BACKGROUND
The SCO has offered a separate check series “I” 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:


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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.