




## UNCLAIMED PROPERTY

**Financial Main** > Highlight the warrant you wish to Void as Unclaimed Property.

Select the **Void** icon . Enter the reason for Void, this is a free flow field, you can type in anything.

Select **Done**.

Enter the information in the VOID Check/Warrant screen.

**Date** - enter the date you want this be Voided.

**Code** – select *Unclaimed Property*

Then select **Void** to process.

### VOID WARRANT

Display Warrant/Check
x

Year/Number	2018 6721	Preprinted Number	0	Created by	JOLYNN	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; text-align: center;">Done</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; text-align: center;">Help</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; text-align: center;">Notes</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; text-align: center;">Print</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; text-align: center;">Related JE</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; text-align: center;">Dsp Void</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; text-align: center;">View Image</div>
Date	8/9/2018	<input type="checkbox"/> Demand?				
Amount	13.63	Type	Claim			
Date	5/8/2019		Unclaimed Property			
Vendor Number	114963	ORNELAS, ELIZABETH				
Fund	6	DISTRICT COURT				
<b>Payee Information</b>						
Name	ORNELAS, ELIZABETH					
Address 1	1821 WINTERHAVEN DR					
Address 2						
City/State/Zip	HAILEY			ID	83333-___	

Payment Records [\(click on the grid heading to sort\)](#)

Fund	Dept	Account	Sub	Amount	Reference Number
6	0	622	0	1.13	07/11 TRIAL
6	0	621	0	12.50	07/11 TRIAL

THE SYSTEM WILL AUTOMATICALLY CREATE JOURNAL ENTRIES – you do not need to create any journal entries  
*The system will create these. These examples shown are only for your information.*

1) Journal Entry - type Warrant Correction

(This removes the liability)

6-0-200-0                      DB 13.63                      (Warrant Payable)6-0-250-0  
 6-0-250-0    CR 12.50                      (Fund Balance Unappropriated)  
 6-0-250-0    CR 1.13                      (Fund Balance Unappropriated)

**Display Journal Entry**

Journal Entry: 2019 | 201 | Printed?  Total Cash: 0.00

Description: \*Warrant # 2018-6721 VOIDED - UNCLAIMED PROPERTY

Date: 5/8/2019 Type: Warrant or Check Correction

Time: 9:50:55 am  Payment Posting Override Option?

Reference: AC# 0 0 JE# 0 0 Warr/Check# 2018 6721

Account Information					Debit Amount	Credit Amount
Fund	Dept	Acct	Sub	Account Description	Debit Amount	Credit Amount
Totals					13.63	13.63
6	0	200	0	WARRANTS PAYABLE	13.63	0.00
6	0	250	0	FUND BALANCE - UNAPPROPRIATED	0.00	12.50
6	0	250	0	FUND BALANCE - UNAPPROPRIATED	0.00	1.13

2) Journal Entry - type Cash Transfer

(This will create a journal entry transferring the funds to the Unclaimed Property Trust Fund.)

Warrant's original Fund

6-0-397-0                      DB 13.63                      (Puts funds into transfer account)  
 6-0-100-0    CR 12.50                      (cash account-decreasing cash balance)  
 6-0-100-0    CR 1.13                      (cash account-decreasing cash balance)

Trust Fund (from Financial control – setup)

9101-0-100-0                      DB 13.63                      (cash account-increasing cash balance)  
 9101-0-91-0    CR 13.63                      (Unclaimed Property Revenue account setup in Financial Control-offsets the entry to acct.397 above)

**Display Journal Entry**

Journal Entry: 2019 | 202 | Printed?  Total Cash: 0.00

Description: \*Warrant # 2018-6721 Transfer to Unclaimed Property

Date: 5/8/2019 Type: Cash Transfer

Time: 9:50:55 am  Payment Posting Override Option?

Reference: AC# 0 0 JE# 2019 201 Warr/Check# 0 0

Account Information					Debit Amount	Credit Amount
Fund	Dept	Acct	Sub	Account Description	Debit Amount	Credit Amount
Totals					27.26	27.26
6	0	397	0	AUTHORIZED FUND TRANSFER	13.63	0.00
6	0	100	0	TREASURER'S CASH	0.00	12.50
6	0	100	0	TREASURER'S CASH	0.00	1.13
9101	0	100	0	TREASURER'S CASH	13.63	0.00
9101	0	91	56	UNCLAIMED PROPERTY	0.00	13.63

\*The Trust account information should be setup in Financial Control> Control

The screenshot shows a software interface for setting up financial control parameters. It includes fields for 'Min Remittance \$' (1.00), 'Void After Days' (0), 'AC Copies', and 'JE Copies' (1). There are sections for 'G/L Posting Accounts' with a table of account numbers and balances, 'Current Fiscal Year Information' with a dropdown for '2013' and date ranges, and a 'Default JE Type for \$JE' dropdown set to 'Adjustment'. At the bottom, a highlighted yellow box shows 'JE Unclaimed Property Trust Fund' with 'Fund...' set to '9101', 'Dept' to '0', and 'Acct' to '99' and '22'.

G/L Posting Accounts	
Cash Posting ...	100 0
Petty Cash...	0 0
Warr/Check Offset...	200 0
Accounts Payable...	205 0
Unclaimed Acct...	397 0

JE Unclaimed Property Trust Fund			
Fund...	9101	Dept	0
Acct	99		22

SENDING OUT THE UNCLAIMED PROPERTY TO THE STATE

At the end of the year, print the report of Unclaimed Property FN305.  
 Create a warrant to the state for the Total of the Unclaimed Property.  
 The journal entry, will be Debit to the Trust account that the Unclaimed Property was held in.

<i>9101-0-91-0</i>	<i>DB 13.63</i>	(Unclaimed Property Revenue account setup in Financial control-offsets cash transfer journal entry above)
<i>9101-0-200-0</i>	<i>CR 13.63</i>	(Warrants Payable)

*(Tidbit: Typically the system will not allow warrants to be paid out of a revenue account with the exception if it is in an Auditors Trust fund)*