**State Controller’s Office – Shared E-mail Address**

**Accounting Services**

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| * 1099 Forms, enterprise | [DOASCO1099@wisconsin.gov](mailto:DOASCO1099@wisconsin.gov) |
| * Annual Appropriation Certifications * Budget Load * Fiscal Year-End * General Accounting related, other * Interunit Journals * Policy & Procedure Questions within STAR Modules: * (Accounts Payable (AP), Expense (EX), General Ledger (GL) and Commitment Control (KK) as Subject Matter Experts) | [DOADEBFSCOAccountingServices@wisconsin.gov](mailto:DOADEBFSCOAccountingServices@wisconsin.gov) |
| * Specialized ACH and Check writing Jobs, Other Disbursement Activity including On-Demand Check Payments | [DOASCOSPECIALIZEDDISBURSEMENTS@wisconsin.gov](mailto:DOASCOSPECIALIZEDDISBURSEMENTS@wisconsin.gov) |

**Audit Services**

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| * General SCO Audit Services mailbox for agency submissions (e.g., Prompt Payment Interest Forms, Appropriation Overdraft Certifications, SEFA Submissions, etc.) and general questions. | [DOADEBFAuditServices@wisconsin.gov](mailto:DOADEBFAuditServices@wisconsin.gov) |
| * General mailbox for state single audit guideline questions or submissions for updates from agencies. | [DOASSAGGeneral@wisconsi.gov](mailto:DOASSAGGeneral@wisconsi.gov) |

**Business Partner Services**

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| * Supplier questions about payments, * Supplier additions/maintenance questions, support dashboard help, * e-Supplier questions * Customer additions/maintenance questions, support dashboard help | [WIVendors@wisconsin.gov](mailto:WIVendors@wisconsin.gov) |

**Capital Accounting Services**

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| * Capital Accounting Mailbox for Agency questions and requests related to Capital project under **BU 867BC**. * New Capital project setup * Capital project budget adjustments * Focus on Energy Rebate check process * Direct charges * Project Manager change requests * Capital project closings | [DOASCOPROJECTBUDGET@wisconsin.gov](mailto:DOASCOPROJECTBUDGET@wisconsin.gov) |

**Cash Management**

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| * Questions on the daily inflows/outflows of the state’s general bank account. | [doacashdesk@doa.state.wi.us](mailto:doacashdesk@doa.state.wi.us) |
| * Deposits that need to be completed * Agencies to notify SCO cash management about any wires and/or ACHs they are anticipating receiving | [DOACashReceipts@wisconsin.gov](mailto:DOACashReceipts@wisconsin.gov) |
| * Inquiries regarding pledged securities held by the state.  (This is used by outside entities) | [TrustDeposits@wisconsin.gov](mailto:TrustDeposits@wisconsin.gov) |
| * Correspondence regarding fines, forfeitures, assessments, surcharges and court fees.  (This is used by outside entities). | [DOAMunicipals@wisconsin.gov](mailto:DOAMunicipals@wisconsin.gov) |
| * Agencies use to submit check stop pay reissues, check copies or the reissue of checks from the cancel draft system. | [DOAStopPay@wisconsin.gov](mailto:DOAStopPay@wisconsin.gov) |

**Financial Reporting Services**

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| * Agency annual GAAP submissions. | [doadebfgaap@wisconsin.gov](mailto:doadebfgaap@wisconsin.gov) |

**Payroll Services**

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| * Agency Payroll, & Finance staff **questions and clarifications** requests related to: * Task reporting corrections in HCM, * Mass updates to Task Reporting information in HCM, * Overdrawn Leave * A/R Invoice repayments, * Payroll payments that need to be reversed or reprinted in HCM, HCM Earnings Code questions, * Earnings taxability questions. * **Requests to process** anything in the HCM system should be submitted via Payroll or Time & Labor JIRA, not via email. * Employee and former employee payroll-related questions should be made directly to their agency’s payroll staff. | [DOACentralPayroll@wisconsin.gov](mailto:DOACentralPayroll@wisconsin.gov) |

**Treasury Services**

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| * Communicating with the Local Government Investment Pool participants | [LGIP@wisconsin.gov](mailto:LGIP@wisconsin.gov) |
| * Communicating with agencies we perform central federal draws for. * Used to assist with STAR accounts receivable and billing questions along with accounts receivable reporting. | [DOACentralFederalDraw@wisconsin.gov](mailto:DOACentralFederalDraw@wisconsin.gov) |
| * Establishing new bank accounts * Setting up online receipting applications * Managing paper lockboxes * Requesting new banking services * Questions dealing with credit card receipting. * Requesting access and resetting passwords for SinglePoint, US Bank ePayment/eBill application, and Deluxe retail lockbox operations. | [DOATreasury@wisconsin.gov](mailto:DOATreasury@wisconsin.gov) |