

# DEPARTMENT OF ADMINISTRATION



# FRONTIER COMMUNICATIONS ACH PAYMENT QUICK REFERENCE

# State Controller's Office

Updated: 05/29/2024



# Frontier ACH Payment Quick Reference State Controller's Office

## **Table of Contents**

Quick Reference	3
APPENDIX	5



## **QUICK REFERENCE**

#### **Summary**

The State of Wisconsin will begin paying Frontier Communications 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: 0000001547

Address ID: 5

Location ID: LOC-5

#### **Definitions**

Examples of how the Frontier Account Number may be entered into the into the STAR voucher Invoice Number field.

• To avoid payments rejecting and to ensure proper posting, you must include in the 17-digit account number, excluding the dash or hyphen.

60826612330123456

 You may include the billing date after the account number to create a unique Invoice Number if needed. AccountNumber\_MMDDYY

60826612330123456 083123

Example of how a Frontier Communications Account Number may present on an invoice.

#### **Bill from Frontier:**



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#### **Procedures/Steps**

STAR Voucher Entry:

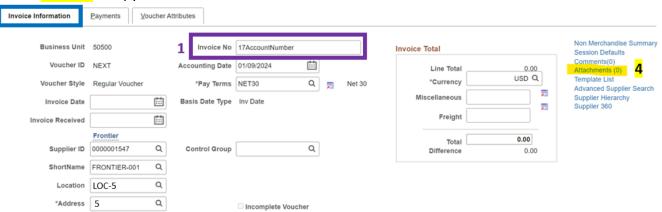
**Invoice Information tab** 

Enter the following Supplier Information: Supplier ID: 000001547

Address ID: 5
Location ID: LOC-5

1. Enter the Frontier Account Number as the Invoice Number on the voucher.

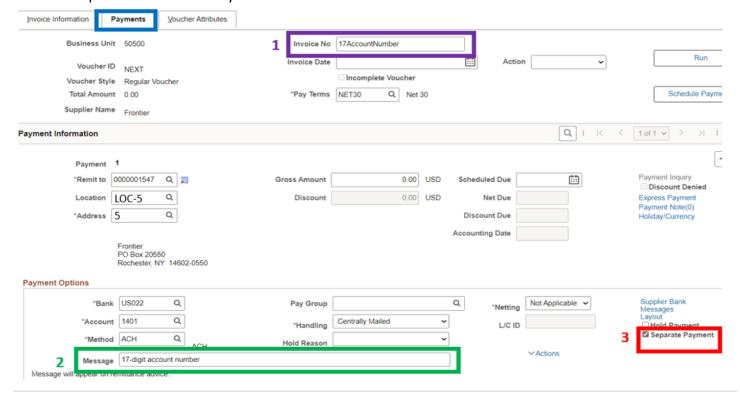
4. Please ATTACH a copy of the invoice to the voucher.



#### **Payment Tab**

- 2. Enter the Account Number and the Billing Date in the Payment Message field.
- 3. 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.





### **APPENDIX**

References:

**Finding Suppliers** 

**Useful Links:** 

Agency AP Contact List

STAR Job Aids (STAR Connection)

If you have any questions or concerns regarding these procedures, please contact Accounting Services.