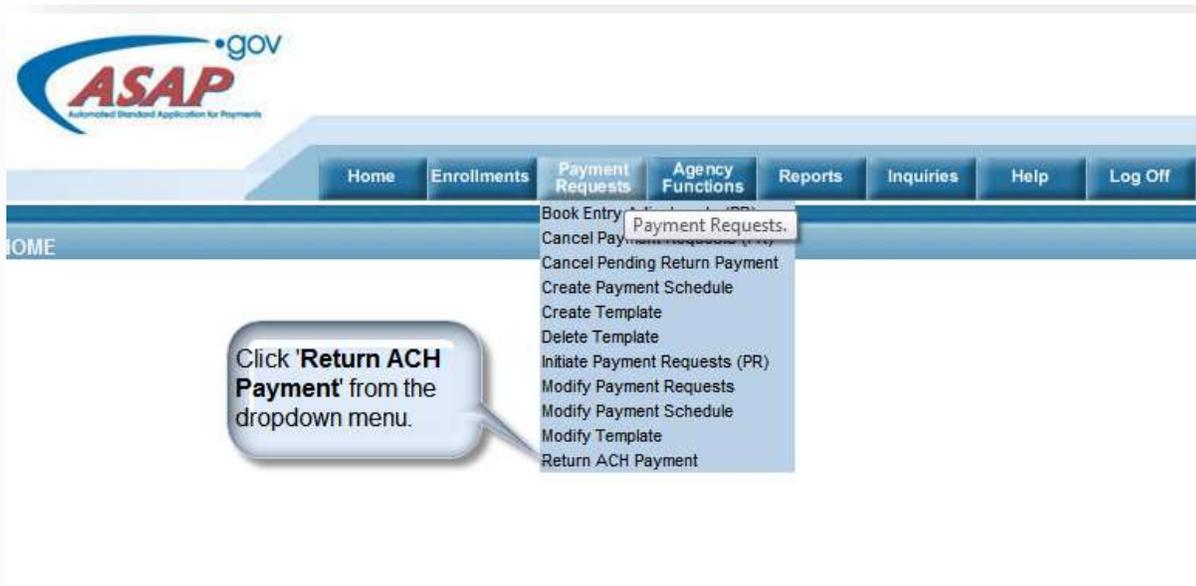# Initiating an ACH Payment Return in ASAP

To initiate the return of a full or partial amount of an ACH payment previously received from ASAP, select "**Return ACH Payment**" from the Payment Requests menu.

The following screen should be displayed.

You must now enter search parameters to find the original payment you wish to initiate a return against.

Required Fields

Enter a **Payment Settlement Date** range. This would be a date range that encompasses the original payment settlement date you requested. The date range can be no more than 5 business days and must be within the last 32 days.

Enter a **Payment Amount** range. This would be a dollar amount range that encompasses the original payment amount.

Optional Fields to narrow down the search if necessary

Recipient ID – Enter the 7 digit Recipient ID number assigned to your organization during the ASAP enrollment process.

Agency Location Code/Region – Enter the Agency Location Code (ALC) for the agency you made the original draw from.

Account ID – If the full Account ID string that the original draw was made from is known, enter it here.

Requestor Reference Number – If a Requestor Reference Number was entered on the original payment, enter it here.

In the example below, recipient 3333333 is looking for a payment that settled to their bank between 12/04/2012 and 12/07/2012, and the payment request was between $1,000.00 and $5,000.00.

Step 1 of 4
Retrieve Payment Information

In returning this payment, you will be originating a debit against the bank account to which the original payment was sent. Prior to initiating an ACH Return, you must ensure that your organization allows debits to this bank account and that the appropriate funds are available.

Enter the following:

*Payment Settlement Date:	From: 12 / 04 / 2012 Through: 12 / 07 / 2012
*Payment Amount:	From: 1000.00 To: 5000.00

Enter one or more of the following (optional):

Recipient ID: 3333333	Find
Agency Location Code/Region: /	Find
Account ID:	
Requestor Reference Number:	

*Asterisk denotes required field.

Continue   Help for this Step

The results of the search are displayed below.

There was only one payment ($2,500.00) that met the required parameters.

To select a payment to initiate an ACH return against, click in the Radio button to the left of the Payment amount.

Click **Continue**

Details of the original payment request will be displayed. Details include the name of the Recipient Organization, the Agency the payment was requested from, and the Account ID the original payment was requested from (this is also the account funds will be returned to).

This is where the **Return Amount**, **Return Reason**, and **Return Reference Number** are entered.

Return Amount – Enter the amount to return.

Return Reason – Click and select a Return Reason from the dropdown menu.

Return Reference Number – Enter a Return Reference number.

Click **Continue** when all required fields have been entered.

A Review Return Payment Amount screen will be displayed.

This is a final opportunity to review the request before submission.

If the request is correct, click [Submit] to initiate the ACH return.

ACH DEBIT AGREEMENT

Read the agreement carefully. If you agree to the terms, click **I Agree**; otherwise, click **Cancel**. If you click Cancel, you will be returned to Step 3 of 4.

RETURN PAYMENT INITIATION CONFIRMATION

Once you authorize the origination of the return payment, i.e. ACH debit, the system displays the Confirmation page. The status will display "Pending," which means that the return payment is awaiting settlement on the following business day. On settlement day, the funds will be debited from the bank account and an email notification will be sent to the Recipient Organization, Payment Requestors and Financial Officials as well as to the Federal Agency Authorization Entry Clerks.

Important: Please note that while funds returned to an ASAP account using this process will appear in your account balance on settlement date, the funds will not be available for payment request until two business days after settlement date.