



STATE CONTROLLER'S OFFICE – BULLETIN 09-13-2023

Wisconsin Department of Administration – Division of Executive Budget and Finance

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Check Payment and ACH Settlement Dates during STAR Finance System Upgrade

The STAR Finance System will be unavailable beginning on Friday, September 15th at 4:30 PM until approximately 6:00 PM on Saturday, September 16th for the STAR PeopleTools 8.60 Upgrade.

As a precautionary measure, the SCO will process all STAR payments on Friday, September 15th for Friday 9/15 and Monday 9/18. This will have no impact on the payment to suppliers. The vouchers will show the actual payment date in STAR.

The STAR checks will be held at the print center until their Scheduled Due Date. The paper check sorting/ mailing process will then happen as normal. ACH payments will settle with the bank on their scheduled due dates.

Specialized Disbursement Payments will process as normal during the STAR upgrade.

The schedule below shows the check date and ACH settlement date for STAR AP voucher transactions with Scheduled Due Dates between September 15th and September 18th.

Calendar Date	Process	SCO use: Scheduled due date
09/15/2023 AM	Normal Friday 09/15 pay cycles	09/15/2023 (checks, LGIP, Netting) 09/18/2023 (ACH) 09/15/2023 (On-Demand)
09/15/2023 PM*	Simulate Monday 09/18 pay cycles	09/18/2023 (checks, LGIP, Netting) 09/19/2023 (ACH)

***Please note that vouchers must be approved and posted in STAR no later than 11:30 AM on Friday, September 15th or the payment may not be made until Tuesday 09/19 for Checks or Wednesday 09/20 for ACH.**

If the STAR system is available at 6:00 AM on Monday, September 18th, SCO will run all pay cycles as normal. This process will pick up any additional payments that are ready to be paid.

If you have any questions or concerns regarding the above payment schedule, please contact SCO Accounting Services by email at DOADEFSCOAccountingServices@wisconsin.gov.