



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

Section	15	FISCAL YEAR SUPPLEMENTS	Effective Date	5/22/2015
Sub-section	04	FY 2015: Customer Maintenance During the WiSMART-STAR Transition	Revision Date	5/22/2015

BACKGROUND

The SCO and the STAR Team have worked to convert the WiSMART Customer File and agency A/R subsystem customer files to the STAR Customer 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 using WiSMART A/R should continue to enter new customers 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 using WiSMART A/R will no longer be able to add new customers to WiSMART.
3. Beginning on Thursday, May 28th, agencies will need to submit all WiSMART Customer additions and changes directly to the SCO. Forms/worksheets for submitting those will be available ***the morning of May 28th*** on the SCO website - see “Customer Additions and Changes” at the page below:
<http://doa.wi.gov/Divisions/Budget-and-Finance/Information-for-State-Agencies>
4. **Customers that need to be added to STAR:** Submit DOA-6453. See DOA-6454 and DOA-6455 for submitting contact and sponsor information. The SCO will enter this information into STAR during the early-entry period, which begins in mid-June.
5. **Bulk Submission of Customer Additions and Changes:** The SCO will provide an MS-Excel worksheet that agencies may use to submit bulk customer additions and changes.