



# WISCONSIN ACCOUNTING MANUAL

Department of Administration – State Controller’s Office

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<b>Section</b>	<b>11</b>	<b>PROJECT COSTING</b>	<b>Effective Date</b>	<b>7/1/2015</b>
<b>Sub-section</b>	<b>06</b>	<b>DFD Contract Payments</b>	<b>Revision Date</b>	<b>3/31/2015</b>
<b>SAM Ref</b>	<b>7-6</b>			

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## BACKGROUND

Payments to vendors on major capital project contracts managed by the DOA Division of Facilities development (DFD) will be generated by the DFD project system WisBuild and interfaced into STAR. These payments will liquidate purchase orders previously created by DFD.

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## POLICIES

1. Payment requests may be entered in WisBuild by contract suppliers (vendors), but requests must be electronically approved in WisBuild before payments can be generated.
2. When invoices or payment certificates are received directly by DFD project managers or by DFD field representatives, they must be properly approved before routing for payment entry.
3. Payment requests and invoices received for previous fiscal year services should be processed in the 13<sup>th</sup> month when possible since the encumbrance roll will take place each July 31.
4. A single check will be generated for multiple invoices and mailed out to the supplier (vendor) automatically unless specific alternative payment instructions are provided.

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## PROCEDURES

Additional procedures pending.