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.

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**

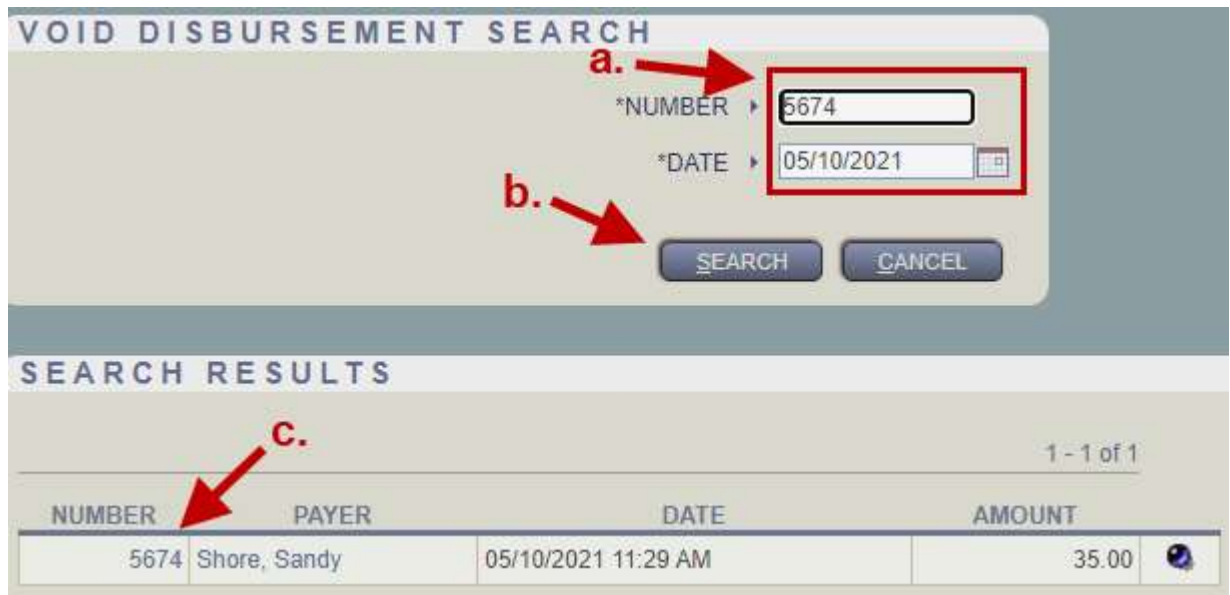   b.   Click **Void**. The **Reason for Void** prompt will appear.

Step 3) In the **Reason for Void** prompt, add text, **"Unclaimed Property"** and then click **Void** to void the check. <u>Repeat steps 2 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.

Step 5) In the **Void Disbursement Memo** page -

    a.   Add text **"Check xxxx Unclaimed Property"** in the **Comment** field.

    b.   Select the **Move to Unclaimed** checkbox.

    c.   Select the **Select Existing Party** radio button.

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

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.

Step 7) In the **Create New Unclaimed Account** panel -

    a. Select **Purpose** of **Unclaimed Property.**

    b. Add **"Unclaimed Property"** in **Account Comment** and **Disbursement Comment** fields.

    c. 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.

    d. 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.

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. Add text **"Check xxxx Unclaimed Property"** in the **Comment** field.

    b. Select the **Move to Unclaimed** checkbox

    c. Select the **Select Existing Party** radio button.

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

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.

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.

Step 12) In the **Choose Existing Unclaimed Account** panel –
   a. Select the **Unclaimed Property** checkbox
   b. Add **"Unclaimed Property"** in the Disbursement Comment field.
   c. Click **Void**.

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.

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.

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.

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

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.

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

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

VIEW REPORT STATUS   ✕

Do you want view Report status page ?

OK   CANCEL

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

REPORT STATUS PAGE

SEL	NAME	DATE	TIME	STATUS
☐	Unclaimed Property Account Detail	5/24/21	12:22 PM	Finished
☐	Check	5/24/21	12:07 PM	Finished

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

<table>
<tr><td colspan="4">Municipal Court</td><td>User: TRAINER6</td></tr>
</table>

Municipal Court   User: TRAINER6

Unclaimed Property Account Detail
Montana Department of Revenue

Address: PO Box 5805, Helena, MT 59604   **Home Phone:**
DOB: **Work Phone:**
SSN:

Purpose: Unclaimed Property
Comment: Unclaimed Property
Date Disb: 05/24/2021   **Due Diligence Start Date:** 05/10/2021
Disbursed To: Montana Department of Revenue   **Due Diligence Date:** 06/08/2021

ACCOUNT DETAILS

Date Disb.	Disb.	Check no.	Case	Party	Amount
05/10/2021	Disb 5673	4511	TK-395-2017-0001774	Sutton, Popcorn	$15.00
Comment: Unclaimed Property					
05/10/2021	Disb 5674	4512		Shore, Sandy	$35.00
Comment: Unclaimed Property					
				Account Total:	$50.00

TRANSACTION DETAILS

Date	Transaction Type	Number/Comment	Amount	Acct. Balance
05/10/2021	Unclaimed Transfer	Disb 5674	$35.00	$35.00
05/10/2021	Unclaimed Transfer	Disb 5673	$15.00	$50.00
05/24/2021	Unclaimed Disbursement	Disb 5676	-$50.00	$0.00
		Transaction Total:	$0.00	