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

Section	05	ACCOUNTS PAYABLE, INTER AND INTRA UNIT PAYMENTS AND TRANSFERS	Effective Date	10/1/2015
Sub-section	08	Finding Suppliers (Vendors) within STAR	Revision Date	9/15/2015
SAM Ref	n/a			

BACKGROUND

The WiSMART Vendor File has been converted to the STAR Supplier Table. The key conversion procedures included:

1. Sending all TINs/Names to the IRS' TIN Matching Program, and correcting the mismatches.
2. Correcting bad addresses through an address cleaning service.
3. Incorporating suppliers that were previously stored within agency vendor files.
4. Incorporating a standardized set of municipality suppliers.

For the conversion, a decision was made to not delete WiSMART supplemental (suffix) records, even though they may contain vendor names/and or addresses that are duplicates or only marginally different from other records within the same vendor. This is because these records were still being used within WiSMART, and it is important that agencies are able to find their same record within STAR. Additional consolidating of the suffix records (locations in STAR) will be performed post go-live.

CONVERSION OF NON-MUNICIPALITY SUPPLIERS FROM WISMART TO STAR
Here is a summary of how the Supplier Names, Address and Locations for NON-MUNICIPALITY SUPPLIERS were populated within STAR from the WiSMART data (see separate information on MUNICALITY SUPPLIERS immediately below):

Supplier Names (on Summary tab in STAR)
Supplier Name = WiSMART Vendor Name (DBA Name)
Supplier Short Name: 1st 10 records of the Supplier Name

Addresses (on Address tab in STAR)
1099: WiSMART 1099 address (base vendor record) if populated, else vendor address from WiSMART base vendor record
Suffixes: Vendor name and address from the suffix record.

The Address ID is a sequential number. Address ID "1" = Address Description "Main" Additional addresses ID's (2 and higher) are assigned based on the number of suffix records contained in WiSMART for that vendor (in general, suffix "A" will map to Address ID "2", suffix "B" to Address ID "3", etc.).

Locations
Location: "MAIN" = Vendor Name from base WiSMART record. Suffix records will have a location that maps to the suffix - ie. "SUFFIX-A".
Description: Vendor Name from WiSMART suffix record.

Section	05	ACCOUNTS PAYABLE, INTER AND INTRA UNIT PAYMENTS AND TRANSFERS	Effective Date	10/1/2015
Sub-section	08	Finding Suppliers (Vendors) within STAR	Revision Date	9/15/2015
SAM Ref	n/a			

The "Payables" link on the Location tab includes the address where the check will be sent, or the bank account that the electronic payment will be deposited to. The address is the address on the related base or suffix record within WiSMART. The address is actually contained on the Address record – and that address sequence number is referenced on the Payables link (i.e. "2").

CONVERSION OF MUNICIPALITY SUPPLIERS FROM WISMART TO STAR
Municipality data within STAR was received from 5 primary sources:

1. Department of Revenue systems that initiate payments to municipalities.
2. Department of Public Instruction data that had already been loaded to WiSMART for the State's school districts.
3. WiSMART Vendor ID's in the M-Code format (i.e. "M13000").
4. WiSMART Vendor ID's in the EIN format.
5. Agency bulk-load data.

A complete list of state municipality, special district, school district and technical college names, EIN's and official DOR Municipality Codes (approximately 2,970) was used as the basis for the municipality conversion. That core data was used to relate municipality data from the various feeder databases.

A complete listing of Municipality Names, M-Codes and the related STAR Supplier ID is available online.

Municipality Locations
The following key can be used for Municipality Locations in STAR:

Location ID	Definition
MAIN	Base vendor record information from WiSMART EIN Vendor ID (if it existed) else DOR's official Municipality Name
DCF…	Location loaded from a Department of Children and Families file
DORC…	Location loaded from a Department of Revenue File for their County program
DORD…	Location loaded from a Department of Revenue file for their Debt Collection program
DORS…	Location loaded from a Department of Revenue file for their State and Local Finance program
DORT…	Location loaded from a Department of Revenue file for their TRIP program
DWD…	Location loaded from a Department of Workforce Development file
LGIP	This location will direct payments to the local government investment pool. Please note that only those municipalities that were receiving payments to their LGIP account as of 5/1/2015, had this location included in their initial municipality conversion data.
SUFF-M-…	Location loaded from the M-Code Vendor ID in WiSMART
SUFF-T-…	Location loaded from the EIN Vendor ID in WiSMART
SUFF-T-PI	Location loaded by the Department of Public Instruction for School Districts

Section	05	ACCOUNTS PAYABLE, INTER AND INTRA UNIT PAYMENTS AND TRANSFERS	Effective Date	10/1/2015
Sub-section	08	Finding Suppliers (Vendors) within STAR	Revision Date	9/15/2015
SAM Ref	n/a			

PROCEDURES

FINDING A NON-MUNICIPALITY SUPPLIER WITHIN STAR

Please email the following SCO Staff Directly if you have any difficulty finding a Supplier in STAR:

Lori Keil: Lori.Keil@wisconsin.gov
John Oppeneer: John.Oppeneer@wisconsin.gov

Important: For Non-Municipality Suppliers, the STAR Supplier ID and Location ID have been populated on the VEN4 table within WiSMART. If you have any difficulty finding your vendor in STAR, you may go to the vendor/suffix within WiSMART and leaf to the VEN4 table to find the STAR Supplier ID.

Voucher Entry Screen

Supplier Name: The Supplier Name will match the base Vendor Name in WiSMART.
Supplier Location: The converted base WiSMART vendor will have a Location of "MAIN", a converted suffix WiSMART vendor will have a Location of "SUFFIX-" followed be the WiSMART suffix (i.e. WiSMART vendor ID 123456789A will have a Location of SUFFIX-A).

Review Suppliers Screen

Name: This field will search for any Supplier Name or Remit Name in the Supplier Table. The Supplier Name will match the base vendor Name in WiSMART. The Remit Name will match the vendor Name for any vendor in WiSMART (base or suffix).
Withholding Name: This field will match the base vendor 1099 Name in WiSMART, if this name is blank in WiSMART it will match the base vendor Name.
Short Name: This field will contain the first 10 characters of the Supplier Name.
Classification: An option can be chosen in this field to limit the scope of the search, a majority of the suppliers will have a Classification of "Outside Party".

FINDING A MUNICIPALITY SUPPLIER WITHIN STAR

Important Note: Municipality Suppliers were populated within STAR from multiple data sources (see Background above). So, the Supplier ID may not be available within WiSMART. A complete listing of the Municipality Name, Municipality Code and STAR Supplier Id will be available online.

Section	05	ACCOUNTS PAYABLE, INTER AND INTRA UNIT PAYMENTS AND TRANSFERS	Effective Date	10/1/2015
Sub-section	08	Finding Suppliers (Vendors) within STAR	Revision Date	9/15/2015
SAM Ref	n/a			

Similar to the Non-Municipality Suppliers, the municipality name may be searched using the same search options. Municipalities may also be found in the system using one of the following additional identifiers:

Supplier ID: Suppliers ID's for State Municipalities begin with 000007xxxx.
Supplier Short Name: This is the DOR M-Code (i.e. 13000 for Dane County);
Classification: Set to "Municipal" for official state municipalities, special districts, school districts and technical colleges.
Custom Field C30 A: On the Custom tab in the Supplier Table, Supplier Field C30 A will contain the DOR M-Code.