



PROCEDURE 47A:

ESCHEATING A CHECK TO NC STATE TREASURY

AP01

Job Aid AP01-47A

The purpose of this job aid is to explain how to escheat a check to the NC State Treasury in NCAS.

After accessing the Accounts Payable module:

1. Type **PES** in the NEXT FUNCTION field.
2. Type the **BAP code** in the BANK PYMT IND: field.
3. Press **ENTER** to display a list of outstanding checks beginning with the check number entered.
4. Type **S** in the SEL field next to the check number to be escheated and press **ENTER**.