

# Charter Communications ACH Payment Quick Reference

State Controller's Office

# 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

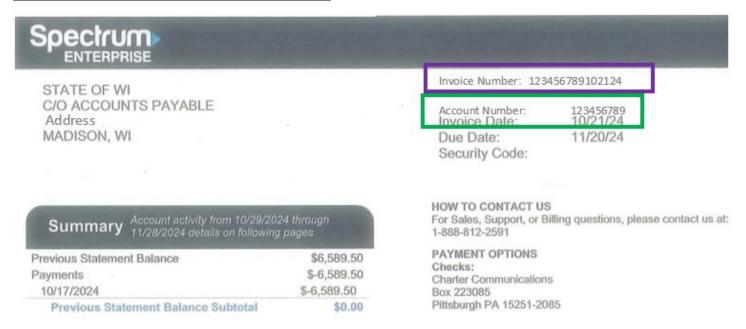
123456789102124x102124



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#### **Invoice example from Charter Communications:**



### **Procedures/Steps**

STAR Voucher Entry: Invoice Information tab

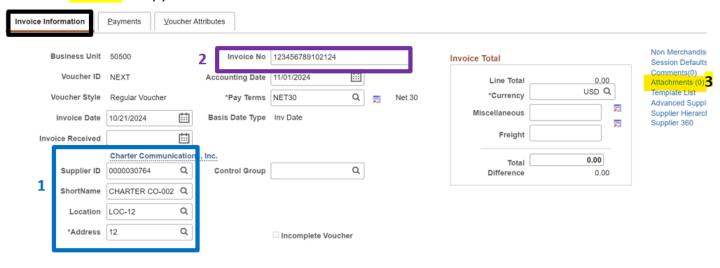
1. Enter the following Supplier Information:

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.





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### STAR Voucher Entry: Payment tab

- 4. Enter the Account Number in the Payment Message field.
- 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.

