

# ECHEATS PAYMENT

# **REQUEST PROCESS**

**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			Payments <ul> <li>Manage Payment Process Request Templates</li> </ul>
⊿ Payment Process Requests ⑦			Manage Payments     Create Printed Payment Files
Payment Files Requiring Attention			Manage Payment Files     Send Separate Remittance Advice
Actions View View F 🖫 🕞 Detach 🕥		Ξ	Accounting
Reference Administrator Reference	Creation Date	Status	Create Adjustment Journal
92002	6/1/23	Transn	Review Journal Entries
▲ Stop Payment Requests View ▼ 用 IP Cancel Stop Request Void Payment ★)			Payables to Ledger Reconclination 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 ⑦				Done
⊿ Search			Advanced Saved Search	All Payments V
			** At lea	ast one is required
** Supplier or Party	•	** Payment Type	~	
** Payment Date m/d/y	/уу	** Payment Process Request		•
** Payment Number	1015	Payment Status	~	
** Disbursement Bank Account	•	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.

Ma	anage Paym	ents ⑦								D <u>o</u> ne
1	Search							Advanced Sa	aved Search All Payn	nents 🗸
A	tions 🔻 View 🔻	+ 🧷 理	🕎 📓 Detac	h						
	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	<b>4630 WEDGEWOOD DR</b> ,		

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

Payment Details Paid Invoices History	Conversion Other		
Payee			
Current Name		Remit-to Account	
Payee Site		IBAN	
Remit-to Address	74630 WEDGEWOOD DR, RALEIGHNC, 276044998, US	BIC	
Payment Function	Onetime payment requests from Payables	Remit-to Bank Name	
		Remit-to Branch Name	
Processing Details			
Disbursement Bank Account	1000212 - GENERAL EXPENSE - DHHS SOCIAL SERVICES	Payment Process Request	2400 OTP Checks Source 3 053123 GJE
Payment Method	Check - One Time Payment	Payment Document	2400 1000
Bill Payable	No	Payment File Reference	37015
Payment Process Profile	NC Check Payment Process Profile	Reference Assigned by Administrator	2400 OTP Checks Source 3 053123 GJE
General Information			
Payment Description		Context	~
Reference Number	331	Regional Information	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			
Current Name		Remit-to Account	
Payee Site		IBAN	
Remit-to Address	4630 WEDGEWOOD DR, RALEIGHNC, 276044998, US	BIC	
Payment Function	Onetime payment requests from Payables	Remit-to Bank Name	
		Remit-to Branch Name	
Processing Details			
Disbursement Bank Account	1000212 - GENERAL EXPENSE - DHHS SOCIAL SERVICES	Payment Process Request	2400 OTP Checks Source 3 053123 GJE
Payment Method	Check - One Time Payment	Payment Document	2400 1000
Bill Payable	No	Payment File Reference	37015
Payment Process Profile	NC Check Payment Process Profile	Reference Assigned by Administrator	2400 OTP Checks Source 3 053123 GJE
General Information			
Payment Description		Escheats Supplier	NC DEPART 🔻
Reference Number	331	Escheatment Status	
Context	Additional Information ~	Sent to IC	
Qualify for Escheatment	Yes	Regional Information	~

8. Scroll up to the **Payments** page, click the **Done** button.

Note: Any payments identified with these tags will be picked up to be escheated by the regularly scheduled Escheatment interface which will run nightly.

				Ç LN
Payment: 1015 ⑦			Actions 👻	D <u>o</u> ne
Payee	AUGUSTINE GOMES	Payment Amount	3,163.80	
Payment Date	5/31/23	r ayment Amount	USD	
Status	Negotiable	Withheld Amount	0.00	
Accounting Status	Accounted	Business Unit	USD 2400 DHHS SOCIAL SERVICES	
Reconciled	No	Legal Entity	NC DEPARTMENT OF STATE TREASURER	
Туре	Payment Process Request	Stop Date		
		Void Date		
		Attachments	None -	

This opens the Manage Payments page.

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

Ma	Manage Payments ⑦							
Þ	Search							A <u>d</u> vanced
Act	ions 🔻 View 🔻	+ 🖉 🎵	E Detaci	h				
	Payment Number	Payment Document	Payment Status	Reconciled	Payee	Payment Date	Payment Amount	Remit-to Address
	1015	2400 1000	Voided	No	AUGUSTINE GOMES	5/31/23	3,163.80 USD	4630 WEDGEWOOD DR, .

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			
Current Name		Remit-to Account	
Payee Site		IBAN	
Remit-to Address	74630 WEDGEWOOD DR, RALEIGHNC, 276044998, US	BIC	
Payment Function	Onetime payment requests from Payables	Remit-to Bank Name	
		Remit-to Branch Name	
Processing Details			
Disbursement Bank Account	1000212 - GENERAL EXPENSE - DHHS SOCIAL SERVICES	Payment Process Request	2400 OTP Checks Source 3 053123 GJE
Payment Method	Check - One Time Payment	Payment Document	2400 1000
Bill Payable	No	Payment File Reference	37015
Payment Process Profile	NC Check Payment Process Profile	Reference Assigned by Administrator	2400 OTP Checks Source 3 053123 GJE
General Information			
Payment Description		Escheats Supplier	NC DEPART
Reference Number	331	Escheatment Status	Completed
Context	Additional Information ~	Sent to IC	
Qualify for Escheatment	Yes 🔻	Regional Information	~

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

Payment: 1015 ⑦			Actions 🗸 🗖	<u>o</u> ne
Payee Payment Date	AUGUSTINE GOMES 5/31/23	Payment Amount	3,163.80 USD	
Status Accounting Status	Voided Accounted	Withheld Amount		
Reconciled Type	No Payment Process Request	Legal Entity	NC DEPARTMENT OF STATE TREASURER	
		Void Date Attachments	6/23/23	
		Attachments		

# 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.

	Good afternoon, Training Super 1!							
<	Supply Chain Planning	Product Management	Payables	General Accounting	Intercor <b>&gt;</b>			
	QUICK ACTIONS	APPS						
	Create Invoice							
	Manage Invoices	Paya Dasht	bles	Invoices Paym	ents			
	Import Invoices							

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

Invoices ⑦					Invoices  • Create Invoice
Recent 24 Hours Holds	Approval	Prepaid			Create Invoice from Spreadsheet
32 Validation 6 Purchasing	O Pending O Others	0			Create Recurring Invoices     Manage Invoices     Validate Invoices
5 Other	31 Rejected	0		Ξ	Initiate Approval Workflow     Import Invoices
▼	Ŧ	Ŧ		0	Correct Import Errors     Import Payment Requests
View 🔻 🗶 🎢 🛱 Detach Create Va	lidate Cancel Post to Le	dger		<u>hl.</u>	Accounting  • Create Accounting
Invoice Number Amount S	Supplier	Supplier Site Valida	tion Status Accounting Status	P	Create Adjustment Journal     Review Journal Entries
07102023-001 50.00 USD F	ORMS & SUPPLY INC	R.02PT.A Needs	revalidation Unaccounted	Not paid	Payables to Ledger Reconciliation

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

	1 FW
Manage Invoices ⑦	D <u>o</u> ne
Search Results	
A Search: Invoice Saved Search All Invoices	~
** At least one	e is required
Business Unit Equals V V Karaka Supplier Number Equals V	
** Invoice Number Starts with V TOP-RF114593024 Supplier Site Equals V	•
Invoice Amount Equals V Taxpayer ID Starts with V	
** Invoice Date Equals  v m/d/yy	J
** Supplier or Party Equals v Q Context Value Equals v v	
Search Reset Save Add Fields ▼	Reorder
Actions 🛪 View 🛪 🖽 🖉 🖾 🕞 🖓 Detach Validate Pavin Full Approval 🛪 Post 🛪	

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".

Search: Invoice										B	asic Sa	ved Searc	h All Invoices	~
													** At least or	ne is required
Business Unit	Equals		~			•	** Sup	plier Number	Equals		~			
** Invoice Number	Starts with 🗸		TOP-RF114593024		Supplier Site		Equals ~		~			•		
Invoice Amount	Equals		~					Taxpayer ID	Starts with		~			
** Invoice Date	Equals	~	m/d/yy			0	** 1	nvoice Group	Starts with		~			
** Supplier or Party	Equals		~			Q	c c	Context Value	Equals		~	×		
	L													
										Search	Reset	Save	Add Fields 🔻	Reorder
tions ▼ View ▼ 🛒	/ 8	Ø	Ey (	Detach	Valida	te Pay in	Full Approval <b>v</b>	Post V		Search	Reset	Save	Add Fields ▼	Reorder
tions ▼ View ▼ ∰ Invoice Number	/ 8	Ø	Ey is	🕺 Detach	Valida Invoice Amount	te Pay in Ap Pre Invoice	Full Approval ▼ Type No Validati Status	Post ▼	oval Status	Search Holds P	Reset	Save	Add Fields <b>v</b> counting Statu	Reorder s Details
tions ▼ View ▼ ∰ Invoice Number TOP-RF114593024	/ 6	Ø	Ey i	🖹 Detach	Valida Invoice Amount 1 ,163.80 L (	te Pay in Ap Pre Invoice 0.0 Payment	Full Approval ▼ Type No Validatu requ Validated	Post ▼ on Appro	oval Status	Search Holds P	Reset	Save	Add Fields	Reorder
tions ▼ View ▼ Invoice Number TOP-RF114593024 TOP-RF114593024-CM-1	ESCH	Ø	Ey j	🕈 Detach	Valida Invoice 4 Amount 1 ,163.80 L ( 3,163.80 L (	te Pay in Ap Pre Invoice 0.0 Payment 0.0 Payment	Full Approval ▼ Type No Validater requ Validater	Post   Post  Vorkflu  Workflu  Workflu	oval Status ow appro ow appro	Search Holds P 0 N 0 N	Reset aid Stat	Save	Add Fields  Counting Statu counted	Reorder

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

A You are using DEV1, refre	eshed from DEV11 (UAT)							^
≡ <b>NCFS</b>						☆	Þ Ç	FW
Manage Invoices (?	٥							Done
Search Results								
Search: Invoice					Basic	Saved Search	All Invoices	~
							** At least one	is required
Business Unit	Equals	<b>~</b>	•	** Supplier Number	Equals 🗸	·		
** Invoice Number	Starts with	✓ TOP-RF114593024		Supplier Site	Equals	/		•
Invoice Amount	Equals	×		Taxpayer ID	Starts with	·		
** Invoice Date	Equals v m/c	yy ti		** Invoice Group	Starts with	/		
** Supplier or Party	Equals	~	Q	Context Value	Equals 🗸	<ul> <li></li> </ul>		
					Search Re	set Save	Add Fields 🔻	Reorder
Actions ▼ View ▼ 3	/ E / F	Detach Validate	Pay in F	uli Approval 🔻 Post 🔻				~

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)