

Vendor Payment Self-Service

On occasion it is necessary to research a single, lump-sum State payment. In this instance we recommend, first, that you visit the Kansas State Treasurer's website where you will find answers to some, if not all, of your payment information questions (no information there on grants or State Debt Setoff payments).

If the Kansas State Treasurer's website does not provide the information you need, you should consider visiting the Vendor Payment Self-Service site that is hosted by Accounts and Reports, and where you can search for check payments (will need TIN and check number) or ACH payments (will need TIN and bank account number). The TIN will be either a FEIN or a SSN.

Option 1:

The link below will take you to the Treasurer's website:

http://www.kansasstatetreasurer.com/prodweb/financial_services/dist_1.php

Instructions:

Click on the link.

Next, you will need to scroll down to the section headed 'Cash Distributions to Municipalities' (second from bottom).

Click on the block marked as 'Access Distribution Data.'

Next screen. Click on the circle 'I am an employee of a city that receives state monies,' and click on the 'Continue' block.

Next screen, line 2. 'Do you want to see data for a specific entity?' click on arrow button and scroll down until you see the name of your city or county, and click on it.

Next, line 5. 'What is the range of dates you would like to see?' click on first arrow button and scroll down to the range beginning month (e.g. July 2010), then click on the second arrow button and scroll down to the range ending month (e.g. August 2010).

Next, line 7. 'What summary level would you like to see?' click on circle 'All Details' and scroll down and click on the 'Continue' block.

The screen will come up with the information requested.

Option 2:

The link below will take you to the Accounts and Reports Vendor Payment Self-Service site:

<http://www.da.ks.gov/ar/vpss>

Instructions:

Click on the link.

Next, click on the appropriate payment search link (i.e. for check or ACH).

Next screen, enter information in each of the three data boxes and click “Submit.” (In the second box “F” indicates that you have used your FEIN in the preceding box, and “S” indicates that you have used an SSN in the preceding box.)

Next screen – for check payments - the screen will come up with the information requested.

or

Next screen – for ACH payments - enter date search information (required) and ACH amount (optional) and click “Submit.” The screen will come up with the information requested.

If you have questions or problems with using the Kansas State Treasurer’s website, please give Roger Basinger or Rogers Brazier a call and we will walk you through the steps. 785.296.8083 (Roger), 785.296.2846 (Rogers)