



DIRECTOR OF STATE COURTS
OFFICE OF MANAGEMENT SERVICES

ATTACHING RECEIPTS IN STAR EXPENSE VOUCHERS

- To attach a receipt at the header level that relates to the entire expense report, i.e. conference agenda, click on **Attach Receipt**.

General Information

*Business Purpose	Conf/Conv/Training-In State	Attach Receipt	>
*Description	Judicial Conference Nov 2023	Accounting Defaults	1 >
Default Location	Elkhart Lake, WI		

- An **Attachments** box will be displayed with attachment information. Click on the **Add Attachment** button.

NOTE: RDA (Records Disposition Authorization) information is pre-populated based upon the type of transaction. Do not change this!

Attachments

Cancel Done

Expense Report

Description STAR Training
Report ID 0000921766

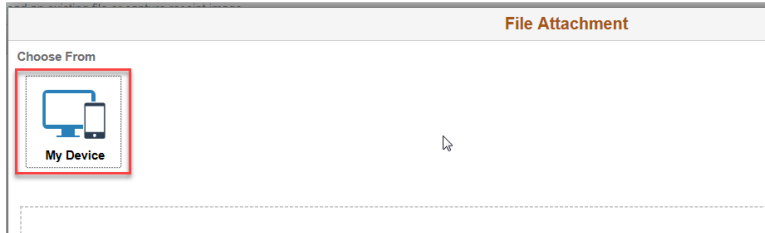
Select RDA
Default: FIS00020-FIS00020: RECEIPTS AND DISBURSEMENT TRAN

Attachments Details

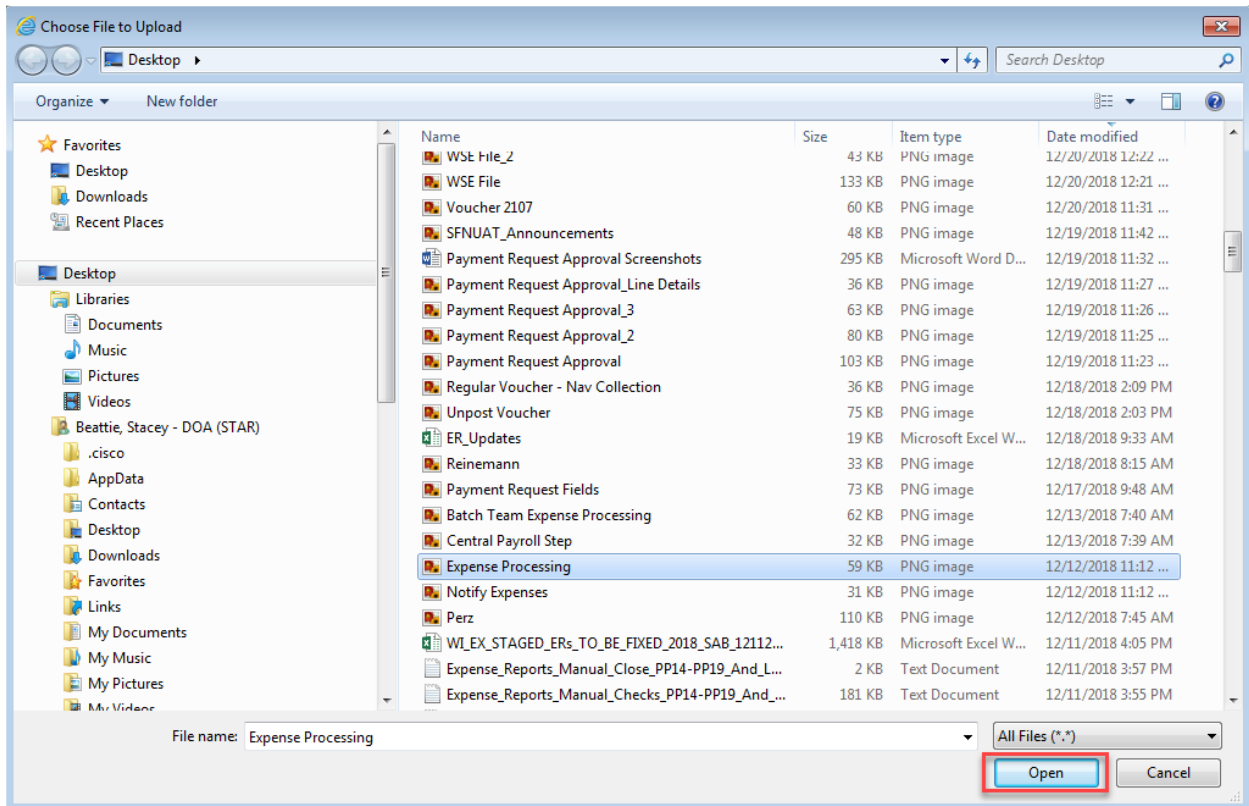
No attachments exist. Upload an existing file or capture receipt image.

+ Add Attachment

- A pop-up **File Attachment** window will appear. Click **My Device** to search for an attachment from your device.



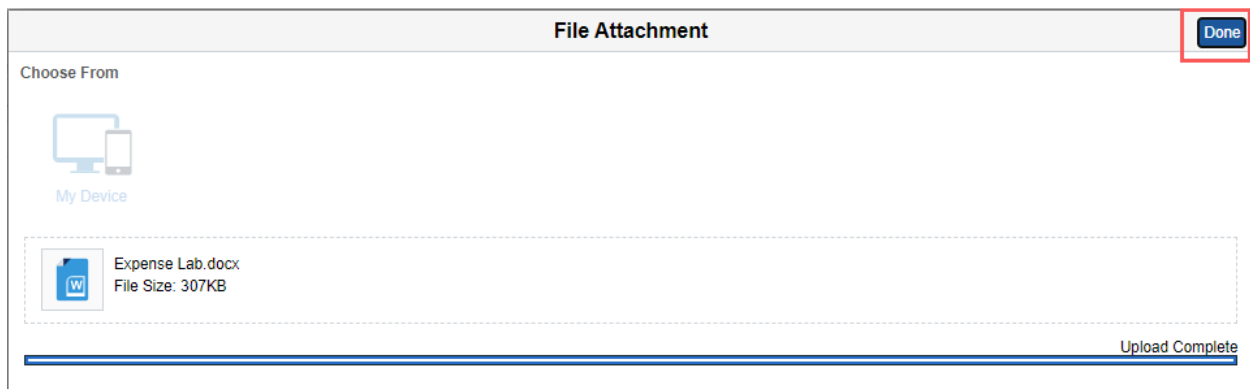
- This will display a directory to the files on your device from where you can choose the file you wish to attach. Once you have chosen the file and it appears in the File Name field, click the **Open** button.



- Once a file is selected, click Upload.



- The upload will show as complete. Click Done.



- The Attachments Uploader will again be displayed to show that the attachment has been uploaded.

The Description field is available and can be used if necessary. An Attachment Type is required. The default attachment type for expense reports is Travel Receipts. The types that are available for expense reports are:

Break Expenses
Conference Agendas
Fleet Non-Availability Slip
Hotel Receipts
Non-Travel Expense Documents
Other Related Documents
Travel Authorization
Travel Receipts

Cancel is available to cancel adding this attachment in case the incorrect attachment was chosen.

NOTE: This is the only time that the Cancel of adding this attachment to this expense line will be available. Once the attachment has been added, it will no longer be able to be deleted. The description field would need to be used to note any errors in the attachment(s).

The User and Name fields will be populated after the attachment has been added.

- The number of attachments will show in to the far right in the **Attach Receipt** section.

- Now that you have entered the requisite information for your expense report, you can enter your expenses. You do this in the Expenses section of the page.