# Chapter 3

Claims

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## **Claims: Introduction**

Claims should be prepared for every check to be issued. All payments must be supported by an approved claim. Claims should be approved by the city council or town board regularly, and a list of the approved claims should be recorded in the minutes. After a claim has been approved, a check should be prepared; the claim should be marked "PAID;" the date and check number should be written on the claim; and the claim signed, generally by the clerk, verifying the claim was paid.

## **Claims: Checks**

The prescribed checks should be pre-numbered so that it is possible to account for all checks drawn on the bank account. The endorsement statement printed on the reverse side should state: "The undersigned payee, in endorsing this order check, declares that the same is received in payment of a just and correct claim against the (City/Town) of \_\_\_\_\_\_ and that no part of such claim has heretofore been paid." After obtaining the appropriate signatures, checks should be posted to disbursements (see page 3-36).

## Accessing the Claims Section in CTAS

To access the Claims section, select the Accounting tab (circled), then click on the Claims icon (boxed). The Claims section will open to the Claims List tab, as shown below.

| ÷                         | Torrestore Torda based on an           | Demoster Admin                 | CTAS               |                             |                                |          |
|---------------------------|--|--------------------------------|--------------------|-----------------------------|--------------------------------|----------|
| Accounting ayroll         | Investments Indebtedness               | <u>R</u> eports Ad <u>m</u> in | <u>E</u> xit       |                             |                                |          |
| Receipts Claims Disburser | nents Budget Cash Chart of<br>Accounts | Vendors                        |                    |                             |                                |          |
| laims                     |  |                                |                    |                             |                                | 6:46     |
| Claims List 🔨 Add Clai    | ms                                     |                                |                    |                             |                                |          |
| Search By                 | Searc                                  | h by Claim Date                |                    |                             |                                |          |
| Claim Date                | • 04/1                                 | 6/2016                         | То                 | 05/16/2016                  | •                              | Search   |
| )ate ⊽+¤ Claim No         | vr Vendo vr Descriptio s               |                                | . ▼# Posted ▼# Che | ock Numb 🗵 to Void 🛛 🗷 to V |                                |          |
| ■ 05/12/20 135            | Vendor G Garbage an                    |                                | No                 | No                          | Occurrence Da VP Claims Proce: | ssing    |
| <b>₽</b> 05/12/20 137     | Vendor B Service Cha                   |                                | No                 | No                          |                                |          |
| <b>₽</b> 05/12/20 138     | Vendor P Supervisor                    | \$25.00 No                     | No                 | No                          | Print Cl                       | aims     |
| <b>₽</b> 05/12/20 136     | Vendor El Electric and                 | \$100.00 No                    | No                 | No                          | Claims List                    | For Appr |
|                           |  |                                |                    |                             |                                |          |
|                           |  |                                |                    |                             | Approve                        | Claims   |
|                           |  |                                |                    |                             | Print Ch                       | iecks    |
|                           |  |                                |                    |                             |                                |          |

From the claims screen you can Add, View/Edit, Void, or Delete claims. You can also export a claim list to a CSV file (a spread sheet format) and Print receipts from the Claims List tab screen.

## **<u>Claims: Entering a Claim</u>**

To begin entering a claim, click on the Add Claims tab (circled) in the Claims section. From this tab, you can enter information from a bill, invoice, purchase order, or claim.

|  |                                       | CTAS                      |                             | _ = X                |
|--|---------------------------------------|---------------------------|-----------------------------|----------------------|
| Accounting Payroll Investments Indebte | dness <u>R</u> eports Ad <u>m</u> in  | <u>E</u> xit              |                             |                      |
| 🔈 🚘 🍾 🍎 🚳                              |                                       |                           |                             |                      |
|  | art of Vendors                        |                           |                             |                      |
| Acc                                    | counts                                |                           |                             |                      |
| Claims                                 |                                       |                           |                             | 6:49 AM              |
| Claims Lis Add Claims                  |                                       |                           |                             |                      |
| Search By                              | Search by Claim Date                  |                           |                             |                      |
| Claim Date 🔹                           | 04/45/2045                            | 05/16/2016                | 5                           |                      |
| Claim Date                             | 04/16/2016                            | то 05/16/2016             |                             | Search               |
| Date ⊽+ Claim No ⊽+ Vendo ⊽+ Desci     | riptio 🟹 🖢 Amoun 🟹 🖢 Approve          | ▼ Posted ▼ P Check Numb ▼ | 7≠ Void ⊽≠ Occurrence Da ⊽≠ | Claims Processing    |
| ▶= 05/12/20 135 Vendor G Garba         |                                       | No                        | No                          | Claims Processing    |
| → 05/12/20 137 Vendor B Servic         | · · · · · · · · · · · · · · · · · · · | No                        | No                          | Print Claims         |
|  |                                       | No                        | No                          |                      |
| ■ 05/12/20 136 Vendor El Electri       | ic and \$100.00 No                    | No                        | No                          | Claims List For Appr |
|  |                                       |                           |                             |                      |
|  |                                       |                           |                             | Approve Claims       |
|  |                                       |                           |                             | Print Checks         |
| 2) View/Edit 3) Void (Y/N)             | 4) Delete                             | 5) Export to CSV          |                             |                      |
|  | _, = 000                              |                           |                             |                      |

Once the tab is selected, the Add Claims screen will open, as shown on the next page.

**Claims: Entering a Claim (continued)** 

| · 🖳 👳                     |               |                          |                 |                           | CTAS      |                 |   |        | _ = ×   |
|---------------------------|---------------|--------------------------|-----------------|---------------------------|-----------|-----------------|---|--------|---------|
| Accounting Payroll        | Investments   | I <u>n</u> debtedness    | <u>R</u> eports | Ad <u>m</u> in <u>E</u> x | it        |                 |   |        |         |
| Receipts Claims Disburser |               | ish Chart of<br>Accounts | Vendors         |                           |           |                 |   |        |         |
| Claims                    |               |                          |                 |                           |           |                 |   |        | 6:51 AM |
| / Claims List / Add Clai  | ims           |                          |                 |                           |           |                 |   |        |         |
| * Claim Number            | 141           |                          |                 |                           |           | Notes           |   |        |         |
| * Claim Date              |               |                          |                 | •                         |           |                 |   |        |         |
| * Pay to the order of     |               |                          |                 | $\bigcirc$                | New       | Occurrence Date |   |        |         |
| Address                   |               |                          |                 |                           |           |                 |   |        |         |
| * Description             |               |                          |                 |                           |           |                 | Summary<br>* Total<br>Distributed<br>Difference |        | \$0.00  |
| Account Distribution      |               |                          |                 |                           |           |                 |   |        |         |
| Fund Number *             | + Account Nur | mber                     | ⊕ Object        | Code                      | + Program | n Code 😐 Arr    | iount   | + Debt | 4       |
| Delete Selected Records   | s             |                          |                 |                           |           |                 |   | Save   | Cancel  |

Once the Add Claims tab appears, the following steps are required:

- A claim number must be entered in the Claim Number field. *CTAS will automatically enter a default number, which will be the highest claim number previously entered plus 1.* Verify that the claim number is correct or edit this number if needed.
- Enter the date of the claim in the Claim Date field.
- Enter the name of the vendor in the "Pay to the order of" field. If the vendor has been previously recorded in the Vendor section, begin typing the name of the vendor and the complete name of the vendor will appear. You can also select a vendor's name by clicking on the arrow at the end of the field (circled) and choosing from the drop-down list. A vendor can also be added to the vendor list by clicking on the New button (boxed, center) to the right of the down arrow.
- Enter a description of the transaction in the Description field.
- In the Summary (boxed, right), enter the amount of the claim in the "Total" field.

The optional information below may be entered:

- Insert comments concerning this transaction in the Notes field. You can enter up to 255 characters in the field.
- Enter when the amount in the claim was received in the Occurrence Date field. *This is an optional field to track payables or deferred payments as you enter claims.*

| Ŧ                         |                |                          |                 |         | CTAS    |                |                    |        |       |
|---------------------------|----------------|--------------------------|-----------------|---------|---------|----------------|--------------------|--------|-------|
| Accounting Payroll        | Investments    | Indebtedness             | <u>R</u> eports | Admin   | Exit    |                |                    |        |       |
| ecceipts Claims Disburser | nents Budget C | ash Chart of<br>Accounts | Vendors         |         |         |                |                    |        |       |
| ims                       |                |                          |                 |         |         |                |                    |        | 6:517 |
| Claims List 🔰 Add Clai    | ms             |                          |                 |         |         |                |                    |        |       |
| * Claim Number            | 141            |                          |                 |         |         | Note           | es I               |        |       |
| * Claim Date              |                |                          |                 |         | -       |                |                    |        |       |
| * Pay to the order of     |                |                          |                 |         | ▼ New   | Occurrence Dat | e 🔽                |        |       |
| Address                   |                |                          |                 |         |         |                |                    |        |       |
|                           |                |                          |                 |         |         |                | C                  |        |       |
|                           |                |                          |                 |         |         |                | Summary<br>* Total | 4      | 0.0   |
| * Description             |                |                          |                 |         | _       |                | Distributed        | 4      | 010   |
|                           |                |                          |                 |         |         |                | Difference         |        |       |
| count Distribution        | ,              |                          |                 |         |         |                |                    |        |       |
| ind Number                | 🗢 Account Nu   | mber                     | + Objec         | ct Code | + Progr | am Code 🛛 🔸 🖌  | Amount             | + Debt |       |
| *                         |                |                          |                 |         |         |                |                    |        |       |
|                           |                |                          |                 |         |         |                |                    |        |       |
| Delete Selected Record    |                |                          |                 |         | 1       |                |                    | 1      |       |

The Account Distribution section (boxed) allows you to enter information relating to which account the claim is allocated to. In this section:

- Enter a Fund Number to indicate which Fund will expend the money.
- Enter an Account Number to indicate which category to allocate the expenditure.
- Enter an Object Code. This defines the type of expenditures, such as wages, supplies, gravel, electricity, etc.
- Enter a Program Code (Optional). An explanation of the Program Code can be found in Chapter 8 of this manual, Chart of Accounts.
- Enter the amount of the claim. You may enter additional Account Distribution lines until the amount of the claim has been completely allocated. As you enter values in the Amount field, the sum of the values will be automatically calculated in the Distributed field in the Summary box. When you have completed filling out the Account Distribution lines, the number in the Difference field must be zero in order to save the transaction.
- A Debt can be associated with a claim under the following condition:
  - When a Claim is added or edited and the "Principal Payments" account codes are selected, the user can select an existing debt instrument. When the claim is posted to disbursements, the associated debt information will be carried to the Indebtedness Module. (see Chapter 18)

Click the Save button (circled) to continue.

## **Claims: Adding or Editing Vendor Information**

A vendor file allows you to add information on a vendor so that CTAS will automatically enter information into a new claim when you choose the name of a vendor you have used previously. The Pay to the order of, Description, Fund Number, Account Number, and Object Code fields are prepopulated from the vendor's most recent transaction, however, Amount and Claim Date fields are not. *A vendor can also be added or changed in the Vendor section (see Chapter 9)*.

To add or edit vendor information, first navigate to the Claims section of the Accounting Module (see page 3-1 for instructions). Click on the Add Claims tab. The New and Edit buttons (boxed) on the Add Claims tab allow you to enter information into the Vendor file while entering a claim.

| 🖷                         |                      |                        |                             | CTAS                             |                 |   |        | _ = ×   |
|---------------------------|----------------------|------------------------|-----------------------------|----------------------------------|-----------------|---|--------|---------|
| Accounting Payroll        | Investments Indebte  | edness <u>R</u> eports | Ad <u>m</u> in <u>E</u> xit |                                  |                 |   |        |         |
| Receipts Claims Disbursen | nents Budget Cash Ch | art of Vendors         |                             |                                  |                 |   |        |         |
| Claims                    |                      |                        |                             |                                  |                 |   |        | 7:13 AM |
| Claims List Add Clai      | ms                   |                        |                             |                                  |                 |   |        |         |
| * Claim Number            | 141                  |                        |                             |                                  | Notes           |   |        |         |
| * Claim Date              |                      |                        |                             |                                  |                 |   |        |         |
| * Pay to the order of     |                      |                        |                             | New C                            | Occurrence Date |   |        |         |
| Address                   |                      |                        | [                           | Edit                             |                 |   |        |         |
| * Description             |                      |                        |                             |                                  |                 | Summary<br>* Total<br>Distributed<br>Difference | \$     | 0.00    |
| Account Distribution      |                      |                        |                             |                                  |                 |   |        |         |
| Fund Number               | ✤ Account Number     | + Object               | Code                        | <ul> <li>Program Code</li> </ul> | +∍ Am           | nount   | ≁ Debt | +       |
|                           |                      |                        |                             |                                  |                 |   |        |         |
| Delete Selected Records   | -                    |                        |                             |                                  |                 |   |        |         |
|                           |                      |                        |                             |                                  |                 |   | Save   | Cancel  |

## **<u>Claims:</u>** Editing a Claim

To edit a claim, open the Claims List (see page 3-1 for instructions). To narrow the choices on the Claims List, you can use the Search Feature (See page 3-33 for instructions). Highlight the claim you wish to edit and click the View\Edit button (circled) <u>or</u> double click on the claim.

|                           |                       |                       |                    | CTAS           |              |            |                 | _ = X                                |
|---------------------------|-----------------------|-----------------------|--------------------|----------------|--------------|------------|-----------------|--------------------------------------|
| Accounting Payroll        | Investments Indebted  | iness <u>R</u> eports | Ad <u>m</u> in     | <u>E</u> xit   |              |            |                 |                                      |
| Receipts Claims Disbursen | nents Budget Cash Cha | int of Vendors        |                    |                |              |            |                 |                                      |
| Claims                    |                       |                       |                    |                |              |            |                 | 7:48 AM                              |
| Claims List Add Clair     | ms                    |                       |                    |                |              |            |                 |                                      |
| Search By                 |                       | Search by Claim Da    | te                 |                |              |            |                 |                                      |
| Claim Date                | •                     | 01/01/2016            |                    | -              | 05/16/2      | 016        | •               |                                      |
|                           |                       | 01,01,2010            |                    |                | Fo 05/16/2   |            |                 | <u>S</u> earch                       |
| Date ⊽+ Claim No          | ▼+ Vendo ▼+ Descri    | iptio ⊽≠ Amoun        | <b>⊽</b> ⇔ Approve | ⊽≠ Posted ⊽    | r≠ Check Num | b⊽≠Void ⊽≠ | Occurrence Da 🔻 | Claims Processing                    |
| ₽ 01/20/20 131            | Credit Un Plow T      | Truck \$6,250         | ).00 Yes           | Yes            | 2441         | No         |                 | ciality recovering                   |
| ▶= 01/29/20 132           | Telephon Teleph       | none Bill \$150       | 1.00 Yes           | Yes            | 2442         | No         |                 | D: + OI :                            |
|                           | Northern Sewer        | Conn \$2,600          | ).00 Yes           | Yes            | 2440         | No         |                 | Print Claims                         |
|                           | Diamond Street        | Maint \$4,220         | ).00 Yes           | Yes            | 2443         | No         | ſ               |                                      |
| ₽ 02/23/20 134            | Don's Ga Garbag       | ge an \$2,220         | ).00 Yes           | Yes            | 2444         | No         |                 | Claims List For Appr                 |
| ≠ 05/12/20 136            | Vendor El Electric    | : and \$100           | 1.00 No            | No             |              | No         |                 |                                      |
| ₽ 05/12/20 135            | Vendor G Garbag       | ge an \$150           | 1.00 No            | No             |              | No         |                 | Approve Claims                       |
| ₽ 05/12/20 137            | Vendor B Service      | e Char \$5            | 5.00 No            | No             |              | No         |                 |                                      |
| <b>₽</b> 05/12/20 138     | Vendor P Superv       | visor \$25            | 5.00 No            | No             |              | No         |                 | Print Checks                         |
|                           |                       |                       |                    |                |              |            |                 | Enter Check #'s                      |
|                           |                       |                       |                    |                |              |            |                 | Post Paid Claims To<br>Disbursements |
|                           |                       |                       |                    |                |              |            |                 |                                      |
| 2) View/Edit              | 3) Void (Y/N)         | 4) Dele               | te                 | 5) Export to C | sv           |            |                 |                                      |
|                           | )                     |                       |                    |                |              |            |                 |                                      |

## **Claims: Editing a Claim (continued)**

The claim will open in a new tab, labeled with the claim's number (boxed). In the individual claim tab, you can change any field until the claim is posted. When the claim has been \*\*POSTED\*\* (circled), only the Account Distribution can be changed.

| 🖳 ÷                         |              |                           |                 |                | CTAS               |                    |              | _ = X          |
|-----------------------------|--------------|---------------------------|-----------------|----------------|--------------------|--------------------|--------------|----------------|
| Accounting Payroll          | Investments  | I <u>n</u> debtedness     | <u>R</u> eports | Ad <u>m</u> in | xit                |                    |              |                |
| Receipts Claims Disburser   | nents Budget | Cash Chart of<br>Accounts | Vendors         |                |                    |                    |              |                |
| Claims                      |              |                           |                 |                |                    |                    |              | 7:50 AM        |
| 🔰 Claims List 👋 Add Clair   | ms 132 ×     | N                         |                 |                |                    |                    |              |                |
| * Claim Number              | 132          |                           |                 |                | Not                | ies                |              |                |
| * Claim Date                | 01/29/2016   |                           |                 | •              |                    |                    |              |                |
| * Pay to the order of       | Telephone (  | Company                   |                 | •              | Occurrence Da      | ate 💽              | Check Date   | 02/23/2016 🔹   |
| Address                     | 45 Main St.  |                           |                 |                | Verified E         | <sub>By:</sub> ecs |              |                |
|                             |              |                           |                 |                | Check Numb         | per 2442           |              |                |
|                             | Upton        | M                         | N 55            | 5526           |                    | Summary            |              |                |
| * Description               | Telephone B  |                           |                 |                |                    | * Total            |              | \$150.00       |
| * Description               |              | III                       |                 |                | $\frown$           | Distributed        |              | \$150.00       |
|                             |              |                           |                 |                | *POSTED*           | Difference         |              | \$0.00         |
| Account Distribution        |              |                           |                 |                |                    |                    |              |                |
| Fund Number                 | 🕈 Account N  | lumber                    | + Obje          | ect Code       | 🕈 Program Code 🛛 🕈 | Amount             | ≁ Del        | ot 🔸           |
| ► += 100: General Fund<br>* | 41905: To    | wn Hall - Telep           | hone 321:       | : Communicatio | IS                 |                    | \$150.00     |                |
| Delete Selected Records     | s            |                           |                 |                |                    |                    |              |                |
|                             |              |                           |                 |                |                    |                    | <u>S</u> ave | <u>C</u> ancel |

After completing your change(s), click the Save button.

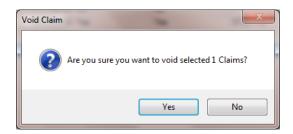
## **Claims: Voiding a Claim**

The need to void a claim could result from a decision not to pay a vendor or to pay the vendor a different amount than in the original claim. To void a claim, open the Claims list tab (see page 3-1).

| ≓<br><u>A</u> ccounting  | <u>P</u> ayroll <u>I</u> | nvestments I <u>n</u> d | lebtedness                 | <u>R</u> eports Ad <u>m</u> ir | CTAS<br><u>E</u> xit |                 |                                      |                   | -                                    |
|--------------------------|--------------------------|-------------------------|----------------------------|--------------------------------|----------------------|-----------------|--------------------------------------|-------------------|--------------------------------------|
| Receipts Claim           | s Disbursemen            | ts Budget Cash          |                            | dors                           |                      |                 |                                      |                   |                                      |
| laims                    |                          |                         |                            |                                |                      |                 |                                      |                   | 7:5                                  |
| Claims List              | Add Claims               |                         |                            |                                |                      |                 |                                      |                   |                                      |
| Gearch By                |                          |                         | Search by                  | Claim Date                     |                      |                 |                                      |                   |                                      |
| laim Date                |                          | •                       | 01/01/2                    | 016                            | •                    | т. 05/16/2      | 016                                  | <b>•</b>          |                                      |
| ann bacc                 |                          |                         | 01/01/2                    | .010                           |                      | To 05/16/2      | .010                                 |                   | Search                               |
| ate ⊽⊀                   |                          | Vondo VII D             | locorintio <del>V</del> .t | Amour Ata Apr                  | roug Tr Docto        | d ⊽≠ Check Nurr | h <del>y n</del> Void y <del>n</del> | Occurrence Da 🔽 🕫 |                                      |
| ∎ 01/20/20               |                          | Credit Un Pk            |                            | \$6,250.00 Yes                 |                      | 2441            | No                                   |                   | Claims Processing                    |
| ■ 01/20/20<br>■ 01/29/20 |                          | Telephon Te             |                            | \$150.00 Yes                   |                      | 2442            | No                                   | ſ                 |                                      |
| ■ 02/10/20               |                          | Northern Se             |                            | \$2,600.00 Yes                 |                      | 2440            | No                                   |                   | Print Claims                         |
| ■ 02/17/20               |                          | Diamond St              |                            | \$4,220.00 Yes                 |                      | 2443            | No                                   |                   |                                      |
| ■ 02/23/20               |                          | Don's Ga Ga             |                            | \$2,220.00 Yes                 |                      | 2444            | No                                   |                   | Claims List For Appr                 |
| ■ 05/12/20               |                          | Vendor El Ele           | <u> </u>                   | \$100.00 No                    | No                   |                 | No                                   |                   |                                      |
| ■ 05/12/20               | 135                      | Vendor G Ga             | arbage an                  | \$150.00 No                    | No                   |                 | No                                   |                   | Approve Claims                       |
| ₽ 05/12/20               | 137                      | Vendor B Se             | ervice Char                | \$5.00 No                      | No                   |                 | No                                   |                   |                                      |
| ■ 05/12/20               | 138                      | Vendor P Su             | upervisor                  | \$25.00 No                     | No                   |                 | No                                   |                   | Print Checks                         |
|                          |                          |                         |                            |                                |                      |                 |                                      |                   | Enter Check #'s                      |
|                          |                          |                         |                            |                                |                      |                 |                                      |                   | Post Paid Claims To<br>Disbursements |
| 2) View/E                | dia                      | 3) Void (Y/N)           |                            | 4) Delete                      | 5) Export            | to CSV          |                                      |                   |                                      |

To narrow the choices on the Claims List, you can use the Search Feature (see page 3-33).

To void a claim, click once on a claim line to highlight the claim, then click on the Void (Y/N) button (circled). The Void Claim screen appears (below). Click on Yes to void the claim.



You can void multiple claims by holding down the Control key (Ctrl) on your keyboard as you click on the claims you wish to void. When you have selected the claims, click the Void (Y/N) button and the Void Claim screen will appear.

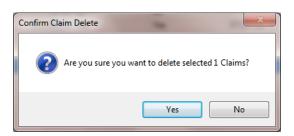
## **<u>Claims: Deleting a Claim</u>**

The need to delete a claim could occur if an error was made when the claim was entered. To delete a claim, open the Claims List tab (see page 3-1).

| Receipts Claims   | Disbursement | ts Budget Cash Ch | art of Venc<br>ounts | -               |             |               |               |                  |                      |
|-------------------|--------------|-------------------|----------------------|-----------------|-------------|---------------|---------------|------------------|----------------------|
| laims             |              |                   |                      |                 |             |               |               |                  | 7:54                 |
| Claims List 🛛     | Add Claims   |                   |                      |                 |             |               |               |                  |                      |
| Search By         |              |                   | Search by            | Claim Date      |             |               |               |                  |                      |
| Claim Date        |              | •                 | 01/01/2              | 016             | •           | To 05/16/2    | 2016          | -                |                      |
|                   |              |                   |                      |                 |             | 10            |               |                  | <u>S</u> earch       |
| )ate ⊽+¤          | Claim No 🔻   | ≠ Vendo ⊽≠ Desci  | riptio ⊽+¤           | Amoun ⊽≠ Approv | e ⊽≠ Posted | ⊽≠ Check Nurr | nb⊽+¤Void ⊽+¤ | Occurrence Da ⊽⊅ | Claims Processing    |
| ₽ 01/20/20        |              | Credit Un Plow    |                      | \$6,250.00 Yes  | Yes         | 2441          | No            |                  | cialitis Flocessing  |
| <b>₽</b> 01/29/20 | 132          | Telephon Telep    | hone Bill            | \$150.00 Yes    | Yes         | 2442          | No            | :                |                      |
| <b>₽</b> 02/10/20 | 130          | Northern Sewer    | r Conn               | \$2,600.00 Yes  | Yes         | 2440          | No            |                  | Print Claims         |
| <b>₽</b> 02/17/20 | 133          | Diamond Street    | t Maint              | \$4,220.00 Yes  | Yes         | 2443          | No            | [                |                      |
| <b>₽</b> 02/23/20 | 134          | Don's Ga Garba    | age an               | \$2,220.00 Yes  | Yes         | 2444          | No            |                  | Claims List For Appr |
| ₽ 05/12/20        |              | Vendor El Electri |                      | \$100.00 No     | No          |               | No            | [                | Approve Claims       |
| <b>₽</b> 05/12/20 |              | Vendor G Garba    | <u> </u>             | \$150.00 No     | No          |               | No            |                  | Approve Liaims       |
| ₽ 05/12/20        |              | Vendor B Servic   |                      | \$5.00 No       | No          |               | No            | (                | Print Checks         |
| ₽ 05/12/20        | 138          | Vendor P Super    | rvisor               | \$25.00 No      | No          |               | No            |                  | T HIR CHECKS         |
|                   |              |                   |                      |                 |             |               |               |                  | Enter Check #'s      |
|                   |              |                   |                      |                 |             |               |               |                  | Post Paid Claims To  |

To narrow the choices on the Claims List, you can use the Search Feature (See page 3-33).

To delete a claim, click once on a claim line to highlight the claim, then click the Delete button (circled). The Confirm Claim Delete screen will appear (below). Click Yes to delete the claim.



You can delete multiple claims by holding down the Control key (Ctrl) on your keyboard as you click on the claims you wish to delete. When you have selected the claims, click the Delete button and the Confirm Delete Claim screen will appear.

## **Claims: Export to CSV**

CTAS allows you to export your data to a CSV file. The **CSV** ("Comma Separated Values") file format is used by many spreadsheet applications, including Microsoft Excel. Some CTAS users export data to CSV files to give them flexibility in analyzing and presenting their entity's data.

You can choose which claims to export either by highlighting them on a Claims List or narrow the choices on the Claims List by using the Search Feature (see page 3-33).

| Accounting              | Payroll Inve  | stments I <u>n</u> debte | _                     |              | <u>m</u> in <u>E</u> xit |             |            |                    |                 |                                      |
|-------------------------|---------------|--------------------------|-----------------------|--------------|--------------------------|-------------|------------|--------------------|-----------------|--------------------------------------|
| Receipts Claims         | Disbursements |                          | art of Venc<br>counts | _            |                          |             |            |                    |                 |                                      |
| laims                   |               |                          |                       |              |                          |             |            |                    |                 | 7:55                                 |
| Claims List 🔻           | Add Claims    |                          |                       |              |                          |             |            |                    |                 |                                      |
| earch By                |               |                          | Search by             | Claim Date   |                          |             |            |                    |                 |                                      |
| laim Date               |               | •                        | 01/01/20              | 016          |                          | • -         | - 05/16    | 5/2016             | -               |                                      |
|                         |               |                          |                       |              |                          |             |            |                    |                 | <u>S</u> earch                       |
| ate ⊽+¤                 | Claim No 🔻    | Vendo ⊽≠ Desc            | ,<br>riptio ⊽≠⊨.      | Amoun ⊽⇔ /   | Approve ⊽≠               | Posted 🔻    | 🗢 Check Nu | ımb ⊽≠ Void     ⊽⊀ | Occurrence Da 🔻 | Claims Processing                    |
| ■ 01/20/20              | 131 0         | Credit Un Plow           | Truck                 | \$6,250.00 \ | ′es                      | Yes         | 2441       | No                 |                 |                                      |
| <mark>⊭</mark> 01/29/20 |               | Telephon Telep           | hone Bill             | \$150.00 N   | ′es                      | Yes         | 2442       | No                 |                 | Print Claims                         |
| <b>□</b> 02/10/20       |               | Northern Sewe            | r Conn                | \$2,600.00   | ′es                      | Yes         | 2440       | No                 |                 |                                      |
| <b>□</b> 02/17/20       |               | Diamond Stree            |                       | \$4,220.00   | ′es                      | Yes         | 2443       | No                 |                 | Claims List For Appr                 |
| ■ 02/23/20              |               | Don's Ga Garba           | -                     | \$2,220.00   |                          | Yes         | 2444       | No                 |                 | Claims List For Appr                 |
| <b>□</b> 05/12/20       |               | Vendor El Electr         |                       | \$100.00 N   |                          | No          |            | No                 |                 | Approve Claims                       |
| ■ 05/12/20              |               | Vendor G Garba           | · ·                   | \$150.00 N   |                          | No          |            | No                 |                 | Approve claims                       |
| ■ 05/12/20              |               | Vendor B Servi           |                       | \$5.00 N     |                          | No          |            | No                 |                 | Print Checks                         |
| <b>⊨</b> 05/12/20       | 138           | Vendor P Supe            | rvisor                | \$25.00 N    | 10                       | No          |            | No                 |                 | T HIR CHECKS                         |
|                         |               |                          |                       |              |                          |             |            |                    |                 | Enter Check #'s                      |
|                         |               |                          |                       |              |                          |             |            |                    |                 | Post Paid Claims To<br>Disbursements |
|                         |               | 3) Void (Y/N)            |                       | 4) Delete    |                          | Export to C |            |                    |                 |                                      |

Once the claims are selected to export, click the Export to CSV button (circled).

When the Save As window opens, select the location on your computer where you would like the file to be saved (boxed) and change the file name if necessary. Click on Save when finished.

| Organize ▼ New folder<br>★ Favorites<br>■ Desktop<br>⇒ Downloads<br>% Recent Places<br>⇒ Ubraries<br>© Dom | E Contractions                         | CDMS2<br>Shortcut                       | Computer<br>System Folder           |
|--|--|---|-------------------------------------|
| E Desktop<br>Downloads<br>E Recent Places<br>Libraries   | System Folder                          |   | System Folder                       |
| <ul> <li>Recent Places</li> <li>Libraries</li> </ul>   |  |   | CDMS2Test                           |
|  |  | 2.38 KB                                 | Shortcut<br>2.40 KB                 |
| Documents Music  | CTAS v8<br>Shortcut<br>1.78 KB         | Google Chrome<br>Shortcut<br>2.08 KB    | GroupWise<br>Shortcut<br>1012 bytes |
| E Pictures   | Mozilla Firefox<br>Shortcut<br>1.08 KB | OpenOffice 4.0.1<br>Shortcut<br>1.04 KB | paint.net<br>Shortcut<br>1.15 KB    |
| 🖳 Computer   | - Cities                               | County                                  | CTAS Database_01_13_2015            |

## **Claims: Export to CSV (continued)**

CTAS will save the data as a CSV file in the location selected. Below is an example of the CSV file when opened.

| X∎       | 🗄 S        | · ♂· 🖓 • ;         | ;            |            |            | Cla    | ims.csv - Exc    | el      |   |        |           |                  | ? 🛧 –  |        | ×  |
|----------|------------|--------------------|--------------|------------|------------|--------|------------------|---------|---|--------|-----------|------------------|--|--------|----|
| FI       | ILE HO     | OME INSERT         | PAGE LA      | AYOUT      | FORMULAS   | DATA   | REVIEW           | VIEW    | DEVELOP   | ER     |           |                  |  |        |    |
| Pas<br>• | ste        | Calibri<br>B I U - | - <u>0</u> - |            | == •       |        | \$ - 9           | 6 '     | Conditional<br>Format as T<br>Cell Styles •<br>Styl | able 🔻 |           | te ▼ [<br>nat▼ • | $\sum \cdot \frac{A}{Z} \cdot \cdot$ $\bigcup \cdot \frac{A}{Z} \cdot$ Editing |        |    |
| -11      | JDUaru Ial | FUI                | nu           | 1911       |            |        |                  | ar tail | Styl  | es     | Cen       | 2                | culung   |        | _  |
| 08       | 3          |                    |              |            | <b>*</b>   | ×      | $\checkmark f_x$ |         |   |        |           |                  |  |        | 1  |
|          | А          | В                  | С            | D          | Е          | F      | G                | Н       | Ι   | J      | К         | L                | М  |        | 1  |
| 1        | Claim_ID   | Date               | Claim No.    | Vendor     | Descriptio | Amount | Approved         | Posted  | Check Nur   | Void ( | Docurrenc | e Date           |  |        | יך |
| 2        | 37         | 1/20/2016 0:00     | 131          | Credit Uni | Plow Truc  | 6250   | Yes              | Yes     | 2441  | No     |           |                  |  |        |    |
| 3        | 38         | 1/29/2016 0:00     | 132          | Telephon   | Telephon   | 150    | Yes              | Yes     | 2442  | No     |           |                  |  |        |    |
| 4        | 36         | 2/10/2016 0:00     | 130          | Northern   | Sewer Cor  | 2600   | Yes              | Yes     | 2440  | No     |           |                  |  |        |    |
| 5        | 39         | 2/17/2016 0:00     | 133          | Diamond    | Street Ma  | 4220   | Yes              | Yes     | 2443  | No     |           |                  |  |        |    |
| 6        | 40         | 2/23/2016 0:00     | 134          | Don's Garl | Garbage a  | 2220   | Yes              | Yes     | 2444  | No     |           |                  |  |        |    |
| 7        | 42         | 5/12/2016 0:00     | 136          | Vendor El  | Electricar | 100    | No               | No      |   | No     |           |                  |  |        |    |
| 8        | 41         | 5/12/2016 0:00     | 135          | Vendor G   | Garbage a  | 150    | No               | No      |   | No     |           |                  |  |        |    |
| 9        | 43         | 5/12/2016 0:00     | 137          | Vendor Ba  | Service Ch | 5      | No               | No      |   | No     |           |                  |  |        |    |
| .0       | 44         | 5/12/2016 0:00     | 138          | Vendor Po  | Superviso  | 25     | No               | No      |   | No     |           |                  |  |        |    |
| .1       |            |                    |              |            |            |        |                  |         |   |        |           |                  |  |        |    |
| 12       |            |                    |              |            |            |        |                  |         |   |        |           |                  |  |        |    |
| 13       |            |                    |              |            |            |        |                  |         |   |        |           |                  |  |        |    |
| .4       |            |                    |              |            |            |        |                  |         |   |        |           |                  |  |        |    |
| 15       |            |                    |              |            |            |        |                  |         |   |        |           |                  |  |        |    |
| 16       |            |                    |              |            |            |        |                  |         |   |        |           |                  |  |        |    |
| .7       |            |                    |              |            |            |        |                  |         |   |        |           |                  |  |        |    |
| 18       |            |                    |              |            |            |        |                  |         |   |        |           |                  |  |        |    |
| 19       |            |                    |              |            |            |        |                  |         |   |        |           |                  |  |        |    |
|          | <          | Claims             | +            |            |            |        |                  |         | : •   |        |           |                  |  | •      | 5  |
|          | .DY 🔚      |                    | <u> </u>     |            |            |        |                  |         |   | III II | μ.        |                  |  | - 1009 |    |

## **Claims: Processing the Claims**

The Claims Processing buttons on the Claims List tab (boxed) are designed to assist the clerk in preparing the claims to be approved at the meeting. To begin the Claims Processing, open the Claims List tab (see page 3-1).

| Accounting   | Payroll Investments  | I <u>n</u> debted         | dness Rer                             | iorts Ad                              | <u>min E</u> xit |           |              |           |   |                |              |                |
|--|----------------------|---------------------------|---------------------------------------|---------------------------------------|------------------|-----------|--------------|-----------|---|----------------|--------------|----------------|
|  | Disbursements Budget | Cash Cha                  | art of Vendor<br>ounts                |                                       | <u></u>          |           |              |           |   |                |              |                |
| aims   |                      |                           |                                       |                                       |                  |           |              |           |   |                |              | 8:11           |
| Claims List 🔪                                      | Add Claims           |                           |                                       |                                       |                  |           |              |           |   |                |              |                |
| Gearch By  |                      |                           | Search by Cl                          | aim Date                              |                  |           |              |           |   |                |              |                |
| Claim Date   | •                    |                           | 01/01/201                             | 6                                     |                  | •         | To 05        | 5/16/2016 |   |                | ſ            |                |
|  |                      |                           | <u> </u>                              | (                                     |                  | <u> </u>  |              | . [       |   |                |              | <u>S</u> earch |
|  | Claim No ⊽⊅ Vendo    |                           |                                       |                                       |                  |           |              |           |   | currence Da ⊽≄ | Claims Proce | ssing          |
| ₽ 01/20/20   |                      | Un Plow T                 |                                       | \$6,250.00                            |                  | Yes       | 2441         | N         |   |                |              |                |
| +∎ 01/29/20  |                      | on Teleph                 |                                       | \$150.00                              |                  | Yes       | 2442         | N         |   |                | Print C      | aims           |
|  |                      | rn Sewer                  |                                       | \$2,600.00 `<br>\$4,000.00            |                  | Yes       | 2440<br>2443 | N         | - |                |              |                |
| ■ 02/17/20   |                      | nd Street                 |                                       | \$4,220.00                            |                  | Yes       | 2443         | N         |   |                | Claims List  | For Appr       |
| <ul> <li>■ 02/23/20</li> <li>■ 05/12/20</li> </ul> |                      | Ga Garba<br>• El Electrio |                                       | \$2,220.00                            |                  | Yes<br>No | 2444         | N<br>N    | - |                |              |                |
| + 05/12/20   |                      | G Garba                   |                                       | \$100.00  <br>\$150.00                |                  | No        |              | N<br>N    |   |                | Approve      | Claims         |
|  |                      | · B Servic                | · · · · · · · · · · · · · · · · · · · | · · · · · · · · · · · · · · · · · · · |                  | No        |              | N<br>N    | - |                |              |                |
|  |                      | · P Servici               |                                       | 1 00.7\$<br>1 00.7\$                  |                  |           |              | N         |   |                | Print Ch     | ecks           |
|  | TPO AGUIDOL          | r puper                   | VISUL                                 | - aco.00 I                            | VU UV            | No        |              |           | 0 |                |              |                |
| <ul> <li>■ 05/12/20</li> <li>■ 05/12/20</li> </ul> |                      |                           |                                       |                                       |                  | No        |              | Į N       | · |                |              |                |
|  |                      |                           |                                       |                                       |                  | No        |              | 14        |   |                | Enter Ch     | eck #'s        |

The following pages describe the buttons and how to use them.

## **Printing Claims**

The first step for processing claims is to click the Print Claims button (circled).

| 🖳 👳                     |                              |                       |                    |           |                        |               | CTAS                     |                          |                    |                    |                                      |
|-------------------------|------------------------------|-----------------------|--------------------|-----------|------------------------|---------------|--------------------------|--------------------------|--------------------|--------------------|--------------------------------------|
| Accounting              | <u>P</u> ayroll <u>I</u> nve | estments              | I <u>n</u> debtedr | ness      | <u>R</u> eports A      | d <u>m</u> in | <u>E</u> xit             |                          |                    |                    |                                      |
| Receipts Claims         | Disbursements                | Budget Ca             |                    | tof Ven   | dors                   |               |                          |                          |                    |                    |                                      |
| Claims                  |                              |                       |                    |           |                        |               |                          |                          |                    |                    | 8:13 Al                              |
| Claims List             | Add Claims                   |                       |                    |           |                        |               |                          |                          |                    |                    |                                      |
| Search By               |                              |                       |                    | Search by | Claim Date             |               |                          |                          |                    |                    |                                      |
| Claim Date              |                              | •                     |                    | 01/01/2   | 2016                   |               | •                        | To 05                    | /16/2016           |                    | Search                               |
| Date ⊽+=<br>+= 01/20/20 |                              | Vendo ⊽≠<br>Credit Un |                    |           | Amoun ⊽≠<br>\$6,250.00 |               | <b>⊽</b> ≠ Posted<br>Yes | <b>⊽</b> ≠ Check<br>2441 | Numb ⊽≠ Void<br>No | ♥₱ Occurrence Da * | V <sup>-</sup> P Claims Processing   |
| ↓ 01/20/20              |                              | Telephon              | :                  |           | \$150.00               |               | Yes                      | 2442                     | No                 |                    |                                      |
| ₽ 02/10/20              |                              | Northern              |                    |           | \$2,600.00             |               | Yes                      | 2440                     | No                 |                    | Print Claims                         |
| ₽ 02/17/20              |                              | Diamond               |                    |           | \$4,220.00             |               | Yes                      | 2443                     | No                 |                    |                                      |
| ₽ 02/23/20              | 134                          | Don's Ga              | Garbag             | e an      | \$2,220.00             | Yes           | Yes                      | 2444                     | No                 |                    | Claims List For Appr                 |
| ₽ 05/12/20              | 136                          | Vendor El             | Electric           | and       | \$100.00               | No            | No                       |                          | No                 |                    |                                      |
| ₽ 05/12/20              | 135                          | Vendor G              | Garbag             | e an      | \$150.00               | No            | No                       |                          | No                 |                    | Approve Claims                       |
| ₽ 05/12/20              | 137                          | Vendor B              | Service            | Char      | \$5.00                 | No            | No                       |                          | No                 |                    |                                      |
| ₽ 05/12/20              | 138                          | Vendor P              | Supervi            | isor      | \$25.00                | No            | No                       |                          | No                 |                    | Print Checks                         |
|                         |                              |                       |                    |           |                        |               |                          |                          |                    |                    | Enter Check #'s                      |
|                         |                              |                       |                    |           |                        |               |                          |                          |                    |                    | Post Paid Claims To<br>Disbursements |
| <u>2)</u> View/Ed       | it                           | <u>3)</u> Void (Y/    | N)                 |           | 4) Delete              |               | <u>5)</u> Export to      | o CSV                    |                    |                    |                                      |

The Print Claims screen will appear.

## **Claims: Processing the Claims (continued)**

### **Printing Claims (continued)**

|   | able Claims |           |                    |          | -  | , | Selected C |      |        |       |
|---|-------------|-----------|--------------------|----------|----|---|------------|------|--------|-------|
| _ | Claim #     | Date      | Vendor             | Total    |    | _ | Claim #    | Date | Vendor | Total |
| • | 135         | 5/12/2016 | Vendor Garbage     | \$150.00 | >> |   |            |      |        |       |
|   | 136         | 5/12/2016 | Vendor Electric    | \$100.00 |    |   |            |      |        |       |
|   | 137         | 5/12/2016 | Vendor Bank        | \$5.00   |    |   |            |      |        |       |
|   | 138         | 5/12/2016 | Vendor Post Office | \$25.00  |    |   |            |      |        |       |
|   | 139         | 6/13/2016 | Vendor Tools & E   | \$250.00 |    |   |            |      |        |       |
|   | 140         | 6/13/2016 | Vendor Garbage     | \$150.00 |    |   |            |      |        |       |
|   |             |           |                    |          | <  |   |            |      |        |       |

Only claims which have **not** been approved will appear on the Print Claims screen.

To select the claims to print:

- Move them from the Available Claims box to the Selected Claims box. The ">>" button will move all the claims in the box; the ">" button will move individually-highlighted claims. You can also move an individual claim by double-clicking on the claim's name. The "<" and "<<" buttons allow you to remove accounts from the Selected Claims box.
- Click the Print Preview button (circled) and the print preview (Report Viewer screen) opens.

### **Printing Claims (continued)**

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the claims. By clicking the red "X" (circled, right) you can close the Report Viewer screen.

| 🖳 CTAS Report Viewer |   |               |
|----------------------|---|---------------|
|                      | 1 /1 / / / / / / / / / / / / / / / / /  |               |
| Main Report          | 1   |               |
|                      | CTAS Claim  | <b>^</b>      |
|                      |   |               |
|                      | Claim Number. 135 Claim Date  | x: 05/12/2016 |
|                      | To: Vendor Garbage and Pest Control, Claimant<br>78 There Street  |               |
|                      | Down South, MN 23659<br>For:  |               |
|                      | 100-43230-401 Waste(Refuse) Collection- Repairs and Maintenance-<br>Contractual Buildings                                 | \$50.00       |
|                      | 100-43230-510 Waste (Refuse) Collection - Capital Outlay, Land  | \$50.00       |
|                      | 100-43260-401 Weed Control- Repairs and Maintenance- Contractuat<br>Buildings   | \$50.00       |
|                      | Total   | \$150.00      |
|                      | Declaration   |               |
|                      | I declare under penalties of law that this account, daim or demand is just and correct and that no part of it has been pa | id            |
|                      | Date Signature of Gaimant   |               |
|                      | Paid by Order-Check Number  |               |
|                      | Filled in my office this,   |               |
|                      | Clerk   | -             |
| Current Page No.: 1  | Total Page No.: 1 Zoom Facto  | pr: 100%      |

## **Claims: Processing the Claims (continued)**

### **Printing Claims (continued)**

After clicking on the Printer icon, the Print screen appears.

| 🖶 Print  | ×   |
|--|---|
| General Layout   |   |
| Select Printer   |   |
| HP ePrint Main Printer on stg-dc2  | Microsoft XPS Documen<br>PDF Complete<br>Send To OneNote 2010 |
| ۰ III  | •   |
| Status: Ready<br>Location: Next to Closet<br>Comment: Primary Office Printer | Print to file Preferences Find Printer                        |
| Page Range<br>All   Selection  Current Page                                  | Number of copies: 1   |
| Pages:   |   |
| Pri  | nt Cancel Apply   |

By clicking the Pages radio button (circled, left), you can choose to print only certain claims. The Number of copies box (circled, right) allows you to enter the number of copies you would like printed. After selecting the printer details, click on the Print button to begin printing the claims. The following page has a sample of the claim.

To close the printing of the claims:

- Click the red "X" icon on the Report Viewer screen (previous page).
- Click the Cancel button on the Print Claims screen.

## **Printing Claims (continued)**

## Sample Claim

|   | CTASClaim  |                                |            |
|---|--|--------------------------------|------------|
| Claim Number: 135   |  | Claim Date :                   | 05/12/2016 |
| To: Vendor Garbage and Pest Control, (<br>78 There Street | Chimant  |                                |            |
| Down South, MN<br>For:                                    | 23659  |                                |            |
| 100-43 230-401  | Waste (Refuse) Collection - Repairs and Maintenance -                      |                                | \$50.00    |
| 100-43 230510   | Contractual: Buildings<br>Waste (Refuse) Collection - Capital Outlay: Land |                                | \$50.00    |
| 100-43 250-401  | Weed Control - Repairs and Maintenance - Contractual:<br>Buildings         |                                | \$50.00    |
| Total   |  |                                | \$150.00   |
|   | Declaration  |                                |            |
| I declare under penalties of                              | bw that this account, claim or demand is just and correct and th           | at no part of it has been paid |            |
|   |  |                                |            |
| <br>Date  |  | -<br>Signature of Claimant     |            |
| Paid by Order - Check Number                              |  |                                |            |
|   | dayof  |                                |            |
|   |  |                                |            |
| c   | Slerk  |                                |            |
|   |  |                                |            |
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|   |  |                                |            |
|   |  |                                |            |
|   |  |                                |            |
|   |  |                                |            |
|   |  |                                |            |
|   |  |                                |            |
|   |  |                                |            |
| Report last Updated: 08/29/2014                           | Page 1 of 1  |                                |            |

### **Printing the Claims List for Approval**

CTAS will produce a report which lists all the claims for approval by the town board or city council. The signed list then becomes part of the minutes, showing which claims have been approved for payment.

To print the Claims List for Approval for the board or council, open the Claims List tab (see page 3-1). Click on the Claims List For Appr button (circled).

| ÷                             |   |                                | CTAS         |            |                          | - 5                  |
|-------------------------------|---|--------------------------------|--------------|------------|--------------------------|----------------------|
| Accounting Payroll            | Investments Indebtedness                      | <u>R</u> eports Ad <u>m</u> in | <u>E</u> xit |            |                          |                      |
| 🀅 🔤 👌                         | 🗳 🙆 🚱   | 1                              |              |            |                          |                      |
| Receipts Claims Disburseme    | nts Budget Cash Chart of                      | /endors                        |              |            |                          |                      |
|                               | Accounts                                      |                                |              |            |                          |                      |
| aims                          |   |                                |              |            |                          | 8:26                 |
| amo                           |   |                                |              |            |                          | 0.20                 |
| Claims List 📉 Add Claims      |   |                                |              |            |                          |                      |
| earch By                      | Search  | by Claim Date                  |              |            |                          |                      |
| Claim Date                    | -   | 1/2016                         |              | 05/16/2016 |                          |                      |
| uaim Date                     |   | 1/2010                         | т            | 05/16/2016 |                          | Search               |
|                               |   | · · · ·                        |              | [          |                          |                      |
|                               |   |                                |              |            | Void ⊽+ Occurrence Da ⊽- | Claims Processing    |
| ■ 01/20/20 131                | Credit Un Plow Truck                          | · · ·                          | Yes          |            | No                       |                      |
| ■ 01/29/20 132                | Telephon Telephone Bi<br>Northern Sewer Conn. |                                | Yes          |            | No                       | Print Claims         |
| ■ 02/10/20 130 ■ 02/17/20 133 | Diamond Street Maint.                         |                                | Yes<br>Yes   |            | No                       |                      |
| ■ 02/17/20 135 ■ 02/23/20 134 | Don's Ga Garbage an                           |                                | Yes          |            | No                       | Claims List For Appr |
| ■ 05/12/20 134                | Vendor El., Electric and.                     |                                | No           |            | No                       |                      |
| ■ 05/12/20 135                | Vendor G Garbage an                           |                                | No           |            | No                       | Approve Claims       |
| ■ 05/12/20 137                | Vendor B., Service Char                       |                                | No           |            | No                       |                      |
| ₽ 05/12/20 138                | Vendor P Supervisor                           |                                | No           |            | No                       | Print Checks         |
|                               |   |                                |              |            |                          |                      |
|                               |   |                                |              |            |                          | Enter Check #'s      |
|                               |   |                                |              |            |                          | Post Paid Claims To  |
|                               |   |                                |              |            |                          | Disbursements        |
|                               |   |                                |              |            |                          |                      |

The Claims List for Approval screen will appear.

Printing the Claims List for Approval (continued)



On the Claims List for Approval screen:

- Enter a starting date in the range of claims you want to approve in the Start Date field.
- Enter an ending date for the claims list in the End Date field.
- Click the Preview button and the print preview (Report Viewer screen) opens.

### **Printing the Claims List for Approval (continued)**

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the claims list. By clicking the red "X" (circled, right) you can close the Report Viewer screen.

|                           | hip   |                                  |                       | Claims List for <i>i</i> | Approval   |  | 5/16/2016                     |
|---------------------------|---|----------------------------------|-----------------------|--------------------------|--|--|-------------------------------|
| Date Range :              | 4/16/2016 To 5/16/201                               | .6                               |                       |                          |  |  |                               |
| <u>Date</u><br>05/12/2016 | <u>Vendor</u><br>Vendor Garbage and<br>Pest Control | Description<br>Garbage and Weeds | <u>Claim #</u><br>135 | <u>Total</u><br>\$150.00 | <u>Account #</u>                                   | <u>Account Name</u>  | <u>Detail</u>                 |
|                           |   |                                  |                       |                          | 100-43260-401-<br>100-43230-401-<br>100-43230-510- | Weed Control<br>Waste (Refuse) Collection<br>Waste (Refuse) Collection | \$50.00<br>\$50.00<br>\$50.00 |
| 05/12/2016                | VendorElectric                                      | El ectric and Gas                | 136                   | \$100.00                 | 100-41915-381-<br>100-41915-383-                   | Town Hall - Electric and Gas<br>Town Hall - Electric and Gas           | \$75.00<br>\$25.00            |
| 05/12/2016                | VendorBank  | Service Charge                   | 137                   | \$5.00                   | 100-41911-306-                                     | Bank Service Charge  | \$5.00                        |
| 05/12/2016                | Vendor Post Office                                  | Supervisor Mileage and<br>Misc   | 138                   | \$25.00                  | 100-41906-322-                                     | General Government-Postage   | \$25.00                       |
| Total For Sele            | ted Claims  |                                  |                       | \$280.00                 |  |  | \$280.00                      |
|                           |   |                                  |                       |                          |  |  |                               |
| ohn Doe                   |   | City (                           | Council/Town Boa      | ard                      |  |  | Date                          |
| ohn Doe 2                 |   | Towr                             | n Supervisor          |                          |  |  | Date                          |

### Printing the Claims List for Approval (continued)

After clicking on the Printer icon, the Print screen appears.

| 🖶 Print              | -                       | _    |                     | ×            |
|----------------------|-------------------------|------|---------------------|--------------|
| General Layout       |                         |      |                     |              |
| Select Printer       |                         |      |                     |              |
| Fax                  | 1t                      |      | Hicrosoft 🖨 PDF Com | XPS Documen  |
|                      | nter on stg-dc2         |      |                     | DneNote 2010 |
| •                    |                         |      |                     | F            |
| Status:<br>Location: | Ready<br>Next to Closet |      | Print to file       | Preferences  |
| Comment:             | Primary Office Printer  |      |                     | Find Printer |
| Page Range           |                         |      | Number of copies    | s: 1 🌻       |
| Selection            | Current Page            |      |                     |              |
| Pages:               |                         |      |                     |              |
|                      |                         |      |                     |              |
|                      |                         |      |                     |              |
|                      |                         | Prin | t Cance             | Apply        |

The Number of copies box (circled) allows you to enter the number of copies you would like printed. After selecting the printer details, click on the Print button to begin printing the claims list. The following page has a sample of the Claims List for Approval.

To close the printing of the claims:

- Click the red "X" icon on the Report Viewer screen (previous page).
- Click the Close button on the Claims List for Approval screen.

### Printing the Claims List for Approval (continued)

### Sample Claims List for Approval Report

| New Townsh                | ip  |                                  |                       | Claims List for          | Approval   |  | 5/16/2016                     |
|---------------------------|---|----------------------------------|-----------------------|--------------------------|--|--|-------------------------------|
| Date Range :              | 4/16/2016 To 5/16/201                               | 6                                |                       |                          |  |  |                               |
| <u>Date</u><br>05/12/2016 | <u>Vendor</u><br>Vendor Garbage and<br>Pest Control | Description<br>Garbage and Weeds | <u>Claim #</u><br>135 | <u>Total</u><br>\$150.00 | Account #  | <u>Account Name</u>  | <u>Detail</u>                 |
|                           | (c)(c)(c)   |                                  |                       |                          | 100-43260-401-<br>100-43230-401-<br>100-43230-510- | Weed Control<br>Waste (Refuse) Collection<br>Waste (Refuse) Collection | \$50.00<br>\$50.00<br>\$50.00 |
| 05/12/2016                | Vendor El ettric                                    | El ectric and Gas                | 136                   | \$100.00                 | 100-41915-381-<br>100-41915-383-                   | Town Hall - Electric and Gas<br>Town Hall - Electric and Gas           | \$75.00<br>\$25.00            |
| 05/12/2016                | VendorBank  | Service Charge                   | 137                   | \$5.00                   | 100-41911-306-                                     | Bank Service Charge  | \$5.00                        |
| 05/12/2016                | Vendor Post Office                                  | Supervisor Mileage and<br>Misc   | 138                   | \$25.00                  | 100-41906-322-                                     | General Government-Postage   | \$25.00                       |
| Total For Select          | ed Claim <i>s</i>                                   |                                  |                       | \$280.00                 |  |  | \$280.00                      |
|                           |   |                                  |                       |                          |  |  |                               |
| lohn Doe                  |   | City (                           | Council/Town Board    |                          |  |  | Date                          |
| lohn Doe 2                |   | Town                             | Supervisor            |                          |  |  | Date                          |
| lon Doe 3                 |   | City (                           | Council/Town Board    |                          |  |  | Date                          |
|                           |   |                                  |                       |                          |  |  |                               |
|                           |   |                                  |                       |                          |  |  |                               |
| Report Last Updat         | red: 08/29/2014                                     |                                  |                       | Page 1                   | of1  |  |                               |

### Selecting the Claims Approved

Until a claim has been marked in CTAS as approved, a check number can neither be entered for the claim nor can a check be printed. To mark a claim as approved, go to the Claims List tab (see page 3-1). Click the Approve Claims button (circled).

| <b>#</b> +   |                         |                            |                    | CTAS                     | ŝ              |              |                   | - 5                          |
|--|-------------------------|----------------------------|--------------------|--------------------------|----------------|--------------|-------------------|------------------------------|
| Accounting Payro   | oll <u>I</u> nvestments | I <u>n</u> debtedness      | <u>R</u> eports Ad | <u>m</u> in <u>E</u> xit |                |              |                   |                              |
| Receipts Claims Disb   | ursements Budget C      | Cash Chart of Accounts     | Vendors            |                          |                |              |                   |                              |
| laims  |                         |                            |                    |                          |                |              |                   | 8:34                         |
| Claims List 🕅 Add  | Claims                  |                            |                    |                          |                |              |                   |                              |
| Search By  |                         | Search                     | h by Claim Date    |                          |                |              |                   |                              |
| Claim Date   | •                       | 01/0                       | 1/2016             | •                        | To 05/16,      | /2016        |                   |                              |
|  |                         |                            |                    |                          |                |              |                   | <u>S</u> earch               |
| Date ⊽⇔ Claim  | 1No ⊽≁ Vendo ⊽          | 🕈 Descriptio 🛛             | r⊨ Amoun ⊽+⊧       | Approve ⊽≠ Post          | ed 🕶 Pheck Nur | mb⊽‡ Void ⊽‡ | Occurrence Da 🖙 🕫 | Claims Processing            |
| <b>₽</b> 01/20/20 131  | Credit Un.              | Plow Truck                 | . \$6,250.00 Y     | res Yes                  | 2441           | No           |                   |                              |
| 🛥 01/29/20 132   | Telephon.               | Telephone Bi               | ill \$150.00 ∖     | res Yes                  | 2442           | No           |                   | Dia China                    |
| <b>₽</b> 02/10/20 130  | Northern                | Sewer Conn.                | \$2,600.00 ነ       | íes Yes                  | 2440           | No           |                   | Print Claims                 |
| <b>₽</b> 02/17/20 133  | Diamond                 | Street Maint               | \$4,220.00 ነ       | res Yes                  | 2443           | No           |                   | 01.1.1.5.4                   |
| <b>₽</b> 02/23/20 134  | Don's Ga                | Garbage an.                | \$2,220.00 ነ       | íes Yes                  | 2444           | No           |                   | Claims List For Appr         |
|  | Vendor El.              | Electric and.              | \$100.00 N         | No No                    |                | No           | L.                |                              |
| <b>₽</b> 05/12/20 136  | N                       | Garbage an.                | \$150.00 N         | No No                    |                | No           | <u> </u>          | Approve Claims               |
| <ul> <li>              05/12/20 136      </li> <li>             05/12/20 135     </li> </ul> | vendor G.               |                            |                    |                          |                |              |                   |                              |
| <b>₽</b> 05/12/20 135  |                         | Service Char               |                    | No No                    |                | No           |                   |                              |
|  | Vendor B.               | Service Char<br>Supervisor | \$5.00 N           |                          |                | No<br>No     |                   | Print Checks                 |
| <ul> <li><b>□</b> 05/12/20 135</li> <li><b>□</b> 05/12/20 137</li> </ul>                     | Vendor B.               |                            | \$5.00 N           |                          |                |              |                   | Print Checks Enter Check #'s |
| <ul> <li><b>□</b> 05/12/20 135</li> <li><b>□</b> 05/12/20 137</li> </ul>                     | Vendor B.               |                            | \$5.00 N           |                          |                |              |                   |                              |

### Selecting the Claims Approved (continued)

After clicking the Approve Claims button, the Approved Claims screen will appear.

| ppro | ve Clain | ns         |           |                    |          |    |   |           |           |                 |          |
|------|----------|------------|-----------|--------------------|----------|----|---|-----------|-----------|-----------------|----------|
| Γ    | UnApp    | proved Cla | uims      |                    |          |    | A | pproved ( | Claims    |                 |          |
|      |          | Claim #    | Date      | Vendor             | Total    |    |   | Claim #   | Date      | Vendor          | Total    |
|      | Þ        | 137        | 5/12/2016 | Vendor Bank        | \$5.00   | >> | Þ | 135       | 5/12/2016 | Vendor Garbage  | \$150.00 |
|      |          | 138        | 5/12/2016 | Vendor Post Office | \$25.00  |    |   | 136       | 5/12/2016 | Vendor Electric | \$100.00 |
|      |          | 139        | 6/13/2016 | Vendor Tools & E   | \$250.00 |    |   |           |           |                 |          |
|      |          | 140        | 6/13/2016 | Vendor Garbage     | \$150.00 |    |   |           |           |                 |          |
|      |          |            |           |                    |          |    |   |           |           |                 |          |
|      |          |            |           |                    |          |    |   |           |           |                 |          |
|      |          |            |           |                    |          | <  |   |           |           |                 |          |
|      | •        |            |           |                    |          | << | • |           |           |                 | 4        |
|      |          |            |           |                    |          | _  |   | (         | Save      |                 | Cancel   |

To select the claims to approve:

- Move them from the UnApproved Claims box to the Approved Claims box. The ">" button will move the highlighted claim(s) from the UnApproved Claims box to the Approved Claims box. The ">>" button will move all claims listed in the UnApproved Claims box to the Approved Claims box. You can also move an individual claim by double-clicking on the claim.
- The "<" and "<<" buttons allow you to move claims out of the Approved Claims box.

Click the Save button and the selected claims will be marked as approved.

## **Claims: Processing the Claims (continued)**

### **Printing Checks**

CTAS gives you the capability to print checks directly from the program. Pre-numbered check forms which have been formatted for use in CTAS are available from a number of vendors. A list of CTAS check vendors is available on the CTAS web page of the OSA web site at <a href="http://www.auditor.state.mn.us/default.aspx?page=ctas">http://www.auditor.state.mn.us/default.aspx?page=ctas</a> under the heading "Other Resources".

Once a claim has been marked as approved, you can print a check for that claim. To print a check, open the Claims List tab (see page 3-1). Click the Print Checks button (circled).

| <b>!!</b> +  |                  | _                           |                | -            | -                    | μ          |               |                          | CTAS    |                  |          |                 |                                      |
|--------------|------------------|-----------------------------|----------------|--------------|----------------------|------------|---------------|--------------------------|---------|------------------|----------|-----------------|--------------------------------------|
| Acco         | ounting          | <u>P</u> ayroll <u>I</u> nv | /estments      | I <u>n</u> d | lebtedness           | <u>R</u> e | ports A       | d <u>m</u> in <u>E</u> y | xit     |                  |          |                 |                                      |
| Recei        | ots Claims       | Disbursements               | <b>B</b> udget | Cash         | Chart of<br>Accounts | Vendo      |               |                          |         |                  |          |                 |                                      |
| Claim        | 6                |                             |                |              |                      |            |               |                          |         |                  |          |                 | 12:37 PI                             |
| Clai         | ms List          | Add Claim                   | 5              |              |                      |            |               |                          |         |                  |          |                 |                                      |
| Search       | n By             | <u>.</u>                    |                |              |                      | Searc      | ch by Claim [ | Date                     |         |                  |          |                 |                                      |
| Clain        | n Date           |                             |                | •            |                      | 04/        | 26/2016       |                          |         | То               | 05/26/20 | 16              |                                      |
|              | , butt           |                             |                |              |                      | 0 17       | 20/2010       |                          |         | То               | 05/20/20 | 10              | Search                               |
| Date         | Y                | ÷ Claim N ₹                 | z ⇔ Vend       | 0 ⊽₽         | Descript             | 7₽         | Amo ⊽⇔        | Appr ⊽+                  | Post ⊽⇔ | Check Numbe ⊽≠   | Void 7   | 7⊅ Occurrenc ⊽⊅ | Claims Processing                    |
| <b>▶</b> ₽ 0 | 5/12/201         | 5 135                       | Vend           | or           | Garbage              | a          | \$150.00      | Yes                      | No      |                  | No       |                 | 2                                    |
| +¤ 0.        | 5/12/201         | 5 136                       | Vende          | or           | Electric a           | an         | \$100.00      | Yes                      | No      |                  | No       |                 | Print Claims                         |
| -¤ 0.        | 5/12/201         | 5 138                       | Vendo          | or           | Supervis             | or         | \$25.00       | Yes                      | No      |                  | No       |                 |                                      |
| <b>⇔</b> 0.  | 5/12/201         | 5 137                       | Vendo          | or           | Service (            | Ch         | \$5.00        | Yes                      | No      |                  | No       |                 | Claims List For Appr                 |
|              |                  |                             |                |              |                      |            |               |                          |         |                  |          |                 |                                      |
|              |                  |                             |                |              |                      |            |               |                          |         |                  |          |                 | Approve Claims                       |
|              |                  |                             |                |              |                      |            |               |                          |         |                  |          |                 |                                      |
|              |                  |                             |                |              |                      |            |               |                          |         |                  |          | •               | Print Checks                         |
|              |                  |                             |                |              |                      |            |               |                          |         |                  |          |                 | Enter Check #'s                      |
|              |                  |                             |                |              |                      |            |               |                          |         |                  |          |                 | Post Paid Claims To<br>Disbursements |
|              | <u>2)</u> View/E | idit                        | 3)             | Void (1      | Y/N)                 | ]          | <u>4</u> )    | Delete                   |         | 5) Export to CSV |          |                 |                                      |

The Print Checks screen will appear.

### **Claims: Processing the Claims (continued)**

#### **Printing Checks (continued)**

| Print Checks | THE REAL THE PART OF |
|--------------|----------------------|
| Check Date   | 05/26/2016           |
| Vertical Adj | No adjustment        |
| P            | review Close         |

To print the checks:

- Enter the date of the checks in the Check Date field.
- You can adjust where the payee, date, and amount are to be printed on the check by clicking on the Vertical Adj down arrow (circled, above) and choosing an adjustment. This allows you to line up the payee name with the "Pay to the order of" line on the check. *Checks can be printed onto a blank sheet of paper to preview a sample of the check.*
- Click the Preview button and a print preview of the checks will be displayed on the Report Viewer screen, as shown below.
- When the Report Viewer screen appears, insert the checks into the printer.

After reviewing the print preview, click on the Printer icon (circled, below left) to begin printing the checks. By clicking the red "X" (circled, below right) you can close the Report Viewer screen.

| 🖳 CTAS Report Viewer        |  |                      |                     |   |
|-----------------------------|--|----------------------|---------------------|---|
| <b>≝ ⊕ @ ₽</b>   K ≺ → K  : | 1 /1+ 🦍 🔍 🗸  |                      |                     | × |
| Main Report                 |  |                      |                     |   |
|                             |  |                      |                     | Â |
|                             |  |                      |                     |   |
|                             |  |                      |                     |   |
|                             |  |                      | 5/16/2016           |   |
|                             | Vendor Garbage and Pest Co                           | trol                 | ******150.00        |   |
|                             |  | One Hundred Fifty Do | ollars And No Cents | E |
|                             | Vendor Garbage and Pest Control                      |                      |                     |   |
|                             | 78 There Street                                      |                      |                     |   |
|                             | Down South, MN 23659                                 |                      |                     |   |
|                             |  |                      |                     |   |
|                             |  |                      |                     |   |
|                             |  |                      |                     |   |
|                             |  |                      |                     |   |
|                             | Vendor Garbage and Pest Control<br>Garbage and Weeds | 5/16/2016            | \$150.00            |   |
|                             | 100-43260-401 \$50.00<br>100-43230-401 \$50.00       | 100-43230-510        | \$50.00             |   |
|                             |  |                      |                     |   |
|                             |  |                      |                     |   |
|                             |  |                      |                     |   |
|                             |  |                      |                     |   |
| Current Page No.: 1         | Total Page No.: 1-                                   |                      | Zoom Factor: 100%   | • |
| Current Page 1401           | Total Page No.: 1-                                   |                      | 200111 actor, 10078 |   |

Office of the State Auditor

## **Claims: Processing the Claims (continued)**

### **Printing Checks (continued)**

After clicking on the Printer icon, the Print screen appears.

| 🚗 Print                          | _   |   |
|----------------------------------|---|---|
| General Layout                   |   |   |
| Select Printer                   |   |   |
| Fax<br>HP ePrint<br>Main Print   | t<br>hter on stq-dc2                              | Hicrosoft XPS Documen<br>PDF Complete<br>Send To OneNote 2010 |
| •                                |   | •   |
| Status:<br>Location:<br>Comment: | Ready<br>Next to Closet<br>Primary Office Printer | Print to file Preferences Find Printer                        |
| Page Range                       |   |   |
| All     Selection                | Current Page                                      | Number of copies: 1   |
| Pages:                           | 1-3   | Collate   |
|                                  | ingle page number or a single<br>or example, 5-12 | 125 125   |
|                                  |   | Print Cancel Apply  |

After selecting the printer details, click on the Print button to begin printing the checks. The following page has a sample check.

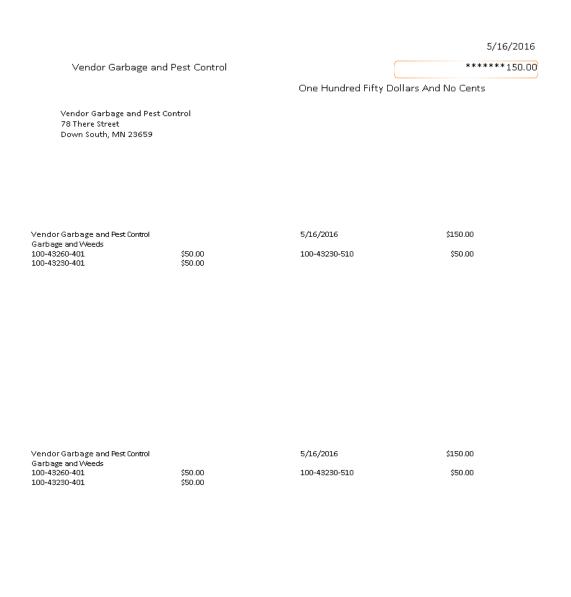
To close the printing of the checks:

- Click the red "X" icon on the Report Viewer screen (previous page).
- Click the Close button on the Print Checks screen.

## **Claims: Processing the Claims (continued)**

#### **Printing Checks (continued)**

#### **Sample Check**



#### **Entering Check Numbers**

After the checks have been printed, you can enter the check numbers. Once a check number has been entered, you cannot print a check.

To enter a check number, open the Claims List tab (see page 3-1). Click the Enter Check #'s button (circled).

| u -           |                   |                               | - 10                | 14                   | per.        | _            |                          | CTAS    |                  |            |              |                                      |
|---------------|-------------------|-------------------------------|---------------------|----------------------|-------------|--------------|--------------------------|---------|------------------|------------|--------------|--------------------------------------|
| Accou         | unting            | <u>P</u> ayroll <u>I</u> nves | tments I <u>n</u> o | debtedness           | <u>R</u> ep | orts A       | d <u>m</u> in <u>E</u> a | xit     |                  |            |              |                                      |
| Receipt       | ts Claims         | Disbursements                 | Budget Cash         | Chart of<br>Accounts | Vendors     | 5            |                          |         |                  |            |              |                                      |
| Claims        |                   |                               |                     |                      |             |              |                          |         |                  |            |              | 12:37 PM                             |
| Clain         | ns List 🛛         | Add Claims                    |                     |                      |             |              |                          |         |                  |            |              |                                      |
| Search        | Ву                |                               |                     |                      | Search      | h by Claim C | )ate                     |         |                  |            |              |                                      |
| Claim         | Date              |                               | •                   |                      | 04/2        | 26/2016      |                          |         | То               | 05/26/2016 |              |                                      |
|               |                   |                               |                     |                      |             |              |                          |         |                  |            |              | Search                               |
| Date          | 7⊀                | • Claim N ⊽⊀                  |                     |                      |             |              |                          | Post ⊽⇔ | Check Numbe 🖙 🗢  | Void ⊽⇔    | Occurrenc ⊽⊅ | Claims Processing                    |
| <b>⊧</b> ₽ 05 | /12/2016          | 135                           | Vendor              | Garbage              | a           | \$150.00     |                          | No      |                  | No         |              |                                      |
| ÷⊧ 05         | /12/2016          | 136                           | Vendor              |                      |             | \$100.00     | Yes                      | No      |                  | No         |              | Print Claims                         |
| ÷⊳ 05         | /12/2016          | 138                           | Vendor              | Supervise            | or          | \$25.00      | Yes                      | No      |                  | No         |              |                                      |
| ÷ 05          | /12/2016          | 137                           | Vendor              | Service C            |             | \$5.00       | Yes                      | No      |                  | No         |              | Claims List For Appr                 |
|               |                   |                               |                     |                      |             |              |                          |         |                  |            |              | Approve Claims                       |
|               |                   |                               |                     |                      |             |              |                          |         |                  |            |              | Print Checks                         |
|               |                   |                               |                     |                      |             |              |                          |         |                  |            |              | Enter Check #'s                      |
|               |                   |                               |                     |                      |             |              |                          |         |                  |            |              | Post Paid Claims To<br>Disbursements |
|               | <u>2)</u> View/Ed | it                            | <u>3</u> ) Void (   | Y/N)                 |             | <u>4</u> )   | Delete                   |         | 5) Export to CSV |            |              |                                      |

The Enter Check Number screen will appear.

## **Claims: Processing the Claims (continued)**

### **Entering Check Numbers (continued)**

| Check Number      |                         |           | -            |
|-------------------|-------------------------|-----------|--------------|
|                   | Person Verifying Claims | Date 05/2 | 26/2016      |
| Claim Information |                         |           |              |
| Claim #           | Vendor                  | Total     | Check Number |
| 135               | Vendor Garbage and Pe   | 150.00    |              |
| 136               | Vendor Electric         | 100.00    |              |
| 137               | Vendor Bank             | 5.00      |              |
| 138               | Vendor Post Office      | 25.00     |              |
|                   |                         |           |              |
|                   |                         |           |              |
|                   |                         |           | Save Cancel  |

To enter check numbers:

- In the Person Verifying Claims box (circled), enter the name of the person verifying that the claim was approved for payment and the check was written.
- In the Date box, enter the date of the checks. This is the date that will be posted to disbursements as the date of the check.
- Enter the check number (boxed) for each claim.

Click the Save button.

#### **Posting the Paid Claims**

The final step in Claims Processing is to post the claims to the disbursements.

# Note: Only after a claim is posted to disbursements will CTAS recognize the claim as an expenditure.

To post the claims to the disbursements, open the Claims List tab (see page 3-1). Click the Post Paid Claims To Disbursements button (circled).

| <b>e</b> . |                        |                            |                |                                 |              | •                   | СТА          | S              |           |            |                 |                     |                      |
|------------|------------------------|----------------------------|----------------|---------------------------------|--------------|---------------------|--------------|----------------|-----------|------------|-----------------|---------------------|----------------------|
| Acco       | ounting                | <u>P</u> ayroll <u>I</u> n | vestments I    | i <u>n</u> debtedness           | <u>R</u> epo | orts Ad <u>m</u> in | <u>E</u> xit |                |           |            |                 |                     |                      |
| Receip     | ots Claim              | s Disbursements            | Budget Casi    |                                 | Vendors      |                     |              |                |           |            |                 |                     |                      |
|            |                        |                            |                |                                 |              |                     |              |                |           |            |                 |                     |                      |
| Claims     | 5                      |                            |                |                                 |              |                     |              |                |           |            |                 |                     | 2:17 PM              |
| Clai       | m <mark>s Lis</mark> t | Add Claim                  | s              |                                 |              |                     |              |                |           |            |                 |                     |                      |
| Search     | ו By                   |                            |                |                                 | Search       | by Claim Date       |              |                |           |            |                 |                     |                      |
| Clain      | n Date                 |                            | •              |                                 | 04/2         | 6/2016              |              | -              | - 05      | /26/2016   |                 | -                   |                      |
| Cium       | Dute                   |                            |                |                                 | 0 1/2        | 0/2010              |              |                | To 05     | 72072010   |                 |                     | <u>S</u> earch       |
| Date       | 7+                     | Claim No ⊽+                | vendor ⊽⊀      | <ul> <li>Description</li> </ul> | ) ⊽+¤ /      | Amount ⊽⇔           | Approved ⊽⇔  | Posted ⊽≠      | Check N 5 | ⊽⇔ Void ⊽⇔ | Occurrence D ⊽₽ | Claims Proce        | eeina                |
| ÷ 05       | 5/12/                  |                            | Vendor G       |                                 |              | \$150.00            |              |                | 2448      | No         |                 | Cianna Trocc        | aanig                |
|            | 5/12/                  |                            | Vendor El      | . Electric ar                   | nd           | \$100.00            | Yes          | No             | 2449      | No         |                 | Print               | Claims               |
|            | 5/12/                  |                            | Vendor P       | · ·                             |              | \$25.00             |              |                | 2450      | No         |                 |                     | Ciama                |
| ▶₽ 0       | 5/12/                  | 137                        | Vendor B       | Service Cl                      | าล           | \$5.00              | Yes          | No             | 2451      | No         |                 | Claims Lis          | t For Appr           |
|            |                        |                            |                |                                 |              |                     |              |                |           |            |                 | Approv              | e Claims             |
|            |                        |                            |                |                                 |              |                     |              |                |           |            |                 |                     |                      |
|            |                        |                            |                |                                 |              |                     |              |                |           |            |                 | Print C             | Thecks               |
|            |                        |                            |                |                                 |              |                     |              |                |           |            |                 | Enter C             | heck #'s             |
|            |                        |                            |                |                                 |              |                     |              |                |           |            |                 | Post Paid<br>Disbur | Claims To<br>sements |
|            | <u>2)</u> View/        | Edit                       | <u>3) Voic</u> | i (Y/N)                         |              | <u>4</u> ) Dele     | te           | 5) Export to C | sv        |            |                 |                     |                      |

## **<u>Claims: Processing the Claims (continued)</u>**

### Posting the Paid Claims (continued)

Click Yes to post the claims or No to cancel the action.



When the claims have been successfully posted, a screen confirmation will appear (below).



#### Note: You can only make changes to the Account Distribution once the claim has been posted.

## **Claims: Using the Search Feature**

In the Claims List tab, you can choose from a number of options to search for claims. The first and default option is to search by Claim Date (boxed, left).

| Accounting Payroll   | Investments Indebt  | edness Reports  | Admin I   | Exit                         |                |                                  |                       |   |
|--|---|---|---|------------------------------|----------------|----------------------------------|-----------------------|---|
|  |   |   |   | _                            |                |                                  |                       |   |
|  |   |   |   |                              |                |                                  |                       |   |
| leceipts Claims Disbursem  |   | hart of Vendors   |   |                              |                |                                  |                       |   |
|  |   |   |   |                              |                |                                  |                       |   |
| ums  |   |   |   |                              |                |                                  |                       | 8:02  |
| laims List 🕅 Add Claim   | <b>~</b>  |   |   |                              |                |                                  |                       |   |
|  |   | Search by Claim Da  |   |                              |                |                                  |                       |   |
| earch By   |   | Search by Llaim Da  | e   |                              |                |                                  |                       |   |
| aim Date   | -   | 01/01/2016  |   | <b>.</b>                     | To 05/16/201   | 6                                | -                     |   |
|  |   |   |   |                              |                |                                  |                       | <u>S</u> earch                                      |
| te ⊽≠ Claim No   | ▼+ Vendo ▼+ Desa  | riptio 🖂 🖶 Amoun  |   | Va Posted N                  | Z - Check Numb | z z Void z z Occ                 | currence Da 🔻 🖓 Claim |   |
| 01/20/20 131   | Credit Un Plow  | · ·   | 1.00 Yes  | Yes                          | 2441           | No                               | Claim                 | s Processing  |
|  | Telephon Telep  |   | 1.00 Yes  | Yes                          | 2442           | No                               |                       |   |
| 101729720 1132 1   |   |   |   |                              |                |                                  |                       |   |
|  |   | er Conn \$2.600   | L00 Yes   | Yes                          | 2440           | No                               |                       | Print Claims  |
| 02/10/20 130   | Northern Sewe   |   | 1.00 Yes<br>1.00 Yes                                  | Yes<br>Yes                   | 2440<br>2443   |                                  |                       | Print Claims  |
| 02/10/20 130<br>02/17/20 133   |   | et Maint \$4,220  | 1.00 Yes<br>1.00 Yes<br>1.00 Yes                      | Yes<br>Yes<br>Yes            |                | No                               | Cla                   | Print Claims<br>ims List For Appr                   |
| 02/10/20 130<br>02/17/20 133<br>02/23/20 134   | Northern Sewe<br>Diamond Stree  | et Maint \$4,220<br>age an \$2,220  | 1.00 Yes  | Yes                          | 2443           | No<br>No                         |                       | ims List For Appr                                   |
| 02/10/20         130           02/17/20         133           02/23/20         134           05/12/20         136  | Northern Sewe<br>Diamond Stree<br>Don's Ga Garb   | et Maint \$4,220<br>age an \$2,220<br>ric and \$100                                 | 1.00 Yes<br>1.00 Yes                                  | Yes<br>Yes                   | 2443           | No<br>No<br>No                   |                       |   |
| 01/29/20         132           02/10/20         130           02/17/20         133           02/23/20         134           05/12/20         135           05/12/20         135           05/12/20         137 | Northern Sewe<br>Diamond Stree<br>Don's Ga Garb<br>Vendor El Elect                                    | et Maint \$4,220<br>age an \$2,220<br>ric and \$100<br>age an \$150                 | 1.00 Yes<br>1.00 Yes<br>1.00 No                       | Yes<br>Yes<br>No             | 2443           | No<br>No<br>No<br>No             |                       | ims List For Appr                                   |
| 02/10/20         130           02/17/20         133           02/23/20         134           05/12/20         136           05/12/20         135           05/12/20         137                                | Northern Sewe<br>Diamond Stree<br>Don's Ga Garb<br>Vendor El Elect<br>Vendor G Garb                   | et Maint \$4,220<br>age an \$2,220<br>ric and \$100<br>age an \$150<br>ice Char \$5 | 1.00 Yes<br>1.00 Yes<br>1.00 No<br>1.00 No            | Yes<br>Yes<br>No<br>No       | 2443           | No<br>No<br>No<br>No             |                       | ims List For Appr                                   |
| 02/10/20         130           02/17/20         133           02/23/20         134           05/12/20         136           05/12/20         135           05/12/20         137                                | Northern Sewe<br>Diamond Stree<br>Don's Ga Garb<br>Vendor El Elect<br>Vendor G Garb<br>Vendor B Servi | et Maint \$4,220<br>age an \$2,220<br>ric and \$100<br>age an \$150<br>ice Char \$5 | 1.00 Yes<br>1.00 Yes<br>1.00 No<br>1.00 No<br>5.00 No | Yes<br>Yes<br>No<br>No<br>No | 2443           | No<br>No<br>No<br>No<br>No<br>No |                       | ims List For Appr<br>Approve Claims<br>Print Checks |
| 02/10/20         130           02/17/20         133           02/23/20         134           05/12/20         136           05/12/20         135           05/12/20         137                                | Northern Sewe<br>Diamond Stree<br>Don's Ga Garb<br>Vendor El Elect<br>Vendor G Garb<br>Vendor B Servi | et Maint \$4,220<br>age an \$2,220<br>ric and \$100<br>age an \$150<br>ice Char \$5 | 1.00 Yes<br>1.00 Yes<br>1.00 No<br>1.00 No<br>5.00 No | Yes<br>Yes<br>No<br>No<br>No | 2443           | No<br>No<br>No<br>No<br>No<br>No |                       | ims List For Appr                                   |
| 02/10/20         130           02/17/20         133           02/23/20         134           05/12/20         136           05/12/20         135   | Northern Sewe<br>Diamond Stree<br>Don's Ga Garb<br>Vendor El Elect<br>Vendor G Garb<br>Vendor B Servi | et Maint \$4,220<br>age an \$2,220<br>ric and \$100<br>age an \$150<br>ice Char \$5 | 1.00 Yes<br>1.00 Yes<br>1.00 No<br>1.00 No<br>5.00 No | Yes<br>Yes<br>No<br>No<br>No | 2443           | No<br>No<br>No<br>No<br>No<br>No |                       | Approve Claims Print Checks inter Check #'s         |
| 02/10/20         130           02/17/20         133           02/23/20         134           05/12/20         136           05/12/20         135           05/12/20         137                                | Northern Sewe<br>Diamond Stree<br>Don's Ga Garb<br>Vendor El Elect<br>Vendor G Garb<br>Vendor B Servi | et Maint \$4,220<br>age an \$2,220<br>ric and \$100<br>age an \$150<br>ice Char \$5 | 1.00 Yes<br>1.00 Yes<br>1.00 No<br>1.00 No<br>5.00 No | Yes<br>Yes<br>No<br>No<br>No | 2443           | No<br>No<br>No<br>No<br>No<br>No |                       | ims List For Appr<br>Approve Claims<br>Print Checks |

The default date search range is the last three weeks. To change the range of search dates:

- Click on the first field under Search by Claim Date (boxed, center) and enter a new starting date <u>or</u> choose a new starting date from the calendar you can access by clicking on the down arrow at the end of the field.
- Click on the second date field and enter a new ending date (boxed, center), or choose a date from the calendar by clicking on the down arrow.
- Click the Search button (circled).
- Transactions meeting the date criteria will be displayed.

## **Claims: Using the Search Feature (continued)**

The second option is to search by vendor.

| <b>.</b> .         |                 |                |                     |                 |            |                        | CTAS         |                |    |                     | - 5                                  |
|--------------------|-----------------|----------------|---------------------|-----------------|------------|------------------------|--------------|----------------|----|---------------------|--------------------------------------|
| <u>A</u> ccounting | <u>P</u> ayroll | Investments    | I <u>n</u> debtedn  | iess <u>R</u> e | ports A    | d <u>m</u> in <u>E</u> | xit          |                |    |                     |                                      |
| Receipts Claim     | s Disbursen     | nents Budget   | Cash Chart<br>Accou | of Vendo        | •          |                        |              |                |    |                     |                                      |
| aims               |                 |                |                     |                 |            |                        |              |                |    |                     | 8:04                                 |
| laims List         | Add Clair       | ms             |                     |                 |            |                        |              |                |    |                     |                                      |
| earch By           |                 |                | 5                   | Search by V     | /endor     |                        |              |                |    |                     |                                      |
| (                  |                 |                | F                   |                 |            |                        |              |                | 7  |                     |                                      |
| /endor             |                 | •              |                     |                 |            |                        |              |                |    |                     | Search                               |
|                    |                 |                |                     |                 |            |                        |              | 🕶 🗢 Check Numb |    | ▼+ Occurrence Da ▼+ | Claims Processing                    |
| <b>01/20/20</b>    |                 | :              | In Plow Tr          |                 | \$6,250.00 |                        | Yes          | 2441           | No |                     |                                      |
| 01/29/20           |                 |                | n Telepho           |                 | \$150.00   |                        | Yes          | 2442           | No |                     | Print Claims                         |
| 02/10/20           |                 |                | n Sewer (           |                 | \$2,600.00 |                        | Yes          | 2440           | No |                     |                                      |
| 02/17/20           |                 |                | d Street N          |                 | \$4,220.00 |                        | Yes          | 2443           | No |                     | Claims List For Appr                 |
| 02/23/20           |                 |                | a Garbage           |                 | \$2,220.00 |                        | Yes          | 2444           | No |                     |                                      |
| 05/12/20           |                 |                | El Electric         |                 | \$100.00   |                        | No           |                | No |                     | Approve Claims                       |
| 05/12/20           |                 |                | G Garbage           |                 | \$150.00   |                        | No           |                | No |                     |                                      |
| 05/12/20           |                 |                | B Service           |                 | \$5.00     |                        | No           |                | No |                     | Print Checks                         |
| <b>05/12/20</b>    | 138             | Vendor         | P Supervi           | sor             | \$25.00    | No                     | No           |                | No |                     |                                      |
|                    |                 |                |                     |                 |            |                        |              |                |    |                     | Enter Check #'s                      |
|                    |                 |                |                     |                 |            |                        |              |                |    |                     | Post Paid Claims To<br>Disbursements |
| <u>2)</u> View/E   | dit             | <u>3)</u> Void | (Y/N)               |                 | 4) Delete  |                        | 5) Export to | csv            |    |                     |                                      |

To search by vendor:

- Select the Search by Vendor option (boxed, left) from the Search By drop-down menu (circled, left). The screen will display the Search by Vendor field (boxed, center).
- Click on the field below the Search by Vendor heading (boxed, center) and enter all or part of the name of the vendor.
- Click the Search button (circled, right). All vendor names matching the search criteria will then be displayed.

## **Claims: Using the Search Feature (continued)**

The third option is to search by claim number.

| Accounting Payroll  | Investments Indeb   |   | ports Ad <u>m</u> in  | <u>E</u> xit                  |              |                                  |                  |  |
|---|---|---|---|-------------------------------|--------------|----------------------------------|------------------|--|
| A = 1   |   | 2 🐇   | •   |                               |              |                                  |                  |  |
| Receipts Claims Disburse  |   | Chart of Vendor<br>Accounts   | rs  |                               |              |                                  |                  |  |
| <b></b> .   |   |   |   |                               |              |                                  |                  |  |
| laims   |   |   |   |                               |              |                                  |                  | 8:07   |
| Claims List 🔪 Add Clai  | ms  |   |   |                               |              |                                  |                  |  |
| Search By   |   | Search by Cl  | aim No.   |                               |              |                                  |                  |  |
| China Na  |   |   |   |                               |              |                                  |                  |  |
| Claim No.   | ▼   |   |   | То                            |              |                                  |                  | Search   |
|   |   |   | 1   |                               | (            |                                  |                  | Jeach  |
|   | ⊽⇔ Vendo ⊽⇔ De:   | · ·   |   |                               |              |                                  | Occurrence Da ⊽⊅ | Claims Processing                                      |
|   | Credit Un Plov  | w Truck 🕴 🤅   | \$6,250.00 Yes  | Yes                           | 2441         | No                               |                  |  |
| <b>₽</b> 01/20/20 131   |   |   |   |                               |              |                                  |                  |  |
| ▶ 🖬 01/29/20 132  | Telephon Tele   | ephone Bill   | \$150.00 Yes  | Yes                           | 2442         | No                               |                  | Print Claims   |
| ▶ <b>a</b> 01/29/20 132<br><b>a</b> 02/10/20 130  | Telephon Tele<br>Northern Sew   | ephone Bill<br>ver Conn !   | \$2,600.00 Yes  | Yes                           | 2440         | No                               |                  | Print Claims   |
| <ul> <li>▶ a 01/29/20 132</li> <li>▶ 02/10/20 130</li> <li>■ 02/17/20 133</li> </ul>  | Telephon Tele<br>Northern Sew<br>Diamond Stre   | ephone Bill<br>ver Conn 9<br>eet Maint 9  | \$2,600.00 Yes<br>\$4,220.00 Yes  | Yes<br>Yes                    | 2440<br>2443 | No<br>No                         |                  | Print Claims<br>Claims List For Appr                   |
| <ul> <li>▶ 01/29/20 132</li> <li>▶ 02/10/20 130</li> <li>▶ 02/17/20 133</li> <li>₱ 02/23/20 134</li> </ul>  | Telephon Tele<br>Northern Sew<br>Diamond Stre<br>Don's Ga Gar   | ephone Bill<br>wer Conn 9<br>eet Maint 9<br>bage an 9                                   | \$2,600.00 Yes<br>\$4,220.00 Yes<br>\$2,220.00 Yes  | Yes<br>Yes<br>Yes             | 2440         | No<br>No<br>No                   |                  |  |
| ▶ 01/29/20         132           ▶ 02/10/20         130           ▶ 02/17/20         133           ▶ 02/23/20         134           ▶ 05/12/20         136  | Telephon Tele<br>Northern Sew<br>Diamond Stre<br>Don's Ga Gar<br>Vendor El Elec                                 | ephone Bill<br>wer Conn 9<br>eet Maint 9<br>bage an 9<br>ctric and                      | \$2,600.00 Yes<br>\$4,220.00 Yes<br>\$2,220.00 Yes<br>\$100.00 No                             | Yes<br>Yes<br>Yes<br>No       | 2440<br>2443 | No<br>No<br>No<br>No             |                  |  |
| ▶ ■         01/29/20         132           ■         02/10/20         130           ■         02/17/20         133           ■         02/23/20         134           ■         05/12/20         136           ■         05/12/20         135   | Telephon Tele<br>Northern Sew<br>Diamond Stre<br>Don's Ga Gar<br>Vendor El Elec<br>Vendor G Gar                 | ephone Bill<br>ver Conn 9<br>eet Maint 9<br>bage an 9<br>ctric and<br>bage an           | \$2,600.00 Yes<br>\$4,220.00 Yes<br>\$2,220.00 Yes<br>\$100.00 No<br>\$150.00 No              | Yes<br>Yes<br>Yes<br>No<br>No | 2440<br>2443 | No<br>No<br>No<br>No<br>No       |                  | Claims List For Appr                                   |
| ▶ ■         01/29/20         132           ■         02/10/20         130           ■         02/17/20         133           ■         02/23/20         134           ■         05/12/20         136           ■         05/12/20         135           ■         05/12/20         135           ■         05/12/20         137 | Telephon Tele<br>Northern Sew<br>Diamond Stre<br>Don's Ga Gar<br>Vendor El Elec<br>Vendor G Gar<br>Vendor B Sem | ephone Bill wer Conn 9<br>eet Maint 9<br>bage an 9<br>ctric and<br>bage an<br>vice Char | \$2,600.00 Yes<br>\$4,220.00 Yes<br>\$2,220.00 Yes<br>\$100.00 No<br>\$150.00 No<br>\$5.00 No | Yes<br>Yes<br>Yes<br>No<br>No | 2440<br>2443 | No<br>No<br>No<br>No<br>No<br>No |                  | Claims List For Appr                                   |
| ▶ 01/29/20         132           ▶ 02/10/20         130           ▶ 02/17/20         133           ▶ 02/23/20         134           ▶ 05/12/20         136           ▶ 05/12/20         135   | Telephon Tele<br>Northern Sew<br>Diamond Stre<br>Don's Ga Gar<br>Vendor El Elec<br>Vendor G Gar                 | ephone Bill wer Conn 9<br>eet Maint 9<br>bage an 9<br>ctric and<br>bage an<br>vice Char | \$2,600.00 Yes<br>\$4,220.00 Yes<br>\$2,220.00 Yes<br>\$100.00 No<br>\$150.00 No              | Yes<br>Yes<br>Yes<br>No<br>No | 2440<br>2443 | No<br>No<br>No<br>No<br>No       |                  | Claims List For Appr<br>Approve Claims                 |
| <ul> <li>▶ 01/29/20 132</li> <li>♥ 02/10/20 130</li> <li>♥ 02/17/20 133</li> <li>♥ 02/23/20 134</li> <li>♥ 05/12/20 136</li> <li>♥ 05/12/20 135</li> <li>♥ 05/12/20 137</li> </ul>  | Telephon Tele<br>Northern Sew<br>Diamond Stre<br>Don's Ga Gar<br>Vendor El Elec<br>Vendor G Gar<br>Vendor B Sem | ephone Bill wer Conn 9<br>eet Maint 9<br>bage an 9<br>ctric and<br>bage an<br>vice Char | \$2,600.00 Yes<br>\$4,220.00 Yes<br>\$2,220.00 Yes<br>\$100.00 No<br>\$150.00 No<br>\$5.00 No | Yes<br>Yes<br>Yes<br>No<br>No | 2440<br>2443 | No<br>No<br>No<br>No<br>No<br>No |                  | Claims List For Appr<br>Approve Claims                 |
| <ul> <li>→ 01/29/20 132</li> <li>→ 02/10/20 130</li> <li>→ 02/17/20 133</li> <li>→ 02/23/20 134</li> <li>→ 05/12/20 136</li> <li>→ 05/12/20 135</li> <li>→ 05/12/20 137</li> </ul>  | Telephon Tele<br>Northern Sew<br>Diamond Stre<br>Don's Ga Gar<br>Vendor El Elec<br>Vendor G Gar<br>Vendor B Sem | ephone Bill wer Conn 9<br>eet Maint 9<br>bage an 9<br>ctric and<br>bage an<br>vice Char | \$2,600.00 Yes<br>\$4,220.00 Yes<br>\$2,220.00 Yes<br>\$100.00 No<br>\$150.00 No<br>\$5.00 No | Yes<br>Yes<br>Yes<br>No<br>No | 2440<br>2443 | No<br>No<br>No<br>No<br>No<br>No |                  | Claims List For Appr<br>Approve Claims<br>Print Checks |

To search by claim number:

- Select the Claim No. option (boxed, left) from the Search By drop-down. The screen will display the Search by Claim Number fields (boxed, center).
- Click on the field below the Search by Claim No. heading (boxed, center). Enter the beginning number in the range of claims you want to search in the first field and the ending number in the second field.
- Click the Search button (circled). All of the claim numbers within the specified range will be displayed.

## **Claims: Using the Search Feature (continued)**

The fourth option is to search by Fund and Account Numbers.

| ÷   |   |  | CTAS  |                              |  |                    | - 1  |
|---|---|--|---|------------------------------|--|--------------------|--|
| Accounting Payroll  | Investments Indebtedne  | ess <u>R</u> eports Ad <u>m</u> in   | <u>E</u> xit                                |                              |  |                    |  |
| eccipts Claims Disbursen  | nents Budget Cash Chart Accour  |  |   |                              |  |                    |  |
| aims  |   |  |   |                              |  |                    | 8:08   |
| laims List 🗸 Add Clair  | ms  |  |   |                              |  |                    |  |
| earch By  | S   | earch by Fund and Account Nu   | mber  |                              |  |                    | _  |
| und and Account Numb  | er 🔹  | 100: General Fund  |   | ▼ 41000: GE                  | ENERAL GOVERN                          | MENT               | Search   |
| [d] . N   | Nonda N Descript  | io ⊽† Amoun ⊽† Approv  | ve Va Posted                                | ▼+ Check Numh                | Void                                   | P Occurrence Da ⊽⊅ |  |
|   | ·   |  |   |                              |  |                    | Claims Processing                                      |
| 01/20/20 131  | Credit Un Plow Tru  | uck \$6,250.00 Yes   | Yes   | 2441                         | No                                     |                    | Claims Processing                                      |
| 01/20/20 131<br>01/29/20 132  | Credit Un Plow Tru<br>Telephon Telephor   | uck \$6,250.00 Yes<br>ne Bill \$150.00 Yes   | Yes<br>Yes                                  | 2441<br>2442                 | No<br>No                               |                    | Claims Processing                                      |
| 01/20/20 131<br>01/29/20 132<br>02/10/20 130  | Credit Un Plow Tru<br>Telephon Telephor<br>Northern Sewer C   | uck \$6,250.00 Yes<br>ne Bill \$150.00 Yes<br>Conn \$2,600.00 Yes  | Yes<br>Yes<br>Yes                           | 2441<br>2442<br>2440         | No<br>No<br>No                         |                    |  |
| 01/20/20         131           01/29/20         132           02/10/20         130           02/17/20         133   | Credit Un Plow Tru<br>Telephon Telephor<br>Northern Sewer C<br>Diamond Street M   | uck \$6,250.00 Yes<br>ne Bill \$150.00 Yes<br>conn \$2,600.00 Yes<br>faint \$4,220.00 Yes  | Yes<br>Yes<br>Yes<br>Yes                    | 2441<br>2442<br>2440<br>2443 | No<br>No<br>No<br>No                   |                    |  |
| 01/20/20         131           01/29/20         132           02/10/20         130           02/17/20         133           02/23/20         134  | Credit Un Plow Tru<br>Telephon Telephor<br>Northern Sewer C<br>Diamond Street M<br>Don's Ga Garbage   | uck         \$6,250.00         Yes           ne Bill         \$150.00         Yes           conn         \$2,600.00         Yes           laint         \$4,220.00         Yes           an         \$2,220.00         Yes   | Yes<br>Yes<br>Yes<br>Yes<br>Yes             | 2441<br>2442<br>2440         | No<br>No<br>No<br>No                   |                    | Print Claims   |
| 01/20/20         131           01/29/20         132           02/10/20         130           02/17/20         133           02/23/20         134           05/12/20         136   | Credit Un Plow Tri<br>Telephon Telephor<br>Northern Sewer C<br>Diamond Street M<br>Don's Ga Garbage<br>Vendor El Electric   | the Bill         \$150.00         Yes           ne Bill         \$150.00         Yes           conn         \$2,600.00         Yes           daint         \$4,220.00         Yes           a an         \$2,220.00         Yes           and         \$100.00         No  | Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>No       | 2441<br>2442<br>2440<br>2443 | No<br>No<br>No<br>No<br>No             |                    | Print Claims   |
| 01/20/20         131           01/29/20         132           02/10/20         130           02/17/20         133           02/23/20         134           05/12/20         136           05/12/20         135                                | Credit Un Plow Tru<br>Telephon Telephor<br>Northern Sewer C<br>Diamond Street M<br>Don's Ga Garbage<br>Vendor El Electric<br>Vendor G Garbage                     | the Bill         \$150.00         Yes           ne Bill         \$150.00         Yes           conn         \$2,600.00         Yes           daint         \$4,220.00         Yes           a an         \$2,220.00         Yes           and         \$100.00         No           and         \$100.00         No           and         \$150.00         No  | Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>No<br>No | 2441<br>2442<br>2440<br>2443 | No<br>No<br>No<br>No<br>No<br>No<br>No |                    | Print Claims<br>Claims List For Appr                   |
| 01/20/20         131           01/20/20         132           02/10/20         130           02/17/20         133           02/23/20         134           05/12/20         136           05/12/20         135           05/12/20         137 | Credit Un Plow Tri<br>Telephon Telephor<br>Northern Sewer C<br>Diamond Street M<br>Don's Ga Garbage<br>Vendor El Electric   | statum         \$5,250.00         Yes           ne Bill         \$150.00         Yes           conn         \$2,600.00         Yes           taint         \$4,220.00         Yes           an         \$2,220.00         Yes           and         \$100.00         No           ± an         \$100.00         No           ± an         \$150.00         No           Char         \$150.00         No | Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>No       | 2441<br>2442<br>2440<br>2443 | No<br>No<br>No<br>No<br>No             |                    | Print Claims<br>Claims List For Appr                   |
| ate ▼ • Qlaim No<br>2 01/20/20 131<br>2 01/29/20 132<br>2 02/17/20 130<br>2 02/17/20 133<br>2 02/23/20 134<br>0 05/12/20 135<br>2 05/12/20 137<br>2 05/12/20 138  | Credit Un Plow Tri<br>Telephon Telephor<br>Northern Sewer C<br>Diamond Street N<br>Don's Ga Garbage<br>Vendor El Electric<br>Vendor G Garbage<br>Vendor B Service | statum         \$5,250.00         Yes           ne Bill         \$150.00         Yes           conn         \$2,600.00         Yes           taint         \$4,220.00         Yes           an         \$2,220.00         Yes           and         \$100.00         No           ± an         \$100.00         No           ± an         \$150.00         No           Char         \$150.00         No | Yes<br>Yes<br>Yes<br>Yes<br>No<br>No<br>No  | 2441<br>2442<br>2440<br>2443 | No<br>No<br>No<br>No<br>No<br>No<br>No |                    | Print Claims<br>Claims List For Appr<br>Approve Claims |

To search by fund and account number:

- Select the Fund and Account Number option (boxed, left) from the Search By drop-down menu. The screen will display the Search by Fund and Account Number fields (boxed, center).
- Click on the down arrow in the first field (boxed, center) below the Search by Fund and Account Number heading to choose a Fund number.
- Click on the down arrow in the second field (boxed, center) to choose an Account Number.
- Click the Search button (circled). All of the claims with the specified Fund and Account Number will be displayed.

#### Note: You must enter both a Fund Number and an Account Number.

# **CTAS User Manual** Claims: Using the Search Feature (continued)

The last option is to search by Claim Total Amount.

| Ŧ   |  |  |  | CTAS                                       |                              |  |                       | - 5   |
|---|--|--|--|--|------------------------------|--|-----------------------|---|
| Accounting Payroll  | Investments Inde   | ebtedness <u>R</u>   | eports Ad <u>m</u> in  | <u>E</u> xit                               |                              |  |                       |   |
|   | -  | 12   | 8  |  |                              |  |                       |   |
| Receipts Claims Disbursem   | ients Budget Cash  | Chart of Vend  |  |  |                              |  |                       |   |
| cecipo oranno proparoent  |  | Accounts   | 015  |  |                              |  |                       |   |
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| Claims List 🕺 Add Clain   | ns   |  |  |  |                              |  |                       |   |
| earch By  |  | Search by I  | Claim Total Amount   |  |                              |  |                       |   |
|   |  |  |  |  |                              |  |                       |   |
| aim Total Amount  | -  |  | \$   | _0.00 To                                   |                              | \$ 0.                                  | 00 📃 Exact Amour      | nt 🖉  |
|   |  |  | T  | 10   |                              | T                                      |                       | <u>S</u> earch  |
|   |  |  |  |  | (                            |  |                       |   |
| ate 🛛 🕶 Claim No  | ⊽≠ Vendo ⊽≠ De   | escriptio 🔻 🖊  | Amoun 🔻 Appr   | ove 🔻 Posted                               | 🖙 🗢 Check Num                | nb ⊽+¤ Void ⊺                          | 7+ Occurrence Da 🖙 🕫  | Claims Processing   |
|   | ♥♥ Vendo ♥♥ De<br>Credit Un Plo  | ·  | Amoun <b>マ+</b> Appr<br>\$6,250.00 Yes   | ove 🕶 Posted<br>Yes                        | ♥₱ Check Num<br>2441         | nb⊽r⇔Void ™<br>No                      | 7 ₽ Occurrence Da ♥₽  | Claims Processing   |
| ■ 01/20/20 131  |  | w Truck  |  |  |                              |  | 7+P Occurrence Da ⊽+P |   |
| <ul> <li>01/20/20 131</li> <li>01/29/20 132</li> <li>02/10/20 130</li> </ul>  | Credit Un Plo  | w Truck<br>lephone Bill  | \$6,250.00 Yes   | Yes  | 2441                         | No                                     | 7≠ Occurrence Da ⊽+   | Claims Processing Print Claims  |
| 01/20/20       131         01/29/20       132         02/10/20       130         02/17/20       133   | Credit Un Plo<br>Telephon Tel<br>Northern Sev<br>Diamond Str   | w Truck<br>lephone Bill<br>wer Conn<br>eet Maint   | \$6,250.00 Yes<br>\$150.00 Yes   | Yes<br>Yes                                 | 2441<br>2442                 | No<br>No                               | 7+ Occurrence Da ⊽+¤  | Print Claims  |
| 01/20/20         131           01/29/20         132           02/10/20         130           02/17/20         133           02/23/20         134  | Credit Un Plo<br>Telephon Te<br>Northern Sev   | w Truck<br>lephone Bill<br>wer Conn<br>eet Maint   | \$6,250.00 Yes<br>\$150.00 Yes<br>\$2,600.00 Yes   | Yes<br>Yes<br>Yes                          | 2441<br>2442<br>2440         | No<br>No<br>No                         | 7 + Occurrence Da ▼+  |   |
| 01/20/20         131           01/29/20         132           02/10/20         130           02/17/20         133           02/23/20         134           05/12/20         136   | Credit Un Plo<br>Telephon Te<br>Northern Sev<br>Diamond Str<br>Don's Ga Ga<br>Vendor El Ele                                | w Truck<br>lephone Bill<br>wer Conn<br>eet Maint<br>rbage an<br>ctric and                        | \$6,250.00 Yes<br>\$150.00 Yes<br>\$2,600.00 Yes<br>\$4,220.00 Yes<br>\$2,220.00 Yes<br>\$100.00 No                                    | Yes<br>Yes<br>Yes<br>Yes                   | 2441<br>2442<br>2440<br>2443 | No<br>No<br>No<br>No                   | v ⊷ Occurrence Da v + | Print Claims Claims List For Appr   |
| 01/20/20         131           01/20/20         132           02/10/20         130           02/17/20         133           02/23/20         134           05/12/20         136           05/12/20         135  | Credit Un Plo<br>Telephon Tel<br>Northern Ser<br>Diamond Str<br>Don's Ga Ga<br>Vendor El Ele<br>Vendor G Ga                | w Truck<br>lephone Bil<br>wer Conn<br>eet Maint<br>rbage an<br>ctric and<br>rbage an             | \$6,250.00 Yes<br>\$150.00 Yes<br>\$2,600.00 Yes<br>\$4,220.00 Yes<br>\$2,220.00 Yes   | Yes<br>Yes<br>Yes<br>Yes<br>Yes            | 2441<br>2442<br>2440<br>2443 | No<br>No<br>No<br>No<br>No             | Occurrence Da ♥+      | Print Claims  |
| 01/20/20         131           01/20/20         132           02/10/20         130           02/17/20         133           02/23/20         134           05/12/20         136           05/12/20         135  | Credit Un Plo<br>Telephon Te<br>Northern Sev<br>Diamond Str<br>Don's Ga Ga<br>Vendor El Ele                                | w Truck<br>lephone Bil<br>wer Conn<br>eet Maint<br>rbage an<br>ctric and<br>rbage an             | \$6,250.00 Yes<br>\$150.00 Yes<br>\$2,600.00 Yes<br>\$4,220.00 Yes<br>\$2,220.00 Yes<br>\$100.00 No                                    | Yes<br>Yes<br>Yes<br>Yes<br>No             | 2441<br>2442<br>2440<br>2443 | No<br>No<br>No<br>No<br>No             | Occurrence Da ♥+      | Print Claims Claims List For Appr Approve Claims                                |
| 01/20/20         131           01/29/20         132           02/10/20         130           02/17/20         133           02/23/20         134           05/12/20         135           05/12/20         137  | Credit Un Plo<br>Telephon Tel<br>Northern Ser<br>Diamond Str<br>Don's Ga Ga<br>Vendor El Ele<br>Vendor G Ga                | w Truck<br>lephone Bill<br>wer Conn<br>eet Maint<br>rbage an<br>rbage an<br>rbage an<br>rbage an | \$6,250.00 Yes<br>\$150.00 Yes<br>\$2,600.00 Yes<br>\$4,220.00 Yes<br>\$2,220.00 Yes<br>\$100.00 No<br>\$150.00 No                     | Yes<br>Yes<br>Yes<br>Yes<br>No<br>No       | 2441<br>2442<br>2440<br>2443 | No<br>No<br>No<br>No<br>No<br>No       | Occurrence Da ♥+      | Print Claims Claims List For Appr   |
| 01/20/20         131           01/29/20         132           02/10/20         130           02/17/20         133           02/23/20         134           05/12/20         135           05/12/20         137  | Credit Un Plo<br>Telephon Tel<br>Northern Sev<br>Diamond Str<br>Don's Ga Ga<br>Vendor El Ele<br>Vendor G Ga<br>Vendor G Sa | w Truck<br>lephone Bill<br>wer Conn<br>eet Maint<br>rbage an<br>rbage an<br>rbage an<br>rbage an | \$6,250.00 Yes<br><b>\$150.00 Yes</b><br>\$2,600.00 Yes<br>\$4,220.00 Yes<br>\$2,220.00 Yes<br>\$100.00 No<br>\$150.00 No<br>\$5.00 No | Yes<br>Yes<br>Yes<br>Yes<br>No<br>No<br>No | 2441<br>2442<br>2440<br>2443 | No<br>No<br>No<br>No<br>No<br>No<br>No | Qccurrence Da ♥+      | Print Claims       Claims List For Appr       Approve Claims       Print Checks |
| 01/20/20         131           01/29/20         132           02/10/20         130           02/17/20         133           02/23/20         134           05/12/20         135           05/12/20         137  | Credit Un Plo<br>Telephon Tel<br>Northern Sev<br>Diamond Str<br>Don's Ga Ga<br>Vendor El Ele<br>Vendor G Ga<br>Vendor G Sa | w Truck<br>lephone Bill<br>wer Conn<br>eet Maint<br>rbage an<br>rbage an<br>rbage an<br>rbage an | \$6,250.00 Yes<br><b>\$150.00 Yes</b><br>\$2,600.00 Yes<br>\$4,220.00 Yes<br>\$2,220.00 Yes<br>\$100.00 No<br>\$150.00 No<br>\$5.00 No | Yes<br>Yes<br>Yes<br>Yes<br>No<br>No<br>No | 2441<br>2442<br>2440<br>2443 | No<br>No<br>No<br>No<br>No<br>No<br>No | Qccurrence Da ♥+      | Print Claims Claims List For Appr Approve Claims                                |
| v         Claim No           01/20/20         131           01/20/20         132           02/10/20         130           02/17/20         133           02/21/20         134           05/12/20         135           05/12/20         135           05/12/20         137           05/12/20         138 | Credit Un Plo<br>Telephon Tel<br>Northern Sev<br>Diamond Str<br>Don's Ga Ga<br>Vendor El Ele<br>Vendor G Ga<br>Vendor G Sa | w Truck<br>lephone Bill<br>wer Conn<br>eet Maint<br>rbage an<br>rbage an<br>rbage an<br>rbage an | \$6,250.00 Yes<br><b>\$150.00 Yes</b><br>\$2,600.00 Yes<br>\$4,220.00 Yes<br>\$2,220.00 Yes<br>\$100.00 No<br>\$150.00 No<br>\$5.00 No | Yes<br>Yes<br>Yes<br>Yes<br>No<br>No<br>No | 2441<br>2442<br>2440<br>2443 | No<br>No<br>No<br>No<br>No<br>No<br>No | Occurrence Da ▼+      | Print Claims Claims List For Appr Approve Claims Print Checks Enter Check #'s   |
| 01/20/20         131           01/29/20         132           02/10/20         130           02/17/20         133           02/23/20         134           05/12/20         135           05/12/20         137  | Credit Un Plo<br>Telephon Tel<br>Northern Sev<br>Diamond Str<br>Don's Ga Ga<br>Vendor El Ele<br>Vendor G Ga<br>Vendor G Sa | w Truck<br>lephone Bill<br>wer Conn<br>eet Maint<br>rbage an<br>rbage an<br>rbage an<br>rbage an | \$6,250.00 Yes<br><b>\$150.00 Yes</b><br>\$2,600.00 Yes<br>\$4,220.00 Yes<br>\$2,220.00 Yes<br>\$100.00 No<br>\$150.00 No<br>\$5.00 No | Yes<br>Yes<br>Yes<br>Yes<br>No<br>No<br>No | 2441<br>2442<br>2440<br>2443 | No<br>No<br>No<br>No<br>No<br>No<br>No | Occurrence Da ▼+      | Print Claims       Claims List For Appr       Approve Claims       Print Checks |

To search by total amount:

- Select the Claim Total Amount option (boxed, left) from the Search By drop-down. The screen will then display the Search by Claim Total Amount fields (boxed, center).
  - If you want to search a range of amounts, enter the smaller number in the first field under the Search by Claim Total Amount heading (boxed, center) and enter the larger amount in the range in the second field.
  - If you want to search for transactions with a particular amount, check the Exact Amount box at the right of the search field (boxed, center) and enter the amount in the field to the left of that box.
- Click the Search button (circled). All of the claims with amounts within the range will be displayed.

# **<u>CTAS User Manual</u>** <u>Claims: Printing Reports</u>

There are two reports that you can create and print for the Claims section: the Claims History and Claims List for Approval.

To select the report you want to create, click on the Reports tab (circled) from the Task Bar and then choose the Claims icon (boxed). A screen will appear listing the two reports.

| <b></b> = |           |                             |           |              |                      | СТ      | AS                   |               |                           |             | _            | = x   |
|-----------|-----------|-----------------------------|-----------|--------------|----------------------|---------|----------------------|---------------|---------------------------|-------------|--------------|-------|
| Account   | ing       | <u>P</u> ayroll <u>I</u> nv | vestments | I <u>n</u> e | debtedness           | Repo    | rts Adı              | <u>n</u> in   | <u>E</u> xit              |             |              |       |
| •         |           |                             | -         | 6            |                      | *       |                      | 血             |                           |             |              |       |
| Receipts  | Claims    | Disbursements               | Budget    | Cash         | Chart of<br>Accounts | Vendors | Financial<br>Reports | Tax<br>Filing | Payroll (Year<br>to Date) | Investments | Indebtedness |       |
|           |           |                             | Account   | ing          |                      |         | ·                    |               | Employee                  | Investments | Indebtedness |       |
| Claims    |           |                             |           |              |                      |         |                      |               |                           |             | 10:3         | 27 AM |
| Report    | Name      |                             |           |              |                      |         |                      |               |                           |             |              |       |
| Claims H  | istory    |                             |           |              |                      |         |                      |               |                           |             |              |       |
| Claims Li | st for Ap | proval                      |           |              |                      |         |                      |               |                           |             |              |       |
|           |           |                             |           |              |                      |         |                      |               |                           |             |              |       |
|           |           |                             |           |              |                      |         |                      |               |                           |             |              |       |
|           |           |                             |           |              |                      |         |                      |               |                           |             |              |       |
|           |           |                             |           |              |                      |         |                      |               |                           |             |              |       |
|           |           |                             |           |              |                      |         |                      |               |                           |             |              |       |
|           |           |                             |           |              |                      |         |                      |               |                           |             |              |       |
|           |           |                             |           |              |                      |         |                      |               |                           |             |              |       |
| Ru        | n         |                             |           |              |                      |         |                      |               |                           |             |              |       |

To run a report, highlight the report and click the Run button at the bottom of the screen. The following pages describe the Claims History report and illustrate how to create and print the report.

# CTAS User Manual Claims: Printing Reports (continued)

### **Printing a Claims History**

A Claims History is designed to list the claims for a selected period. The report provides you with all the information from the claim, including the check number.

To print a claims history, highlight Claims History and click the Run button on the Claims report screen (see previous page). The Claims History screen will appear.

| Claims History    |              |  |  |  |  |  |  |  |  |
|-------------------|--------------|--|--|--|--|--|--|--|--|
| Select Date Range |              |  |  |  |  |  |  |  |  |
| Start Date        | 01/01/2016 💌 |  |  |  |  |  |  |  |  |
| End Date          | 05/16/2016 💌 |  |  |  |  |  |  |  |  |
| Previe            | w Close      |  |  |  |  |  |  |  |  |

On the Claims History screen:

- Enter the beginning date in the range of claims you want to list in the Start Date field.
- Enter an ending date for the list in the End Date field.
- Click the Preview button.

| New Tow    | nship                              |                             |                | Clair          | ns History |              |               | 5/16/2016  |  |  |
|------------|------------------------------------|-----------------------------|----------------|----------------|------------|--------------|---------------|------------|--|--|
| Date Range | : 1/1/2016 To 5/1                  | 6/2016                      |                |                |            |              |               |            |  |  |
| Date       | <u>Vendor</u>                      | Description                 | <u>Claim #</u> | <u>Check #</u> | Approved   | <u>Total</u> | Account #     | Detail     |  |  |
| 01/20/2016 | CreditUnion                        | Plow Truck Payment          | 131            | 2441           | Yes        | \$6,250.00   | 201-47210-611 | \$1,250.00 |  |  |
|            |                                    |                             |                |                |            |              | 201-47110-601 | \$5,000.00 |  |  |
| 01/29/2016 | Telephone Company                  | Telephone Bill              | 132            | 2442           | Yes        | \$150.00     | 100-41905-321 | \$150.00   |  |  |
| 02/10/2016 | Northern Tool                      | Sewer Connection Parts      | 130            | 2440           | Yes        | \$2,600.00   | 601-49451-221 | \$2,600.00 |  |  |
| 02/17/2016 | Diamond Asphalt and<br>Plowing     | Street Maintenance          | 133            | 2443           | Yes        | \$4,220.00   | 201-43122-401 | \$4,220.00 |  |  |
| 02/23/2016 | Don's Garbage and<br>Pest Control  | Garbage and Weeds           | 134            | 2444           | Yes        | \$2,220.00   | 100-43260-401 | \$300.00   |  |  |
|            |                                    |                             |                |                |            |              | 100-43230-510 | \$500.00   |  |  |
|            |                                    |                             |                |                |            |              | 100-43230-401 | \$1,420.00 |  |  |
| 05/12/2016 | Vendor Bank                        | Service Charge              | 137            |                | Yes        | \$5.00       | 100-41911-306 | \$5.00     |  |  |
| 05/12/2016 | Vendor El ettric                   | Electric and Gas            | 136            |                | Yes        | \$100.00     | 100-41915-383 | \$25.00    |  |  |
| 05/12/2016 | VendorElectric                     | El ectric and Gas           | 136            |                | Yes        | \$100.00     | 100-41915-381 | \$75.00    |  |  |
| 05/12/2016 | Vendor Garbage and<br>Pest Control | Garbage and Weeds           | 135            |                | Yes        | \$150.00     | 100-43230-510 | \$50.00    |  |  |
| 05/12/2016 | Vendor Garbage and<br>Pest Control | Garbage and Weeds           | 135            |                | Yes        | \$150.00     | 100-43230-401 | \$50.00    |  |  |
| 05/12/2016 | Vendor Garbage and                 | Garbage and Weeds           | 135            |                | Yes        | \$150.00     | 100-43260-401 | \$50.00    |  |  |
|            | Pest Control<br>Vendor Post Office | Supervisor Mileage and Misc | 138            |                | Yes        |              | 100-41906-322 | \$25.00    |  |  |

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report. By clicking the red "X" (circled, right) you can close the Report Viewer screen.

# CTAS User Manual Claims: Printing Reports (continued)

### Printing a Claims History (continued)

After clicking on the Printer icon, the Print screen appears.

| 🚗 Print   |                              |                           | ×                           |
|---|------------------------------|---------------------------|-----------------------------|
| General Layout                                    |                              |                           |                             |
| Select Printer                                    |                              |                           |                             |
| Fax<br>HP ePrint<br>Main Printer on               | sta-dc2                      | Microsoft XI 🖶 PDF Comple | te                          |
| 1   |                              | jaga sena ro en           |                             |
|   | o Closet<br>y Office Printer |                           | Preferences<br>Find Printer |
| Page Range  |                              | Number of copies:         | 1                           |
| Pages:  | Current Page                 | Collate                   | 3 123                       |
| Enter either a single pa<br>page range. For examp |                              | 14                        |                             |
|   | -                            | Print Cancel              | Apply                       |

By clicking the Pages radio button (circled, left), you can choose to print only certain pages of the report. The Number of copies box (circled, right) allows you to enter the number of copies you would like printed. After selecting the printer details, click on the Print button to begin printing the report. The following page has a sample of the report.

To close the report:

- Click the red "X" icon on the Report Viewer screen.
- Click the Close button on the Claims History screen.

# CTAS User Manual Claims: Printing Reports (continued)

## Sample Claims History Report

| New Township                       |                                    |                             |                |         | 5/16/2016 |              |               |             |  |  |  |
|------------------------------------|------------------------------------|-----------------------------|----------------|---------|-----------|--------------|---------------|-------------|--|--|--|
| Date Range : 1/1/2016 To 5/16/2016 |                                    |                             |                |         |           |              |               |             |  |  |  |
| Date                               | <u>Vendor</u>                      | Description                 | <u>Claim #</u> | Check # | Approved  | <u>Total</u> | Account #     | Detai       |  |  |  |
| 01/20/2016                         | CreditUnion                        | Plow Truck Payment          | 131            | 2441    | Yes       | \$6,250.00   | 201-47210-611 | \$1,250.00  |  |  |  |
|                                    |                                    |                             |                |         |           |              | 201-47110-601 | \$5,000.00  |  |  |  |
| 01/29/2016                         | Telephone Company                  | Telephone Bill              | 132            | 2442    | Yes       | \$150.00     | 100-41905-321 | \$150.00    |  |  |  |
| 02/10/2016                         | Northern Tool                      | Sewer Connection Parts      | 130            | 2440    | Yes       | \$2,600.00   | 601-49451-221 | \$2,600.00  |  |  |  |
| 02/17/2016                         | Diamond Asphalt and<br>Plowing     | Street Maintenance          | 133            | 2443    | Yes       | \$4,220.00   | 201-43122-401 | \$4,220.00  |  |  |  |
| 02/23/2016                         | Don's Garbage and<br>Pest Control  | Garbage and Weeds           | 134            | 2444    | Yes       | \$2,220.00   | 100-43260-401 | \$300.00    |  |  |  |
|                                    |                                    |                             |                |         |           |              | 100-43230-510 | \$500.00    |  |  |  |
|                                    |                                    |                             |                |         |           |              | 100-43230-401 | \$1,420.00  |  |  |  |
| 05/12/2016                         | Vendor Bank                        | Service Charge              | 137            |         | Yes       | \$5.00       | 100-41911-306 | \$5.00      |  |  |  |
| 05/12/2016                         | VendorElectric                     | El ectric and Gas           | 136            |         | Yes       | \$100.00     | 100-41915-383 | \$25.00     |  |  |  |
| 05/12/2016                         | VendorElectric                     | El ectric and Gas           | 136            |         | Yes       | \$100.00     | 100-41915-381 | \$75.00     |  |  |  |
| 05/12/2016                         | Vendor Garbage and<br>Pest Control | Garbage and Weeds           | 135            |         | Yes       | \$150.00     | 100-43230-510 | \$50.00     |  |  |  |
| 05/12/2016                         | Vendor Garbage and<br>Pest Control | Garbage and Weeds           | 135            |         | Yes       | \$150.00     | 100-43230-401 | \$50.00     |  |  |  |
| 05/12/2016                         | Vendor Garbage and<br>Pest Control | Garbage and Weeds           | 135            |         | Yes       | \$150.00     | 100-43260-401 | \$50.00     |  |  |  |
| 05/12/2016                         | Vendor Post Office                 | Supervisor Mileage and Misc | 138            |         | Yes       | \$25.00      | 100-41906-322 | \$25.00     |  |  |  |
| Total For Se                       | lected Claims                      |                             |                |         |           |              |               | \$15,720.00 |  |  |  |