



WISCONSIN ACCOUNTING MANUAL

Department of Administration – State Controller’s Office

Section	05	ACCOUNTS PAYABLE, INTER AND INTRA UNIT PAYMENTS	Effective Date	11/27/2015
Sub-section	09	Accounts Payable Payments	Revision Date	11/27/2015
SAM Ref	n/a			

BACKGROUND

The accounts payable process within STAR allows agencies to create check or ACH payments to any supplier that exists within the STAR Supplier table. Using the accounts payable process within STAR allows the agency to see check payment information (issued and paid dates) within the STAR system. This process also allows agencies to rely on the centrally-maintained supplier table for address and bank account updates that are needed to route payments to correct location.

POLICIES

1. Agencies must use STAR - Accounts Payable to record payments to municipalities, special districts, school districts and technical colleges. These payments must be recorded to the proper municipality Supplier ID. The State will utilize STAR to prepare municipality payment information for a variety of users.
2. Agencies must include sufficient identifying information within the Voucher Invoice No. field and the Voucher Payment Message field so that the Supplier can easily apply the payment to their open receivable.
3. Agencies should maximize their use of Automated Clearing House (ACH) payments. Agencies should direct their vendors to the [Supplier Forms website](#), where they may complete an authorization form to receive their payments electronically, and their remittance information via email. **Suppliers paid by ACH MUST have a valid ACH Notification email address established in STAR before the voucher has been completed. See procedures below on how to determine if the Supplier has an ACH Notification email address established in STAR.**
4. Agencies must record each payment to the specific Supplier ID associated with the vendor receiving payment. There are only three exceptions to this requirement:
 - a. Specialized Payments - Checks or ACH payments issued through the Specialized Disbursement Applications – as approved by the State Controller’s Office. Each Specialized Payment application has been assigned a unique Supplier ID in STAR.
 - b. Approved A/P Interface Applications – A very limited number of agency A/P interface applications have been approved to interface the payee’s name and address, and utilize the Single Payment Supplier ID “SINGLEPAY”.
 - c. Single Payment Suppliers – Payments that meet ALL of the following requirements may utilize the Supplier ID “SINGLEPAY”:



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- i. The Supplier will only receive a single payment from the agency (i.e. no future payments are anticipated).
- ii. Either the supplier is a corporation, LLC-corporation type, government or exempt organization OR the payment is not made using a 1099-reportable expenditure account.
- iii. The payment is not subject to DOR offset (it is not a payment to a supplier providing goods or services).

The State Controller’ Office will monitor the Statewide Single Payment Supplier ID, and the Specialized Payment Supplier ID’s to ensure that these policies are being followed.

- 5. The default payment term for payments made through Accounts Payable is 23 days. Payments will default to this payment term unless it is overridden.
- 6. Whenever possible, payments should be entered with a Handling of “Centrally Mailed”. Agencies may use the “Return Back To Agency” Handling when the Supplier has provided the agency with an invoice/coupon that includes a bar code. In this case, the agency must return the coupon along with the check so that the Supplier may scan it and apply their payment. Failure to return this coupon will create delays in the Supplier acknowledging the agency’s payment.

PROCEDURES

NOTE: The following Data Standards must be followed for all vouchers entered into STAR. These Data Standards will ensure that the Supplier has sufficient information to apply the State’s payments to their open receivables.

DATA STANDARD

Entering the Invoice Number on the Voucher

Agencies must enter the Supplier’s Invoice Number when entering a voucher. If the Supplier did not provide an invoice number, or if it is generic, and not specific to the agency payment, the following invoice numbering convention should be utilized:

MMYYINV001

- MM Month that the billing was received
- YY Year that the bill was received by the agency
- INV Indicates Invoice
- 001 Sequential Number



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The Invoice Date should be the date on the Invoice sent by the Supplier. The Invoice Received Date should be entered if it is more than 3 calendar days after the Invoice Date. And if that is the case the Basis Date should be populated with the later of the Invoice Received Date or the date the goods and services were actually received.

Agencies should find their Supplier per the instructions in Wisconsin Accounting Manual Section 05-08. The voucher may then be keyed/interfaced and approved for payment.

DATA STANDARD

The Payment Message Field

Agencies must provide sufficient information on the check stub, or on the Payment Advice that accompanies the ACH notification e-mail so that the Supplier can easily apply the agency payment to the invoice/billing. The Payment Message field allows the agency to include a payment description of up to 70 characters. The message should include any additional identifying information that will allow the Supplier to easily apply the payment to their invoice/billing. For example, the account number and billing period, the cart number and purchase date, or other identifiers should be included within the payment message:

Payment Options

*Bank US022 Pay Group *Netting Not Applicable
 *Account 1401 *Handling Centrally Mailed L/C ID Actions
 *Method CHK Check Hold Reason Supplier Bank Messages
 Hold Payment
 Separate Payment

Message Account #2196557 - Billing Period 10/25/2015 - 11/24/2015

Message will appear on remittance advice.

Schedule Payment

*Action Schedule Paymen Payment Date
 Pay Reference

The Invoice No. and the Payment Message appear on the Check Stub:

State of Wisconsin				41957950	
Check Date: 10/5/2015		Supplier Number: 0000071905		Check No: 1000000758 HC: CM	
AP Business Agency	Invoice Number	Invoice Date	Voucher ID	Paid Amount	
50500' Department of Administration	HEPLUS14643	9/22/2015	00000192	\$935.62	
Account #2196557 – Billing Period 10/25/2015-11/24/2015					

And, they also appear on the ACH Payment Advice that is attached to the ACH email notification:



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State of Wisconsin

Payment Advice

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To:

Supplier Name: SCIQUEST INC.
Supplier Address: 101 East Wilson
 x
 CARY NC, 27513
 USA

Reference Information

Pay Cycle: DLYACH
Pay Cycle Seq Number: 18
Supplier Number: 0000000255

Payment Information

Payment Reference: 000017
Payment Date: 06/10/2015
Payment Method: Automated Clearing House

Bank To Information:
Bank To Account:

Bank ID **Bank Name** **Branch ID** **Branch Name**
 West

AP Business Unit	Agency	Invoice Number	Invoice Date	Voucher ID	Paid Amt
37000	Dep. of Natural Resources	CHARTFIELDTEST	06/08/2015	00007037	50.00
Account #2196557 – Billing Period 10/25/2015-11/24/2015					50.00 USD

A/P Check Payments

Using the Review Supplier search page (see the Job Aid: [Finding a Supplier](#)), find the Check location that you need to use for payment.

Name on the Check

Name Line 1: The first line of the name on the STAR check will be the Vendor Name or the 1099/Alternate name (if populated) on the base vendor record in WiSMART.

Name Line 2: The second line of the name on the STAR check will be the Vendor Name on the WiSMART suffix record (if there is one). This name can be found on the Address record associated with the selected location in the “Payment/Withholding Alt Names” section, under Payment Alternate name:



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Address ID 2 + -

Description

Details Find | View All | First 1 of 1 Last

Effective Date Effective Status + -

Country United States

Address 1

Address 2

Address 3

Address 4:

City

County

Postal

State Wisconsin

Override Address Verification

Email ID

Payment/Withholding Alt Names

Payment Alternate name

Name 1

Name 2

Address on the Check

The address printed on the check payment will be the address sequence related to the location ID selected for the payment.

A/P ACH Payments

Using the Review Supplier search page (see the Job Aid: [Finding a Supplier](#)), find the ACH location that you need to use for payment. **NOTE: The agency must have independent confirmation from the Supplier that they want to be paid via ACH, and that the ACH location they are selecting is correct for that specific payment.**



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Review Suppliers

Search Criteria

*SetID: SHARE

Supplier ID: 0000070630

Name: []

Classification: []

Type: []

Persistence: []

City: []

Country: []

State: []

Postal: []

Bank Account #: []

Search Results

Actions	SetID	Supplier ID	Supplier Name	Supplier Location	Payment Method	Email ID	Remit Name	Short Name	Address	City	State	Country	Effective Status
▼ Actions	SHARE	0000070630	Colby School District	DORS101162	ACH	NoEmail@wisconsin.gov	SCH D OF COLBY	M10310-001	101 East Wilson	Colby	WI	USA	Active
▼ Actions	SHARE	0000070630	Colby School District	MAIN	Check		COLBY SCHOOL DISTRICT	M10310-001	101 East Wilson	Colby	WI	USA	Active

If the Email ID for the desired ACH location is “NoEmail@wisconsin.gov”, the agency must obtain the email address from the Supplier and email it to wivendors@wisconsin.gov along with the Supplier ID and Location ID prior to making the payment (a new ACH Email Notification Form will also be made available). For ACH AP Payments, an email must be sent to the supplier, notifying them of the incoming payment (see Policy #3 above).