



AT&T

Quick Reference

Summary

The State of Wisconsin will begin paying AT&T via ACH in an effort to minimize account application errors and overall time committed to these accounts. The following will need to be used to make payments via ACH:

Supplier ID: **0000002071**

Location ID: **MAIN**

Address ID: **2**

Note: AT&T has authorized ACH payments for supplier ID "0000002071" ONLY

Definitions

Enter AT&T Numbers into the Invoice Number files as the Examples below illustrate:

- If for your own tracking purposes, you want to include additional information in this field, you will need to separate the AT&T Number from your tracking information by using the X as a field delimiter (no spaces/dashes between the account number and the letter X). The AT&T Number MUST come first.
 - For example, if your account number were 9988123456798 and you want to include the invoice number of 11446655, the field should look like: 9988123456798x11446655
AccountNumberxInvoice
 - For example, if your account number were 9988123456798 and you want to include the date of June 13, 2012, the field should look like: 9988123456798x06132012
AccountNumberxMMDDYYYY
 - For example, if your Bill Payer account number were 9920000XXX and you want to include the Bill Payer Number of WIS0001, the field should look like: 9920000XXXxWIS0001
AccountNumberxBillPayer



AT&T ACH Payment Quick Reference

State Controller's Office

Example #1: Bill Payer Accounts use the Account Number at the bottom of the invoice. Use the first 10 digits
Example: WIS0001 will always = 9290000XXX

AT&T State of Wisconsin STATE OF WIS

Page 1 of 1
Bill Payer
Invoice Number WIS0001
Billing Date 01/04/2022
Customer Name

0000123456789

Monthly Statement 12/04/2021 - 01/03/2022

Bill-At-A-Glance		Billing Summary	
Previous Bill	\$109.60	Questions? Call: 800-480-2203 option 3 Billing	
Payment	0.00	AT&T Corp	\$47.40
Past Due	109.60	Current Charges	\$47.40
Adjustments	7.40		
Current Charges	47.40		
Total Current Charges	\$54.80		
Total Amount Due	\$164.40		

Please detach and return bottom portion when making a payment.

Billing Date 01/04/2022 Total Amount DUE BY 02/18/2022 **\$164.40**

AT&T State of Wisconsin Account Number: WIS0001
Please include your account number on your check.
Make checks payable to:

STATE OF WIS
MADISON, WI

AT&T
PO BOX 9011
Carol Stream IL 60197-9011

9290000XXX 104220000000164409

*Do not use spaces/dashes when entering into STAR.

Example 2:

AT&T TeleConference Services

AT&T Page 3 of 3

ACCOUNT ID: 00123456-00789
INVOICE #: 12-345678
PAYMENT DUE DATE: PAYABLE UPON RECEIPT
CUSTOMER: ATTN: First LastName
WI DEPARTMENT

BILL DATE: JAN 01 2021
BILLING INQUIRIES: (800) 722-3481
(214) 527-0032

*Do not use spaces/dashes when entering into STAR.



AT&T ACH Payment Quick Reference

State Controller's Office

Example 3:

att.com

State of WI -
MADISON WI 53708

Page 1 of 2

Account Number	831-000-1234 567
Billing Date	Jan 1, 2021
Questions?	1 800 235-7524
Web Site	att.com
Invoice	0123456789
AT&T Tax ID	13-4924710

Invoice

*Do not use spaces/dashes when entering into STAR.

Procedures/Steps

STAR Voucher Entry: **Invoice Information tab**

Enter the following Supplier Information:

Supplier ID: **0000002071**

Location ID: **MAIN**

Address ID: **2**

1. Enter the AT&T Number indicated in the above examples as the **Invoice Number** on the voucher.
DO NOT use spaces/dashes.

The preferred method is to only include the AT&T Number in the Invoice Number field.

2. Please **ATTACH** a copy of the invoice to the voucher

Invoice Information tab:

Invoice Information | Payments | Voucher Attributes

Business Unit 50500
Voucher ID NEXT
Voucher Style Regular Voucher
Invoice Date
Invoice Received
Supplier ID 0000002071
ShortName AT&T-001
Location MAIN
Address 2

1 Invoice No/AccountNumber
Accounting Date 02/05/2021
Pay Terms NET30
Basis Date Type Inv Date
Control Group
☐ Incomplete Voucher

Invoice Total
Line Total 0.00
Currency USD
Miscellaneous
Freight
Total 0.00
Difference 0.00

Attachments (0) 2

Save Save For Later Action Run Calculate Print

Payment Tab



AT&T ACH Payment Quick Reference

State Controller's Office

3. Enter the Account Number and the Billing Date in the **Payment Message field**.
4. Verify the **Separate Payment** box has been checked (it should default as checked)

All other aspects of voucher entry would be the same as normal.

Payment tab:

Invoice Information | **Payments** | Voucher Attributes

Business Unit 50500
Voucher ID NEXT
Voucher Style Regular Voucher
Total Amount 0.00
Supplier Name AT&T

1 **Invoice No / Account Number**
Invoice Date Action
☐ Incomplete Voucher
*Pay Terms NET30 Net 30

Payment Information Find | View All First 1 of 1 Last

Payment 1
*Remit to 0000002071
Location MAIN
*Address 2
AT&T
PO Box 2605
Bedford Park, IL 60499-2605

Gross Amount 0.00 USD
Discount 0.00 USD
Scheduled Due
Net Due
Discount Due
Accounting Date

Payment Inquiry
☐ Discount Denied
[Express Payment](#)
[Payment Comments\(0\)](#)
[Holiday/Currency](#)

Payment Options

3 *Bank US022
*Account 1401
*Method ACH
Message Invoice Number

Pay Group
*Handling Centrally Mailed
Hold Reason

*Netting Not Applicable
L/C ID
Actions

4 ☒ Separate Payment

Supplier Bank
Messages
Layout