



Section	05	ACCOUNTS PAYABLE, INTER AND INTRA UNIT PAYMENTS	Effective Date	10/1/2015
Sub-section	11	On-Demand Check Payments	Revision Date	11/24/2020
SAM Ref	n/a			

BACKGROUND

Prior to STAR the SCO offered a separate check series “1” for emergency checks that were needed the same day. The SCO will continue to offer this service to agencies as part of the STAR System.

POLICIES

1. The use of On-Demand checks should be limited to only those **EMERGENCY** situations where financial harm will result to the payee or the agency if the check payment is not made today.
2. The On-Demand pay cycle will be run each morning at 11:30am.
3. On-Demand checks will be printed, inserted into an envelope, and mailed by the Print Center. The checks will not be returned to DOA.
4. The agency must send an email to DOA SCO Specialized Disbursements to notify SCO that an On-Demand AP voucher has been entered.
5. On-Demand Check Payments are not needed to support wire transfer payments as they were prior to STAR. Please see Wisconsin Accounting Manual section 09-09 - Wire Transfers for those procedures.
6. If a check is needed after the 11:30am deadline, a second run of the on-demand pay cycle can be requested. Before emailing DOA SCO Specialized Disbursements with your request, please contact the State Controller to get approval and to verify that staff are available to run the pay cycle and Print Center staff can print the check. The agency will need to pick up the check from the Print Center or agree to have the Print Center mail the check the next business day.



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

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PROCEDURES

The agency will create a Payment Voucher in STAR following normal voucher entry guidelines, with the following exceptions. On the Payments tab, in the Payment Options section:

Pay Terms must be set to “00”

Account must be changed to **2789**:

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
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Business Unit	Invoice No 080031
Voucher ID 00071436	Invoice Date 11/06/2020
Voucher Style Regular Voucher	
Total Amount	*Pay Terms 00 Due Now
Supplier Name	

Payment Information

Payment 1	Gross Amount [redacted] USD
*Remit to 0000070555	Discount 0.00 USD
Location [redacted]	
*Address 3	

Payment Options

*Bank US022	Pay Group [redacted]
*Account 2789	*Handling Centrally Mailed
*Method CHK Check	Hold Reason [redacted]
Message 02022-NOVEMBER [redacted]	

Message will appear on remittance advice.

All On-Demand vouchers that have been entered and approved by 11:30 am CDT or CST, will be selected for special pay cycle processing. This processing will result in the check being created and mailed.