

**STATE OF WISCONSIN  
STATE ACCOUNTING MANUAL**

<b>SECTION:</b>	VII Project Accounting	<b>EFFECTIVE DATE:</b>	February 8, 1999
<b>SUB-SECTION:</b>	6 - DFD Contract Payments	<b>REVISION DATE:</b>	February 8, 1999
<b>SUBJECT:</b>	Policy and Procedure	<b>PAGE:</b>	1 of 1

**Contract Payments to Vendors**

Payments to vendors on major capital project contracts managed by the Department of Administration (DOA), Division of Facilities Development (DFD) will be entered into WiSMART by the Department of Administration, State Controller's Office (SCO) as they are approved. The vendor payment transaction will be WiSMART P1 documents. All major contract payments will reference purchase order documents entered by DFD.

1. (DFD) DFD field representatives receive invoice (Payment Certificate) from contract vendor. After the field representatives have indicated approval they are forwarded to the DFD project manager in the main office. (Some contract payment requests are sent directly to DFD project managers.)
2. (DFD) Project manager approves or modifies payment amount on the Payment Certificate.
3. (DFD) Approved Payment Certificates are submitted to SCO for processing.
4. (SCO) Vendor payment transaction, P, is processed referencing contract purchase order document. Document number will always be P1 Agency DFD(FY)#. (FY) is the fiscal year indicator, e.g. FY95 = 5. Account coding is brought forward from purchase order document.
5. (SCO) Vendor payments are filed by SCO by agency and document number.
6. (DOA) Payment transactions are processed on WiSMART through overnight processing. Payments become "Accounts Payable". The scheduled payment date is found on the WiSMART SCHED table. If the scheduled payment date precedes the processing date the check is printed the same night.
7. (DOA) Checks are printed and sent to the Office of the State Treasurer for signatures. They are then sent directly to contractor unless otherwise directed.