FCE Unclaimed Property Guide

Step 1) If it does not already exist, create a Montana Department of Revenue party record as shown below. The unclaimed property disbursement check will be written out to this party at the end of the session.

PARTY DETAIL Montana Department of	Revenue,							
■ Party <u>D</u> etail <u>A</u> ddresses(1) A <u>l</u> iases	(0) Balance Due Summary	Contac <u>t</u> s(0)	E-Contacts(0)	Employments(0)	Estimated <u>B</u> alance	<u>H</u> earings(0)	Histo <u>r</u> y	Identifications(
PARTY INFORMATION *LAST/COMPANY NAME > Montana Depa FIRST NAME > MIDDLE NAME > SUFFIX >	tment of Revenue) COMF	ANY > REP > SSN > DOB > 00/00/00	000	•	PARTY CO HOME WORK CELL	NTACT PHONE > PHONE > PHONE > PHONE > EMAIL >		
PARTY DEMOGRAPHIC - SEX > EYES > HAIR > HEIGHT > WEIGHT >	LANGUAGE > RACE > ETHNICITY > TRIBE > DATE OF DEATH >0//00/00	20	V V V NO I REC THIS	MAGE ON ORD FOR PERSON	MAILING ADDRES ADDRES C STA	S 1 > PO Box 5 S 2 > ITY > Helena ATE > MT ZIP > 59604	805	

Step 2) From the **Check Register** page, view the **Check Detail** of the first stale-dated check to be turned over to Unclaimed Property.

- a. Note the Disbursement Number and Disbursement Date
- b. Click Void. The Reason for Void prompt will appear.

CHECK DETAIL	
CHECK DETAIL	
BANK ACCOUNT	Glacier Bank - 129212446
*CHECK NUMBER	4512
*CHECK DATE	05/10/2021
*AMOUNT	35.00
*NAME	Shore, Sandy
ADDRESS	987 B Street
	•
CITY	Bigsky STATE → MT ZIP → 59990
*DESCRIPTION	Unapplied: Overage: Criminal
MANUAL CHECK	а.
STATUS	Outstanding
DATE CLEARED	e 📕 📕 🖌 📕
DISBURSEMENTS	5674 - 05/10/2021 11:29 AM
REPRINT VOID	PRIN <u>T</u> DETAIL <u>C</u> ANCEL

Step 3) In the **Reason for Void** prompt, add text, **"Unclaimed Property"** and then click **Void** to void the check. <u>Repeat steps</u> <u>**2**</u> and **3** for each stale dated check that will be turned over to Unclaimed Property during this session</u>. If no additional checks are being turned over to Unclaimed Property, proceed to step **4**.



Step 4) Go to **Accounting** → **Void Disbursement** to open the **Void Disbursement** page.

- a. Enter the **Disbursement Number and Date** of the first voided check.
- b. Click Search to return the disbursement.
- c. Click on the **Disbursement Number** to open the **Void Disbursement Memo** page.

VOID DISBURSEMENT	SEARCH	
	a. *NUMBER • 5674 *DATE • 05/10/2021 b. <u>SEARCH C</u> A	
SEARCH RESULTS		
с.		1 - 1 of 1
NUMBER PAYER	DATE	AMOUNT
5674 Shore, Sandy	05/10/2021 11:29 AM	35.00

Step 5) In the Void Disbursement Memo page -

- a. Highlight and Copy the information in the address field
- b. Add text "Check xxxx Unclaimed Property" in the Comment field.
- c. Select the Move to Unclaimed checkbox.
- d. Select the Select Existing Party radio button.

e. Click **Next** at the far righthand side of the page. The **Chose Existing Party** panel will appear.

VOID DISBURSEME	NT MEMO				
DISBURSEMENT PAYTO → Twyla Birdtail NUMBER → 4039	MEMO INFORMATIO DEFENDANT ▸ Laforge, Matthew M DATE ▸ 12/02/2016 03:29 P	N	ه		
ADDRESS 1504 Washington Havre , MT 59501	FOR Victim Restitution Disbu TK-455-2007-0002	Al rsement 064	MOUNT 50.00	a.	
DISBURSEMENT AMOUNT BR	EAKDOWN Principal Interest Total	50.00 0.00 50.00			
CHECK NUMBER , 000 COMMENT , Re MOVE TO UNCLAIMED , Z	03244 Settution check 3244 Unclaimed Property C.	b.			
SELECT PARTY USE CURRENT PARTY SELECT EXISTING PARTY CREATE NEW PARTY	O Twyla Birdtail				e. _{Next}
REFRESH CANCEL					

Step 6) In the Choose Existing Party panel -

- a. Enter "Montana Department of Revenue".
- b. Click Retrieve.
- c. Select the checkbox next to the appropriate party (if more than one party is returned).
- d. Click Next at the far righthand side of the page. The Create New Unclaimed Account panel will appear.

CHOOSE EXISTING PARTY				
	▲ a.			
LAST Montana Department of	Revenue 🦰	SSN >		
FIRST +		DOB + 00/00/0000	SOUNDE <u>x</u> b.	
MIDDLE +	DRIVER	LICENSE	RETRIEVE	
				1 - 7 of 7
SEL NAME	DOB SSN	DRIVER LICENSE	ADDRESS	
Montana Department of Revenue			PO Box 5805; Helena, MT	
с.			(d.
				NEXT

Step 7) In the Create New Unclaimed Account panel -

- a. Select Purpose of Unclaimed Property.
- b. Add "Unclaimed Property" in Account Comment.
- c. Paste the Address information you saved to the Disbursement Comment field.
- d. In the **Due Diligence Start Date** field, enter the date when you first attempted to contact the payee the **Due Diligence Date** on the righthand side will automatically be set to 30 days out from this date.
- e. Click **Void** to void the disbursement. **If the disbursement voided is directly associated with a case**, a **DISVOID** ROA and a **TRANSUNCL** ROA will appear after clicking **Void**. These ROAs should be saved to reflect the Unclaimed Property action on the case.

NOTE: If this is the only check being turned over Unclaimed Property during this session, skip to Step 14. If more checks are being turned over during this session, proceed to step 8.

CREATE NEW UNCLAIMED ACCOUNT	
	2
PURPOSE >	Unclaimed Property
ACCOUNT COMMENT >	Unclaimed Property b. C.
DISBURSEMENT COMMENT +	1504 Washington Havre , MT 59501 Victim Restitution Disbursement TK-455-2007-0002064 50.00
DUE DILIGENCE START DATE >	06/26/2024 DUE DILIGENCE DATE > 07/25/2024
e.	d.

Step 8) Go to **Accounting** → **Void Disbursement** to open the **Void Disbursement** page.

- a. Enter the **Disbursement Number and Date** for the next voided check.
- b. Click Search to return the disbursement.
- c. Click on the **Disbursement Number** to open the **Void Disbursement Memo** page.



Step 9) In the Void Disbursement Memo page -

- a. Highlight and Copy the information in the address field.
- b. Add text "Check xxxx Unclaimed Property" in the Comment field.
- c. Select the Move to Unclaimed checkbox
- d. Select the Select Existing Party radio button.

e. Click **Next** at the far righthand side of the page. The **Chose Existing Party** panel will appear.

VOID DISBURSEMENT MEMO		
DISBURSEMENT MEMO INFORMATION		
PAY TO + Twyla Birdtail DEFENDANT + Laforge, Matthew Mark	- a •	
NUMBER → 4085 DATE → 01/06/2017 10:43 AM		
ADDRESS FOR 1564 Washington Victim Restitution Disbursement Havre , MT 59501 TK-455-2007-0002064	AMOUNT 152.91	
DISBURSEMENT AMOUNT BREAKDOWN > Principal 152.91 Interest 0.00 Total 152.91	h	
CHECK NUMBER + 0003276	D	
MOVE TO UNCLAIMED ,		
SELECT PARTY USE CURRENT PARTY + O Twyla Birdtail SELECT EXISTING PARTY + O		е.

Step 10) In the Choose Existing Party panel -

- a. Enter "Montana Department of Revenue".
- b. Click Retrieve.
- c. Select the checkbox next to the appropriate party (if more than one party is returned).
- d. Click **Next** at the far righthand side of the page. The **Unclaimed Account** panel will appear.

CHOOSE EXISTING PARTY						
		a .				
LAST)	Montana Department of Revenue		SSN 🕨			
FIRST)			DOB 🕨	00/00/0000	SOUNDE <u>x</u> b.	
MIDDLE >		0	DRIVER LICENSE >		RETRIEVE	
						1 - 7 of 7
SEL	NAME	DOB	SSN DRIVE	ER LICENSE	ADDRESS	
Montana Departm	ent of Revenue			PO E	3ox 5805; Helena, MT	
c.						d.
						NEXT

Step 11) In the Unclaimed Account panel -

- a. Select the Select Existing Unclaimed Account radio button.
- b. Click Next. The Choose Existing Unclaimed Account panel will appear.

UNCLAIMED ACCOUNT	
CREATE NEW UNCLAIMED ACCOUNT + O SELECT EXISTING UNCLAIMED ACCOUNT + O a .	b.

Step 12) In the Choose Existing Unclaimed Account panel -

- a. Select the Unclaimed Property checkbox
- b. Paste the Address Information in the Disbursement Comment field.
- c. Click Void.

CHOOSE EXISTING UNCLAIMED AC	COUNT		
SEL PURPOSE a.	COMMENT	BALANCE	DUE DILIGENCE DATE
Unclaimed Property	Unclaimed Property	50.00	07/25/2024
	Unclaimed Property		
ACCOUNT COMMENT			
	1504 Washington		
DISBURSEMENT COMMENT	TK-455-2007-0002064 50.00 ▼		
DUE DILIGENCE START DATE	06/26/2024 DUE DILIGENCE DATE > 07/25/2024		
С.			
VOID REFRESH CAN	ICEL		

Step 13) Repeat steps **8-12** for the remaining stale dated checks to be processed during this session. If no additional checks need to be processed, proceed to step 14.

Step 14) Open the Party Detail record for **Montana Department of Revenue** and then select the **Unclaimed Properties** tab. The account used during this session will be found at the bottom of the list. Click the **Actions** link to open the **Edit Unclaimed Property** pop-up panel.

PAF	PARTY DETAIL Montana Department of Revenue,																			
:	Party <u>D</u> etail	<u>A</u> ddresses	Aļiases	Balance Due Summary	Contac <u>t</u> s	E-C <u>o</u> ntacts	<u>E</u> mployments	Estimated <u>B</u> alance	<u>H</u> earings	Histo <u>r</u> y	<u>I</u> dentifications	<u>M</u> ugshots	Relationship Groups	Relationships	Restit <u>u</u> tions	Timeline	U <u>n</u> applied Receipts	Unclaimed Properties (3)	>
S	EL PURPOSE						DUE DILIGENCE	DATE			SENT TO ST	ATE / DISBUR	SED DATE		BA	LANCE		ACTION	s	
(Unclaimed Pr	roperty					07/02/2024			07/24/2024			\$0.00				ľ	0		
(Unclaimed Pr	roperty					08/22/2024				07/30/2024				\$0.	00		ľ	0	
(Unclaimed Pr	roperty					07/25/2024								\$20	2.91		2	0	
3	otal																			

Step 15) In the Edit Unclaimed Property pop-up panel -

- a. Review the information in the Account Detail and Transaction Detail panels.
- b. Once the entries have been verified, click **Disburse** to generate your Unclaimed Property check. The **Disbursement Information** pop-up panel will appear.

DIT UNCLA	AIMED PROPERTY				
*P(CC DUE DIL SENT TO STA	URPOSE Unclaimed Property Unclaimed Property Unclaimed Property LIGENCE START DATE 06/26/202 ATE/DISBURSED DATE 00/00/000	DUE DILIGENO DISBUR	CE DATE > 07/25/2024		BALANCE ► \$202.91
ACCOUNT DET	TAIL				
DISB DATE	ТҮРЕ	CASE	PARTY	NUMBER	AMOUNT
01/06/2017 10:43 AM 1504 Washington	Victim Restitution Disbursement Havre , MT 59501 Victim Restitution Disburs	TK-455-2007-0002064	Twyla Birdtail	Disb 4085 Check 3276	\$152.91 <u>Edit Comment</u>
12/02/2016 03:29 PM 1504 Washington	Victim Restitution Disbursement Havre , MT 59501 Victim Restitution Disburs	TK-455-2007-0002064	Twyla Birdtail	Disb 4039 Check 3244	\$50.00 \$ <u>Edit Comment</u>
TRANSACTION	I DETAIL				
DATE	TRANSACTION TYPE	NUMBER / COMMENT		AMOUNT	ACCOUNT BALANCE
07/30/2024	Unclaimed Transfer	Rec 64543 , Disb 4039		\$50.00	\$50.00
07/30/2024	Unclaimed Transfer	Rec 64544 , Disb 4085		\$152.91	\$202.91
<u>S</u> AVE <u>A</u> I		E PRINT CANCEL			

Step 16) Verify the information in the **Disbursement Information** pop-up panel and then click **Save**. A Disbursement Memo will appear and the Unclaimed Property check will be added to **Checks to Print Maintenance**. The Disbursement Memo is only informational and can be Canceled.

DISBURSEMENT IN	FORMATION
PAY TO 🕨	Montana Department of Revenue
STREET >	PO Box 5805
CITY >	Helena
STATE >	MT V ZIP > 59604
AMOUNT TO DISBURSE >	50
MANUAL >	
SAVE CANCEL	

Step 17) Open the **Accounting** → **Checks to Print Maintenance** page and print the Unclaimed Property check.

CHECKS TO PRINT MAINTENANCE	
BANK ACCOUNT > U.S. Bank - 150641500593 V RETRIEVE	
СНЕСКЅ	
	Selected: 1
SEL NAME AMO	DUNT DISBURSEMENT NUMBER
Montana Department of Revenue 20	02.91 6122
Select: All, None	
COMBINE CHECKS ADD DELETE PRINT ELECTRONIC FUND TRA	ANSFER TEST PRINT REFRESH CANCEL

Step 18) Return to the Party Detail page for **Montana Department of Revenue**, select the **Unclaimed Properties** tab, and click the **Actions** link for the account that was disbursed during this session. The **Edit Unclaimed Property** pop-up panel will appear.

PA	PARTY DETAIL Montana Department of Revenue,																			
	≡ Party <u>D</u> etail	<u>A</u> ddresses	Aļiases	Balance Due Summary	Contac <u>t</u> s	E-Contacts	<u>E</u> mployments	Estimated <u>B</u> alance	<u>H</u> earings	Histo <u>r</u> y	<u>I</u> dentifications	<u>M</u> ugshots	Relationship Groups	Relationships	Restit <u>u</u> tions	Timeline	Unapplied Receipts	Unclaimed Properties ((3)	>
	SEL PURPOSE DUE DILIGENCE DATE SENT TO STATE / DISBURSED DATE BALANCE										ACTIO	NS								
	Unclaimed Property 07/02/2024									07/24/2024				\$0.0	00		ľ			
	Unclaimed Property 08/22/024 07/30/2024 \$0.00									ľ										
Unclaimed Property 07/25/2024 07/30/2024 \$0.00											0									

Step 19) In the **Edit Unclaimed Property** panel, click the Print button to generate the **Unclaimed Property Account Detail** report.

cc	DMMENT Unclaimed Property	`			
DUE DIL	IGENCE START DATE 06/26/2024	DUE DILIGEN	CE DATE • 07/25/2024]	
SENT TO STA	TE/DISBURSED DATE 07/30/2024	DISBUR	RSED TO Montana Depart	ment of Revenue	
CCOUNT DET	AIL				
DISB DATE	ТҮРЕ	CASE	PARTY	NUMBER	R AMOUNT
01/06/2017	Victim Restitution Disbursement	TK-455-2007-0002064	Twyla Birdtail	Disb 408	5 \$152.91
10:43 AM				Check 32	276 Edit Comment
1504 Washington	Havre , MT 59501 Victim Restitution Disburse	ment TK-455-2007-0002064 152.91			
12/02/2016	Victim Restitution Disbursement	TK-455-2007-0002064	Twyla Birdtail	Disb 403	9 \$50.00
03:29 PM	Haura MT 59501 Victim Restitution Disburge	ment TK-455-2007-0002084 50 00		Check 32	244 <u>Edit Comment</u>
RANSACTION	I DETAIL				
DATE	TRANSACTION TYPE	NUMBER / COMMENT		AMOUNT	ACCOUNT BALANCE
07/30/2024	Unclaimed Transfer	Rec 64543 , Disb 4039		\$50.00	\$50.00
07/30/2024	Unclaimed Transfer	Rec 64544 , Disb 4085		\$152.91	\$202.91
07/30/2024	Unclaimed Disbursement	Disb 6122		-\$202.91	\$0.00

Step 20) Click OK in the View Report Status pop-up.



Step 21) In the **Report Status Page**, view the **Unclaimed Property Account Detail** report by clicking the top link with the same name.

ľ	REP	ORT STATUS PAGE			
	SEL	NAME	DATE	TIME	STATUS
		Unclaimed Property Account Detail	7/30/24	11:11 AM	Finished
		Check	7/30/24	10:00 AM	Finished

Step 22) Include this report along with the Unclaimed Property check being sent to Montana Department of Revenue.

			Hill County Justice Co	ourt		User: TRAINER4
		Unc	laimed Property Accoun	t Detail		
		Мо	ntana Department of Re	venue		
Address:					Home Phone:	
D	OB:				Work Phone:	
5	SSN:					
Purp	ose: Unclaimed Property	1				
Comm	ent: Unclaimed Property	/				
Date D	Disb: 07/30/2024			Due Dili	gence Start Date:	06/26/2024
Disbursed	I To: Montana Departme	nt of Revenue		Du	e Diligence Date:	07/25/2024
			ACCOUNT DETAILS	3		
Date Disb.	Disb.	Check no.	Case	Party		Amount
12/02/2016	Disb 4039	3244	TK-455-2007-00020	64 Twyla Birdtail		\$50.00
Comment	: 1504 Washington Havre , MT 59501Victin TK-455-2007-00020645	n Restitution Di 50.00	sbursement			
01/06/2017	Disb 4085	3276	TK-455-2007-00020	64 Twyla Birdtail		\$152.91
Comment	: 1504 Washington Havre , MT 59501Victin TK-455-2007-00020641	n Restitution Di 152.91	sbursement			
					Account Total:	\$202.91
			TRANSACTION DETAI	LS		
Date	Transaction Type		Number/Comment		Amount	Acct. Balance
07/30/2024	Unclaimed Transfer		Disb 4039		\$50.00	\$50.00
07/30/2024	Unclaimed Transfer		Disb 4085		\$152.91	\$202.91
07/30/2024	Unclaimed Disburseme	nt	Disb 6122		-\$202.91	\$0.00
			1	Transaction Total:	\$0.00	