



**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



**Example 2:**

<b>AT&amp;T TeleConference Services</b>			Page 3 of 10
<b>ACCOUNT ID:</b>	00123456-00789	<b>BILL DATE:</b>	JAN 01 2021
<b>INVOICE #:</b>	12-345678	<b>BILLING INQUIRIES:</b>	(800) 722-3481 (214) 527-0032
<b>PAYMENT DUE DATE:</b>	<b>PAYABLE UPON RECEIPT</b>		
<b>CUSTOMER:</b>	ATTN: First Last Name WI DEPARTMENT		

\*Do not use spaces/dashes when entering into STAR.

**Example 3:**

		att.com	Page 1 of 2
State of WI - PO BOX 8993 MADISON WI 53708		<b>Account Number</b>	831-000-1234 567
<b>RECEIVED</b> JAN 11 2021		<b>Billing Date</b>	Jan 1, 2021
<b>Invoice</b>		<b>Questions?</b>	1 800 235-7524
REC'D JAN 11 2021		<b>Web Site</b>	att.com
		<b>Invoice</b>	0123456789
		<b>AT&amp;T Tax ID</b>	13-4924710

\*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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- 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:

The screenshot shows the STAR Voucher Screen View 1 interface. It includes several sections:

- Invoice Information:** Business Unit (50500), Voucher ID (NEXT), Voucher Style (Regular Voucher), Invoice Date, Invoice Received, Supplier ID (000002071), ShortName (AT&T-001), Location (MAIN), and Address (2).
- Payments:** Invoice No (AccountNumber), Accounting Date (02/05/2021), Pay Terms (NET30), Basis Date Type (Inv Date), and Control Group.
- Voucher Attributes:** Incomplete Voucher checkbox.
- Invoice Total:** Line Total (0.00), Currency (USD), Miscellaneous, Freight, Total (0.00), and Difference (0.00).
- Non Merchandise Summary:** Session Defaults, Comments(0), Attachments (0) (highlighted with a yellow box and the number 4), Template List, Advanced Supplier Search, Supplier Hierarchy, and Supplier 380.
- Buttons:** Save, Save For Later, Action dropdown, Run, Calculate, and Print.



STAR Voucher Screen View 2:

Invoice Information | **Payments** | Voucher Attributes

Business Unit 50500  
Voucher ID NEXT  
Voucher Style Regular Voucher  
Total Amount 0.00  
Supplier Name AT&T

1 Invoice No AccountNumber  
Invoice Date [ ] Action [ ] Run  
[ ] Incomplete Voucher  
\*Pay Terms NET30 [ ] Net 30 Schedule Payments

**Payment Information** Find | View All First 1 of 1 Last

Payment 1  
\*Remit to 0000002071 [ ]  
Location MAIN [ ]  
\*Address 2 [ ]  
AT&T  
PO Box 2605  
Bedford Park, IL 60499-2605

Gross Amount 0.00 USD  
Discount 0.00 USD  
Scheduled Due [ ]  
Net Due [ ]  
Discount Due [ ]  
Accounting Date [ ]

Payment Inquiry  
[ ] Discount Denied  
Express Payment  
Payment Comments(0)  
Holiday/Currency

**Payment Options**

\*Bank US022 [ ] Pay Group [ ] \*Netting Not Applicable [ ] Supplier Bank  
\*Account 1401 [ ] \*Handling Centrally Mailed [ ] L/C ID [ ] Messages  
\*Method ACH [ ] ACH Hold Reason [ ] Layout  
2 Message Invoice Number [ ] Actions 3 [x] Separate Payment  
Message will appear on remittance advice.

**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

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References:

[Finding Suppliers](#)

Useful Links:

[Agency AP Contact List](#)

[STAR Job Aids](#) (STAR Connection)