



STATE CONTROLLER'S OFFICE – BULLETIN 12-01-2015

Wisconsin Department of Administration – Division of Executive Budget and Finance

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Do not use Supplier Locations that start with “DORT” OR “DORD”

Agencies are reminded that they **must not** select Supplier locations that begin with “DORT” or “DORD”. These locations are for DOR use only, and may result in the payment routing to a collection agency, as they are related to DOR’s intercept system.

Simplified Process for Submitting Supplier Remit-To Address Changes

Agencies no longer need to obtain a signed Supplier form to submit remit-to address changes. These may now be submitted through SharePoint by attaching an invoice or letter with the new address. Please note that the agency must indicate the Supplier ID and Location ID on the invoice/letter.

AP Module will remain open through December 31st

Agencies **do not** need to adjust the Accounting Dates on vouchers that have been entered, but are not paid prior to the November general ledger closing on December 3rd. To assist agencies with their payment processing, the AP module will be left open throughout December for AP payments with November Accounting Dates. The SCO is looking into whether this practice will be continued in future months.