

STAR-READS Payments

FACT SHEET

Updated 5/12/16

1. **STAR goes live July 2016.**
2. **All** new projects must be imported from FIIPS. *(STAR will reject any payment requests from Non-FIIPS-Imported projects.)*
3. Approved payment requests will be transmitted electronically from READS to STAR.
4. Check # and check date will be transmitted electronically from STAR to READS. *(No more waiting for Central Office to enter that information.)*
5. See screen shots (attached to payment request training webinar notices) for step-by-step instructions for various types of payments.
6. **NEW:** Partial Release Fees will be paid as Additional Parcel Costs. *(Be sure the letter/invoice from the bank is in the parcel log.)*
7. **NEW** Status: Approved for Payment *(Central Office has approved your payment request and has transmitted it to STAR for payment.)*
8. **NEW** Field: Payment Message *(Whatever you type in this field will print on the check stub. Examples: vendor invoice # for an incidental payment, claim type for a relocation payment, "land purchase for DOT Hwy project" for an acquisition payment, case # for a litigation payment, etc.)*
9. **NEW** space limits for payee names: 40 characters, including spaces and punctuation, for Payee 1 and the same for Payee 2, for a total of 80 characters. *(Previously 110 characters total, including spaces and punctuation.)*
10. **NEW** Check Handling options: Payee or WisDOT Central Office. *(DOA encourages all state agencies to send as many checks as possible directly to Payee.)*
 - a) When **Payee** is chosen, the check will be mailed directly to the payee from DOA. No documents will accompany the check. Instead, use Payment Message field described in #7 above.
 - b) When **WisDOT Central Office** is chosen, the check will be sent to WisDOT Central Office (Hill Farms-Madison), then forwarded to you at the region/consultant office. Use Comments section of payment request for other check distribution instructions.
11. **NEW** for Incidental payments only: Checks will be mailed directly to the vendor from DOA. *(Be sure to include the vendor invoice # in the Payment Message field for Incidental payments.)* No more vendor numbers to memorize.
12. **All** checks must have a valid mailing address, even when you have a check coming to you at the region/consultant office. *(STAR will reject any payment requests without a valid mailing address.)*

New

PROJECT COST ALLOCATION/Encumbrance

RE1532 04/2015

Wisconsin Department of Transportation

To: Bureau of State Highway Programs (BSHP)
Program Finance Section, Room #

From: Real Estate Management La Crosse Region

Project 1111-99-95 Drew Test Project II Beloit to Superior Columbia, Dane County	BSHP Approval		
	BTS-RE Finance Unit Use Only:		
	<table border="1"> <tr> <td>Initials</td> <td>Date</td> </tr> </table>	Initials	Date
Initials	Date		

- Original
- Change Order # 8 Litigation
- Fiscal Year Encumbrance

- 8700161 - State
- 8700153 - County
- 8705103 - Local
- 8700231 - Litigation

NON-DELIVERY

- | | | |
|--|---------|---------|
| 1. Estimated right of way costs of all parcels (Exclusive of reimbursable utilities). See attached Parcel Cost Estimate. | \$ 1.01 | |
| 2. Estimated relocation assistance and moving costs. | \$ 0.00 | |
| 3. Amount to be encumbered. (Total of Lines 1 & 2) | | \$ 1.01 |
| 4. Other contracts for razing, site clearance (Encumbered separately) | | \$ 0.00 |

DELIVERY

- | | | |
|---|---------|---------|
| 5a. Estimated Labor Costs | \$ 0.00 | |
| 5b. Contracts (Title, Appraisals, etc.) | \$ 0.00 | |
| 5c. Total Delivery | | \$ 0.00 |
| 5d. Percent of Delivery (5c. divided by Line 3) | 0 % | |
| 6. Total Acquisition Cost Estimate: (Total of Lines 3, 4 & 5c) | | \$ 1.01 |

^^Elect_Sign1^^ ^^Elect_Sign1_Date^^

(Regional Planning Section) _____ (Date)

^^Elect_Sign1_Name^^ _____ (Date)
(Regional Real Estate Representative)

Click here to submit: N:\BSHP\FIIPS\Improvement-Pgm-Project-Auths\Ready-to-Authorize\Real Estate



Q J 4 2 5 4 3 7

Old

PROJECT COST ALLOCATION
DT1532 5/2007 (Replaces RE3021)

Wisconsin Department of Transportation

To: Bureau of State Highway Programs (BSHP)
Program Finance Section, Room #

From: Real Estate Management Waukesha Region

Project 2200-16-21 USH 18 Manhattan Drive to Interstate 94 USH 18 Waukesha County	BSHP Approval
	BTS Finance Unit Use Only:
	Order Number Assigned 3477564
	Initials _____ Date 05/18/2011

- Original
 Revision # 3 Final
 Phased Phase Number

- 5550 - State
 5526 - County
 5531 - Local

NON-DELIVERY

- | | | |
|--|---------------|---------------|
| 1. Estimated right of way costs of all parcels (Exclusive of reimbursable utilities). See attached Parcel Cost Estimate. | \$ 150,000.00 | |
| 2. Estimated relocation assistance and moving costs. | \$ 0.00 | |
| 3. Amount to be encumbered. (Total of Lines 1 & 2) | | \$ 150,000.00 |
| 4. Other contracts for razing, site clearance (Encumbered separately) | | \$ 0.00 |

DELIVERY

- | | | |
|---|---------|---------------|
| 5a. Estimated Labor Costs | \$ 0.00 | |
| 5b. Contracts (Title, Appraisals, etc.) | \$ 0.00 | |
| 5c. Total Delivery | | \$ 0.00 |
| 5d. Percent of Delivery (5c. divided by Line 3) | 0 % | |
| 6. Total Acquisition Cost Estimate: (Total of Lines 3, 4 & 5c) | | \$ 150,000.00 |

7. Total number of parcels on project.	Previous	33
	+ or - Revised	0
	Total	33

8. Project Concepts
This PCA is to cover a current overrun and possible litigation costs.

Tom Youngster / KS *10/22/13*
 (Regional Planning Section) (Date)

Kayci Sommer
 10/22/2013
 Kayci Sommer (Date)
 (Regional Real Estate Representative)

Old

REAL ESTATE ENCUMBRANCE

DT1597 04/2013

Wisconsin Department of Transportation

Order Number Assigned (from approved DT1532) 3477564	EAPS Entry Date (signed approval / entered by BTS-RE)* 05/18/2011 <i>SB 10/25/13</i>
Project ID 2200-16-21	Class/Object Code 5550 - State

Change Orders (original contracts only)

Phased Projects

1-49. Check request box to increase encumbered amount on original contracts only, enter amount to be encumbered; briefly explain reason; and, indicate if there is/is not a plat revision.

65-68. Check request box to add next phased dollars and/or increase encumbered amount on phased projects only; enter amount to be encumbered; briefly explain reason; and, update phased information in FIIPS to reflect dollar change and date of phased component.

We request an additional \$ 150,000.00 be encumbered; Briefly explain: This PCA is to cover a current overrun and possible litigation costs.

We request an additional \$ 0.00 be encumbered; Briefly explain:

Plat Revised? Yes No

FIIPS updated w/amount and date? Yes No

Approval steps:

1. Either regional or BTS-RE staff may complete request.

Approval steps:

1. Either regional or BTS-RE staff may complete request. Then, forward to Regional Planning.

Kayci Sommer

10/22/2013

Originator's contact name (Kayci Sommer) Date

Originator's contact name Date

2. BTS-RE/Financial Unit will update EAPS.

2. Regional Planning will verify change and update FIIPS. Then, forward to Bureau of State Highway Programs (BSHP).

Regional Planning contact name Date

Change Order No. 1

3. BSHP will verify change. Then, forward to BTS-RE/Financial Unit.

Note: A revised Project Cost Allocation (DT1532) must all accompany change orders.

Diane Kienow 10-21-2013

BSHP contact name Date

4. BTS-RE/Financial Unit will update EAPS.

For Real Estate Use Only:

50-64. Check request box for special orders/adjustments that do not change original contract agreement. Briefly explain:

* BTS-RE (Bureau of Technical Services – Real Estate)

Inter-d: DTSD/BTS-RE/Financial Unit; Hill Farms/Rm 501

PAYMENT REQUEST

NEW!

Wisconsin Department of Transportation / Real Estate
RE 1630 04/2015 Pursuant to Chapter 84, Wis. Stats.

Accounting String: *(auto-fills with numbers & codes pulled from FIIPS & READS containing information required by STAR)*

Date Created:

To: WisDOT / BTS / Real Estate Financial Unit, Room 501 Hill Farms, PO Box 7986, Madison, WI 53707-7986

From: *(auto-fills with user name)*

Payment Type:

Account Code: *(auto-fills when payment type is chosen, replaces 4-digit class code/object code.)*

(Order Number is eliminated.)

Legacy Voucher ID: *(auto-fills, replaces READS Invoice No.)*

Project ID:

Parcel Number:

County:

Check Amount: \$

Payment Message: *(entered by user if desired/required, prints on check stub, 70 characters max)*

Payee 1: *(40 characters max)*

Payee 2: *(40 characters max)*

Check Handling: *(2 options: Payee or WisDOT Central Office. Explain additional details in Comments.)*

Mailing Address 1: *(55 characters max)*

Mailing Address 2: *(55 characters max)*

Mailing Address 3: *(55 characters max)*

Mailing Address 4: *(55 characters max)*

City: **State:** **Zip:** **Country:** USA

Region Approval: _____ **Date:** _____
(RE Supervisor or Designee)

||||| (READS barcode)

Comments:

BTS/RE approval line is eliminated.

Real Estate Automated Data System (READS)

Project | Parcel | Reports | My Parcels | My Tickers | Property Mgmt | Setup | E-Submit | Acq Comps | E-Help | E-Manual

Region: Southeast | Project ID: 1060-33-26 | Project Name: ZOO INTERCHANGE, USH 45 (N) | Show Closed Projects: | New Parcel | Prev. Parcel
Office/LPA: Waukesha | Parcel No: 2 | Search Parcel | Next Parcel

PARCEL CENTRAL MENU

- Parcel Information
- Acquisition Team
- Participants
- Interests
- Waiver of Appraisal
- Appraisal
 - DOT Appraisals
 - Owners Appraisal
- Offer/Negotiations
- Negotiation Diary
- Addnl Parcel Pymts
- Relocation
- Litigation
- Buildings/Structures
- Parcel Log
- Payment Request**
- Mailings
 - Letter Builder
 - Mailing Labels

Logged In User: wisr8s

Payment Request Information [Save] [Cancel]

Date Created: 5/3/2016 | Leg. Voucher ID:
Payment Type: | Date Submitted to CO:
Account Code: | Submitted By: Rebecca A Sorensen | Status:
Rush Payment: | Check No:
Payee 1: | Payee 2: | Check Cut Date:
Check Amount (\$): 0.00
Payment Message:
Check Handling:
Mailing Address:
City/State/Zip: WI
Comments:

STAR / PeopleSoft
Prime Org / Dept. ID: 1022291000
Category / Act. Desc.: 0010NULL
Fund: 21100
Apprtn: 96100

[View Payment Request](#)

Blank payment request screen, ready to create a new payment request.

https://acceptance.dot.state.wi.us/reads/Aform.aspx?form_id=PaecetrakHBLRTMain - Internet Explorer

Real Estate Automated Data System (READS)

Project | Parcel | **Reports** | My Parcels | My Ticklers | Property Mgmt | Setup | E-Submit | Acq Comps | E-Help | E-Manual

Region: Southeast | Project ID: 1060-33-26 | Project Name: ZOO INTERCHANGE, USH 45 (N) | Show Closed Projects: | New Parcel | Prev. Parcel
Office/LPA: Waukesha | Parcel No: 2 | Search Parcel | Next Parcel

PARCEL CENTRAL MENU

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Logged In User: wisr8s

Payment Request Information

[Save](#) [Cancel](#)

Date Created	5/3/2016	Leg. Voucher ID		STAR / PeopleSoft
Payment Type	Acquisition	Date Submitted to CO		Prime Org / Dept. ID
Account Code	8700161	Submitted By	Rebecca A Sorensen	1022291000
Rush Payment	<input type="checkbox"/>	Status		Category / Act. Desc.
Payee 1	Brian E Walker and Irene Walker (Owner)	Check No		0010NULL
Payee 2	BMO Harris Bank, N.A. (Mortgagee)	Check Cut Date		Fund
Check Amount (\$)	25,000.00			21100
Payment Message	Land & Easement purchase for USH 45/Zoo Interch			
Check Handling	WisDOT Central Office			Apprtn.
Mailing Address	2672 N 112th Street			
				96100
City/State/Zip	Wauwatosa WI 53226-1212			
Comments	Fee & TLE, send check to region office			

[View Payment Request](#)

Filled-in payment request screen, not saved yet.

PAYMENT REQUEST

Wisconsin Department of Transportation / Real Estate
RE 4630_03/2015 Pursuant to Chapter 84, Wis. Stats.

Accounting String: 8700161-21100-96100-1022291000-39510603326-0010NULL-OTHER

Date Created: May 03, 2016

To: WisDOT / BTS / Real Estate Financial Unit, Room 501 Hill Farms, PO Box 7986, Madison, WI 53707-7986

From: Rebecca A Sorensen

Payment Type: Acquisition

Account Code: 8700161

Legacy Voucher ID: REAWAU2A3_10603326

Project ID: 1060-33-26

Parcel Number: 2

County: Milwaukee

Check Amount: \$ 25,000.00

Payment Message: Land & Easement purchase for USH 45/Zoo Interchange project

Payee 1: Brian E Walker and Irene Walker

Payee 2: BMO Harris Bank, N.A.

Check Handling: WisDOT Central Office

Mailing Address 1: 2572 N 112th Street

Mailing Address 2:

Mailing Address 3:

Mailing Address 4:

City: Wauwatosa State: WI Zip: 53226-1212

Country: USA

Region Approval:	^^Elect_Sign1^^	^^Elect_Sign1_Date^^
	^^Elect_Sign1_Name^^	Date
	(RE Supervisor or Designee)	



Comments: Fee & TLE, send check to region office

https://acceptance.dot.state.wi.us/reads/Aform.aspx?form_id=PaacetrakHRLBMain - Internet Explorer

Real Estate Automated Data System (READS)

Project | **Parcel** | Reports | My Parcels | My Ticklers | Property Mgmt | Setup | E-Submit | Acq Comps | E-Help | E-Manual

Region: Southeast | Project ID: 1060-33-26 | Project Name: ZOO INTERCHANGE, USH 45 (N) | Show Closed Projects: | New Parcel | Prev. Parcel | Office/LPA: Waukesha | Parcel No: 2 | Search Parcel | Next Parcel

PARCEL CENTRAL MENU

- Parcel Information
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- Offer/Negotiations
- Negotiation Diary
- Addnl Parcel Pymts
- Relocation
- Litigation
- Buildings/Structures
- Parcel Log
- Payment Request**
 - Letter Builder
 - Mailing Labels
- Mailings

Logged In User: wisr8s

Payment Request Information

Back | Edit

Date Created	05/03/2016	Leg. Voucher ID	REAWAU2A3_10603	STAR / PeopleSoft
Payment Type	Acquisition	Date Submitted to CO	05/03/2016	Prime Org / Dept. ID
Account Code	8700161	Submitted By	Rebecca A Sorensen	1022291000
Rush Payment	<input type="checkbox"/>	Status	Submitted	Category / Act. Desc.
Payee 1	Brian E Walker and Irene Walker (Owner)	Check No		0010NULL
Payee 2	BMO Harris Bank, N.A. (Mortgagee)	Check Cut Date		Fund
Check Amount (\$)	25,000.00			21100
Payment Message	Land & Easement purchase for USH 45/Zoo Interch			
Check Handling	WisDOT Central Office			Apprtn.
Mailing Address	2672 N 112th Street			
City/State/Zip	Wauwatosa WI 53226-1212			96100

Comments: Fee & TLE, send check to region office

Generate Payment Request | View Payment Request | Submit Payment Request to CO

Payment Request screen after saving, generating, and submitting the payment request. (Legacy Voucher ID, date submitted, and status auto-fill. Legacy Voucher ID is the old "Invoice Number.")

Real Estate Automated Data System (READS)

Project **Parcel** Reports My Parcels My Ticklers Property Mgmt Setup E-Submit Acq Comps E-Help E-Manual

Region **Southeast** Project ID **1060-33-26** Project Name Show Closed Projects **New Parcel** **Prev. Parcel**
 Office/LPA **Waukesha** Parcel No **2** **ZOO INTERCHANGE, USH 45 (N)** **Search Parcel** **Next Parcel**

PARCEL CENTRAL MENU

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Logged In User **wisr8s**

[Create Payment Request](#)

Payee Acc Code Payment Type [Refresh](#)

Date Created	Payment Type	Account Code	Payee	Status	Check Handling	Chk Cut	Check #	Amount
10/10/2014	Relocation Claims	8700161	Brian E Walker	Check Issued		11/03/2014	A9903969	390.00
11/10/2014	Relocation Claims	8700161	Brian E Walker	Check Issued		11/13/2014	A9924354	11,900.00
11/26/2014	Relocation Claims	8700161	Brian E Walker	Check Issued		12/17/2014	A9966127	1,540.00
12/03/2014	Relocation Claims	8700161	Brian E Walker	Check Issued		12/18/2014	A9967326	1,900.00
12/18/2014	Incidentals	8700230	WE Energies	Check Issued	Vendor	01/23/2015	A0009970	49.88
01/05/2015	Incidentals	8700230	City of Wauwatosa	Check Issued	Vendor	02/02/2015	A0021779	165.32
01/08/2015	Tax Payments	8700161	City of Wauwatosa	Check Issued	Treasurer	01/13/2015	A9996620	3,345.11
01/26/2015	Incidentals	8700230	WE Energies	Check Issued	Vendor	02/11/2015	A0037171	152.84
02/23/2015	Incidentals	8700230	WE Energies	Check Issued	Vendor	02/27/2015	A0059430	124.90
03/12/2015	Site Clearance Payments	8700161	WE Energies	Check Issued		03/17/2015	A0083484	994.00
03/23/2015	Incidentals	8700230	WE Energies	Check Issued	Vendor	04/02/2015	A0104653	50.13
04/29/2015	Incidentals	8700230	WE Energies	Check Issued	Vendor	05/04/2015	A0147246	12.54
03/24/2016	Relocation Claims	8700161	Brian E Walker	Approved for Payment	Payee			1,500.00
03/29/2016	Incidentals	8700230	Graebel Companies Inc	Approved for Payment	Payee			150.00
05/03/2016	Acquisition	8700161	Brian E Walker And BMO Harris Bank, N.A.	Audit	WisDOT Central Office			25,000.00

Payment Request in "Audit" status. Central Office is auditing the payment request.

https://acceptance.dot.state.wi.us/reads/Aform.aspx?form_id=PaacetrakHRLBMain - Internet Explorer

Real Estate Automated Data System (READS)

Project | Parcel | Reports | My Parcels | My Ticklers | Property Mgmt | Setup | E-Submit | Acq Comps | E-Help | E-Manual

Region: Southeast | Project ID: 1060-33-26 | Project Name: ZOO INTERCHANGE, USH 45 (N) | Show Closed Projects: | New Parcel | Prev. Parcel
 Office/LPA: Waukesha | Parcel No: 2 | Search Parcel | Next Parcel

PARCEL CENTRAL MENU

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- Relocation
- Litigation
- Buildings/Structures
- Parcel Log
- Payment Request**
- Mailings
 - Letter Builder
 - Mailing Labels

Logged In User: **wisr8s**

PAYMENT REQUEST INFORMATION Create Payment Request

Payee: | Acc Code: | Payment Type: Refresh

Date Created	Payment Type	Account Code	Payee	Status	Check Handling	Chk Cut	Check #	Amount
10/10/2014	Relocation Claims	8700161	Brian E Walker	Check Issued		11/03/2014	A9503909	350.00
11/10/2014	Relocation Claims	8700161	Brian E Walker	Check Issued		11/13/2014	A9924354	11,900.00
11/26/2014	Relocation Claims	8700161	Brian E Walker	Check Issued		12/17/2014	A9966127	1,540.00
12/03/2014	Relocation Claims	8700161	Brian E Walker	Check Issued		12/18/2014	A9967326	1,900.00
12/18/2014	Incidentals	8700230	WE Energies	Check Issued	Vendor	01/23/2015	A0009970	49.88
01/05/2015	Incidentals	8700230	City of Wauwatosa	Check Issued	Vendor	02/02/2015	A0021779	165.32
01/08/2015	Tax Payments	8700161	City of Wauwatosa	Check Issued	Treasurer	01/13/2015	A9996620	3,345.11
01/26/2015	Incidentals	8700230	WE Energies	Check Issued	Vendor	02/11/2015	A0037171	152.84
02/23/2015	Incidentals	8700230	WE Energies	Check Issued	Vendor	02/27/2015	A0059430	124.90
03/12/2015	Site Clearance Payments	8700161	WE Energies	Check Issued		03/17/2015	A0083484	994.00
03/23/2015	Incidentals	8700230	WE Energies	Check Issued	Vendor	04/02/2015	A0104653	50.13
04/29/2015	Incidentals	8700230	WE Energies	Check Issued	Vendor	05/04/2015	A0147246	12.54
03/24/2016	Relocation Claims	8700161	Brian E Walker	Approved for Payment	Payee			1,500.00
03/29/2016	Incidentals	8700230	Graebel Companies Inc	Approved for Payment	Payee			150.00
05/03/2016	Acquisition	8700161	Brian E Walker And BMO Harris Bank, N.A.	Approved for Payment	WisDOT Central Office			25,000.00

Payment Request in "Approved for Payment" status. Central Office has approved the payment request and has transmitted it to STAR (DOA) for check processing.

https://acceptance.dot.state.wi.us/reads/Aform.aspx?form_id=PaecetrakHBLRTMam - Internet Explorer

Real Estate Automated Data System (READS)

Project Parcel Reports My Parcels My Ticklers Property Mgmt Setup E-Submit Acq Comps E-Help E-Manual

Region Southeast Project ID 1060-33-26 Project Name Show Closed Projects New Parcel Prev. Parcel
Office/LPA Waukesha Parcel No 2 ZOO INTERCHANGE, USH 45 (N) Search Parcel Next Parcel

PARCEL CENTRAL MENU

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- Addnl Parcel Pymts
- Relocation
- Litigation
- Buildings/Structures
- Parcel Log
- Payment Request**
- Mailings
 - Letter Builder
 - Mailing Labels

Logged In User: wisr8s

Payment Request Information

Save Cancel

Date Created	3/24/2016	Leg. Voucher ID		STAR / PeopleSoft
Payment Type		Date Submitted to CO		Prime Org / Dept. ID
Account Code		Submitted By	Rebecca A Sorensen	1022291000
Rush Payment	<input type="checkbox"/>	Status		Category / Act. Desc.
Payee 1		Check/ACH #		0010NULL
Payee 2		Check Cut Date		Fund 21100
Check Amount (\$)	0.00			Apprtn. 96100
Payment Message				
Check Handling				
Mailing Address				
City/State/Zip		WI		
Comments				

View Payment Request

Blank payment request screen, ready to create a new payment request.

https://acceptance.dot.state.wi.us/reads/AForm.aspx?form_id=PaecetrakHBLRTMain - Internet Explorer

Real Estate Automated Data System (READS)

Project Parcel Reports My Parcels My Ticklers Property Mgmt Setup E-Submit Acq Comps E-Help E-Manual

Region Southwest Project ID 5310-02-20 Project Name Show Closed Projects New Parcel Prev. Parcel
Office/LPA Madison Parcel No 19 Spring Green-Madison Road Search Parcel Next Parcel

PARCEL CENTRAL MENU

- Parcel Information
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 - Mailing Labels

Logged In User: wisr8s

Payment Request Information

Save Cancel

Date Created	3/24/2016	Leg. Voucher ID		STAR / PeopleSoft
Payment Type	Incidentals	Date Submitted to CO		Prime Org / Dept. ID
Account Code	8700230	Submitted By	Rebecca A Sorensen	Category / Act. Desc.
Rush Payment	<input type="checkbox"/>	Status		Fund 21100
Payee 1		Check/ACH #		Apprtn. 96100
Payee 2		Check Cut Date		
Check Amount (\$)	0.00			
Payment Message				
Check Handling	Payee			
Mailing Address				
City/State/Zip		WI		
Comments				

View Payment Request

Payment request screen after choosing payment type "Incidentals."
(Check Handling auto-fills with "Payee.")

The screenshot displays the 'Real Estate Automated Data System (READS)' interface. At the top, there is a navigation menu with options like 'Project', 'Parcel', 'Reports', 'My Parcels', 'My Ticklers', 'Property Mgmt', 'Setup', 'E-Submit', 'Acq Comps', 'E-Help', and 'E-Manual'. Below this, a header section shows 'Region: Southwest', 'Project ID: 5310-02-20', and 'Project Name: Spring Green-Madison Road'. A 'PARCEL CENTRAL MENU' is visible on the left side.

The main area is titled 'Payment Request Information' and contains a form with the following fields:

- Date Created: 3/24/2016
- Payment Type: Incidentals
- Account Code: 8700230
- Rush Payment:
- Payee 1: [Icon]
- Payee 2: [Icon]
- Check Amount (\$): 0.00
- Payment Message: [Text Area]
- Check Handling: Payee
- Mailing Address: [Text Area]
- City/State/Zip: [Text Area]
- Comments: [Text Area]

Additional fields on the right include 'Leg. Voucher ID', 'Date Submitted to CO', 'Submitted By: Rebecca A Sorensen', 'Status', 'Check/ACH #', and 'Check Cut Date'. A 'STAR / PeopleSoft' section contains 'Prime Org / Dept. ID', 'Category / Act. Desc.', 'Fund: 21100', and 'Apprtn: 96100'.

A pop-up window titled 'STAR Vendor Search List' is overlaid on the main form. It features a 'Vendor Name' input field and a 'Find' button.

- * Pop-up window appears after clicking Payee 1 icon.
- * Pop-up window links to STAR vendor table.
- * Vendor MUST be in STAR vendor table in order to be paid. If vendor is not listed in STAR vendor table, coordinate with regional purchasing agent to add vendor.

Real Estate Automated Data System (READS)

Project Parcel Reports My Parcels My Tickets Property Mgmt Setup E-Submit Acq Comps E-Help E-Manual

Region Southeast Project ID 1060-33-26 Project Name Show Closed Projects New Parcel Prev. Parcel
 Office/LPA Waukesha Parcel No 2 ZOO INTERCHANGE, USH 45 (N) Search Parcel Next Parcel

PARCEL CENTRAL MENU Payment Request Information Save Cancel

Parcel Information
 Acquisition Team
 Participants
 Interests
 Waiver of Appraisal
 Appraisal
 DOT Appraisals
 Owners Appraisal
 Offer/Negotiations
 Negotiation Diary
 Addnl Parcel Pymts
 Relocation
 Litigation
 Buildings/Structures
 Parcel Log
Payment Request
 Mailings
 Letter Builder
 Mailing Labels

Logged In User: wisr8s

Payment Request Information

Date Created: 3/29/2016
 Payment Type: Incidentals
 Account Code: 8700230
 Rush Payment:
 Payee 1:
 Payee 2:
 Check Amount (\$): 0.00
 Payment Message:
 Check Handling: Payee
 Mailing Address:
 City/State/Zip:
 Comments:

Leg. Voucher ID:
 Date Submitted to CO:
 Submitted By: Rebecca A Sorensen
 Status:

STAR / PeopleSoft
 Prime Org / Dept. ID: 1022291000
 Category / Act. Desc.: 0010NULL

STAR Vendor Search List Cancel

Vendor Name: graebel Find

Select	Vendor Name	Location	Address 1	Address 2	Address 3	Address 4	City	County	St
	Graebel Companies Inc	MAIN	PO Box 205525				Dallas		TX
	Graebel Moving Storage	MAIN	PO Box 716	7333 Stewart Avenue			Wausau		WI
	Graebel Vanlines LLC	LOC-B	PO Box 205525				Dallas		TX
	Graebel Moving & Whse Corp	MAIN	1701 Airport Road				Waukesha		WI
	Graebel Moving & Whse Corp	SUFFIX-A	PO Box 95246				Chicago		IL
	Graebel Vanlines Llc	MAIN	PO Box 205525				Dallas		TX
	Graebel Vanlines Llc	SUFFIX-A	1701 Airport Road				Waukesha		WI

- * Pop-up screen after typing partial vendor name and clicking Find.
- * Click icon in Select column next to correct vendor name and location.

https://acceptance.dot.state.wi.us/reads/Aform.aspx?form_id=PaacetrakHBLRTMsin - Internet Explorer

Real Estate Automated Data System (READS)

Project Parcel Reports My Parcels My Ticklers Property Mgmt Setup E-Submit Acq Comps E-Help E-Manual

Region Southeast Project ID 1060-33-26 Project Name Show Closed Projects New Parcel Prev. Parcel
Office/LPA Waukesha Parcel No 2 ZOO INTERCHANGE, USH 45 (N) Search Parcel Next Parcel

PARCEL CENTRAL MENU

- Parcel Information
- Acquisition Team
- Participants
- Interests
- Waiver of Appraisal
- Appraisal
 - DOT Appraisals
 - Owners Appraisal
- Offer/Negotiations
- Negotiation Diary
- Addnl Parcel Pymts
- Relocation
- Litigation
- Buildings/Structures
- Parcel Log
- Payment Request**
- Mailings
 - Letter Builder
 - Mailing Labels

Logged In User: wisr8s

Payment Request Information

Save Cancel

Date Created	3/29/2016	Leg. Voucher ID		STAR / PeopleSoft
Payment Type	Incidentals	Date Submitted to CO		Prime Org / Dept. ID
Account Code	8700230	Submitted By	Rebecca A Sorensen	1022291000
Rush Payment	<input type="checkbox"/>	Status		Category / Act. Desc.
Payee 1	Graebel Companies Inc	Check/ACH #		0010NULL
Payee 2		Check Cut Date		Fund
Check Amount (\$)	150.00			21100
Payment Message	Graebel Invoice #DOT-SampleEstimateFee			Apprtn.
Check Handling	Payee			96100
Mailing Address	PO Box 205525			
City/State/Zip	Dallas TX 75320-0001			
Comments	move estimate for tenant, send check direct to Graebel			

View Payment Request

Payment Request screen after choosing vendor name from pop-up window and filling in dollar amount, payment message, and comments. Not saved yet.

https://acceptance.dot.state.wi.us/reads/Aform.aspx?form_id=PaecetrakHBLRTMain - Internet Explorer

Real Estate Automated Data System (READS)

Project Parcel Reports My Parcels My Ticklers Property Mgmt Setup E-Submit Acq Comps E-Help E-Manual

Region Southeast Project ID 1060-33-26 Project Name Show Closed Projects New Parcel Prev. Parcel
Office/LPA Waukesha Parcel No 2 ZOO INTERCHANGE, USH 45 (N) Search Parcel Next Parcel

PARCEL CENTRAL MENU

- Parcel Information
- Acquisition Team
- Participants
- Interests
- Waiver of Appraisal
- Appraisal
 - DOT Appraisals
 - Owners Appraisal
- Offer/Negotiations
- Negotiation Diary
- Addnl Parcel Pymts
- Relocation
- Litigation
- Buildings/Structures
- Parcel Log
- Payment Request**
- Mailings
 - Letter Builder
 - Mailing Labels

Logged In User: wisr8s

Payment Request Information

Back Edit

Date Created	03/29/2016	Leg. Voucher ID	REAWAU217_106033	STAR / PeopleSoft
Payment Type	Incidentals	Date Submitted to CO		Prime Org / Dept. ID
Account Code	8700230	Submitted By	Rebecca A Sorensen	1022291000
Rush Payment	<input type="checkbox"/>	Status		Category / Act. Desc.
Payee 1	Graebel Companies Inc	Check/ACH #		0010NULL
Payee 2		Check Cut Date		Fund
Check Amount (\$)	150.00			21100
Payment Message	Graebel Invoice #DOT-SampleEstimateFee			Apprtn.
Check Handling	Payee			96100
Mailing Address	PO Box 205525			
City/State/Zip	Dallas TX 75320-0001			
Comments	move estimate for tenant, send check direct to Graebel			

Generate Payment Request View Payment Request Submit Payment Request to CO

Payment Request screen after saving and generating the payment request. (Legacy Voucher ID auto-fills. This is the old "Invoice Number.")

PAYMENT REQUEST

Wisconsin Department of Transportation / Real Estate
RE 1630 04/2015 Pursuant to Chapter 84, Wis. Stats.

Accounting String: 8700230-21100-96100-1022291000-39510603326-0010NULL-OTHER

Date Created: March 29, 2016

To: WisDOT / BTS / Real Estate Financial Unit, Room 501 Hill Farms, PO Box 7986, Madison, WI 53707-7986

From: Rebecca A Sorensen

Payment Type: Incidentals

Account Code: 8700230

Legacy Voucher ID: REAWAU2I7_10603326

Project ID: 1060-33-26

Parcel Number: 2

County: Milwaukee

Check Amount: \$ 150.00

Payment Message: Graebel Invoice #DOT-SampleEstimateFee

Payee 1: Graebel Companies Inc

Payee 2:

Check Handling: Payee

Mailing Address 1: PO Box 205525

Mailing Address 2:

Mailing Address 3:

Mailing Address 4:

City: Dallas **State:** TX **Zip:** 75320-0001

Country: USA

Region Approval:	<u>^^Elect_Sign1^^</u>	<u>^^Elect_Sign1_Date^^</u>
	^^Elect_Sign1_Name^^	Date
	(RE Supervisor or Designee)	



Comments: move estimate for tenant, send check direct to Graebel

http://acceptance.dot.state.wi.us/reads/Aform.aspx?form_id=PaecetrakHBLRTMain - Internet Explorer

Real Estate Automated Data System (READS)

Project Parcel Reports My Parcels My Ticklers Property Mgmt Setup E-Submit Acq Comps E-Help E-Manual

Region Southeast Project ID 1060-33-26 Project Name Show Closed Projects New Parcel Prev. Parcel
Office/LPA Waukesha Parcel No 2 ZOO INTERCHANGE, USH 45 (N) Search Parcel Next Parcel

PARCEL CENTRAL MENU

- Parcel Information
- Acquisition Team
- Participants
- Interests
- Waiver of Appraisal
- Appraisal
 - DOT Appraisals
 - Owners Appraisal
- Offer/Negotiations
- Negotiation Diary
- Addnl Parcel Pymts
- Relocation
- Litigation
- Buildings/Structures
- Parcel Log
- Payment Request
- Mailings
 - Letter Builder
 - Mailing Labels

Logged In User: wisr8s

Payment Request Information

Back Edit

Date Created	03/29/2016	Leg. Voucher ID	REAWAU217_106033:	STAR / PeopleSoft
Payment Type	Incidentals	Date Submitted to CO	03/29/2016	Prime Org / Dept. ID
Account Code	8700230	Submitted By	Rebecca A Sorensen	1022291000
Rush Payment	<input type="checkbox"/>	Status	Submitted	Category / Act. Desc.
Payee 1	Graebel Companies Inc	Check/ACH #		0010NULL
Payee 2		Check Cut Date		Fund 21100
Check Amount (\$)	150.00			Apprtn. 96100
Payment Message	Graebel Invoice #DOT-SampleEstimateFee			
Check Handling	Payee			
Mailing Address	PO Box 205525			
City/State/Zip	Dallas TX 75320-0001			
Comments	move estimate for tenant, send check direct to Graebel			

Generate Payment Request View Payment Request Submit Payment Request to CO

Payment Request screen after submitting payment request to CO. (Date Submitted and Status auto-fill.)



Real Estate Automated Data System (READS)

Project **Parcel** Reports My Parcels My Ticklers Property Mgmt Setup E-Submit Acq Comps E-Help E-Manual

Region **Southeast** Project ID **1060-33-26** Project Name Show Closed Projects **New Parcel** **Prev. Parcel**
 Office/LPA **Waukesha** Parcel No **2** **ZOO INTERCHANGE, USH 45 (N)** **Search Parcel** **Next Parcel**

- PARCEL CENTRAL MENU**
- Parcel Information
 - Acquisition Team
 - Participants
 - Interests
 - Waiver of Appraisal
 - Appraisal
 - DOT Appraisals
 - Owners Appraisal
 - Offer/Negotiations
 - Negotiation Diary
 - Addnl Parcel Pymts
 - Relocation
 - Litigation
 - Buildings/Structures
 - Parcel Log
 - Payment Request**
 - Mailings
 - Letter Builder
 - Mailing Labels
- Logged In User
wisr8s

PAYMENT REQUEST INFORMATION [Create Payment Request](#)

Payee A/c Code Payment Type [Refresh](#)

Date Created	Payment Type	Account Code	Payee	Status	Check Handling	Chk Cut	Check #	Amount	
09/10/2014	Acquisition	8700161	Brian E Walker	Check Issued		09/16/2014	A9834968	122,275.04	
10/16/2014	Relocation Claims	8700161	Brian E Walker	Check Issued		11/03/2014	A9903969	390.00	
11/10/2014	Relocation Claims	8700161	Brian E Walker	Check Issued		11/13/2014	A9924354	11,900.00	
11/26/2014	Relocation Claims	8700161	Brian E Walker	Check Issued		12/17/2014	A9966127	1,540.00	
12/03/2014	Relocation Claims	8700161	Brian E Walker	Check Issued		12/18/2014	A9967326	1,900.00	
12/18/2014	Incidentals	8700230	WE Energies	Check Issued	Vendor	01/23/2015	A0009970	49.88	
01/05/2015	Incidentals	8700230	City of Wauwatosa	Check Issued	Vendor	02/02/2015	A0021779	165.32	
01/08/2015	Tax Payments	8700161	City of Wauwatosa	Check Issued	Treasurer	01/13/2015	A9996620	3,345.11	
01/26/2015	Incidentals	8700230	WE Energies	Check Issued	Vendor	02/11/2015	A0037171	152.84	
02/23/2015	Incidentals	8700230	WE Energies	Check Issued	Vendor	02/27/2015	A0059430	124.90	
03/12/2015	Site Clearance Payments	8700161	WE Energies	Check Issued		03/17/2015	A0083484	994.00	
03/23/2015	Incidentals	8700230	WE Energies	Check Issued	Vendor	04/02/2015	A0104653	50.13	
04/29/2015	Incidentals	8700230	WE Energies	Check Issued	Vendor	05/04/2015	A0147246	12.54	
03/24/2016	Relocation Claims	8700161	Brian E Walker	Approved for Payment	Payee			1,500.00	
03/29/2016	Incidentals	8700230	Graebel Companies Inc	Audit	Payee			150.00	

Payment Request in "Audit" status. Central Office is auditing the payment request.



Real Estate Automated Data System (READS)

Project Parcel Reports My Parcels My Ticklers Property Mgmt Setup E-Submit Acq Comps E-Help E-Manual

Region: Southeast Project ID: 1060-33-26 Project Name: [] Show Closed Projects [] New Parcel [] Prev. Parcel []
 Office/LPA: Waukesha Parcel No: 2 ZOO INTERCHANGE, USH 45 (N) Search Parcel [] Next Parcel []

- PARCEL CENTRAL MENU
- Parcel Information
- Acquisition Team
- Participants
- Interests
- Waiver of Appraisal
- Appraisal
 - DOT Appraisals
 - Owners Appraisal
- Offer/Negotiations
- Negotiation Diary
- Addnl Parcel Pymts
- Relocation
- Litigation
- Buildings/Structures
- Parcel Log
- Payment Request
- Mailings
 - Letter Builder
 - Mailing Labels
- Logged In User: wisr8s

Create Payment Request

Payee: [] A/c Code: [] Payment Type: [] Refresh []

Date Created	Payment Type	Account Code	Payee	Status	Check Handling	Chk Cut	Check #	Amount
03/10/2014	Acquisition	8700161	Brian E Walker	Check Issued		03/10/2014	A3634500	122,213.04
10/16/2014	Relocation Claims	8700161	Brian E Walker	Check Issued		11/03/2014	A9903969	390.00
11/10/2014	Relocation Claims	8700161	Brian E Walker	Check Issued		11/13/2014	A9924354	11,900.00
11/26/2014	Relocation Claims	8700161	Brian E Walker	Check Issued		12/17/2014	A9966127	1,540.00
12/03/2014	Relocation Claims	8700161	Brian E Walker	Check Issued		12/18/2014	A9967326	1,900.00
12/18/2014	Incidentals	8700230	WE Energies	Check Issued	Vendor	01/23/2015	A0009970	49.88
01/05/2015	Incidentals	8700230	City of Wauwatosa	Check Issued	Vendor	02/02/2015	A0021779	165.32
01/08/2015	Tax Payments	8700161	City of Wauwatosa	Check Issued	Treasurer	01/13/2015	A9996620	3,345.11
01/26/2015	Incidentals	8700230	WE Energies	Check Issued	Vendor	02/11/2015	A0037171	152.84
02/23/2015	Incidentals	8700230	WE Energies	Check Issued	Vendor	02/27/2015	A0059430	124.90
03/12/2015	Site Clearance Payments	8700161	WE Energies	Check Issued		03/17/2015	A0083484	994.00
03/23/2015	Incidentals	8700230	WE Energies	Check Issued	Vendor	04/02/2015	A0104653	50.13
04/29/2015	Incidentals	8700230	WE Energies	Check Issued	Vendor	05/04/2015	A0147246	12.54
03/24/2016	Relocation Claims	8700161	Brian E Walker	Approved for Payment	Payee			1,500.00
03/29/2016	Incidentals	8700230	Graebel Companies Inc	Approved for Payment	Payee			150.00

Payment Request in "Approved for Payment" status. Central Office has approved the payment request and has transmitted it to STAR (DOA) for check processing.

https://acceptance.dot.state.wi.us/reads/Aform.aspx?form_id=PaecetrakHBLRTMam - Internet Explorer

Real Estate Automated Data System (READS)

Project Parcel Reports My Parcels My Ticklers Property Mgmt Setup E-Submit Acq Comps E-Help E-Manual

Region Southeast Project ID 1060-33-26 Project Name Show Closed Projects New Parcel Prev. Parcel
Office/LPA Waukesha Parcel No 2 ZOO INTERCHANGE, USH 45 (N) Search Parcel Next Parcel

PARCEL CENTRAL MENU

- Parcel Information
- Acquisition Team
- Participants
- Interests
- Waiver of Appraisal
- Appraisal
 - DOT Appraisals
 - Owners Appraisal
- Offer/Negotiations
- Negotiation Diary
- Addnl Parcel Pymts
- Relocation
- Litigation
- Buildings/Structures
- Parcel Log
- Payment Request**
- Mailings
 - Letter Builder
 - Mailing Labels

Logged In User: wisr8s

Payment Request Information

Save Cancel

Date Created	3/24/2016	Leg. Voucher ID		STAR / PeopleSoft
Payment Type		Date Submitted to CO		Prime Org / Dept. ID
Account Code		Submitted By	Rebecca A Sorensen	1022291000
Rush Payment	<input type="checkbox"/>	Status		Category / Act. Desc.
Payee 1		Check/ACH #		0010NULL
Payee 2		Check Cut Date		Fund 21100
Check Amount (\$)	0.00			Apprtn. 96100
Payment Message				
Check Handling				
Mailing Address				
City/State/Zip		WI		
Comments				

View Payment Request

Blank payment request screen, ready to create a new payment request.

https://acceptance.dot.state.wi.us/reads/AFORM.aspx?form_id=PaecetrakHBLRTMain - Internet Explorer

Real Estate Automated Data System (READS)

Project Parcel Reports My Parcels My Ticklers Property Mgmt Setup E-Submit Acq Comps E-Help E-Manual

Region Southeast Project ID 1060-33-26 Project Name Show Closed Projects [New Parcel] [Prev. Parcel]
 Office/LPA Waukesha Parcel No 2 ZOO INTERCHANGE, USH 45 (N) [Search Parcel] [Next Parcel]

PARCEL CENTRAL MENU

- Parcel Information
- Acquisition Team
- Participants
- Interests
- Waiver of Appraisal
- Appraisal
 - DOT Appraisals
 - Owners Appraisal
- Offer/Negotiations
- Negotiation Diary
- Addnl Parcel Pymts
- Relocation
- Litigation
- Buildings/Structures
- Parcel Log
- Payment Request**
- Mailings
 - Letter Builder
 - Mailing Labels

Payment Request Information [Save] [Cancel]

Date Created	3/24/2016	Leg. Voucher ID	[]
Payment Type	Relocation Claims	Date Submitted to CO	[]
Account Code	8700161	Submitted By	Rebecca A Sorensen
Rush Payment	<input type="checkbox"/>	Status	[]
Payee 1	Brian E Walker and Irene Walker (Owner)	Check/ACH #	[]
Payee 2	[]	Check Cut Date	[]
Check Amount (\$)	1,500.00	Lists of Pending Costs	
Payment Message	claim #5, fixed move payment	Include	Type
Check Handling	Payee	<input type="checkbox"/>	Replacement Housing Payment (Owner to Owner)
Mailing Address	2672 N 112th Street	<input type="checkbox"/>	Replacement Housing Payment (Owner/Tenant to Owner Status) - Closing Costs & Related
City/State/Zip	Wauwatosa WI 53226-1212	<input type="checkbox"/>	Moving Expenses: Fixed Payment (Residential)
Comments	fixed move payment, send check direct to owner	<input checked="" type="checkbox"/>	Moving Expenses: Fixed Payment (Residential)

STAR / PeopleSoft

Prime Org / Dept. ID: 1022291000

Category / Act. Desc.: 0010NULL

Fund: 21100

Apprtn: 96100

View Payment Request

Logged In User: wisr8s

Filled-in payment request screen, not saved yet.

PAYMENT REQUEST

Wisconsin Department of Transportation / Real Estate
RE 1630 04/2015 Pursuant to Chapter 84, Wis. Stats.

Accounting String: 8700161-21100-96100-1022291000-39510603326-0010NULL-OTHER

Date Created: March 24, 2016

To: WisDOT / BTS / Real Estate Financial Unit, Room 501 Hill Farms, PO Box 7986, Madison, WI 53707-7986

From: Rebecca A Sorensen

Payment Type: Relocation Claims

Account Code: 8700161

Legacy Voucher ID: REAWAU2RC5_10603326

Project ID: 1060-33-26

Parcel Number: 2

County: Milwaukee

Check Amount: \$ 1,500.00

Payment Message: claim #5, fixed move payment

Payee 1: Brian E Walker and Irene Walker

Payee 2:

Check Handling: Payee

Mailing Address 1: 2672 N 112th Street

Mailing Address 2:

Mailing Address 3:

Mailing Address 4:

City: Wauwatosa **State:** WI **Zip:** 53226-1212

Country: USA

Region Approval:	<u>^^Elect_Sign1^^</u>	<u>^^Elect_Sign1_Date^^</u>
	^^Elect_Sign1_Name^^	Date
	(RE Supervisor or Designee)	



Comments: fixed move payment, send check direct to owner

Generated payment request Word document.

https://acceptance.dot.state.wi.us/reads/Aform.aspx?form_id=PaecetrakHBLRTMain - Internet Explorer

Real Estate Automated Data System (READS)

[Project](#) | [Parcel](#) | [Reports](#) | [My Parcels](#) | [My Ticklers](#) | [Property Mgmt](#) | [Setup](#) | [E-Submit](#) | [Acq Comps](#) | [E-Help](#) | [E-Manual](#)

Region: Southeast | Project ID: 1060-33-26 | Project Name: ZOO INTERCHANGE, USH 45 (N) | Show Closed Projects: | New Parcel | Prev. Parcel | Next Parcel

Office/LPA: Waukesha | Parcel No: 2 | Search Parcel

PARCEL CENTRAL MENU

- Parcel Information
- Acquisition Team
- Participants
- Interests
- Waiver of Appraisal
- Appraisal
 - DOT Appraisals
 - Owners Appraisal
- Offer/Negotiations
- Negotiation Diary
- Addnl Parcel Pymts
- Relocation
- Litigation
- Buildings/Structures
- Parcel Log
- Payment Request**
- Mailings
 - Letter Builder
 - Mailing Labels

Payment Request Information

[Back](#) | [Edit](#)

Date Created	03/24/2016	Leg. Voucher ID	REAWAU2RC5_1060
Payment Type	Relocation Claims	Date Submitted to CO	
Account Code	8700161	Submitted By	Rebecca A Sorensen
Rush Payment	<input type="checkbox"/>	Status	
Payee 1	Brian E Walker and Irene Walker (Owner)	Check/ACH #	
Payee 2		Check Cut Date	
Check Amount (\$)	1,500.00	Lists of Pending Costs	
Payment Message	claim #5, fixed move payment	<input type="checkbox"/>	Moving Expenses: Actual
Check Handling	Payee	<input type="checkbox"/>	Replacement Housing Payment (Owner to Owner)
Mailing Address	2672 N 112th Street	<input type="checkbox"/>	Replacement Housing Payment (Owner to Owner)
		<input type="checkbox"/>	Replacement Housing Payment (Owner/Tenant to Owner Status) - Closing Costs & Related
City/State/Zip	Wauwatosa WI 53226-1212	<input type="checkbox"/>	Moving Expenses: Fixed Payment (Residential)
Comments	fixed move payment, send check direct to owner	<input checked="" type="checkbox"/>	Moving Expenses: 1,500.00

Include In Acq.	Type	Cost	Amount
<input type="checkbox"/>	Moving Expenses: Actual	0.00	0.00
<input type="checkbox"/>	Replacement Housing Payment (Owner to Owner)	0.00	0.00
<input type="checkbox"/>	Replacement Housing Payment (Owner to Owner)	0.00	0.00
<input type="checkbox"/>	Replacement Housing Payment (Owner/Tenant to Owner Status) - Closing Costs & Related	0.00	0.00
<input type="checkbox"/>	Moving Expenses: Fixed Payment (Residential)	0.00	0.00
<input checked="" type="checkbox"/>	Moving Expenses:	1,500.00	1 500 00

[Generate Payment Request](#) | [View Payment Request](#) | [Submit Payment Request to CO](#)

Payment Request screen after saving and generating the payment request. (Legacy Voucher ID auto-fills. This is the old "Invoice Number.")

https://acceptance.dot.state.wi.us/reads/Aform.aspx?form_id=PaecetrakHBLRTMain - Internet Explorer

Real Estate Automated Data System (READS)

[Project](#) | [Parcel](#) | [Reports](#) | [My Parcels](#) | [My Ticklers](#) | [Property Mgmt](#) | [Setup](#) | [E-Submit](#) | [Acq Comps](#) | [E-Help](#) | [E-Manual](#)

Region: Southeast | Project ID: 1060-33-26 | Project Name: ZOO INTERCHANGE, USH 45 (N) | Show Closed Projects: | New Parcel: | Prev. Parcel:

Office/LPA: Waukesha | Parcel No: 2 | Search Parcel: | Next Parcel:

PARCEL CENTRAL MENU

- Parcel Information
- Acquisition Team
- Participants
- Interests
- Waiver of Appraisal
- Appraisal
 - DOT Appraisals
 - Owners Appraisal
- Offer/Negotiations
- Negotiation Diary
- Addnl Parcel Pymts
- Relocation
- Litigation
- Buildings/Structures
- Parcel Log
- Payment Request**
- Mailings
 - Letter Builder
 - Mailing Labels

Logged In User: wisr8s

Payment Request Information [Back](#) [Edit](#)

Date Created: 03/24/2016 Payment Type: Relocation Claims Account Code: 8700161 Rush Payment: <input type="checkbox"/> Payee 1: Brian E Walker and Irene Walker (Owner) Payee 2: Check Amount (\$): 1,500.00 Payment Message: claim #5, fixed move payment Check Handling: Payee Mailing Address: 2672 N 112th Street City/State/Zip: Wauwatosa WI 53226-1212 Comments: fixed move payment, send check direct to owner	Leg. Voucher ID: REAWAU2RC5_1060 Date Submitted to CO: 03/24/2016 Submitted By: Rebecca A Sorensen Status: Submitted Check/ACH #: Check Cut Date: Lists of Pending Costs
--	--

Include In Acq.	Type	Cost	Amount
<input type="checkbox"/>	Moving Expenses: Actual	0.00	0.00
<input type="checkbox"/>	Replacement Housing Payment (Owner to Owner)	0.00	0.00
<input type="checkbox"/>	Replacement Housing Payment (Owner to Owner)	0.00	0.00
<input type="checkbox"/>	Replacement Housing Payment (Owner/Tenant to Owner Status) - Closing Costs & Related	0.00	0.00
<input type="checkbox"/>	Moving Expenses: Fixed Payment (Residential)	0.00	0.00
<input checked="" type="checkbox"/>	Moving Expenses:	1,500.00	1 500 00

STAR / PeopleSoft

Prime Org / Dept. ID: 1022291000

Category / Act. Desc.: 0010NULL

Fund: 21100

Apprtn: 96100

Generate Payment Request | View Payment Request | Submit Payment Request to CO

Payment Request screen after submitting payment request to CO. (Date Submitted and Status auto-fill.)



Real Estate Automated Data System (READS)

Project Parcel Reports My Parcels My Ticklers Property Mgmt Setup E-Submit Acq Comps E-Help E-Manual

Region Southeast Project ID 1060-33-26 Project Name Show Closed Projects New Parcel Prev. Parcel
 Office/LPA Waukesha Parcel No 2 ZOO INTERCHANGE, USH 45 (N) Search Parcel Next Parcel

- PARCEL CENTRAL MENU**
- Parcel Information
 - Acquisition Team
 - Participants
 - Interests
 - Waiver of Appraisal
 - Appraisal
 - DOT Appraisals
 - Owners Appraisal
 - Offer/Negotiations
 - Negotiation Diary
 - Addnl Parcel Pymts
 - Relocation
 - Litigation
 - Buildings/Structures
 - Parcel Log
 - Payment Request**
 - Mailings
 - Letter Builder
 - Mailing Labels
- Logged In User
wizr8s

PAYMENT REQUEST INFORMATION [Create Payment Request](#)

Payee A/c Code Payment Type Refresh

Date Created	Payment Type	Account Code	Payee	Status	Check Handling	Chk Cut	Check #	Amount		
09/10/2014	Acquisition	8700161	BMO Harris Bank, N.A.	Check Issued		09/16/2014	A9834967	33,120.54		
09/10/2014	Acquisition	8700161	Brian E Walker	Check Issued		09/16/2014	A9834968	122,275.04		
10/16/2014	Relocation Claims	8700161	Brian E Walker	Check Issued		11/03/2014	A9903969	390.00		
11/10/2014	Relocation Claims	8700161	Brian E Walker	Check Issued		11/13/2014	A9924354	11,900.00		
11/26/2014	Relocation Claims	8700161	Brian E Walker	Check Issued		12/17/2014	A9966127	1,540.00		
12/03/2014	Relocation Claims	8700161	Brian E Walker	Check Issued		12/18/2014	A9967326	1,900.00		
12/18/2014	Incidentals	8700230	WE Energies	Check Issued	Vendor	01/23/2015	A0009970	49.88		
01/05/2015	Incidentals	8700230	City of Wauwatosa	Check Issued	Vendor	02/02/2015	A0021779	165.32		
01/08/2015	Tax Payments	8700161	City of Wauwatosa	Check Issued	Treasurer	01/13/2015	A9996620	3,345.11		
01/26/2015	Incidentals	8700230	WE Energies	Check Issued	Vendor	02/11/2015	A0037171	152.84		
02/23/2015	Incidentals	8700230	WE Energies	Check Issued	Vendor	02/27/2015	A0059430	124.90		
03/12/2015	Site Clearance Payments	8700161	WE Energies	Check Issued		03/17/2015	A0083484	994.00		
03/23/2015	Incidentals	8700230	WE Energies	Check Issued	Vendor	04/02/2015	A0104653	50.13		
04/29/2015	Incidentals	8700230	WE Energies	Check Issued	Vendor	05/04/2015	A0147246	12.54		
03/24/2016	Relocation Claims	8700161	Brian E Walker	Audit	Payee			1,500.00		

Payment Request in "Audit" status. Central Office is auditing the payment request.



Real Estate Automated Data System (READS)

Project Parcel Reports My Parcels My Ticklers Property Mgmt Setup E-Submit Acq Comps E-Help E-Manual

Region **Southeast** Project ID **1060-33-26** Project Name Show Closed Projects **New Parcel** **Prev. Parcel**
 Office/LPA **Waukesha** Parcel No **2** **ZOO INTERCHANGE, USH 45 (N)** **Search Parcel** **Next Parcel**

- PARCEL CENTRAL MENU**
- Parcel Information
 - Acquisition Team
 - Participants
 - Interests
 - Waiver of Appraisal
 - Appraisal
 - DOT Appraisals
 - Owners Appraisal
 - Offer/Negotiations
 - Negotiation Diary
 - Addnl Parcel Pymts
 - Relocation
 - Litigation
 - Buildings/Structures
 - Parcel Log
 - Payment Request**
 - Mailings
 - Letter Builder
 - Mailing Labels
- Logged In User
wisr8s

[Create Payment Request](#)

Payee A/c Code Payment Type [Refresh](#)

Date Created	Payment Type	Account Code	Payee	Status	Check Handling	Chk Cut	Check #	Amount		
09/10/2014	Acquisition	8700161	BMO Harris Bank, N.A.	Check Issued		09/16/2014	A9834967	33,120.54		
09/10/2014	Acquisition	8700161	Brian E Walker	Check Issued		09/16/2014	A9834968	122,275.04		
10/16/2014	Relocation Claims	8700161	Brian E Walker	Check Issued		11/03/2014	A9903969	390.00		
11/10/2014	Relocation Claims	8700161	Brian E Walker	Check Issued		11/13/2014	A9924354	11,900.00		
11/26/2014	Relocation Claims	8700161	Brian E Walker	Check Issued		12/17/2014	A9966127	1,540.00		
12/03/2014	Relocation Claims	8700161	Brian E Walker	Check Issued		12/18/2014	A9967326	1,900.00		
12/18/2014	Incidentals	8700230	WE Energies	Check Issued	Vendor	01/23/2015	A0009970	49.88		
01/05/2015	Incidentals	8700230	City of Wauwatosa	Check Issued	Vendor	02/02/2015	A0021779	165.32		
01/08/2015	Tax Payments	8700161	City of Wauwatosa	Check Issued	Treasurer	01/13/2015	A9996620	3,345.11		
01/26/2015	Incidentals	8700230	WE Energies	Check Issued	Vendor	02/11/2015	A0037171	152.84		
02/23/2015	Incidentals	8700230	WE Energies	Check Issued	Vendor	02/27/2015	A0059430	124.90		
03/12/2015	Site Clearance Payments	8700161	WE Energies	Check Issued		03/17/2015	A0083484	994.00		
03/23/2015	Incidentals	8700230	WE Energies	Check Issued	Vendor	04/02/2015	A0104653	50.13		
04/29/2015	Incidentals	8700230	WE Energies	Check Issued	Vendor	05/04/2015	A0147246	12.54		
03/24/2016	Relocation Claims	8700161	Brian E Walker	Approved for Payee Payment				1,500.00		

Payment Request in "Approved for Payment" status. Central Office has approved the payment request and has transmitted it to STAR (DOA) for check processing.