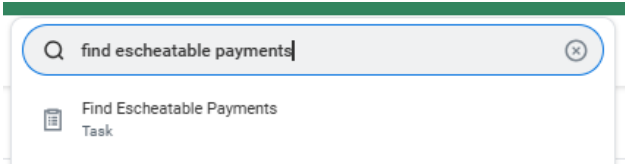


Banking and Settlement: Find Escheatable Payments and Escheat Payments

Audience / Role	Auditor's Office
Description	This job aid provides instructions to find an escheatable payment and escheat a payment.
Common Terminology	Stale Date Checks
Before You Start	Know your policies about when to escheat payments. Run reports (or receive reports) of what you will be escheating.

Find Escheatable Payments

1	In the Search bar, enter Find Escheatable Payments. In the search results, select the Find Escheatable Payments task. 
2	Complete search fields to locate the escheatable payment. Select OK .
3	Under Find Escheatable Payments , find and select the payment(s) to escheat selecting the checkbox and select Escheat Payment .
4	Under Find Escheatable Payments, complete the following fields. • Select Escheatment Date – date of the escheatment • Select Void Checks checkbox – select this if warrant or check needs to be voided. Remember to also void with the bank if there is not an integration. • Reason for Void –Required. Select OK.

What Happens Next?

- Workday creates new journal entries for approved escheatment items. Workday debits the corresponding cash ledger account, and credits the Escheatment Payable ledger account with the escheated payment amount. Workday also changes the payment status of the unreconciled payment to Escheated.
- The payment status is Escheated.

Related Reports

Find Escheatment Items