



CHARTER COMMUNICATIONS

Quick Reference

Summary

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

Supplier ID: **0000030764**
Location ID: **LOC-12**
Address ID: **12**

ACH payment Location/Address have been made the default for this supplier. All efforts should be made to use the default address.

Definitions

Examples of how the Charter Communications Invoice Number may be entered into the STAR voucher invoice number field.

- To avoid payments rejecting and to ensure proper posting, you must include the Invoice Number, excluding the dash or hyphen.

123456789102124

- You may include the billing date after the Invoice number to create a unique Invoice Number if needed. InvoiceNumberxMMDDYY

123456789102124x102124



Charter Communications ACH Payment Quick Reference

State Controller's Office

Invoice example from Charter Communications:

Spectrum
ENTERPRISE

STATE OF WI
C/O ACCOUNTS PAYABLE
Address
MADISON, WI

Invoice Number: 123456789102124
Account Number: 123456789
Invoice Date: 10/21/24
Due Date: 11/20/24
Security Code:

Summary Account activity from 10/29/2024 through 11/28/2024 details on following pages:

Previous Statement Balance	\$6,589.50
Payments	\$-6,589.50
10/17/2024	\$-6,589.50
Previous Statement Balance Subtotal	\$0.00

HOW TO CONTACT US
For Sales, Support, or Billing questions, please contact us at: 1-888-812-2591
PAYMENT OPTIONS
Checks:
Charter Communications
Box 223085
Pittsburgh PA 15251-2085

Procedures/Steps

STAR Voucher Entry: Invoice Information tab

1. Enter the following Supplier Information:
Supplier ID: **0000030764**
Location ID: **LOC-12**
Address ID: **12**
2. Enter the Charter Communications Invoice Number as the **Invoice Number** on the voucher.
3. Please **ATTACH** a copy of the invoice to the voucher.

Invoice Information Payments Voucher Attributes

Business Unit 50500
Voucher ID NEXT
Voucher Style Regular Voucher
Invoice Date 10/21/2024
Invoice Received

2 Invoice No 123456789102124
Accounting Date 11/01/2024
*Pay Terms NET30
Basis Date Type Inv Date
Supplier ID 0000030764
ShortName CHARTER CO-002
Location LOC-12
*Address 12

Control Group
Incomplete Voucher

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

Non Merchandis
Session Defaults
Comments(0)
Attachments (0)
Template List
Advanced Suppl
Supplier Hierarcl
Supplier 360



Charter Communications ACH Payment Quick Reference

State Controller's Office

STAR Voucher Entry: **Payment tab**

4. Enter the Account Number in the **Payment Message field**.
5. Verify the **Separate Payment** box has been checked (it should default as checked if required)

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

Invoice Information | **Payments** | Voucher Attributes

Business Unit 50500
Voucher ID NEXT
Voucher Style Regular Voucher
Total Amount 0.00
Supplier Name Charter Communications

2 Invoice No 123456789102124
Invoice Date 10/21/2024
Action
☐ Incomplete Voucher
*Pay Terms NET30 Net 30

Payment Information

Payment 1

1 *Remit to 0000030764
Location LOC-12
*Address 12
Charter Communications, Inc.
PO Box 223085
Pittsburgh, PA 15251-2085

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

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

Payment Options

*Bank US022
*Account 1401
*Method ACH ACH
Pay Group
*Handling Centrally Mailed
Hold Reason
*Netting Not Applicable
L/C ID
5 ☒ Separate Payment

4 Message Account Number 123456789

Actions