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.)

PROJECT COST ALLOCATION/Encumbrance

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

From: Real Estate Management La Crosse Region

1111-99-95 Drew Test Project II		вонн Approval	
Beloit to Superior		BTS-RE Finance Unit Use Only:	
Colu	imbia, Dane County	Initials	Date
□ Fi	riginal change Order # 8	 № 8700161 - State № 8700153 - County № 8705103 - Local № 8700231 - Litigation 	
NON	I-DELIVERY	74	
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
DEL	IVERY		
5b. 5c.	Estimated Labor Costs Contracts (Title, Appraisals, etc.) Total Delivery Percent of Delivery (5c. divided by Line 3)	\$ 0.00 \$ 0.00 0 %	\$ 0.00
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^^ (Regional Real Estate Represe	(Date)

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



Wisconsin Department of Transportation

PROJECT COST ALLOCATION DT1532 5/2007 (Replaces RE3021)

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

From: Real Estate Management Waukesha Region

Project 2200-16-21	BSHP Approval	
USH 18		
Manhattan Drive to Interstate 94	BTS Finance Unit Use Only:	
USH 18	Order Number Assigned	
001110	3477564	
Waukesha County	Initials Date 05/18/2011	
☐ Original	▼ 5550 - State	
Revision # 3	5526 - County	
Phased Phase Number	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	
Estimated relocation assistance and moving costs.	\$ 0.00	
z. Estimated relocation assistance and moving-costs.	Ψ 0.00	
3. Amount to be encumbered. (Total of Lines 1 & 2)	\$ 150,000.00	
4. Other contracts for razing, site clearance (Encumbered	\$ 0.00	
separately)		
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	
8. Project Concepts	33	
This PCA is to cover a current overrun and possible litigation costs.		
*		
*	1 -12	
a D	Karice Jimmes	
Time Maneton // M/s=/13	10/10/10/10	
IUNI HINWWILL IND 1012213	10/22/2013	
(Regional Planning Section)// (Date)	Kayci Sommer (Date) (Regional Real Estate Representative)	

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
Project ID 2200-16-21	Class/Object Code 5550 - State
Change Orders (original contracts only)	, Phased Projects
Index 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 cever a current overrun and possible litigation costs.	We request an additional \$ <u>0.00</u> be encumbered; Briefly explain:
Plat Revised? Yes No	FIIPS updated w/amount and date? ☐ Yes ☐ No
Approval steps:	Approval steps:
Either regional or BTS-RE staff may complete request.	Either regional or BTS-RE staff may complete request. Then, forward to Regional Planning.
Kayci Smrs	
Originator's contact name (Kayei Sommer) Date	Originator's contact name Date
2. BTS-RE/Financial Unit will update EAPS.	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 Note: A revised Project Cost Allocation (DT1532)	3. BSHP will verify change. Then, forward to BTS-RE/Financial Unit.
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 Briefly explain:	that do not change original contract agreement.
* BTS-RE (Bureau of Technical Services – Real Estate)	Inter-d: DTSD/BTS-RE/Financial Unit; Hill Farms/Rm 501

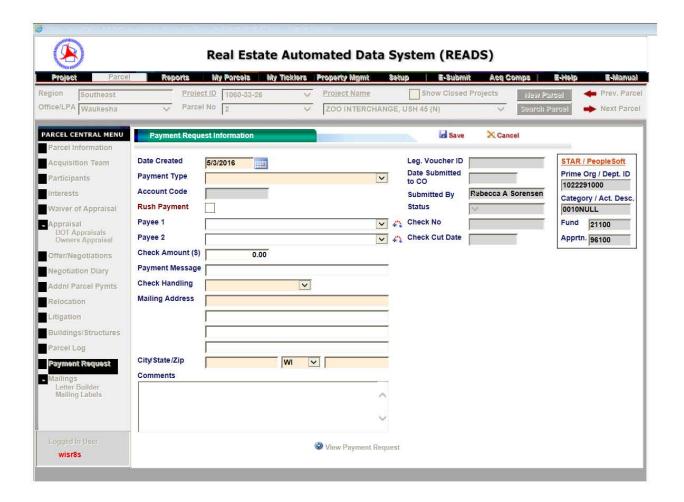
PAYMENT REQUEST

NEW!

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

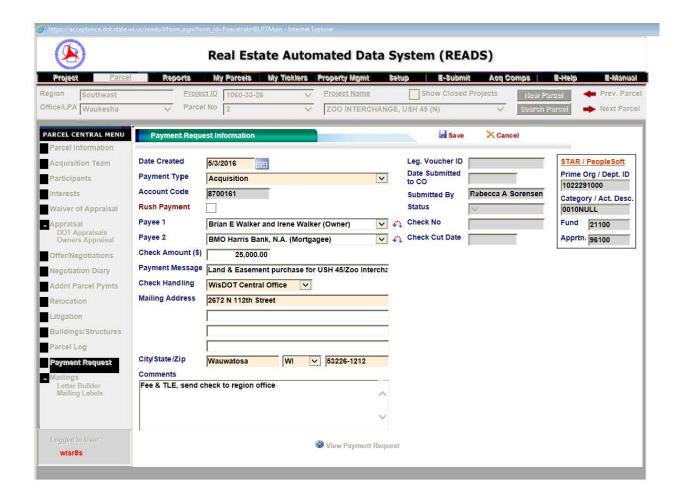
Accounting	g String: (auto-f	ills with number.	& codes pulled from FIIPS & REAL	DS containing information required by STAR)
Date Creat	ed:			
To: WisDC	OT / BTS / Real Es	state Financial U	nit, Room 501 Hill Farms, PO Box 7	7986, Madison, WI 53707-7986
From: (au	to-fills with user	name)		
Payment 1	ype:			
Account C	ode: (auto-fills v	vhen payment ty	pe is chosen, replaces 4-digit class	s code/object code.)
(Order Nur	nber is eliminate	ed.)		
Legacy Vo	ucher ID: (auto-	fills, replaces RE	ADS Invoice No.)	
Project ID:			Parcel Number:	
County:				
Check Am	ount: \$			
Payment N	Message: (enter	ed by user if des	red/required, prints on check stub	, 70 characters max)
	40 characters mo 40 characters mo			
Check Han	dling: (2 options	s: Payee or Wisl	OOT Central Office. Explain addition	onal details in Comments.)
Mailing Ac	Idress 1: (55 cha Idress 2: (55 cha Idress 3: (55 cha Idress 4: (55 cha	aracters max) aracters max)		
City:	State:	Zip:	Country: USA	
Region Ap	proval:	E Supervisor or E		e:
111111111	(N.) REA)	•	co.gcc,	
Comme		·		





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





Filled-in payment request screen, not saved yet.

Country: USA

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: 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: 2672 N 112th Street

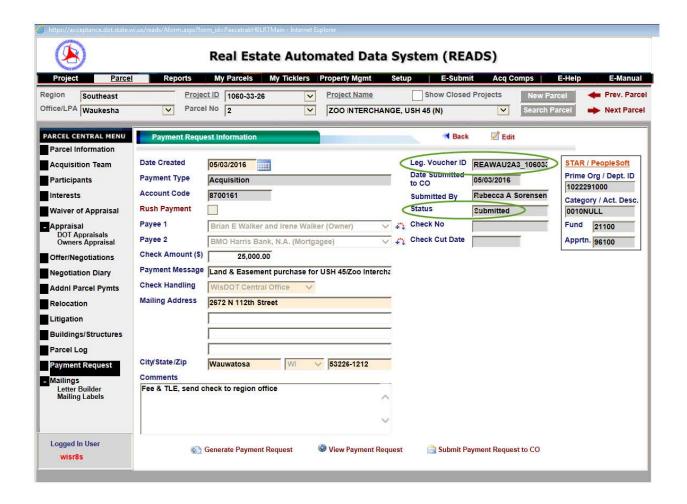
Mailing Address 2: Mailing Address 3: Mailing Address 4:

City: Wauwatosa State: WI Zip: 53226-1212

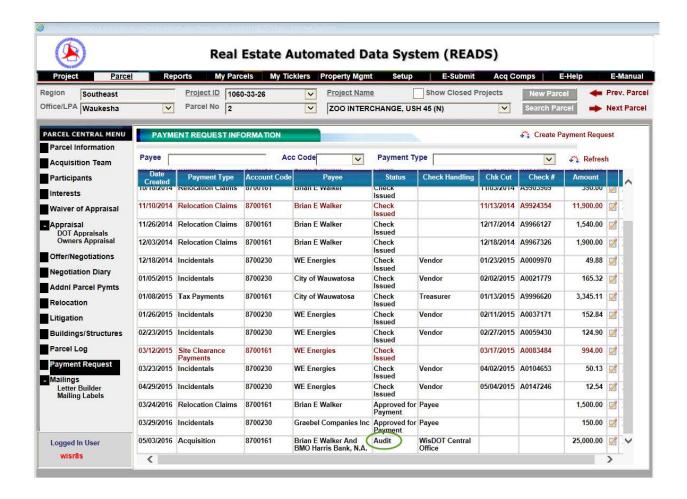
Region Approval:	^^Elect_Sign1^^	^^Elect_Sign1_Date^^	
;	^^Elect_Sign1_Name^^	Date	
	(RE Supervisor or Designee)		



Comments: Fee & TLE, send check to region office

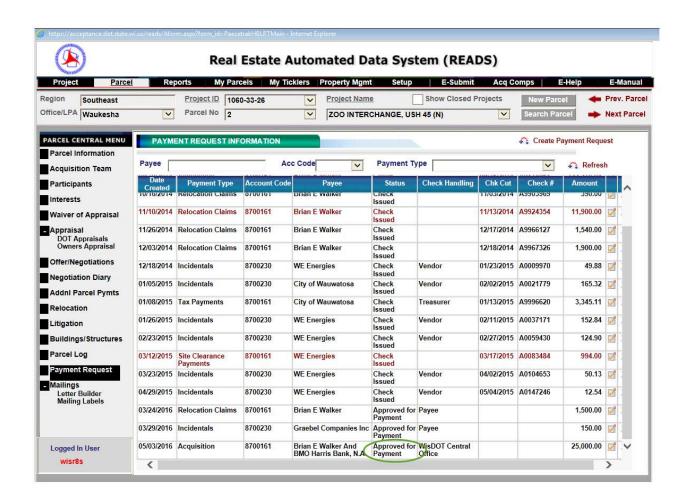


Payment Request screen after saving, generating, and submitting the payment request. (Legacy Voucher ID, date submitted, and status auto-fill. Legacy Voucher ID is the old "Invoice Number.")



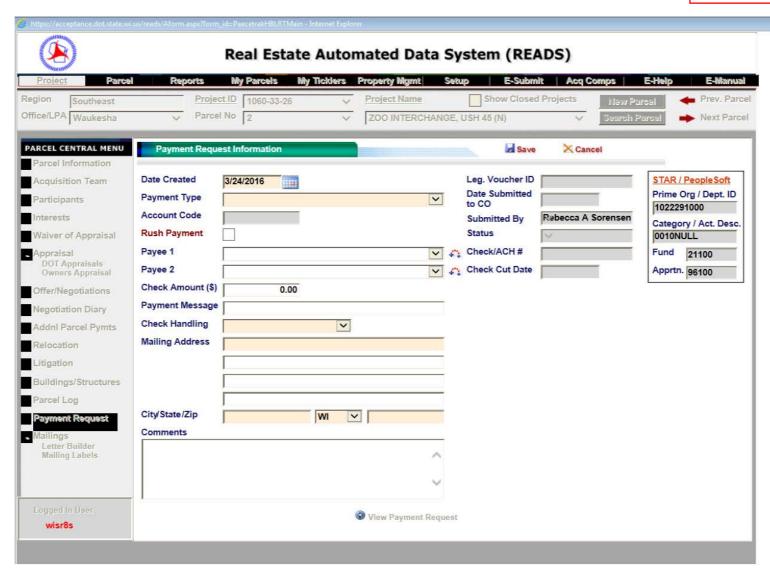
Payment Request in "Audit" status. Central Office is auditing the payment request.





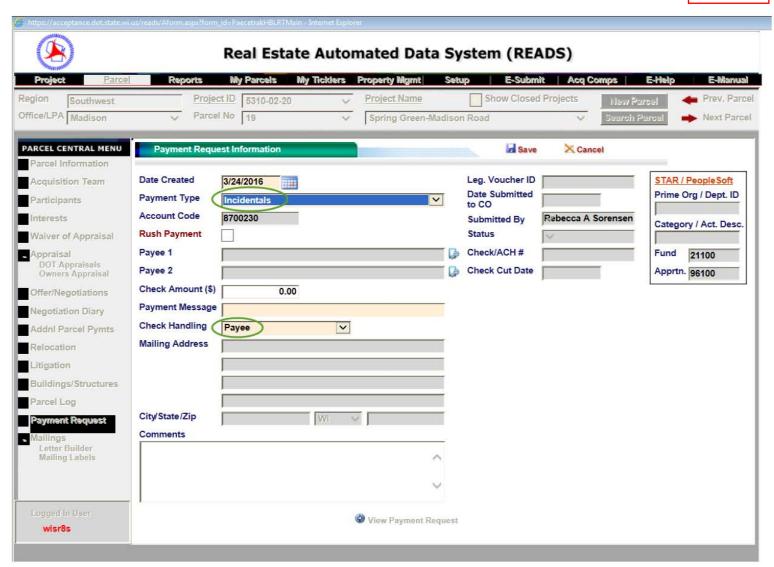
Payment Request in "Approved for Payment" status. Central Office has approved the payment request and has transmitted it to STAR (DOA) for check processing.





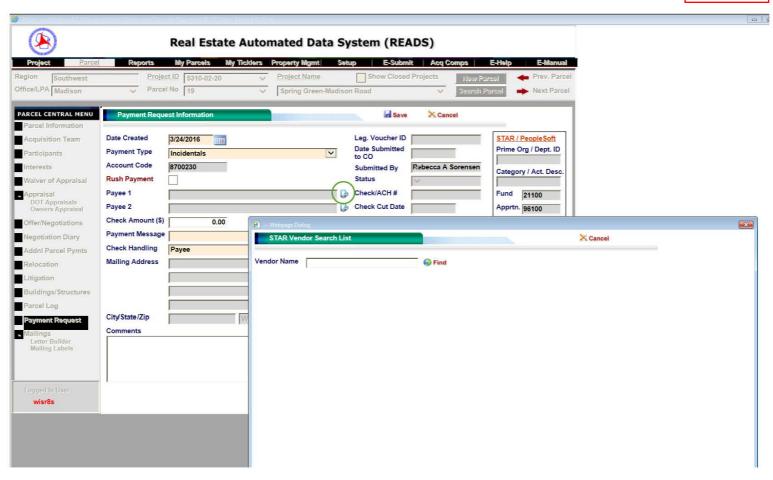
Blank payment request screen, ready to create a new payment request.





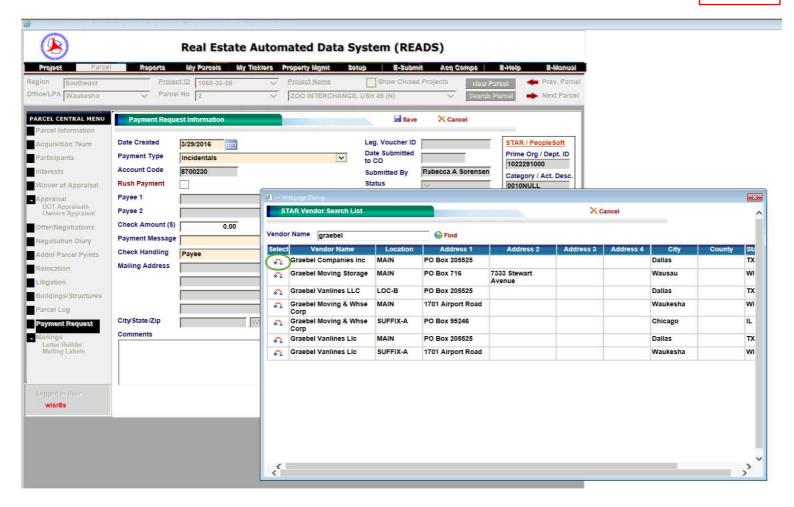
Payment request screen after choosing payment type "Incidentals." (Check Handling auto-fills with "Payee.")





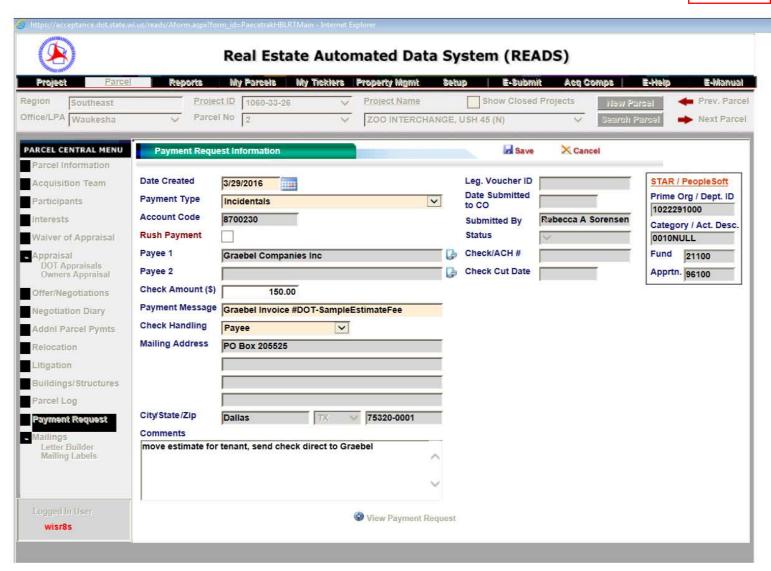
- * Pop-up window appears after clicking Payee 1 icon.
- * Pop-up window links to STAR vendor table.
- * Vendor MUST be in STAR vendor table in order to be paid. If vendor is not listed in STAR vendor table, coordinate with regional purchasing agent to add vendor.





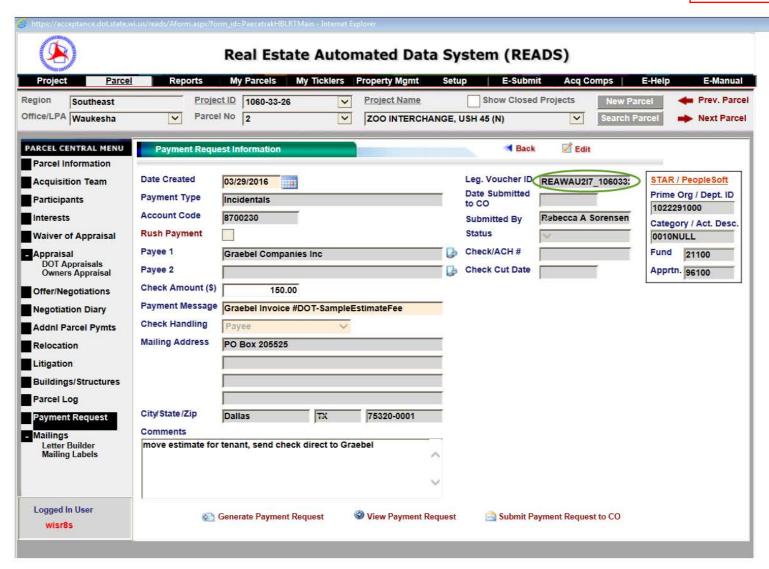
- * Pop-up screen after typing partial vendor name and clicking Find.
- * Click icon in Select column next to correct vendor name and location.





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





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: _^^Elect_Sign1^^ _ _^Elect_Sign1_Date^^

^^Elect_Sign1_Name^^ Date

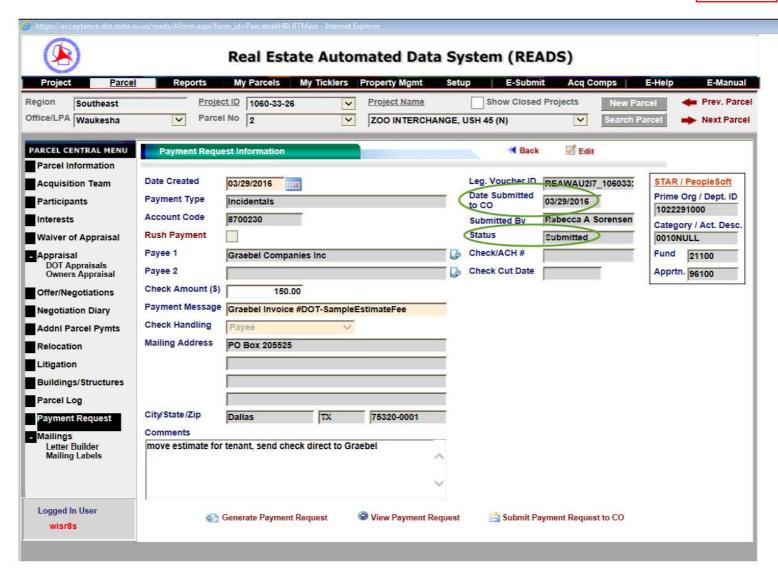
(RE Supervisor or Designee)

Q J 4 2 5 4 4 0

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

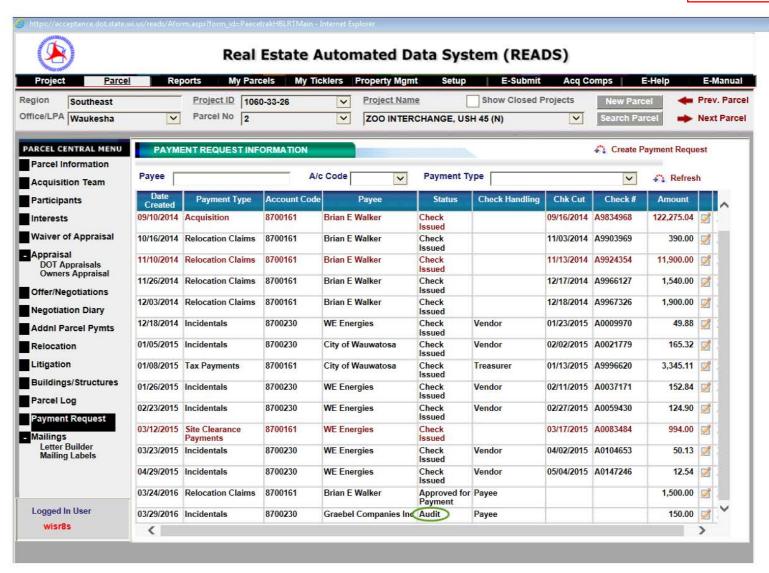
Generated payment request Word document





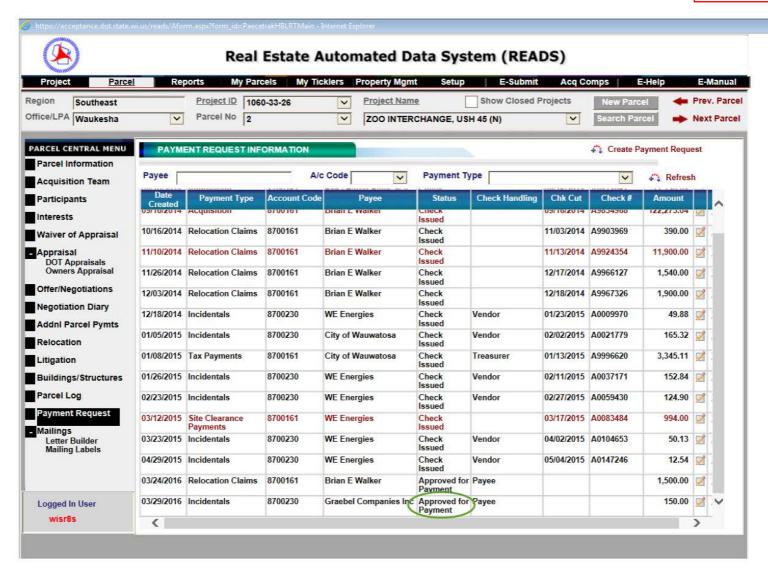
Payment Request screen after submitting payment request to CO. (Date Submitted and Status auto-fill.)





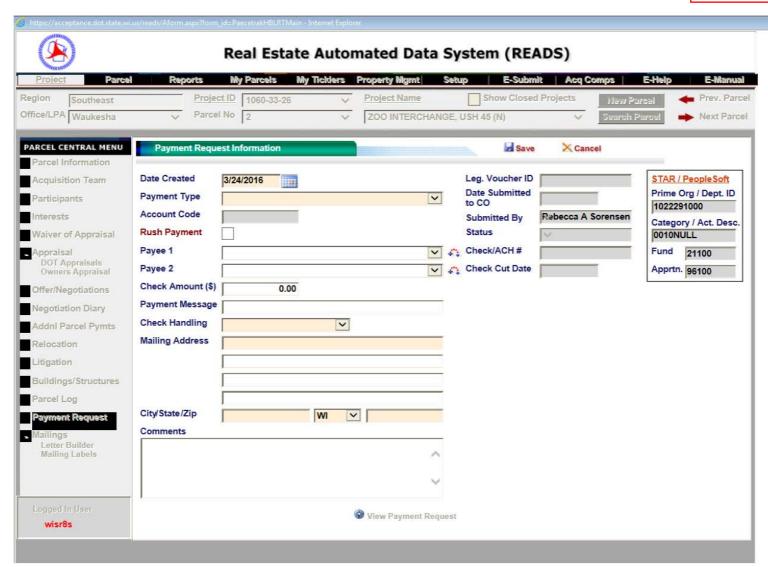
Payment Request in "Audit" status. Central Office is auditing the payment request.





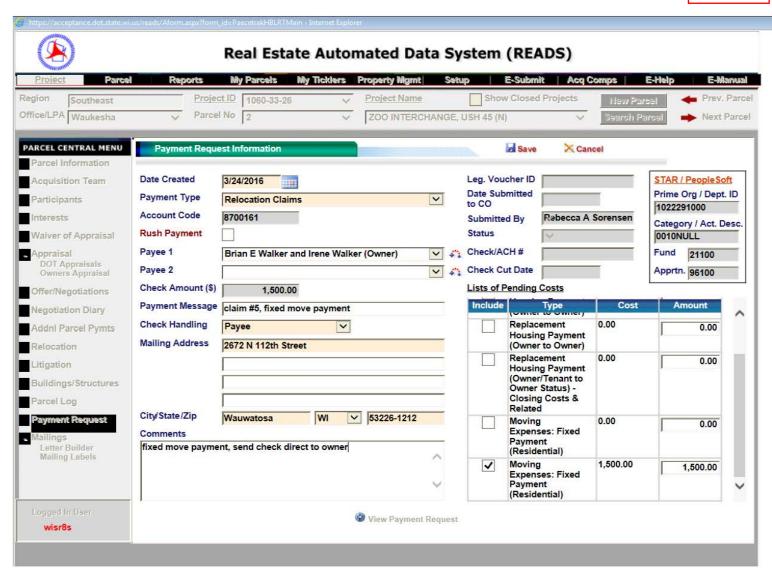
Payment Request in "Approved for Payment" status. Central Office has approved the payment request and has transmitted it to STAR (DOA) for check processing.





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





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: ^^Elect_Sign1^^

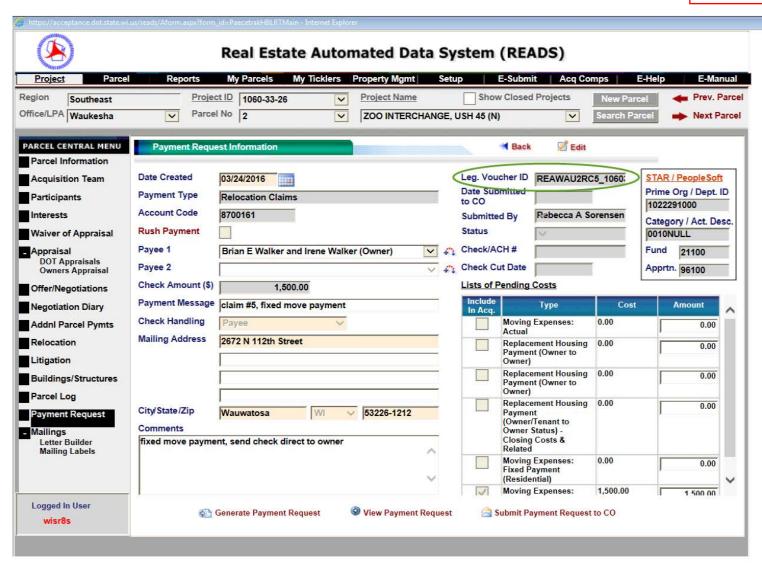
(RE Supervisor or Designee)

O J 4 2 5 4 3 5

Comments: fixed move payment, send check direct to owner

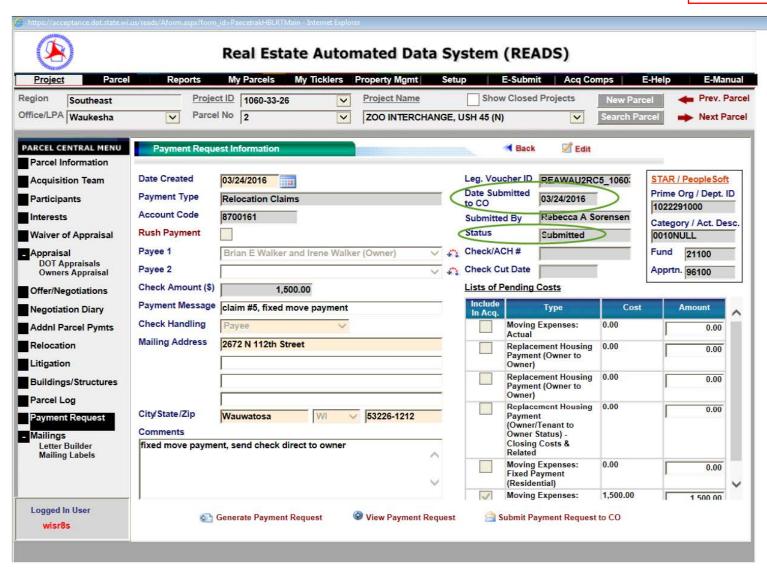
Generated payment request Word document.





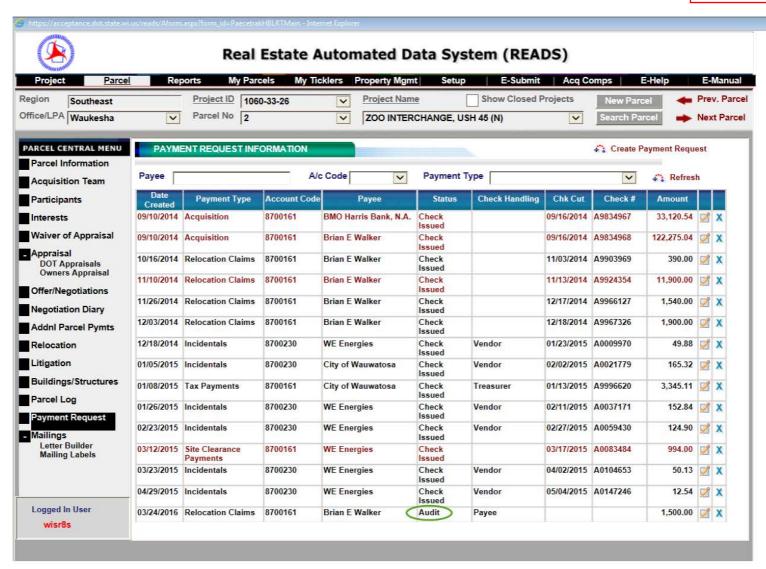
Payment Request screen after saving and generating the payment request. (Legacy Voucher ID auto-fills. This is the old "Invoice Number.")





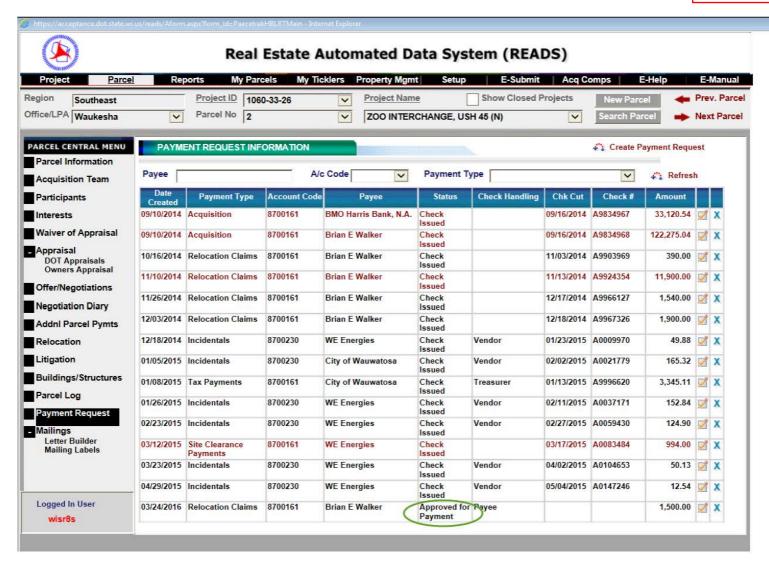
Payment Request screen after submitting payment request to CO. (Date Submitted and Status auto-fill.)





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





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