

Escheating Checks

All unclaimed warrants/checks should be escheated based on legislation passed by the North Carolina General Assembly. Each agency is responsible for the escheat of unclaimed checks, which appear on their check reconciliation report. A new law, enacted during the 1999 session by the North Carolina General Assembly, changed the dormancy holding period for unclaimed funds and abandoned properties. Unclaimed funds held by governmental agencies are now escheatable after one year.

For further details concerning the new law, refer to the following SIG link, http://www.osc.state.nc.us/sigdocs/sig_docs/sigProcessing_Payments.html, to view a memo from the State Treasurer's Office concerning "Annual Reporting Forms for Filing Escheat and Unclaimed Property". For escheat laws and forms, refer to the North Carolina State Treasurer's web site at www.treasurer.state.nc.us.

The escheat process outlined below is used for all checks on the North Carolina Accounting System (NCAS).

1. Access the NCAS Accounts Payable (AP) module.

```

OC9 AP                ACCOUNTS PAYABLE                APM
NEXT FUNCTION: 2 _____ ACTION: _____                07/18/2001 14:45:04
=====
FUNCTIONS                                SETUP/MAINTENANCE
ACTIVITY  DESCRIPTIONS                    ACTIVITY  DESCRIPTIONS
=====  =====                    =====  =====
DEM       DOCUMENT ENTRY                        CPM       COMMON POLICY
DMM       DOCUMENT MAINTENANCE                   CVM       COMMON VENDOR
DIM       DOCUMENT INQUIRY                      SMM       SYSTEM MAINTENANCE
PYM       PAYMENT CONTROLS
BRM       BANK RECONCILIATION
BEM       BUDGETARY EXCEPTIONS
    
```

2. Type **PES** in the NEXT FUNCTION field and press to access the *Payment Escheats* screen. The *PES* screen displays all outstanding checks.


```

OC9 AP                PAYMENT ESCHEATS                PES
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: _____ ACTION: _____                07/18/2001 15:07:12
=====
BANK PYMT IND: 3 PYMT REF NBR: 4 _____
PYMT REF          PAYMENT      PYMT      PYMT
NUMBER           AMOUNT       DATE      TYPE  SEL
STATUS:
    
```

3. Type the agency BAP code in the BANK PYMT IND: field. This is a required field.

Examples: XXD, XXP, XXN

4. Type the check number in the PYMT REF NBR: field and press to display a list of outstanding checks beginning with the check number entered.

 This is an optional field. If left blank, the system will display all outstanding checks for the Bank Payment Indicator (BAP code).


```

OC9 AP                                PAYMENT ESCHEATS                                PES
NEXT FUNCTION: _____ ACTION: _____                                07/18/2001 15:13:44
=====
BANK PYMT IND: XXD PYMT REF NBR: 0000020886

  PYMT REF          PAYMENT    PYMT    PYMT
  NUMBER            AMOUNT      DATE     TYPE  SEL
-----
0000020886          3,194.45 09/25/1995 SYSTEM 5
0000025903              3.00 07/25/1996 SYSTEM  -
0000026973           395.00 10/10/1996 SYSTEM  -
0000032141            53.94 04/16/1998 SYSTEM  -
0000034998            23.25 02/28/2001 SYSTEM  -
0000035157              .00 05/17/2001 SYSTEM  -
0000035172           1,095.73 05/24/2001 SYSTEM  -
0000035217        107,420.50 06/14/2001 SYSTEM  -
0000035225            140.00 06/14/2001 SYSTEM  -
0000035241            258.56 06/19/2001 SYSTEM  -
0000035258            162.80 06/21/2001 SYSTEM  -
0000035260         23,239.44 06/21/2001 SYSTEM  -
                                           STATUS: MORE
    
```

5. Type **S** in the SEL field to the left of the desired check number and press to escheat the check.

 After the desired selection is processed, it can no longer be viewed on PES.

 More than one check may be selected and processed at a time.

```

OC9 AP                                PAYMENT ESCHEATS                                PES
NEXT FUNCTION: _____ ACTION: _____                                07/19/2001 10:19:46
=====
BANK ACCT IND: XXD PYMT REF NUMBER: 0000020886

  PYMT REF          PAYMENT    PYMT    PYMT
  NUMBER            AMOUNT      DATE     TYPE  SEL
-----
0000025903              3.00 07/25/1996 SYSTEM  -
0000026973           395.00 10/10/1996 SYSTEM  -
0000032141            53.94 04/16/1998 SYSTEM  -
0000034998            23.25 02/28/2001 SYSTEM  -
0000035157              0.00 05/17/2001 SYSTEM  -
0000035172           1,095.73 05/24/2001 SYSTEM  -
0000035217        107,420.50 06/14/2001 SYSTEM  -
0000035225            140.00 06/14/2001 SYSTEM  -
0000035241            258.56 06/19/2001 SYSTEM  -
0000035258            162.80 06/21/2001 SYSTEM  -
0000035260         23,239.44 06/21/2001 SYSTEM  -
0000035270              30.00 06/26/2001 SYSTEM  -
                                           STATUS: MORE
    
```

Invoice Creation

After a check number is selected on *PES* for processing, an invoice is automatically generated during the nightly production. If multiple checks are selected for escheat on *PES*, a separate invoice is generated for each check. The invoice number is used to identify each escheated check. ES is displayed in the first two positions, followed by the BAP code and check number of the check being escheated. An example of the invoice number is ES14D000000234. These invoices are paid out of each agency's trade pay entity to vendor 561545517 D, which is the State Treasurer's escheat and unclaimed property.

An example of the invoice is displayed below:

OC9 AP	INVOICE MAINTENANCE 1	IMW-1T
NEXT FUNCTION: _____	ACTION: _____	07/18/2001 15:23:53
REQUEST: _____	=====	
PAY ENTITY : 14PT	VEND SHORT NM: DSTESCHEAT	
INVOICE NBR : ES14P0000020886	VENDOR NUMBER: 561545517 D	MULTI PYMT: N
INVOICE DATE : 05/30/2001	DISCNT AMOUNT: _____	TERMS: _____
COUNTY CODE : _____	PO REFERENCE : _____	CM/DM: I
PYMT NBR: 001	PRTL PYMT NBR: 000	PYMT DUE DTE: 05/30/2001
	GL EFF DT: 05/31/2001	
REMIT MESSAGE: _____	CHECK # 0000020886	HAS BEEN ESCHEATED IN BAP CODE 14P
=====		
LINE	AMOUNT	EXP CO ACCOUNT CENTER PROJ-CO NUMBER
	QUANTITY UNIT	ITEM NUMBER DESCRIPTION USE 1099 I'REC
0001	3,194.45	ESH 1401 211960 9999
		14P_0000020886_14PE_157541433A
0002		
0003		
0004		
=====		
SALES TAX/VAT :		FREIGHT : _____
ADDITIONAL COST:		GROSS AMOUNT: 3,194.45

Account Mini-chart Indicators

Each invoice will include a special mini-chart indicator (ESH) for escheats, which creates the following entries:

<i>Entries from invoice:</i>	DR	XX01	211960	9999
	CR	XX01	211960	9999

The escheat liability account should be reconciled to ensure it maintains a zero balance. No cash or CMCS entries are necessary. There is no effect on cash because the check for the Treasurer's Office replaces the original check.

The payment due date for each invoice is the same as the date the check is processed on *PES*. A check is produced, as normal, in the nightly production based on the *Bank Cycle Controls (BCC)* and *Payment Entity Cycle Controls (PCC)* screen parameters set by the agency.

After processing the check on *PES*, the status is changed from “OPEN” to “ESCHEATS”. This status change can be viewed on the *Payment List (PYL)* screen. The CLEARANCE DATE is the date the escheat is processed on *PES*.

An example of the *PYL* screen is displayed below:

OC9 AP		PAYMENT LIST				PYL		
NEXT FUNCTION: _____		ACTION: _____		07/18/2001 15:25:54				
=====								
PAY ENTITY: _____		VENDOR NBR: _____		SHORT NAME: _____				
BAP CODE : XXD		PAYMENT REFERENCE NUMBER: 0000020886						
BAP CODE	PYMT REF NUMBER	AMOUNT	DATE	TYPE	STAT	CLEARANCE DATE	REPLACE PYMT REF	S
XXD	0000020886	3,194.45	09/25/95	S	ESCHEATS	07/18/01		-
XXD	0000022586	3,876.52	01/22/96	S	REPLACED		0000100301	-
XXD	0000024181	115.00	04/18/96	S	CANCELLED			-
XXD	0000024489	43.77	05/02/96	S	CANCELLED			-
XXD	0000025811	200.00	07/22/96	S	CANCELLED			-
XXD	0000025903	3.00	07/25/96	S	OPEN			-
XXD	0000026751	700.00	09/26/96	S	CLEARED	01/02/97		-
XXD	0000026973	395.00	10/10/96	S	OPEN			-
XXD	0000027367	569.81	11/04/96	S	CLEARED	01/10/97		-
XXD	0000027391	3,083.14	11/04/96	S	CLEARED	06/17/97		-
XXD	0000027488	660.00	11/12/96	S	CLEARED	01/03/97		-
STATUS: MORE								

Correcting an Escheat (on the same day)

A check erroneously set to escheat may be corrected that same day. The steps for this correction are listed below:

-
1. Access the NCAS AP module.

```

OC9 AP                ACCOUNTS PAYABLE                APM
NEXT FUNCTION: 2      ACTION:                07/18/2001 14:45:04
=====
FUNCTIONS                                SETUP/MAINTENANCE
ACTIVITY  DESCRIPTIONS                    ACTIVITY  DESCRIPTIONS
=====
DEM       DOCUMENT ENTRY                  CPM       COMMON POLICY
DMM       DOCUMENT MAINTENANCE            CVM       COMMON VENDOR
DIM       DOCUMENT INQUIRY                SMM       SYSTEM MAINTENANCE
PYM       PAYMENT CONTROLS
BRM       BANK RECONCILIATION
BEM       BUDGETARY EXCEPTIONS
    
```

2. Type **PMN** in the NEXT FUNCTION field and press **Enter** to access the *Payment Maintenance* screen.

```

OC9 AP                PAYMENT MAINTENANCE                PMN
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION:      ACTION:                07/18/2001 15:30:51
=====
BANK ACCT PAY CODE: 3      PYMT REF NUMBER: 4
PYMT REF  PAYMENT  ----- PAYMENT ----- OPEN CLEARANCE  CLEARANCE
NUMBER    AMOUNT   CURR ST DATE  TYPE      DATE      AMOUNT
    
```

STATUS: _____

3. Type the Bank Account Pay Code (BAP code) in the BANK ACCT PAY CODE field.
4. Type the number of the check to be corrected in the PYMT REF NUMBER field and press **Enter** to display a listing of checks beginning with this number.

```

OC9 AP                                PAYMENT MAINTENANCE                                PMN
NEXT FUNCTION: _____ ACTION: _____                                07/18/2001 15:34:04
=====
BANK ACCT PAY CODE: 14D    PYMT REF NUMBER: 0000020886

PYMT REF    PAYMENT    ----- PAYMENT ----- OPEN CLEARANCE CLEARANCE
NUMBER      AMOUNT      CURR  ST  DATE  TYPE      DATE      AMOUNT

0000020886    3,194.45    E 09/25/1995 S 5 07/18/2001    3,194.45
0000022586    3,876.52    R 01/22/1996 S - _____
0000025903         3.00        O 07/25/1996 S - _____
0000026751     700.00      C 09/26/1996 S - 01/02/1997    700.00
0000026973     395.00      O 10/10/1996 S - _____
0000027367     569.81      C 11/04/1996 S - 01/10/1997    569.81
0000027391    3,083.14    C 11/04/1996 S - 06/17/1997    3,083.14
0000027488     660.00      C 11/12/1996 S - 01/03/1997    660.00
0000027858     895.00      C 12/05/1996 S - 01/10/1997    895.00
0000027864     436.11      C 12/05/1996 S - 01/06/1997    436.11
0000027898    5,249.12    C 12/06/1996 S - 01/08/1997    5,249.12
0000027953     115.52      C 12/12/1996 S - 01/07/1997    115.52
STATUS: MORE
    
```

- Type **Y** in the OPEN field and press **Enter** to change the status back to open. This is reflected in the PAYMENT STATUS field with an "O".

```

OC9 AP                                PAYMENT MAINTENANCE                                PMN
NEXT FUNCTION: 6 _____ ACTION: _____                                07/18/2001 15:37:30
=====
BANK ACCT PAY CODE: XXD    PYMT REF NUMBER: 0000020886

PYMT REF    PAYMENT    ----- PAYMENT ----- OPEN CLEARANCE CLEARANCE
NUMBER      AMOUNT      CURR  ST  DATE  TYPE      DATE      AMOUNT

0000020886    3,194.45    O 09/25/1995 S - _____
0000022586    3,876.52    R 01/22/1996 S - _____
0000025903         3.00        O 07/25/1996 S - _____
0000026751     700.00      C 09/26/1996 S - 01/02/1997    700.00
0000026973     395.00      O 10/10/1996 S - _____
0000027367     569.81      C 11/04/1996 S - 01/10/1997    569.81
0000027391    3,083.14    C 11/04/1996 S - 06/17/1997    3,083.14
0000027488     660.00      C 11/12/1996 S - 01/03/1997    660.00
0000027858     895.00      C 12/05/1996 S - 01/10/1997    895.00
0000027864     436.11      C 12/05/1996 S - 01/06/1997    436.11
0000027898    5,249.12    C 12/06/1996 S - 01/08/1997    5,249.12
0000027953     115.52      C 12/12/1996 S - 01/07/1997    115.52
STATUS: MORE
    
```

- Type **PES** in the NEXT FUNCTION field and press **Enter** to confirm the escheated check has been opened.

 The check may also be verified on the *Payment List (PYL)* screen.

PYMT REF NUMBER	PAYMENT AMOUNT	PYMT DATE	PYMT TYPE	SEL
0000020886	3,194.45	09/25/1995	SYSTEM	-
0000025903	3.00	07/25/1996	SYSTEM	-
0000026973	395.00	10/10/1996	SYSTEM	-
0000032141	53.94	04/16/1998	SYSTEM	-
0000034998	23.25	02/28/2001	SYSTEM	-
0000035157	.00	05/17/2001	SYSTEM	-
0000035172	1,095.73	05/24/2001	SYSTEM	-
0000035217	107,420.50	06/14/2001	SYSTEM	-
0000035225	140.00	06/14/2001	SYSTEM	-
0000035241	258.56	06/19/2001	SYSTEM	-
0000035258	162.80	06/21/2001	SYSTEM	-
0000035260	23,239.44	06/21/2001	SYSTEM	-

STATUS: MORE

Correcting an Escheat after Payment

After the invoice has been generated, and before the check is printed, the *Invoice Cancel/Delete (ICD)* screen must be used to cancel the invoice. Once the invoice is canceled, the check status can be opened on *PMN*.

1. Access the NCAS AP module.

```

OC9 AP                ACCOUNTS PAYABLE                APM
NEXT FUNCTION: 2      ACTION: _____              07/18/2001 14:45:04
=====
FUNCTIONS                                SETUP/MAINTENANCE
ACTIVITY  DESCRIPTIONS                    ACTIVITY  DESCRIPTIONS
=====  =====                    =====  =====
DEM       DOCUMENT ENTRY                    CPM       COMMON POLICY
DMM       DOCUMENT MAINTENANCE                CVM       COMMON VENDOR
DIM       DOCUMENT INQUIRY                  SMM       SYSTEM MAINTENANCE
PYM       PAYMENT CONTROLS
BRM       BANK RECONCILIATION
BEM       BUDGETARY EXCEPTIONS
    
```

2. Type **ICD** in the NEXT FUNCTION field and press **Enter** to access the *Invoice Cancel/Delete* screen.

```

OC9 AP                INVOICE CANCEL/DELETE                ICD
NEXT FUNCTION: _____ ACTION: _____              07/18/2001 15:43:26
=====
PAY ENTITY   : 3      VENDOR NUMBER : 4      _____
VENDOR SHORT NAME: _____ INVOICE NUMBER : _____
INVOICE DATE : 5      _____

VENDOR      INVOICE      INVOICE      GROSS INVOICE      GL EFF      C/D
NUMBER      NUMBER       DATE          AMOUNT             DATE

PAGE:          STATUS:
    
```

3. Type the pay entity in the PAY ENTITY field.
4. Type the vendor number in the VENDOR NUMBER field.
5. Type the invoice number in the INVOICE NUMBER field and press **Enter** to display the invoice to be canceled.

```

OCP AP                      INVOICE CANCEL/DELETE                      ICD
NEXT FUNCTION: _____ ACTION: _____                      07/19/2001 10:02:19
=====
PAY ENTITY      : XXPT                      VENDOR NUMBER   : 561545517 D_
VENDOR SHORT NAME: DSTESCHEAT              INVOICE NUMBER  : ES14p0000020886_
INVOICE DATE    : _____
=====
VENDOR          INVOICE          INVOICE          GROSS INVOICE    GL EFF    C/D
NUMBER          NUMBER           DATE             AMOUNT           DATE
-----
561545517 D    ES14p0000020886 07/07/2001      3,194.45  6  _____  7
=====
PAGE: 1 STATUS: END OF LIST
    
```

6. Type today's date in the GL EFF DATE field.
7. Type **C** in the C/D field and press to delete the invoice.
8. Type **PMN** in the NEXT FUNCTION field and press to access the *Payment Maintenance* screen.

```

OC9 AP                      PAYMENT MAINTENANCE                      PMN
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: _____ ACTION: _____                      07/19/2001 10:15:40
=====
BANK ACCT PAY CODE: 9 PYMT REF NUMBER: 10 _____
=====
PYMT REF          PAYMENT          ----- PAYMENT ----- OPEN CLEARANCE    CLEARANCE
NUMBER           AMOUNT           CURR ST DATE TYPE          DATE          AMOUNT
-----
STATUS: _____
    
```

9. Type the Bank Account Pay Code (BAP code) in the BANK ACCT PAY CODE field.
10. Type the number of the check to be corrected in the PYMT REF NUMBER field and press .

OC9 AP		PAYMENT MAINTENANCE				PMN	
NEXT FUNCTION: _____		ACTION: _____		07/19/2001 10:19:46			
=====							
BANK ACCT PAY CODE: XXD		PYMT REF NUMBER: 0000020886					
PYMT REF NUMBER	PAYMENT AMOUNT	-----	PAYMENT	----	OPEN CLEARANCE	CLEARANCE	
		CURR	ST	DATE	TYPE	DATE	AMOUNT
0000020886	3,194.45	E	09/25/1995	S	11	07/19/2001	3,194.45
0000022586	3,876.52	R	01/22/1996	S			
0000025903	3.00	O	07/25/1996	S			
0000026751	700.00	C	09/26/1996	S		01/02/1997	700.00
0000026973	395.00	O	10/10/1996	S			
0000027367	569.81	C	11/04/1996	S		01/10/1997	569.81
0000027391	3,083.14	C	11/04/1996	S		06/17/1997	3,083.14
0000027488	660.00	C	11/12/1996	S		01/03/1997	660.00
0000027858	895.00	C	12/05/1996	S		01/10/1997	895.00
0000027864	436.11	C	12/05/1996	S		01/06/1997	436.11
0000027898	5,249.12	C	12/06/1996	S		01/08/1997	5,249.12
0000027953	115.52	C	12/12/1996	S		01/07/1997	115.52
STATUS: MORE							

11. Type **Y** in the OPEN field and press **Enter** to change the status back to Open. This is reflected in the PAYMENT STATUS field with an "O".

OC9 AP		PAYMENT MAINTENANCE				PMN	
NEXT FUNCTION: _____		ACTION: _____		07/19/2001 10:19:46			
=====							
BANK ACCT PAY CODE: XXD		PYMT REF NUMBER: 0000020886					
PYMT REF NUMBER	PAYMENT AMOUNT	-----	PAYMENT	----	OPEN CLEARANCE	CLEARANCE	
		CURR	ST	DATE	TYPE	DATE	AMOUNT
0000020886	3,194.45	O	09/25/1995	S			
0000022586	3,876.52	R	01/22/1996	S			
0000025903	3.00	O	07/25/1996	S			
0000026751	700.00	C	09/26/1996	S		01/02/1997	700.00
0000026973	395.00	O	10/10/1996	S			
0000027367	569.81	C	11/04/1996	S		01/10/1997	569.81
0000027391	3,083.14	C	11/04/1996	S		06/17/1997	3,083.14
0000027488	660.00	C	11/12/1996	S		01/03/1997	660.00
0000027858	895.00	C	12/05/1996	S		01/10/1997	895.00
0000027864	436.11	C	12/05/1996	S		01/06/1997	436.11
0000027898	5,249.12	C	12/06/1996	S		01/08/1997	5,249.12
0000027953	115.52	C	12/12/1996	S		01/07/1997	115.52
STATUS: MORE							