



Procedure 47B: Escheating a Check to Another State

IMPORTANT: DO NOT PERFORM THIS PROCEDURE ON THE SAME DAY AS A PAYMENT CYCLE.

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**.
5. Wait for an overnight production run of NCAS. After the production run, proceed to the next step.
6. After the NCAS production run, an invoice will be in the Accounts Payable module that was created to Department of State Treasurer. The invoice will be under the agency's **XXPT** pay entity and vendor number **561545517 D**.

NOTE: If the Department of State Treasurer's invoice is paid, cancel this payment on the PCN screen before proceeding with step 7. See Procedure 36: Cancelling Payments.

7. Confirm that the invoice is in *BALANCED* status. This invoice will need to be cancelled on the **ICD** screen. Use the agency's **XXPT** pay entity and **561545517 D** vendor number on the **ICD** screen.
8. On the **ICD** screen, type **C** in the C/D field next to the DST invoice that was created from escheating the check.
9. After the DST invoice has been cancelled, create a new direct invoice to the state that this escheated check needs to be remitted. When entering the accounting distribution, **ALWAYS** enter **111250** for the account and **1000** for the center on the invoice.

Keying the invoice to account 111250 and center 1000 will ensure that the cash accounts are reflecting correctly.