Unclaimed Funds

If a check is returned unclaimed or is lost and outstanding for a specific period of time, the check should be voided, and the money should be moved to the Unclaimed Funds accounts.

Void the Check

Go to the case detail screen, click on the **Assigned date** link to get into the Requirement Detail screen of a requirement that was included on the unclaimed check.

- Requirements	Top				Options
Name	**Assigned**	**Requirement**	**Start**	**Status**	**Status date**
Carol Brady	11/5/2018	Change of Venue Fee	11/8/2018	Paid in full	11/9/2018
Greg Brady	10/18/2018	Refunds	10/18/2018	Paid in full	10/18/2018
Greg Brady	10/11/2018	Bond	10/11/2018	Paid in full	10/11/2018

In this example, check number 5 has been returned, no forwarding address on file. Click on the **Check Date** link to void the check.

- Requirement transactions	Descending Top			Options
Date	**Type**	**Number**	**Memo**	**Amount**
10/11/2018 6:09:30 AM	Assessment		Assess Bond	$500.00
10/11/2018 6:10:11 AM	Payment	0000010	Pay Bond	$500.00
10/11/2018 6:15:01 AM	Debit/Credit		Disburse to Probation	$200.00
10/11/2018 6:15:15 AM	Debit/Credit		Disburse to Clerk	$200.00
10/11/2018 6:15:25 AM	Debit/Credit		Disburse to Client	$100.00
10/11/2018 10:39:53 AM	Deposit			$500.00
10/11/2018 10:42:28 AM	Disburse Prep			$500.00
10/11/2018 10:49:10 AM	Check	5	02D07-1810-JP-000002 bond refund	$100.00
11/23/2018 7:49:22 AM	Check	14		$200.00

Check Disbursement
CLERK Checking Account

Date: 10/11/2018 10:49:10 AM

Name:* Mike Brady

Address:

Type: Check on multiple requirements

Amount: $100.00

Check #: 5

Ref #:

Memo: 02D07-1810-JP-000002 bond refund

Case	Amount	Payee	Other ID	Assigned
Greg Brady (40; Case: 1; 02D07-1810-JP-000002) Disburse to Client	$100.00	Mike Brady		

Added by Karlene Thompson on 10/11/2018 10:49:25 AM - Last updated by Karlene Thompson on 10/11/2018 10:49:32 AM

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✔ Update   ✘ Cancel   Refresh   Delete   View check   Void

Void Transaction

Date: 10/11/2018 10:49:10 AM
Type: Check   No: 5
Amount: $100.00
Name: Mike Brady
Memo: 02D07-1810-JP-000002 bond
refund

Reference No:

WARNING - this Void process can not be reversed. To void the above transaction, enter the void reason and void date and press the Void button.

Void reason:* Check returned

Void date: 11/23/2018 8:22:49 am

Optional Requirement Alert

Alert type:* UNCV - Uncashed Check Voided ▾

Notes: No forwarding address

✕ Cancel   ⟳ Refresh   Void

Move money to Unclaimed Funds

Once the check has been voided, the money is once again in the liability account waiting to be disbursed. You need to move it from that liability account and put it into the appropriate unclaimed funds liability account.

Click on the **Options** link, then click the **Add a Transaction** link.

- **Date** – Enter a T for today's date and time.
- **Type** – Select the appropriate unclaimed funds year to move the money into.
- **Amount** – Enter the amount of the unclaimed check.

Click the **Update** button to save your work.

List Requirement Alerts

Menu | Miscellaneous | Requirements | Requirement Alerts

This will provide you with a list of all requirements that have an alert. Select your date range, this will be the date of the alert.

Alert type, you can select a specific alert, if applicable.

Click the **Submit** button to see the results.

Default Payee is Found

If the payee is found, you should move the funds out of unpaid funds back into the appropriate liability account so you can create a new check for the payee.

Go to the case and click on the Requirement to get into the Requirement Detail screen. Scroll to the bottom of the page to the Requirement Transactions, click on the **Options** link, then click the **Add a Transaction** link.

Transaction Detail

Date: 11/23/2018 9:06:37 am

Type:* R23 - Return 2023 Unclaimed Funds to client ▾

Amount:* 100.00

Click the **Update** button to save your work.

Disbursing Funds to the State

Menu | Miscellaneous | Financial | List Disbursable

When it is time to disburse the funds to the state, simply click the year you wish to disburse, and print the check.

List Disbursable Accounts
Select accounts to disburse

Transactions Thru: 10/31/2018 3:59:59 PM

Total Amount Selected: $250.00

➡ Submit **Press Submit if you change 'Transactions thru' date.
Press Update to create check.
Click here to list all held requirements**

Account	Balance	Held
Mass disbursements		
Office of the Indiana Attorney General		
☑ 8009.02 - Unclaimed Funds 2023 (Liability)	$250.00	$0.00