



STATE CONTROLLER'S OFFICE – BULLETIN 11-05-2015

Wisconsin Department of Administration – Division of Executive Budget and Finance

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Ensuring that Suppliers can identify agency payments

The STAR system required a variety of changes to the State's outgoing payment stream. There are several key procedures that must be followed in generating payments from STAR A/P. If these procedures are not followed, the Supplier may not be able to apply the payment, which can lead to late payment fees and unnecessary communications between the agency and the Supplier.

1. **Select the correct Supplier and Location using the [Finding a Supplier Job Aid](#)**. Please note the Supplier Location Tips section at the end of the job aid.
2. **Include an Invoice Number and a detailed Payment Message on the voucher**. Please see the [Accounts Payable Payment section of the Wisconsin Accounting Manual](#).
3. **For ACH payments, you must confirm that an ACH Notification Email is available for the selected Supplier Location**. Please see the [Accounts Payable Payment section of the Wisconsin Accounting Manual](#).
4. If you have any difficulty confirming that you are selecting the correct Supplier/Location for your payment, please send an email to wivendors@wisconsin.gov and include the Subject: "NEED ASSISTANCE CONFIRMING A SUPPLIER/LOCATION IN STAR".