



## WISCONSIN ACCOUNTING MANUAL

Department of Administration – State Controller’s Office

<b>Section</b>	<b>05</b>	<b>ACCOUNTS PAYABLE, INTER AND INTRA UNIT PAYMENTS</b>	<b>Effective Date</b>	<b>11/27/2015</b>
<b>Sub-section</b>	<b>09</b>	<b>Accounts Payable Payments</b>	<b>Revision Date (revision highlighted)</b>	<b>04/13/2018</b>
<b>SAM Ref</b>	<b>n/a</b>			

### 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”.



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- c. Single Payment Suppliers – Payments that meet ALL of the following requirements may utilize the Supplier ID “SINGLEPAY”:
  - 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 30 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.**

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

#### 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:



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MMYYINV001

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

**DATA STANDARD**

**4/13/2018 revision**

Entering the Invoice Date and the Invoiced Received Date on the Voucher

The Invoice Date must be entered on each voucher and should be the date on the Invoice sent by the Supplier. **The Invoice Received Date must be entered on each voucher, regardless of when the invoice is received (even if it is received only 1 – 3 days after the Invoice Date).** The Basis Date will be populated with the later of the Invoice Received Date or the date the goods and services were actually received.

**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:

The screenshot shows a 'Payment Options' form with several fields. A red box highlights the 'Message' field, which contains the text: 'Account #2196557 - Billing Period 10/25/2015 - 11/24/2015'. Other visible fields include:
 

- \*Bank: US022
- \*Account: 1401
- \*Method: CHK (Check)
- Pay Group: [empty]
- \*Handling: Centrally Mailed
- Hold Reason: [empty]
- \*Netting: Not Applicable
- Supplier Bank: [empty]
- Messages:  Hold Payment,  Separate Payment
- Schedule Payment section with \*Action: Schedule Paymen and Pay: [empty]
- Payment Date and Reference fields.

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




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State of Wisconsin						41957950
Check Date: 10/5/2015		Supplier Number: 0000071905		Check No: 1000000758		HC: CM
AP Business Unit	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:



State of Wisconsin

**Payment Advice**

10 June 2015 13:33:54 PM  
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**To:**  
Supplier Name: SCIQUEST INC.  
Supplier Address: 101 East Wilson  
x  
CARY NC, 27513  
USA

**Payment Information**  
Payment Reference: 000017  
Payment Date: 06/10/2015  
Payment Method: Automated Clearing House  
Bank ID: Bank Name: Branch ID: Branch Name: West

**Bank To Information:**  
Bank To Account:

**Reference Information**  
Pay Cycle: DLYACH  
Pay Cycle Seq Number: 18  
Supplier Number: 000000255

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					

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 Headquarters

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Details Find | View All | First 1 of 1 Last

Effective Date 01/01/1901 Effective Status Active + -

Country USA United States

Address 1 101 East Wilson

Address 2 x

Address 3 x

Address 4:

City EAU CLAIRE

County

State WI Wisconsin

Postal 54702-0570

Override Address Verification

Email ID

Payment/Withholding Alt Names

Payment Alternate name

**Name 1** Leader Telegram

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

Supplier Name: Colby School District

Supplier Location: DORS101162

Payment Method: ACH

Email ID: NoEmail@wisconsin.gov

Remit Name: SCH D OF COLBY

Short Name: M10310-001

Address: 101 East Wilson

City: Colby

State: WI

Country: USA

Effective Status: 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](mailto: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).

**DATA STANDARD**

**Payment Thresholds**

Delivered PeopleSoft prevents ACH CCD+ payments within a single ACH CCD+ Pay Cycle not to exceed \$99,999,999.99. The State verified with USBANK that the actual CCD+ file format allows a single payment of up to \$99,999,999.99 and total payments within the file to be \$9,999,999,999.99. (Above the character limit of Bank Payment fields)

What this means is:

1. In Star a voucher can be entered greater than \$99,999,999.99 as this is only a limit for CCD+ ACH payments. Also, a voucher can have many payments.
2. The Pay Cycle process can combine payments and there is nothing to prevent the combination of payments to exceed \$99,999,999.99.

To help prevent the issue, there are two ways to enter vouchers that exceed \$99,999,999.99.

1. Agencies can split the voucher into multiple vouchers that does not exceed \$99,999,999.99 and mark each payment as a separate payment.



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2. Agencies can enter one voucher but create multiple payments with each payment not exceeding \$99,999,999.99 and mark each payment as a separate payment.

It is also recommended that any large payment (> \$ #,###,###.##) should be flagged as a “separate payment”, so it cannot be combined with any other payments to Total more than \$99,999,999.99.

\*Please note: this does not prevent multiple agencies having combined payments that exceed \$99,999,999.99 at smaller dollar amounts.

The SCO will be running a query in combination with Pay Cycle(s) run to make sure that no agencies payments combine to exceed \$99,999,999.99