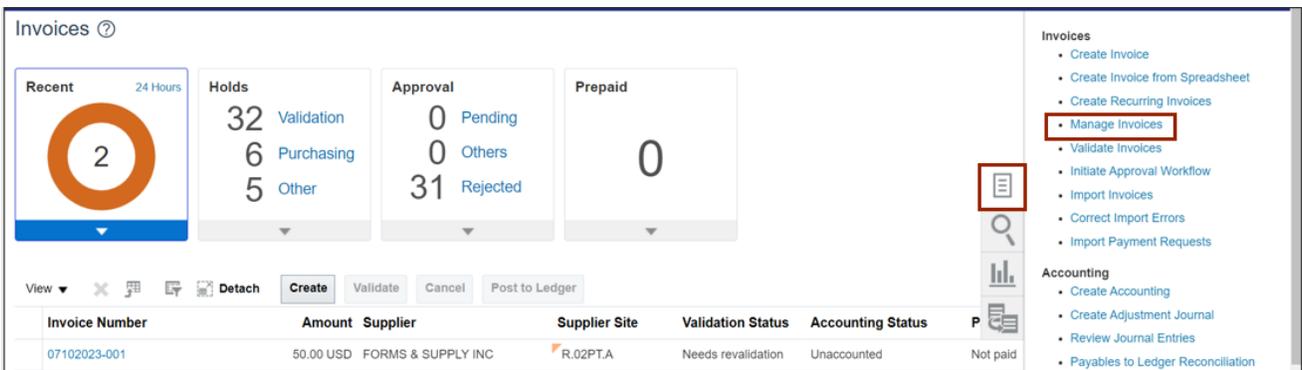
Verify Payment Status

To verify the original payment status 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 **Invoices** app.



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



4. On the **Manage Invoices** page, search for the **Invoice** which was escheated.

5. Validate that the **Payment Status** of the original invoices is **“Not Paid”**, and new invoices have been created for the inverse amount of the originals with the suffix **“-ESCH”**, as well as a Standard Invoice to the DST Supplier for the same amount as the original invoice and with the suffix of **“-ESCH”**.

Invoice Number	Invoice Amount	Ap Prt	Invoice Type	No Validation Status	Approval Status	Holds	Paid Status	Accounting Status	Details
TOP-RF114593024	163.80	L 0.0	Payment requ...	Validated	Workflow appro...	0	Not paid	Accounted	
TOP-RF114593024-CM-ESCH	3,163.80	I 0.0	Payment requ...	Validated	Workflow appro...	0	Not paid	Unaccounted	
TOP-RF114593024-ESCH	163.80	L 0.0	Standard	Validated	Workflow appro...	0	Not paid	Unaccounted	

6. Scroll up, click the **Done** button.

Note: At this point in time the Agency Payment Management user can submit a PPR to pay all three of these documents, which would be a zero-dollar payment to the original Party and a positive payment for the escheated amount to DST.

Wrap-Up

Escheat a payment request payment using the above steps in NCFS.

Additional Resources

Virtual Instructor-Led Training (vILT)

- AP 107: AP Void Payment (ILT)