



**WISCONSIN ACCOUNTING MANUAL**  
 Department of Administration – State Controller’s Office

Section	15	FISCAL YEAR SUPPLEMENTS	Effective Date	9/1/2015
Sub-section	07	FY 2016: Early-October Payments	Revision Date	9/1/2015
SAM Ref	n/a			

**BACKGROUND**

This section covers the processes that agencies must follow for any payments that are typically made on October 1<sup>st</sup> or shortly thereafter.

**PROCEDURES**

1. Specialized Disbursements - If a Specialized Disbursement application needs to issue checks or ACH payments dated October 1<sup>st</sup>, the agency should submit the specialized disbursement file to DOA in September as they do now. Then, on October 1<sup>st</sup> the agency will need to process a manual payment voucher using the corresponding Specialized Disbursement Supplier ID.
2. Accounts Payable Disbursements – These disbursements cannot be made on October 1<sup>st</sup> in STAR, since the Pay Cycles are run early am, and agencies will not have a chance to enter payments by that time. **For these payments, the agency should process the payment in WiSMART so that it is disbursed at the end of September, per the Final WiSMART Processing Schedule contained in the Wisconsin Accounting Manual section 15-05:**

<http://doa.wisconsin.gov/Documents/DEBF/Information%20for%20State%20Agencies/15-05%20Fiscal%20Year%202016%20-%20Final%20WiSMART%20Transaction%20Processing%20Dates.pdf>

Alternatively, agencies may enter A/P check payments in STAR on October 1<sup>st</sup>, and if scheduled for immediate payment, the check will be created in the Pay Cycle on Friday October 2<sup>nd</sup>. An ACH payment successfully processed on October 1<sup>st</sup> will be deposited to the Payee’s bank account on Tuesday, October 6<sup>th</sup> (if scheduled for immediate payment).

**Agencies WILL NOT be allowed to enter payments in STAR prior to the October 1<sup>st</sup> transaction go-live.**

If an agency is having difficulties determining how to process payments that must be made in early October, please email Sara Schwoch at [sara.schwoch@wisconsin.gov](mailto:sara.schwoch@wisconsin.gov)