

DEPARTMENT OF ADMINISTRATION



AT&T ACH PAYMENT QUICK REFERENCE

State Controller's Office

Updated: 05/24/2022



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QUICK REFERENCE

Summary

The State of Wisconsin will begin paying AT&T via ACH in an effort to minimize account application errors and overall time committed to these accounts. The following will need to be used to make payments via ACH:

Supplier ID: 0000002071

Address ID: 2

Location ID: MAIN

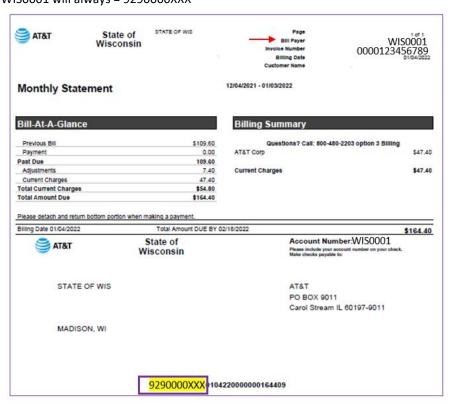
Note: AT&T has authorized ACH payments for supplier ID "0000002071" ONLY

Definitions

STAR Invoice Number field: Please see the example invoices below to determine what number should be entered into the STAR Voucher.

Example 1:

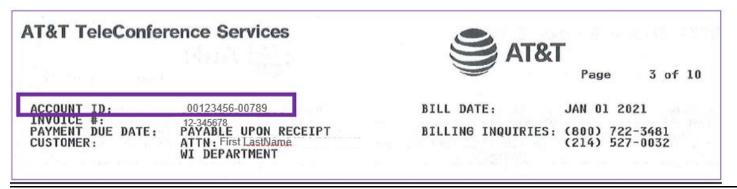
Bill Payer Accounts should use the Account Number at the bottom of the invoice. Use the first 10 digits – WIS0001 will always = 9290000XXX



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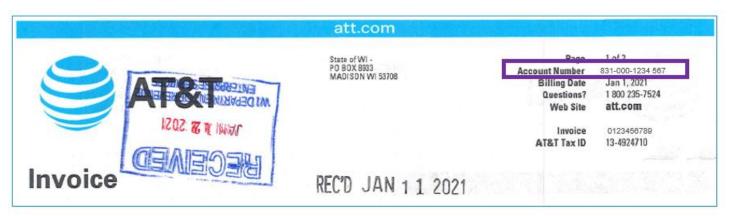


Example 2:



^{*}Do not use spaces/dashes when entering into STAR.

Example 3:



^{*}Do not use spaces/dashes when entering into STAR.

Procedures/Steps

STAR Voucher Entry:

STAR Screen views follow to assist with entry

Enter the following Supplier Information:

Supplier ID: 0000002071

Address ID: 2 Location ID: MAIN

- 1. Enter the AT&T Number indicated in the above examples as the **Invoice Number** on the voucher. DO NOT use spaces/dashes.
 - If for your own tracking purposes, you want to include additional information in this field, you will need to separate the AT&T Number from your tracking information by using the X as a field delimiter (no spaces/dashes between the account number and the letter X). The AT&T Number MUST come first.



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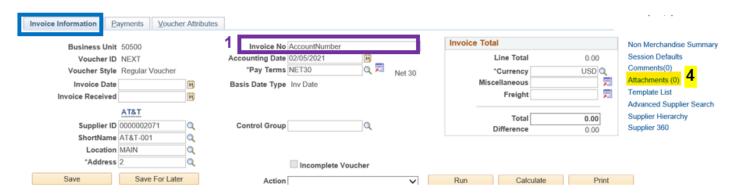
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- For example, if your account number were 9988123456798 and you want to include the invoice number of 11446655, the field should look like: 9988123456798x11446655
 AccountnumberxInvoice
- For example, if your account number were 9988123456798 and you want to include the date of June 13, 2012, the field should look like: 9988123456798x06132012
 AccountnumberxMMDDYYYY
- For example, if your Bill Payer account number were 9920000XXX and you want to include the Bill Payer Number of WIS0001, the field should look like: 9920000XXXxWIS0001 AccountnumberxBillPayer

The preferred method is to only include the AT&T Number in the Invoice Number field.

- 2. Enter the actual Invoice number in the Payment Message field
 - a. Bill Payer Accounts: enter actual Invoice Number and Bill Payer (WIS0001)
- 3. Verify the Separate Payment box has been checked (it should default as checked)
- 4. Please ATTACH a copy of the invoice to the voucher
- 5. All other aspects of voucher entry would be the same as normal.

STAR Voucher Screen View 1:

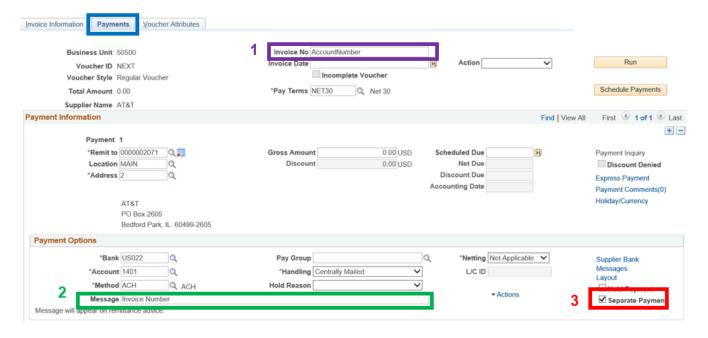




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STAR Voucher Screen View 2:



NOTE: AT&T ACH vouchers do currently have an additional approval level required, that routes to SCO. This approval is a temporary addition to review the formatting used on each voucher to ensure payments can be applied quickly.

If you have any questions or concerns regarding these procedures, please contact Kim Sell.



APPENDIX

References:

Finding Suppliers

Useful Links:

Agency AP Contact List

STAR Job Aids (STAR Connection)