



Office of the Kansas State Treasurer
Cash Management Division

900 SW Jackson 2nd Floor North Topeka, KS 66612
Phone 785-296-4144 Fax 785-296-6639

ACH TRACE PROCESS

1. Agency is to contact Financial Systems Desk (FSD) to see if payment has been returned.
2. If it is determined funds have been returned, FSD will be able to advise agency of this.

NOTE: If funds were returned, FSD automatically issues a paper check for vendor payment and directs paper check returned to agency for further handling. The FSD will be able to also advise agency of this.

3. If it is determined funds have not been returned, agency will need to authorize the State Treasurer's Office (STO) to initiate a trace with the following information: business unit number, voucher number, bank name, name on vendor bank account, dollar amount and the date the money was to be deposited into the account.
4. Agency can email the form to treascash@treasurer.state.ks.us or fax to 785-296-6639.
5. After the STO has received a status communication from the contract bank (returned or unable-to-return), the STO will email requesting agency and the Financial Systems Desk advising of this status.
6. Agency will then need to determine the next step. If funds are returned, there are three (3) options:
 - 1) Vendor is due said funds and a paper check needs to be issued.
The appropriate DA-6 form will be required to be completed and sent to the Financial Systems Desk via Manage Engine Help Desk ticket.
 - 2) Vendor is due said funds and an ACH will need to be issued to correct bank account.
A DA130 will need to be submitted to the Financial Systems Desk via Manage Engine Help Desk ticket in order to update vendor's banking information before processing a reissue of ACH payment.
 - 3) Vendor is not due said funds, and a cancellation with no reissue is to be processed.
The DA-7ACH form will be required to be completed and sent to the Financial Systems Desk via Manage Engine Help Desk ticket.

If the funds could not be returned, agency will determine the response and next steps.