# 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.

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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.

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2) View/Edit 3) Void (Y/N)	4) Delete	5) Export to CSV		
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Once the tab is selected, the Add Claims screen will open, as shown on the next page.

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

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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.*

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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.

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## **<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.

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## **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.

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

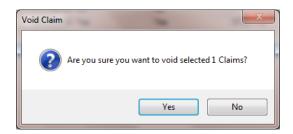
## **Claims: Voiding a Claim**

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).

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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.

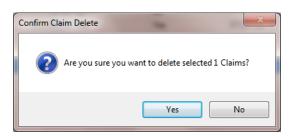
## **<u>Claims: Deleting a Claim</u>**

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).

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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).

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		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.

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## **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.

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## **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).

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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 ⊽+= += 01/20/20		Vendo ⊽≠ Credit Un			Amoun ⊽≠ \$6,250.00		<b>⊽</b> ≠ Posted Yes	<b>⊽</b> ≠ Check 2441	Numb ⊽≠ Void 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 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 78 There Street	
	Down South, MN 23659 For:	
	100-43230-401 Waste(Refuse) Collection- Repairs and Maintenance- Contractual Buildings	\$50.00
	100-43230-510 Waste (Refuse) Collection - Capital Outlay, Land	\$50.00
	100-43260-401 Weed Control- Repairs and Maintenance- Contractuat 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 PDF Complete Send To OneNote 2010
۰ III	•
Status: Ready Location: Next to Closet Comment: Primary Office Printer	Print to file Preferences Find Printer
Page Range 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, ( 78 There Street	Chimant		
Down South, MN For:	23659		
100-43 230-401	Waste (Refuse) Collection - Repairs and Maintenance -		\$50.00
100-43 230510	Contractual: Buildings Waste (Refuse) Collection - Capital Outlay: Land		\$50.00
100-43 250-401	Weed Control - Repairs and Maintenance - Contractual: 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	
 Date		- Signature of Claimant	
Paid by Order - Check Number			
	dayof		
c	Slerk		
Report last Updated: 08/29/2014	Page 1 of 1		

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

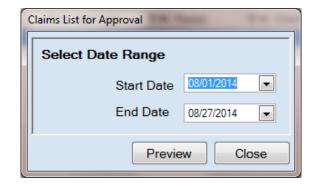
CTAS will produce a report which lists all the claims for approval by the town board or city council. The signed list then becomes part of the minutes, showing which claims have been approved for payment.

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 Northern Sewer Conn.		Yes		No	Print Claims
■ 02/10/20 130 ■ 02/17/20 133	Diamond Street Maint.		Yes 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> 05/12/2016	<u>Vendor</u> Vendor Garbage and Pest Control	Description Garbage and Weeds	<u>Claim #</u> 135	<u>Total</u> \$150.00	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
					100-43260-401- 100-43230-401- 100-43230-510-	Weed Control Waste (Refuse) Collection Waste (Refuse) Collection	\$50.00 \$50.00 \$50.00
05/12/2016	VendorElectric	El ectric and Gas	136	\$100.00	100-41915-381- 100-41915-383-	Town Hall - Electric and Gas Town Hall - Electric and Gas	\$75.00 \$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 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: Location:	Ready 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> 05/12/2016	<u>Vendor</u> Vendor Garbage and Pest Control	Description Garbage and Weeds	<u>Claim #</u> 135	<u>Total</u> \$150.00	Account #	<u>Account Name</u>	<u>Detail</u>
	(c)(c)(c)				100-43260-401- 100-43230-401- 100-43230-510-	Weed Control Waste (Refuse) Collection Waste (Refuse) Collection	\$50.00 \$50.00 \$50.00
05/12/2016	Vendor El ettric	El ectric and Gas	136	\$100.00	100-41915-381- 100-41915-383-	Town Hall - Electric and Gas Town Hall - Electric and Gas	\$75.00 \$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 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 Supervisor	\$5.00 N			No 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 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 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 Garbage and Weeds	5/16/2016	\$150.00	
	100-43260-401 \$50.00 100-43230-401 \$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 HP ePrint Main Print	t hter on stq-dc2	Hicrosoft XPS Documen PDF Complete Send To OneNote 2010
•		•
Status: Location: Comment:	Ready Next to Closet 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 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.

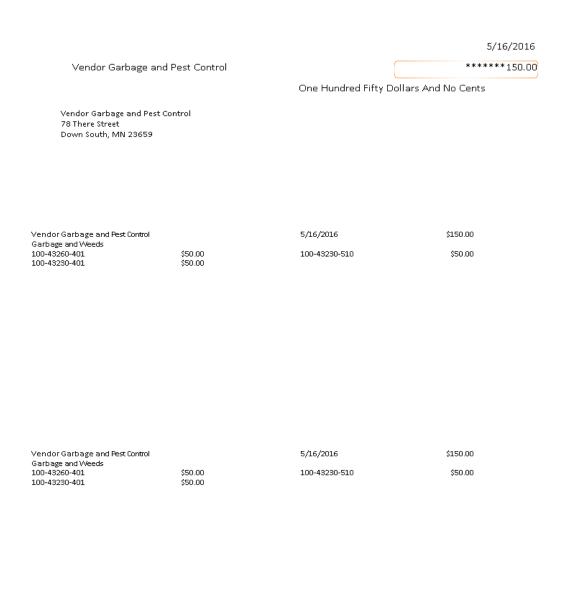
To close the printing of the checks:

- 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 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 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 Disbur	Claims To 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				
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leceipts Claims Disbursem		hart of Vendors						
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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 1.00 Yes	Yes Yes	2440 2443			Print Claims
02/10/20 130 02/17/20 133		et Maint \$4,220	1.00 Yes 1.00 Yes 1.00 Yes	Yes Yes Yes		No	Cla	Print Claims ims List For Appr
02/10/20 130 02/17/20 133 02/23/20 134	Northern Sewe Diamond Stree	et Maint \$4,220 age an \$2,220	1.00 Yes	Yes	2443	No No		ims List For Appr
02/10/20         130           02/17/20         133           02/23/20         134           05/12/20         136	Northern Sewe Diamond Stree Don's Ga Garb	et Maint \$4,220 age an \$2,220 ric and \$100	1.00 Yes 1.00 Yes	Yes Yes	2443	No No 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 Diamond Stree Don's Ga Garb Vendor El Elect	et Maint \$4,220 age an \$2,220 ric and \$100 age an \$150	1.00 Yes 1.00 Yes 1.00 No	Yes Yes No	2443	No No No 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 Diamond Stree Don's Ga Garb Vendor El Elect Vendor G Garb	et Maint \$4,220 age an \$2,220 ric and \$100 age an \$150 ice Char \$5	1.00 Yes 1.00 Yes 1.00 No 1.00 No	Yes Yes No No	2443	No No No 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 Diamond Stree Don's Ga Garb Vendor El Elect Vendor G Garb Vendor B Servi	et Maint \$4,220 age an \$2,220 ric and \$100 age an \$150 ice Char \$5	1.00 Yes 1.00 Yes 1.00 No 1.00 No 5.00 No	Yes Yes No No No	2443	No No No No No No		ims List For Appr Approve Claims 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 Diamond Stree Don's Ga Garb Vendor El Elect Vendor G Garb Vendor B Servi	et Maint \$4,220 age an \$2,220 ric and \$100 age an \$150 ice Char \$5	1.00 Yes 1.00 Yes 1.00 No 1.00 No 5.00 No	Yes Yes No No No	2443	No No No No No 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 Diamond Stree Don's Ga Garb Vendor El Elect Vendor G Garb Vendor B Servi	et Maint \$4,220 age an \$2,220 ric and \$100 age an \$150 ice Char \$5	1.00 Yes 1.00 Yes 1.00 No 1.00 No 5.00 No	Yes Yes No No No	2443	No No No No No 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 Diamond Stree Don's Ga Garb Vendor El Elect Vendor G Garb Vendor B Servi	et Maint \$4,220 age an \$2,220 ric and \$100 age an \$150 ice Char \$5	1.00 Yes 1.00 Yes 1.00 No 1.00 No 5.00 No	Yes Yes No No No	2443	No No No No No No		ims List For Appr Approve Claims 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 Accou	of Vendo	•						
aims											8:04
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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 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				
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Receipts Claims Disburse		Chart of Vendor Accounts	rs					
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Claims List 🔪 Add Clai	ms							
Search By		Search by Cl	aim No.					
China Na								
Claim No.	▼			То				Search
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	⊽⇔ 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 <b>a</b> 02/10/20 130	Telephon Tele Northern Sew	ephone Bill 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 Northern Sew Diamond Stre	ephone Bill ver Conn 9 eet Maint 9	\$2,600.00 Yes \$4,220.00 Yes	Yes Yes	2440 2443	No No		Print Claims 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 Northern Sew Diamond Stre Don's Ga Gar	ephone Bill wer Conn 9 eet Maint 9 bage an 9	\$2,600.00 Yes \$4,220.00 Yes \$2,220.00 Yes	Yes Yes Yes	2440	No No No		
▶ 01/29/20         132           ▶ 02/10/20         130           ▶ 02/17/20         133           ▶ 02/23/20         134           ▶ 05/12/20         136	Telephon Tele Northern Sew Diamond Stre Don's Ga Gar Vendor El Elec	ephone Bill wer Conn 9 eet Maint 9 bage an 9 ctric and	\$2,600.00 Yes \$4,220.00 Yes \$2,220.00 Yes \$100.00 No	Yes Yes Yes No	2440 2443	No No No 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 Northern Sew Diamond Stre Don's Ga Gar Vendor El Elec Vendor G Gar	ephone Bill ver Conn 9 eet Maint 9 bage an 9 ctric and bage an	\$2,600.00 Yes \$4,220.00 Yes \$2,220.00 Yes \$100.00 No \$150.00 No	Yes Yes Yes No No	2440 2443	No No No No 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 Northern Sew Diamond Stre Don's Ga Gar Vendor El Elec Vendor G Gar Vendor B Sem	ephone Bill wer Conn 9 eet Maint 9 bage an 9 ctric and bage an vice Char	\$2,600.00 Yes \$4,220.00 Yes \$2,220.00 Yes \$100.00 No \$150.00 No \$5.00 No	Yes Yes Yes No No	2440 2443	No No No No No 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 Northern Sew Diamond Stre Don's Ga Gar Vendor El Elec Vendor G Gar	ephone Bill wer Conn 9 eet Maint 9 bage an 9 ctric and bage an vice Char	\$2,600.00 Yes \$4,220.00 Yes \$2,220.00 Yes \$100.00 No \$150.00 No	Yes Yes Yes No No	2440 2443	No No No No No		Claims List For Appr 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 Northern Sew Diamond Stre Don's Ga Gar Vendor El Elec Vendor G Gar Vendor B Sem	ephone Bill wer Conn 9 eet Maint 9 bage an 9 ctric and bage an vice Char	\$2,600.00 Yes \$4,220.00 Yes \$2,220.00 Yes \$100.00 No \$150.00 No \$5.00 No	Yes Yes Yes No No	2440 2443	No No No No No No		Claims List For Appr 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 Northern Sew Diamond Stre Don's Ga Gar Vendor El Elec Vendor G Gar Vendor B Sem	ephone Bill wer Conn 9 eet Maint 9 bage an 9 ctric and bage an vice Char	\$2,600.00 Yes \$4,220.00 Yes \$2,220.00 Yes \$100.00 No \$150.00 No \$5.00 No	Yes Yes Yes No No	2440 2443	No No No No No No		Claims List For Appr Approve Claims 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.

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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 01/29/20 132	Credit Un Plow Tru Telephon Telephor	uck \$6,250.00 Yes ne Bill \$150.00 Yes	Yes Yes	2441 2442	No No		Claims Processing
01/20/20 131 01/29/20 132 02/10/20 130	Credit Un Plow Tru Telephon Telephor Northern Sewer C	uck \$6,250.00 Yes ne Bill \$150.00 Yes Conn \$2,600.00 Yes	Yes Yes Yes	2441 2442 2440	No No No		
01/20/20         131           01/29/20         132           02/10/20         130           02/17/20         133	Credit Un Plow Tru Telephon Telephor Northern Sewer C Diamond Street M	uck \$6,250.00 Yes ne Bill \$150.00 Yes conn \$2,600.00 Yes faint \$4,220.00 Yes	Yes Yes Yes Yes	2441 2442 2440 2443	No No No 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 Telephon Telephor Northern Sewer C Diamond Street M 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 Yes Yes Yes Yes	2441 2442 2440	No No No 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 Telephon Telephor Northern Sewer C Diamond Street M Don's Ga Garbage 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 Yes Yes Yes Yes No	2441 2442 2440 2443	No No No No 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 Telephon Telephor Northern Sewer C Diamond Street M Don's Ga Garbage Vendor El Electric 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 Yes Yes Yes Yes No No	2441 2442 2440 2443	No No No No No No No		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           05/12/20         137	Credit Un Plow Tri Telephon Telephor Northern Sewer C Diamond Street M Don's Ga Garbage 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 Yes Yes Yes Yes No	2441 2442 2440 2443	No No No No No		Print Claims Claims List For Appr
ate ▼ • Qlaim No 2 01/20/20 131 2 01/29/20 132 2 02/17/20 130 2 02/17/20 133 2 02/23/20 134 0 05/12/20 135 2 05/12/20 137 2 05/12/20 138	Credit Un Plow Tri Telephon Telephor Northern Sewer C Diamond Street N Don's Ga Garbage Vendor El Electric Vendor G Garbage 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 Yes Yes Yes No No No	2441 2442 2440 2443	No No No No No No No		Print Claims Claims List For Appr 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.

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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
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ate 🛛 🕶 Claim No	⊽≠ Vendo ⊽≠ De	escriptio 🔻 🖊	Amoun 🔻 Appr	ove 🔻 Posted	🖙 🗢 Check Num	nb ⊽+¤ Void ⊺	7+ Occurrence Da 🖙 🕫	Claims Processing
	♥♥ Vendo ♥♥ De Credit Un Plo	·	Amoun <b>マ+</b> Appr \$6,250.00 Yes	ove 🕶 Posted Yes	♥₱ Check Num 2441	nb⊽r⇔Void ™ 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 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 Telephon Tel Northern Sev Diamond Str	w Truck lephone Bill wer Conn eet Maint	\$6,250.00 Yes \$150.00 Yes	Yes Yes	2441 2442	No 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 Telephon Te Northern Sev	w Truck lephone Bill wer Conn eet Maint	\$6,250.00 Yes \$150.00 Yes \$2,600.00 Yes	Yes Yes Yes	2441 2442 2440	No No 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 Telephon Te Northern Sev Diamond Str Don's Ga Ga Vendor El Ele	w Truck lephone Bill wer Conn eet Maint rbage an ctric and	\$6,250.00 Yes \$150.00 Yes \$2,600.00 Yes \$4,220.00 Yes \$2,220.00 Yes \$100.00 No	Yes Yes Yes Yes	2441 2442 2440 2443	No No No 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 Telephon Tel Northern Ser Diamond Str Don's Ga Ga Vendor El Ele Vendor G Ga	w Truck lephone Bil wer Conn eet Maint rbage an ctric and rbage an	\$6,250.00 Yes \$150.00 Yes \$2,600.00 Yes \$4,220.00 Yes \$2,220.00 Yes	Yes Yes Yes Yes Yes	2441 2442 2440 2443	No No No No 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 Telephon Te Northern Sev Diamond Str Don's Ga Ga Vendor El Ele	w Truck lephone Bil wer Conn eet Maint rbage an ctric and rbage an	\$6,250.00 Yes \$150.00 Yes \$2,600.00 Yes \$4,220.00 Yes \$2,220.00 Yes \$100.00 No	Yes Yes Yes Yes No	2441 2442 2440 2443	No No No No 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 Telephon Tel Northern Ser Diamond Str Don's Ga Ga Vendor El Ele Vendor G Ga	w Truck lephone Bill wer Conn eet Maint rbage an rbage an rbage an rbage an	\$6,250.00 Yes \$150.00 Yes \$2,600.00 Yes \$4,220.00 Yes \$2,220.00 Yes \$100.00 No \$150.00 No	Yes Yes Yes Yes No No	2441 2442 2440 2443	No No No No No 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 Telephon Tel Northern Sev Diamond Str Don's Ga Ga Vendor El Ele Vendor G Ga Vendor G Sa	w Truck lephone Bill wer Conn eet Maint rbage an rbage an rbage an rbage an	\$6,250.00 Yes <b>\$150.00 Yes</b> \$2,600.00 Yes \$4,220.00 Yes \$2,220.00 Yes \$100.00 No \$150.00 No \$5.00 No	Yes Yes Yes Yes No No No	2441 2442 2440 2443	No No No No No No 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 Telephon Tel Northern Sev Diamond Str Don's Ga Ga Vendor El Ele Vendor G Ga Vendor G Sa	w Truck lephone Bill wer Conn eet Maint rbage an rbage an rbage an rbage an	\$6,250.00 Yes <b>\$150.00 Yes</b> \$2,600.00 Yes \$4,220.00 Yes \$2,220.00 Yes \$100.00 No \$150.00 No \$5.00 No	Yes Yes Yes Yes No No No	2441 2442 2440 2443	No No No No No No 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 Telephon Tel Northern Sev Diamond Str Don's Ga Ga Vendor El Ele Vendor G Ga Vendor G Sa	w Truck lephone Bill wer Conn eet Maint rbage an rbage an rbage an rbage an	\$6,250.00 Yes <b>\$150.00 Yes</b> \$2,600.00 Yes \$4,220.00 Yes \$2,220.00 Yes \$100.00 No \$150.00 No \$5.00 No	Yes Yes Yes Yes No No No	2441 2442 2440 2443	No No No No No No 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 Telephon Tel Northern Sev Diamond Str Don's Ga Ga Vendor El Ele Vendor G Ga Vendor G Sa	w Truck lephone Bill wer Conn eet Maint rbage an rbage an rbage an rbage an	\$6,250.00 Yes <b>\$150.00 Yes</b> \$2,600.00 Yes \$4,220.00 Yes \$2,220.00 Yes \$100.00 No \$150.00 No \$5.00 No	Yes Yes Yes Yes No No No	2441 2442 2440 2443	No No No No No No 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 Accounts	Vendors	Financial Reports	Tax Filing	Payroll (Year 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 Plowing	Street Maintenance	133	2443	Yes	\$4,220.00	201-43122-401	\$4,220.00		
02/23/2016	Don's Garbage and 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 Pest Control	Garbage and Weeds	135		Yes	\$150.00	100-43230-510	\$50.00		
05/12/2016	Vendor Garbage and 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 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 HP ePrint Main Printer on	sta-dc2	Microsoft XI 🖶 PDF Comple	te
1		jaga sena ro en	
	o Closet y Office Printer		Preferences Find Printer
Page Range		Number of copies:	1
Pages:	Current Page	Collate	3 123
Enter either a single pa 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 Plowing	Street Maintenance	133	2443	Yes	\$4,220.00	201-43122-401	\$4,220.00			
02/23/2016	Don's Garbage and 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 Pest Control	Garbage and Weeds	135		Yes	\$150.00	100-43230-510	\$50.00			
05/12/2016	Vendor Garbage and Pest Control	Garbage and Weeds	135		Yes	\$150.00	100-43230-401	\$50.00			
05/12/2016	Vendor Garbage and 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			