



WISCONSIN ACCOUNTING MANUAL
 Department of Administration – State Controller’s Office

Section	15	FISCAL YEAR SUPPLEMENTS	Effective Date	5/22/2015
Sub-section	03	FY 2015: Vendor-Supplier Maintenance During the WiSMART-STAR Transition	Revision Date	5/22/2015

BACKGROUND

The SCO and the STAR Team have worked to convert the WiSMART Vendor File to the STAR Supplier Table. Three mock conversions have been run, and the fourth and final conversion – for the production STAR system – will be run shortly after May 27, 2015.

PROCEDURES

1. Agencies should continue to enter new vendors in WiSMART until the end of the day on Wednesday, May 27th.
2. WiSMART Security will be changed so that beginning on Thursday, May 28th agencies will no longer be able to add new vendors to WiSMART.
3. Beginning on Thursday, May 28th, agencies will need to submit all WiSMART Vendor/STAR Supplier additions and changes directly to the SCO. Forms and worksheets for submitting those will be available **the morning of May 28th** on the SCO website - see “Vendor/Supplier Additions and Changes” at the page below:
<http://doa.wi.gov/Divisions/Budget-and-Finance/Information-for-State-Agencies>
4. **Vendors/Suppliers that need to be added to WiSMART AND STAR - for Vendors that will need to be paid from both WiSMART (FY 2015) and STAR (2016):** Submit DOA-6448, and DOA-6622 (the current WiSMART forms) through Inter-Department mail (address to DOA-SCO) , by courier or by drop-off with the SCO. The SCO will enter the vendor into WiSMART within 3 business days, and will enter the vendor into STAR when the system is available for early entry in mid-June. The SCO will confirm back to the agency when the vendor has been entered into WiSMART, and will provide the STAR Supplier ID when entered into STAR in June.
5. **Suppliers that only need to be added to STAR (payments will coded to FY 2016):** For each new STAR Supplier, the agency must submit:
 - DOA-6457: Star Vendor Information Form
 - W-9 Form (signed by the vendor)
 - DOA-6456: Authorization for Electronic Deposit (if the Vendor will receive ACH payments)

Agencies must submit these forms through Inter-Departmental mail, by courier, or by drop-off with the SCO. The SCO will begin entering all STAR forms received when the system is available for early entry in mid-June. The SCO will provide the STAR Supplier ID back to the agency at that time.



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- 6. Bulk Supplier Changes for STAR:** The SCO will provide an MS-Excel worksheet that agencies may use to submit bulk changes – changes to 15 or more STAR Suppliers at one time. If an agency needs to submit new vendors in bulk, the SCO will provide an MS-Excel worksheet upon request.