

9.2 Processing Escheated Payments

Purpose: Use this document as a reference for how to Process Escheated Payments (unclaimed property) in ctcLink.

Audience: Accounts Payable Staff

❗ You must have at least one of these local college managed security roles:

- ZZ Payment Processing

You must also set these User Preference Definitions:

- [User Preferences: Payment Creation](#)
- [User Preferences: Payment Processing](#)

If you need assistance with the above security roles or User Preference Definitions, please contact your local college supervisor or IT Admin to request role access.

This topic demonstrates how to process escheated payments. Occasionally, an organization issues a check to a vendor, but the vendor does not deposit it. Perhaps the vendor goes out of business. Whatever the reason, the check becomes stale-dated.

When users identify a check as stale-dated, it is informational only. When users decide to escheat a stale-dated check, they must return to the Payment Escheatment page and select Escheated instead of Stale-Dated Payment.

Stale-date should be done when a check is first selected to be worked. In order to escheat a check, the school must first make an effort to contact the person the check was written to. This usually happens sometime between 12-18 months from the date of the check. Stale-dating a check does **not** create any GL entries and is reversible.

Payables enables you to reclassify the stale-dated check to an escheat liability account by debiting cash and crediting escheatment liability. When users escheat payments, they enter an escheatment date. **The system uses the date to control the accounting date for the escheatment entry.**

Payment posting treats an escheated payment like a voided payment except that there is no option to close or restate the voucher liability.

Escheating happens when the check is going to be remitted to the state. So, first you escheat the check and second you create a new voucher for that payment to be sent to the state. The new voucher would be coded the same as the escheatment, but in reverse as it clears out this account. Escheating a check creates GL entries and is **not** reversible.

When you escheat a payment, you then select options to run just the Payment Posting process (AP_PSTPYMNT), or both the Payment Posting and Journal Generator process (FS_JGEN).

Escheat the Check

Navigation: NavBar > Navigator > Accounts Payable > Payments > Cancel/Void Payments > Escheat Payment

1. The **Payment Escheated** page displays.
2. Enter **Bank SetID**.
3. Enter the appropriate information into the **Bank Code** field. Example: enter "**BOFA**" for Spokane.
4. Enter the appropriate information into the **Bank Account** field. Example: enter "**CHCK**".
5. Enter the appropriate information into the **Payment Reference** field. Example: enter "**0000005004**".
6. Select correct **Payment Method**. Example: for this Payment, the method was "**System Check**".
7. Select **Search**.


Payment Escheated

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Bank SetID = 

Bank Code begins with 

Bank Account begins with 

Payment Reference begins with

Payment Method = 





[Basic Search](#)  [Save Search Criteria](#)

8. The **Payment Escheatment** page displays.
9. Select the **Escheated Check** radio button. **Date Escheated** will default to current date. You may change this date. Remember Date Escheated is the Accounting Date for Escheatment Process.
10. Enter the appropriate information into the **Description** field. Enter "**Verified with bank contact that this check has not been cashed**".
11. Select **Save**.

Payment Escheatment

Escheat Payment

Bank Set ID	WACTC	Reference ID	0000005004
Bank	BOFA Bank of America - WA170	Creation Date	02/17/2016
Account	CHCK 0000124	Payment Date	02/17/2016
Payment Method	System Check	Payment Amount	1,544.00 USD
Remit Supplier	0000044977 Emma Willmann		

Payment Status

☒ Escheated Check

Date Escheated

☐ Stale Dated Payment

Stale Date

☐ Undo Escheatment

Cancel Action

☒ Escheated

Description

12. You have just completed the **Processing Escheated Payments** topic. Below is a summary of the key concepts of this topic:
- Escheated payment processing gives users the ability to reclassify stale-dated payments.
 - Escheating payments transfers the payment from a cash account to an Escheated liability account.
 - Payment posting treats an escheated payment like a voided payment except that there is no option to close or restate the voucher liability.

Validation and Verification

i After Payment is Escheated and Payment post process run, you can check the payment tab in Voucher. It will say 'Escheated Payment'.

! You must have at least one of these local college managed security roles:

- ZD Accounts Payable Inquiry
- ZZ Voucher Approval
- ZZ Voucher Entry
- ZZ_AP_MANAGER

- ZZ_AP_SPECIALIST

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Navigation: NavBar > Navigator > Accounts Payable > Vouchers > Add/Update > Regular Entry

💡 Notice the Payment is now listed in the Schedule Payment section as an 'Escheated Payment'.

The screenshot shows the 'Payments' tab in the Accounts Payable Voucher Entry system. The 'Payment Information' section displays details for Payment 1, including the remittance address and scheduled due date. The 'Payment Options' section shows the payment method as a check. The 'Schedule Payment' section at the bottom has a red box highlighting the 'Escheated Payment' option in the 'Action' dropdown menu.

📘 You may also check the Accounting Entries for Escheatment Process.

Posting Process				GL Dist Status				Posting Date							
Payment Cancellations				None				11/10/2016							
Description	Monetary Amount DR	Monetary Amount CR	Currency Code	Ledger	GL Unit	Accounting Date	Tax Authority	Account	Alternate Account	Operating Unit	Fund Code	Department	Program Code	Class Field	Be
Cash Distribution Clearing	1,544.00		USD	LOCAL	WA170	11/01/2016		101150		7171	522	79791		264	
Escheatment Liability		1,544.00	USD	LOCAL	WA170	11/01/2016		527050		7171	522	79791		264	

💡 By using the **Escheatment** process, it offsets the existing Liability Accounts/Unclaimed Property. Run a query on GL Account **2001080** and summarize to view the total amount of unclaimed property.

Voucher		(All)				
Sum of Amount	Column Labels					
Row Labels	1000070	2000010	2001080	5050030	Grand Total	
AP00092363		-100.00		100.00	0.00	- Original Purchase
AP00092613	-100.00	100.00			0.00	- Original Payment
AP00137942	100.00		-100.00		0.00	- Escheatment process
Grand Total	0.00	0.00	-100.00	100.00	0.00	

13. Process complete.