



Section	05	ACCOUNTS PAYABLE, INTER AND INTRA UNIT PAYMENTS	Effective Date	10/1/2015
Sub-section	11	On-Demand Check Payments	Revision Date	9/15/2015
SAM Ref	n/a			

BACKGROUND

The SCO has offered a separate check series “1” for emergency checks that are needed the same day. The SCO will continue to offer this service to agencies as part of the STAR System.

POLICIES

1. The use of On-Demand checks should be very limited to only those EMERGENCY situations where financial harm will result to the payee or the agency if the check payment is not made today.
2. The On-Demand pay cycle will be run each morning at 11am.
3. On-Demand checks will be ready for pick-up in the SCO at approximately 12pm.
4. On-Demand Check Payments (formerly I-Series checks) **are not** needed to support wire transfer payments as they were within WiSMART. Please see Wisconsin Accounting Manual section 09-09 - Wire Transfers for those procedures.

PROCEDURES

The agency must enter a Payment Voucher, coded to the vendor on the Supplier Table. In the Payment Options section of the Payments tab, **the Pay Terms must be set to “00” and, the Account must be changed to 2789:**



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

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Business Unit 50500 **Invoice No**
Voucher ID NEXT **Invoice Date** **Action**
Voucher Style Single Payment Voucher **Incomplete Voucher**
Total Amount 0.00 **Pay Terms** 00 **Due Now**
Supplier Name Single Payment Supplier

Payment Information Find | View All First 1 of 1 Last

Payment 1
***Remit to** SINGLEPAY **Gross Amount** USD **Scheduled Due**
Location 1 **Discount** USD **Net Due**
***Address** 1 **Discount Due**
Single Payment Supplier **Accounting Date**

[Payment Inquiry](#)
 [Discount Denied](#)
[Express Payment](#)
[Payment Comments\(0\)](#)
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Payment Options

***Bank** US022 **Pay Group**
***Account** 2789 ***Handling** Centrally Mailed
***Method** **Hold Reason**
Message
Message will appear on remittance advice.

***Netting** Not Applicable **L/C ID** **Actions**

[Supplier Bank Messages](#)
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All On-Demand vouchers that have been entered and processed by 11 am CDT or CST, will be selected for special pay cycle processing. This processing will result in the check being created and available at the SCO by noon. Agencies may then pick up the check at the SCO after that time.