

## **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.

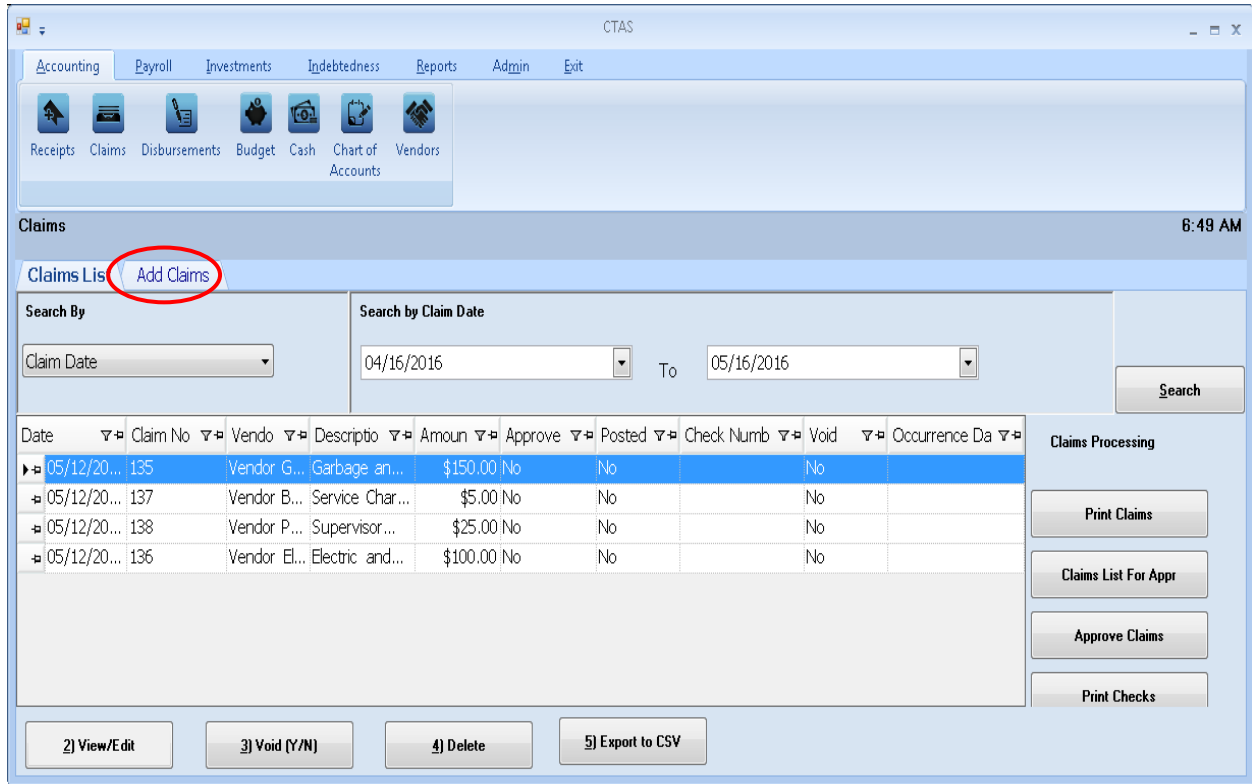
The screenshot shows the CTAS software interface. At the top, there is a menu bar with options: Accounting, Payroll, Investments, Indebtedness, Reports, Admin, and Exit. The 'Accounting' menu is circled in red. Below the menu bar is a toolbar with icons for Receipts, Claims, Disbursements, Budget, Cash, Chart of Accounts, and Vendors. The 'Claims' icon is boxed in red. The main window displays the 'Claims' section with a 'Claims List' tab selected. Below the tabs are search filters for 'Search By' (Claim Date) and 'Search by Claim Date' (04/16/2016 to 05/16/2016). A table lists claims with columns for Date, Claim No, Vendor, Description, Amount, Approve, Posted, Check Numb, Void, and Occurrence Date. The first row is highlighted in blue. To the right of the table are buttons for 'Print Claims', 'Claims List For Appr', 'Approve Claims', and 'Print Checks'. At the bottom of the window are buttons for '2) View/Edit', '3) Void (Y/N)', '4) Delete', and '5) Export to CSV'.

Date	Claim No	Vendor	Description	Amount	Approve	Posted	Check Numb	Void	Occurrence Date
05/12/20...	135	Vendor G...	Garbage an...	\$150.00	No	No		No	
05/12/20...	137	Vendor B...	Service Char...	\$5.00	No	No		No	
05/12/20...	138	Vendor P...	Supervisor ...	\$25.00	No	No		No	
05/12/20...	136	Vendor El...	Electric and...	\$100.00	No	No		No	

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.

## Claims: Entering a Claim

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.



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

## Claims: Entering a Claim (continued)

The screenshot shows the 'Add Claims' form in the CTAS application. The form is titled 'Claims' and has a sub-tab 'Add Claims'. It contains several input fields:
 

- \* Claim Number: 141
- \* Claim Date: [dropdown]
- \* Pay to the order of: [text field with a circled dropdown arrow] and a boxed 'New' button.
- Address: [text field]
- \* Description: [text field]
- Notes: [text area]
- Occurrence Date: [dropdown]
- Summary section (boxed):
  - \* Total: \$ \_\_\_\_\_ 0.00
  - Distributed: [text field]
  - Difference: [text field]

 Below the form is an 'Account Distribution' table with columns: Fund Number, Account Number, Object Code, Program Code, Amount, and Debt. A 'Delete Selected Records' button is at the bottom left, and 'Save' and 'Cancel' buttons are at the bottom right.

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.*

## Claims: Entering a Claim (continued)

The screenshot shows the 'Claims' module in the CTAS software. The 'Add Claims' tab is active. The form includes fields for Claim Number (141), Claim Date, Pay to the order of, Address, Description, Notes, and Occurrence Date. A 'Summary' box shows a Total of \$0.00. The 'Account Distribution' section is a table with columns for Fund Number, Account Number, Object Code, Program Code, Amount, and Debt. A red box highlights this table. At the bottom right, the 'Save' button is circled in red.

Fund Number	Account Number	Object Code	Program Code	Amount	Debt
*					

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.

The screenshot shows the CTAS software interface. At the top, there is a menu bar with options: Accounting, Payroll, Investments, Indebtedness, Reports, Admin, and Exit. Below the menu bar is a toolbar with icons for Receipts, Claims, Disbursements, Budget, Cash, Chart of Accounts, and Vendors. The main window is titled 'Claims' and has a timestamp of 7:13 AM. There are two tabs: 'Claims List' and 'Add Claims'. The 'Add Claims' tab is active. The form contains several fields: '\* Claim Number' (text input with '141'), '\* Claim Date' (dropdown), '\* Pay to the order of' (dropdown), 'Address' (text input), '\* Description' (text input), 'Notes' (text area), 'Occurrence Date' (dropdown), and a 'Summary' section with '\* Total' (text input with '\$\_\_\_\_\_0.00'), 'Distributed', and 'Difference' (text inputs). Below the form is an 'Account Distribution' table with columns: Fund Number, Account Number, Object Code, Program Code, Amount, and Debt. The table has one row with an asterisk in the Fund Number column. At the bottom, there are buttons for 'Delete Selected Records', 'Save', and 'Cancel'. The 'New' and 'Edit' buttons are highlighted with a red box.

## Claims: 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) or double click on the claim.

The screenshot shows the CTAS software interface. At the top, there is a menu bar with options: Accounting, Payroll, Investments, Indebtedness, Reports, Admin, and Exit. Below the menu is a toolbar with icons for Receipts, Claims, Disbursements, Budget, Cash, Chart of Accounts, and Vendors. The main window title is 'Claims' and the time is 7:48 AM. There are two tabs: 'Claims List' (selected) and 'Add Claims'. Below the tabs are search filters: 'Search By' with a dropdown for 'Claim Date', and 'Search by Claim Date' with date pickers for '01/01/2016' and '05/16/2016'. A 'Search' button is to the right. The main area contains a table with columns: Date, Claim No, Vendo, Descripto, Amoun, Approve, Posted, Check Numb, Void, and Occurrence Da. The table has several rows, with the second row (01/29/2016, Claim No 132) highlighted in blue. To the right of the table is a 'Claims Processing' sidebar with buttons: Print Claims, Claims List For Appr, Approve Claims, Print Checks, Enter Check #'s, and Post Paid Claims To Disbursements. At the bottom of the interface are four buttons: '2) View/Edit' (circled in red), '3) Void (Y/N)', '4) Delete', and '5) Export to CSV'.

Date	Claim No	Vendo	Descripto	Amoun	Approve	Posted	Check Numb	Void	Occurrence Da
01/20/20...	131	Credit Un...	Plow Truck...	\$6,250.00	Yes	Yes	2441	No	
01/29/20...	132	Telephon...	Telephone Bill	\$150.00	Yes	Yes	2442	No	
02/10/20...	130	Northern...	Sewer Conn...	\$2,600.00	Yes	Yes	2440	No	
02/17/20...	133	Diamond...	Street Maint...	\$4,220.00	Yes	Yes	2443	No	
02/23/20...	134	Don's Ga...	Garbage an...	\$2,220.00	Yes	Yes	2444	No	
05/12/20...	136	Vendor El...	Electric and...	\$100.00	No	No		No	
05/12/20...	135	Vendor G...	Garbage an...	\$150.00	No	No		No	
05/12/20...	137	Vendor B...	Service Char...	\$5.00	No	No		No	
05/12/20...	138	Vendor P...	Supervisor...	\$25.00	No	No		No	



## 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.

The screenshot displays the 'Claims' window in the CTAS application. The 'Claims List' tab is active, showing a list of claims with '132' selected and highlighted in a red box. The main form area contains the following fields:

- \* Claim Number: 132
- \* Claim Date: 01/29/2016
- \* Pay to the order of: Telephone Company
- Address: 45 Main St., Upton, MN 55526
- \* Description: Telephone Bill
- Notes: (empty)
- Occurrence Date: (empty)
- Check Date: 02/23/2016
- Verified By: ecs
- Check Number: 2442
- Summary:
  - \* Total: \$ 150.00
  - Distributed: \$150.00
  - Difference: \$0.00

The status '\*POSTED\*' is circled in red. Below the form is the 'Account Distribution' table:

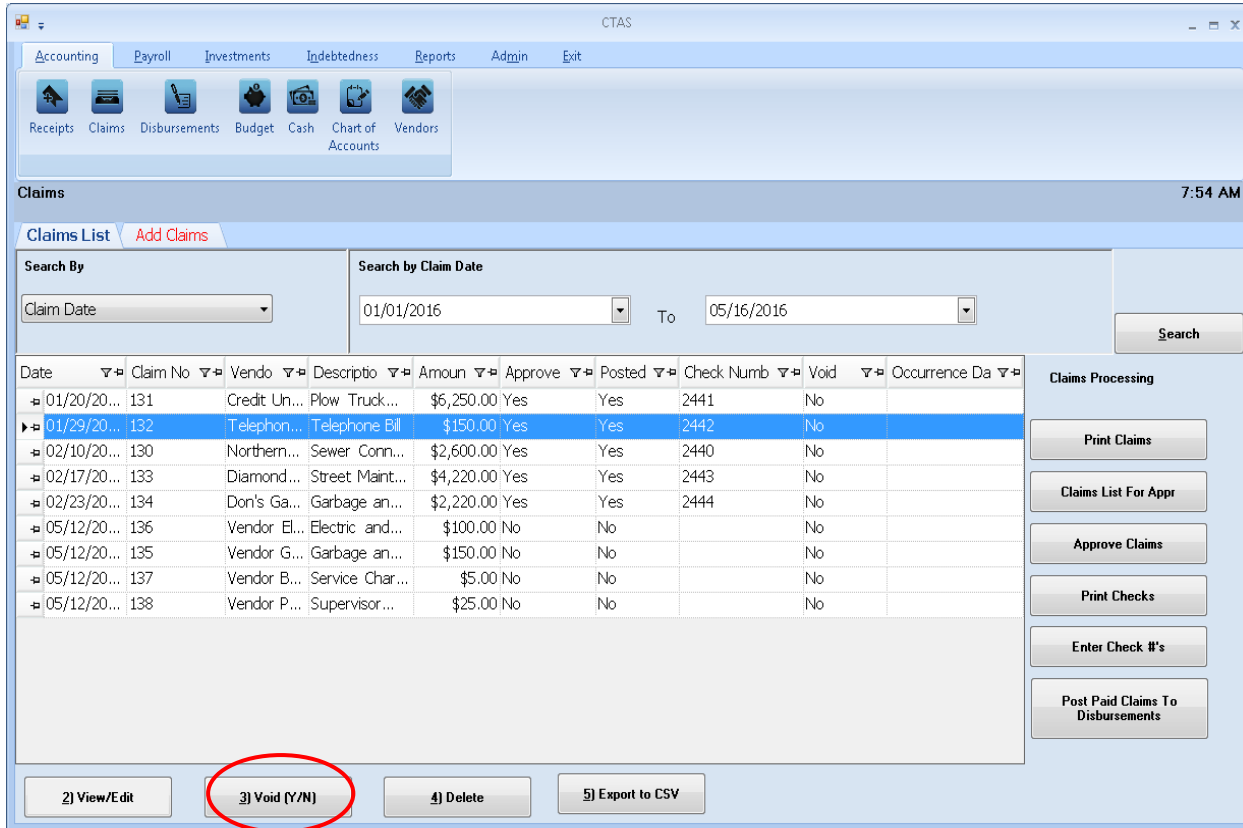
Fund Number	Account Number	Object Code	Program Code	Amount	Debt
▶ 100: General Fund	41905: Town Hall - Telephone	321: Communications...			\$150.00
*					

Buttons for 'Delete Selected Records', 'Save', and 'Cancel' are visible at the bottom of the window.

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

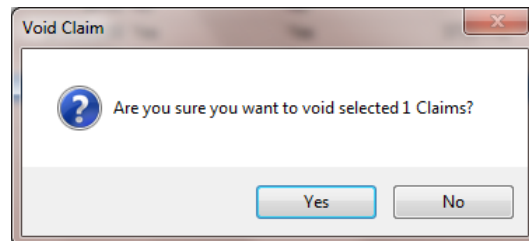
## Claims: Voiding a Claim

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](#)).



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

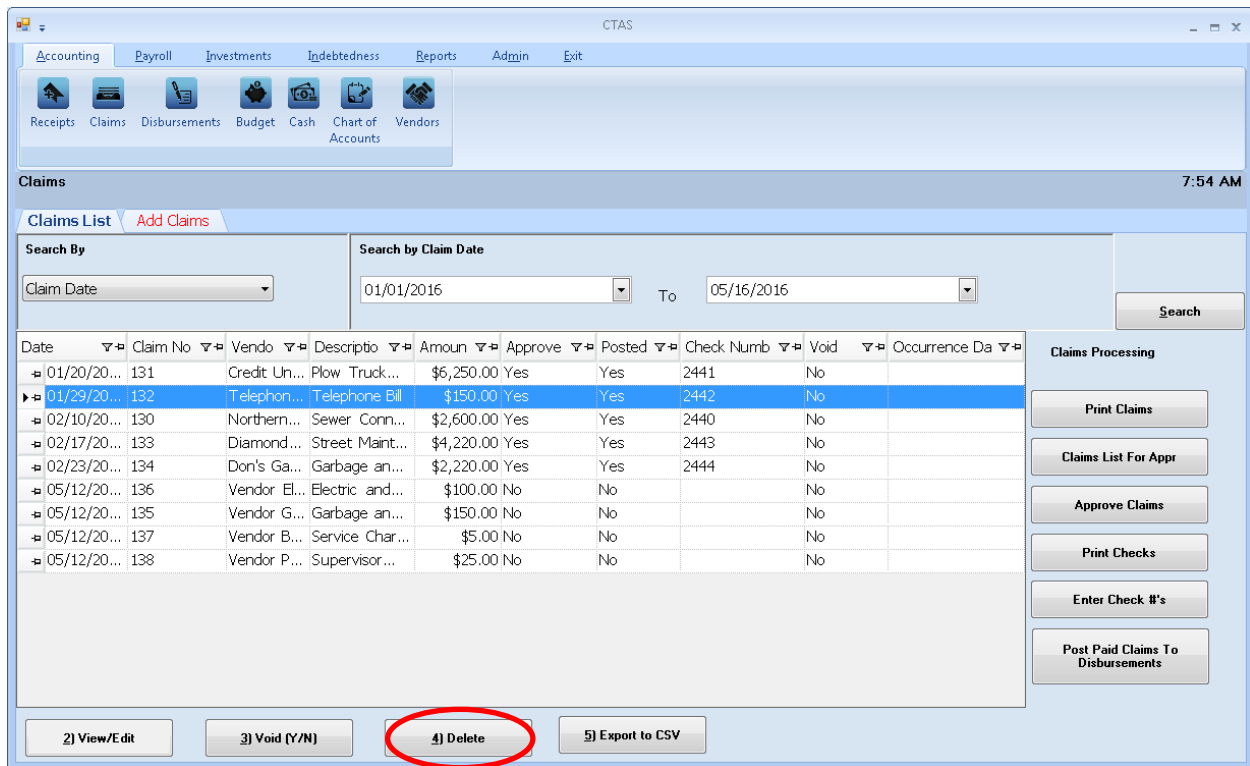
To void a claim, click once on a claim line to highlight the claim, then click on the Void (Y/N) button (circled). The Void Claim screen appears (below). Click on Yes to void the claim.



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.

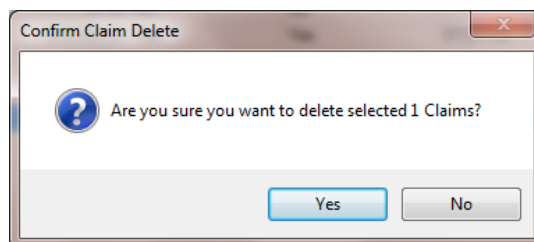
## Claims: Deleting a Claim

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](#)).



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.



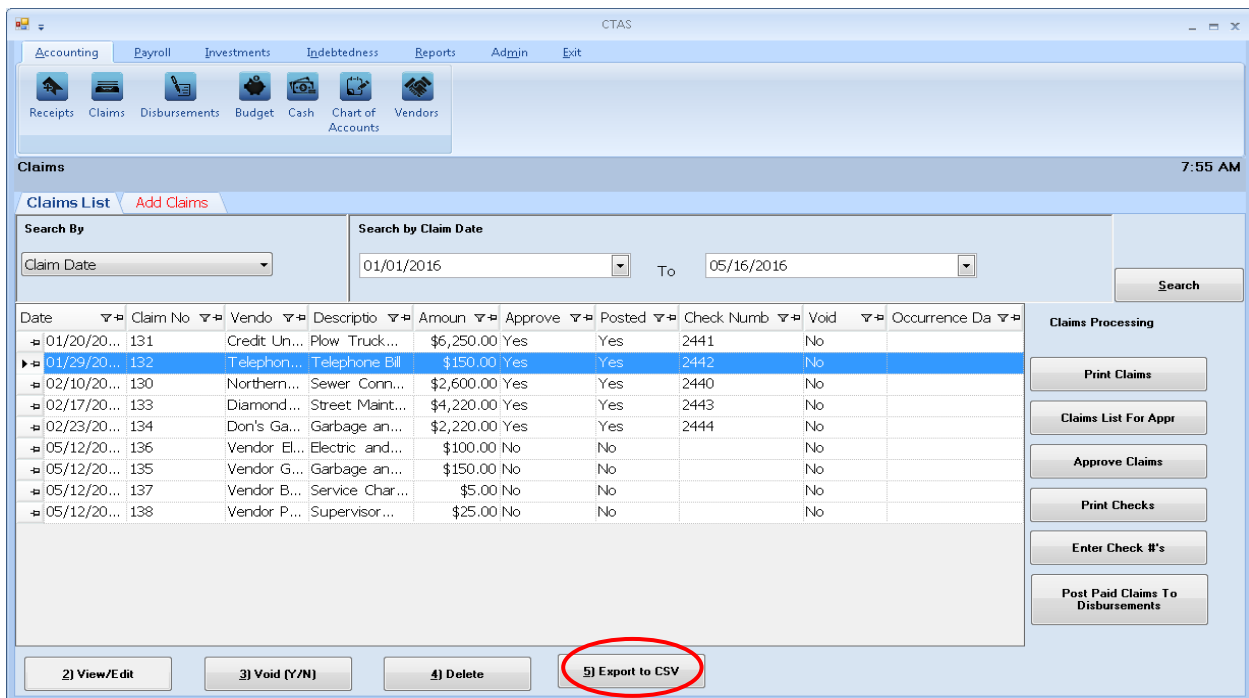
You can delete multiple claims by holding down the Control key (Ctrl) on your keyboard as you click on the claims you wish to delete. When you have selected the claims, click the Delete button and the Confirm Delete Claim screen will appear.

## Claims: Export to CSV

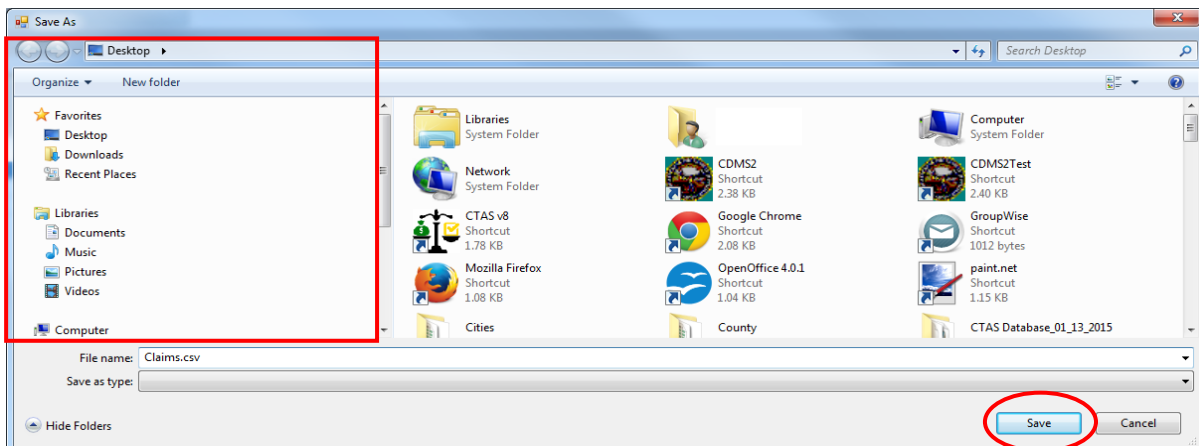
CTAS allows you to export your data to a CSV file. The CSV ("Comma Separated Values") file format is used by many spreadsheet applications, including Microsoft Excel. Some CTAS users export data to CSV files to give them flexibility in analyzing and presenting their entity's data.

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](#)).

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.



## 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.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Claim_ID	Date	Claim No.	Vendor	Descriptio	Amount	Approved	Posted	Check Nur	Void	Occurrence	Date		
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	Telephoni	Telephoni	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	Electric ar	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 B:	Service Cr	5	No	No		No				
10	44	5/12/2016 0:00	138	Vendor Pc	Superviso	25	No	No		No				
11														
12														
13														
14														
15														
16														
17														
18														
19														

## 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](#)).

The screenshot shows the CTAS software interface. At the top, there are menu options: Accounting, Payroll, Investments, Indebtedness, Reports, Admin, and Exit. Below the menu is a toolbar with icons for Receipts, Claims, Disbursements, Budget, Cash, Chart of Accounts, and Vendors. The main window title is 'Claims' and the time is 8:11 AM. The 'Claims List' tab is active, with an 'Add Claims' button. A search section allows filtering by 'Claim Date' from 01/01/2016 to 05/16/2016. A table lists claims with columns for Date, Claim No, Vendo, Descriptio, Amoun, Approve, Posted, Check Numb, Void, and Occurrence Da. A 'Claims Processing' sidebar on the right contains a red-bordered box with the following buttons: Print Claims, Claims List For Appr, Approve Claims, Print Checks, Enter Check #'s, and Post Paid Claims To Disbursements. At the bottom, there are buttons for View/Edit, Void (Y/N), Delete, and Export to CSV.

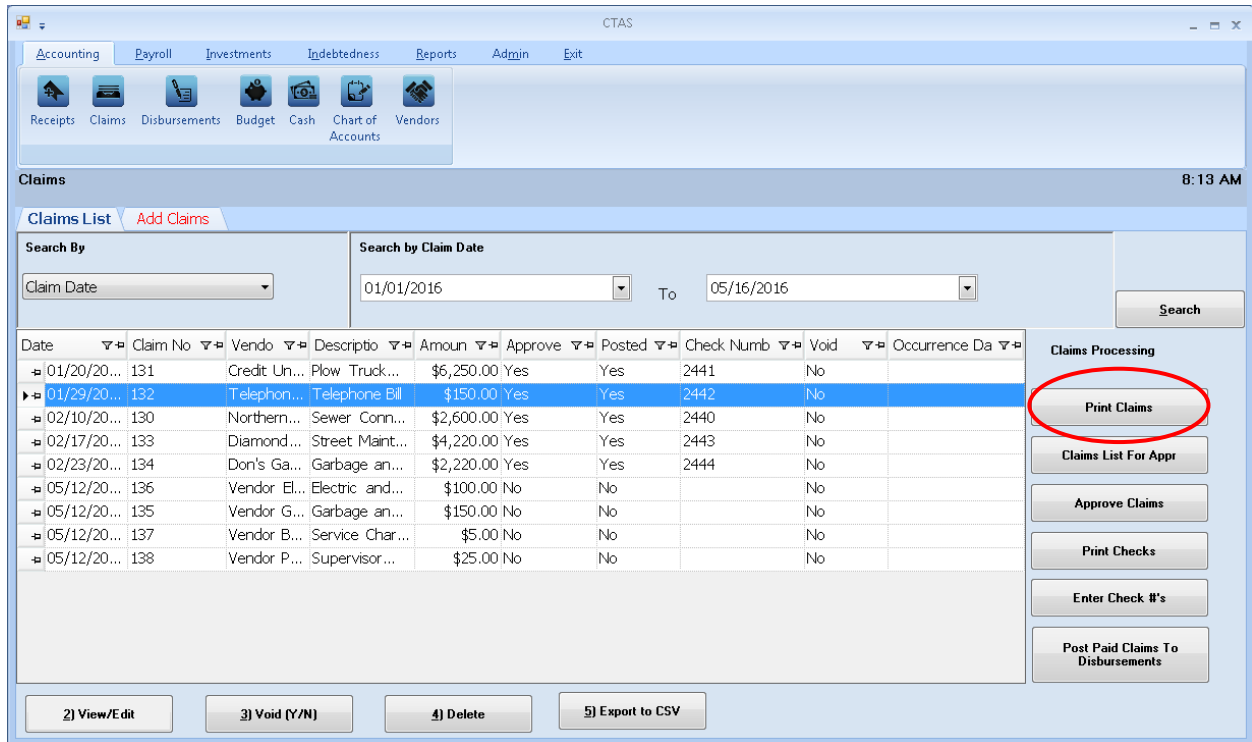
Date	Claim No	Vendo	Descriptio	Amoun	Approve	Posted	Check Numb	Void	Occurrence Da
01/20/20...	131	Credit Un...	Plow Truck...	\$6,250.00	Yes	Yes	2441	No	
01/29/20...	132	Telephon...	Telephone Bill	\$150.00	Yes	Yes	2442	No	
02/10/20...	130	Northern...	Sewer Conn...	\$2,600.00	Yes	Yes	2440	No	
02/17/20...	133	Diamond...	Street Maint...	\$4,220.00	Yes	Yes	2443	No	
02/23/20...	134	Don's Ga...	Garbage an...	\$2,220.00	Yes	Yes	2444	No	
05/12/20...	136	Vendor El...	Electric and...	\$100.00	No	No		No	
05/12/20...	135	Vendor G...	Garbage an...	\$150.00	No	No		No	
05/12/20...	137	Vendor B...	Service Char...	\$5.00	No	No		No	
05/12/20...	138	Vendor P...	Supervisor...	\$25.00	No	No		No	

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

## Claims: Processing the Claims (continued)

### Printing Claims

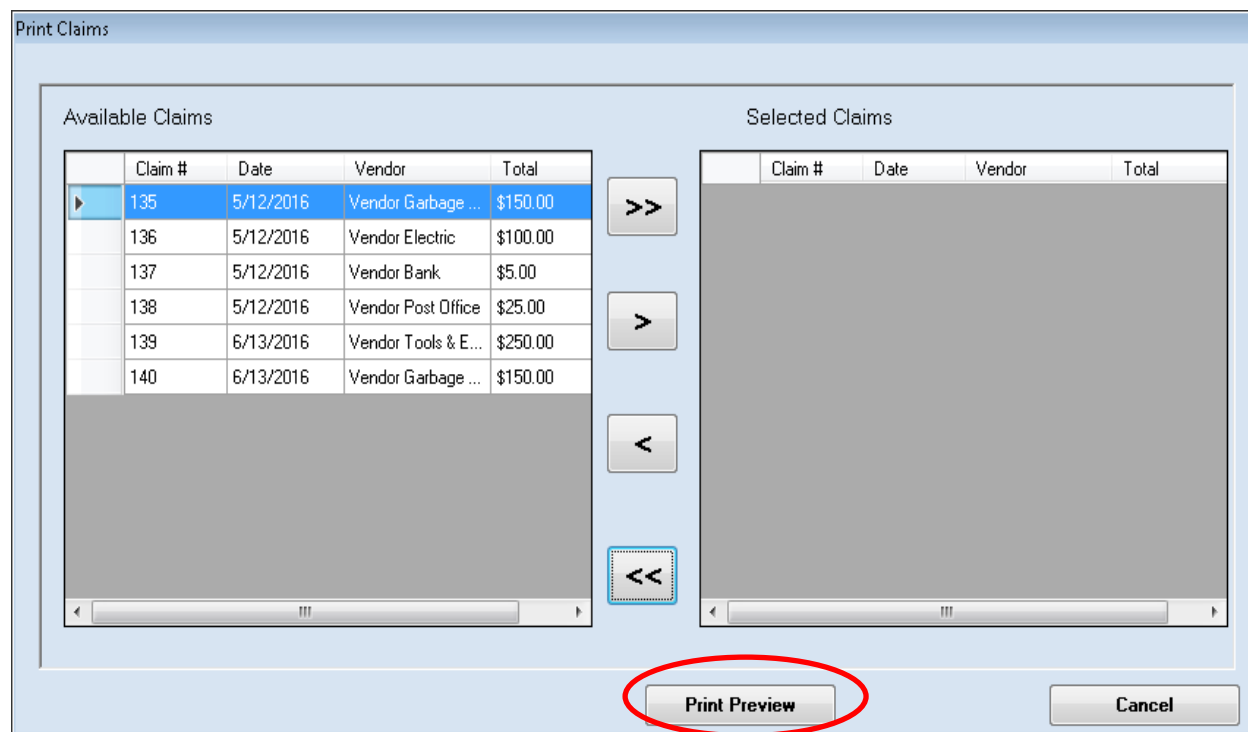
The first step for processing claims is to click the Print Claims button (circled).



The Print Claims screen will appear.

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

**Printing Claims (continued)**



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

To select the claims to print:

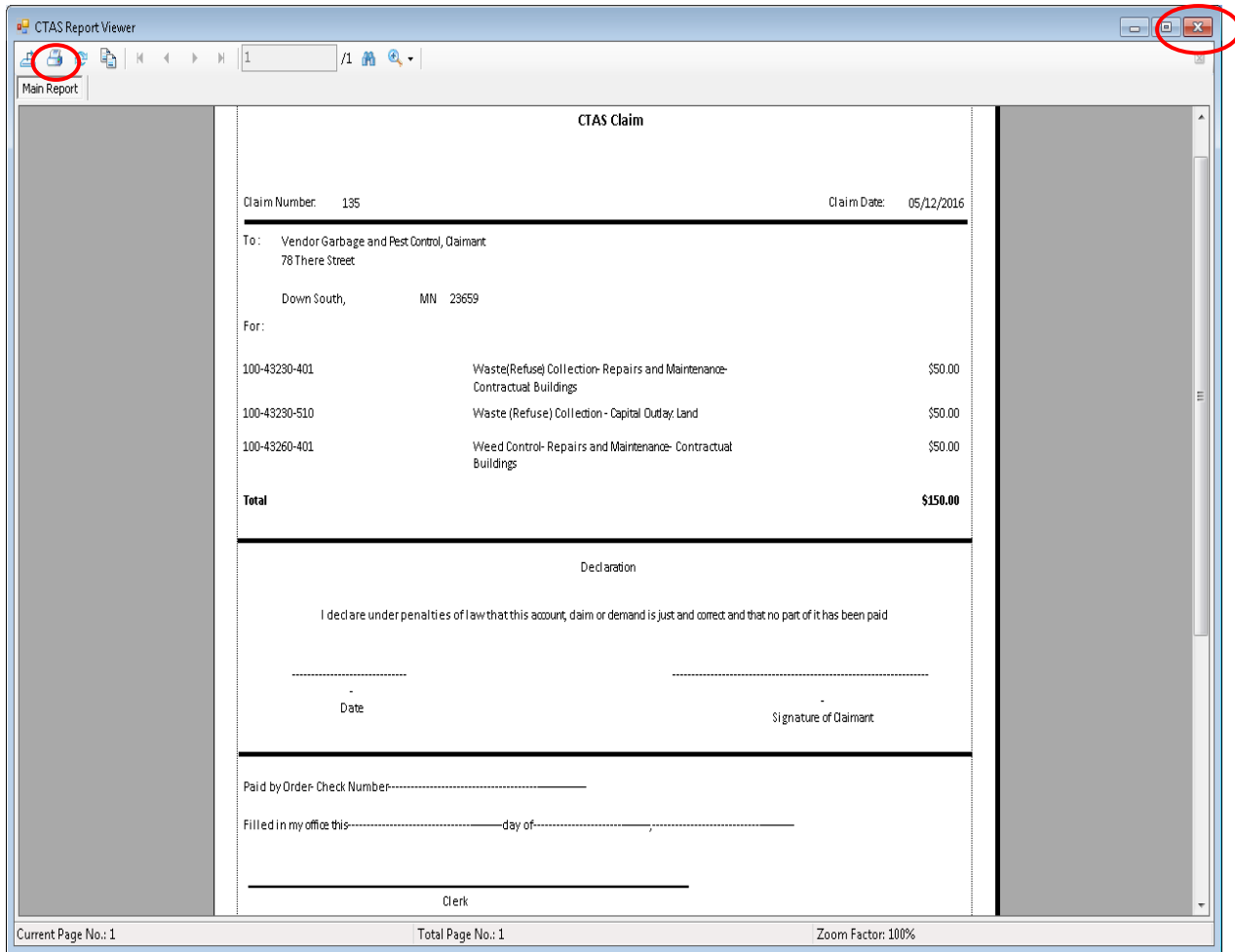
- Move them from the Available Claims box to the Selected Claims box. The “>>” button will move all the claims in the box; the “>” button will move individually-highlighted claims. You can also move an individual claim by double-clicking on the claim’s name. The “<” and “<<” buttons allow you to remove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



## Claims: Processing the Claims (continued)

### Printing Claims (continued)

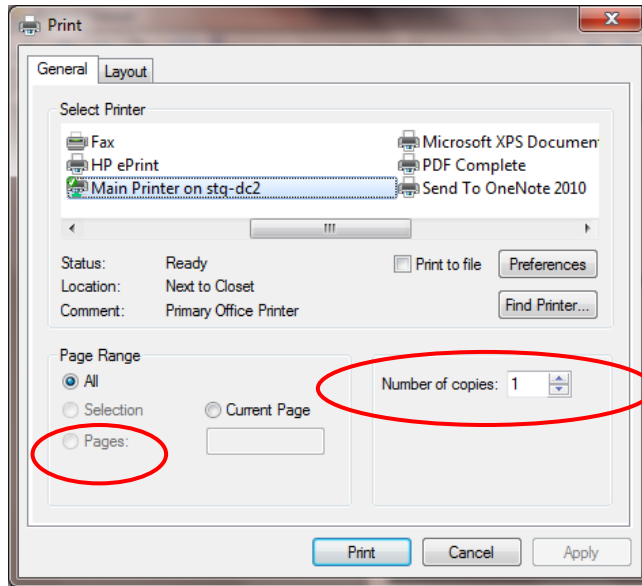
After reviewing the preview, click on the Printer icon (circled, left) to begin printing the claims. By clicking the red "X" (circled, right) you can close the Report Viewer screen.



## Claims: Processing the Claims (continued)

### Printing Claims (continued)

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



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.

Claims: Processing the Claims (continued)

Printing Claims (continued)

Sample Claim

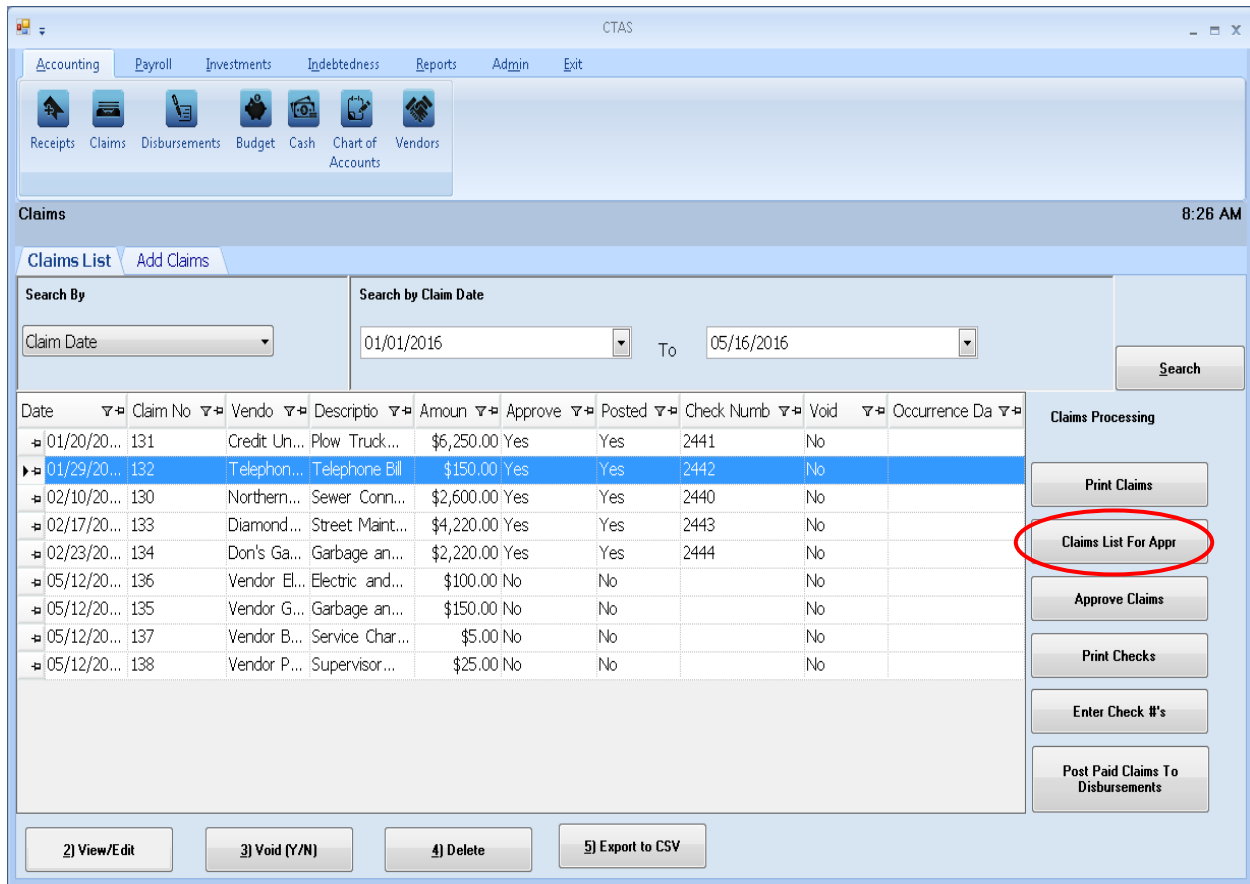
CTASClaim		
Claim Number :	135	Claim Date : 05/12/2016
<hr/>		
To :	Vendor Garbage and Pest Control, Claimant 78 There Street  Down South, MN 23659	
For :		
100-43 230-401	Waste (Refuse) Collection - Repairs and Maintenance - Contractual: Buildings	\$50.00
100-43 230510	Waste (Refuse) Collection - Capital Outlay: Land	\$50.00
100-43 260-401	Weed Control - Repairs and Maintenance - Contractual: Buildings	\$50.00
Total		\$150.00
<hr/>		
Declaration		
I declare under penalties of law that this account, claim or demand is just and correct and that no part of it has been paid		
----- Date	----- Signature of Claimant	
<hr/>		
Paid by Order - Check Number -----		
Filed in my office this ----- day of -----		
----- Clerk		
<hr/>		
Report last Updated: 08/29/2014		
Page 1 of 1		

## Claims: Processing the Claims (continued)

### 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.

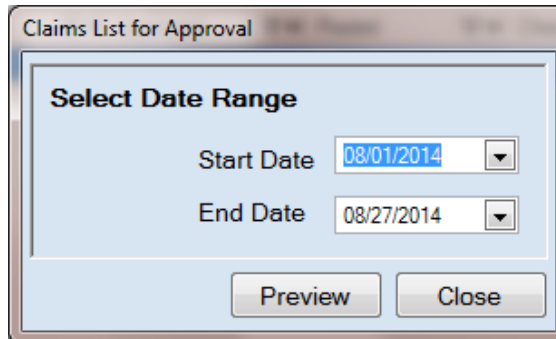
To print the Claims List for Approval for the board or council, open the Claims List tab (see [page 3-1](#)). Click on the Claims List For Appr button (circled).



The Claims List for Approval screen will appear.

## Claims: Processing the Claims (continued)

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



The screenshot shows a dialog box titled "Claims List for Approval". It contains a section labeled "Select Date Range" with two date pickers. The "Start Date" is set to 08/01/2014 and the "End Date" is set to 08/27/2014. At the bottom of the dialog are "Preview" and "Close" buttons.

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.

## Claims: Processing the Claims (continued)

### 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.

**New Township** **Claims List for Approval** **5/16/2016**

Date Range: 4/16/2016 To 5/16/2016

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
05/12/2016	Vendor Garbage and Pest Control	Garbage and Weeds	135	\$150.00			
					100-43260-401-	Weed Control	\$50.00
					100-43230-401-	Waste (Refuse) Collection	\$50.00
					100-43230-510-	Waste (Refuse) Collection	\$50.00
05/12/2016	Vendor Electric	Electric and Gas	136	\$100.00			
					100-41915-881-	Town Hall - Electric and Gas	\$75.00
					100-41915-883-	Town Hall - Electric and Gas	\$25.00
05/12/2016	Vendor Bank	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
<b>Total For Selected Claims</b>				<b>\$280.00</b>			<b>\$280.00</b>

\_\_\_\_\_  
John Doe City Council/Town Board Date

\_\_\_\_\_  
John Doe 2 Town Supervisor Date

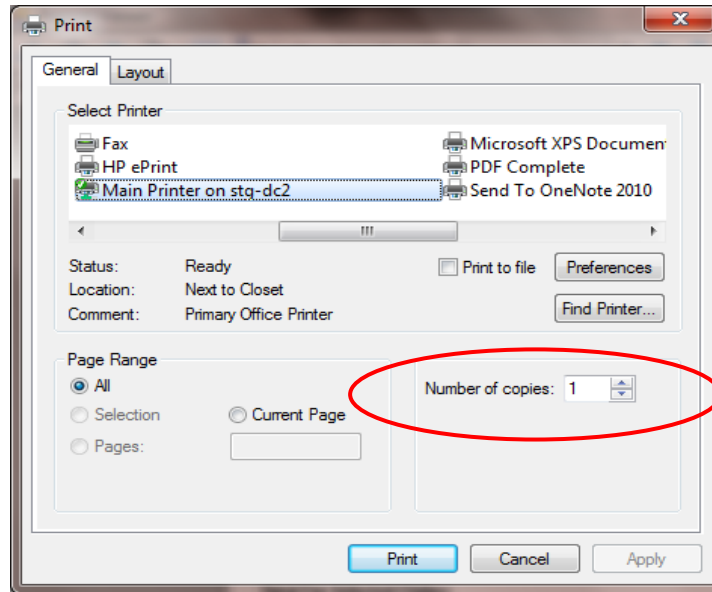
\_\_\_\_\_  
John Doe 3 City Council/Town Board Date

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

## Claims: Processing the Claims (continued)

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

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



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.

## Claims: Processing the Claims (continued)

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

### Sample Claims List for Approval Report

New Township		Claims List for Approval					5/16/2016
<b>Date Range:</b> 4/16/2016 To 5/16/2016							
<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
05/12/2016	Vendor Garbage and Pest Control	Garbage and Weeds	135	\$150.00			
					100-43260-401-	Weed Control	\$50.00
					100-43230-401-	Waste (Refuse) Collection	\$50.00
					100-43230-510-	Waste (Refuse) Collection	\$50.00
05/12/2016	Vendor Electric	Electric and Gas	136	\$100.00			
					100-41915-381-	Town Hall - Electric and Gas	\$75.00
					100-41915-383-	Town Hall - Electric and Gas	\$25.00
05/12/2016	Vendor Bank	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
<b>Total For Selected Claims</b>				<b>\$280.00</b>			<b>\$280.00</b>
_____ John Doe			_____ City Council/Town Board		_____ Date		
_____ John Doe 2			_____ Town Supervisor		_____ Date		
_____ John Doe 3			_____ City Council/Town Board		_____ Date		
Report Last Updated: 08/29/2014				Page 1 of 1			



## Claims: Processing the Claims (continued)

### 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).

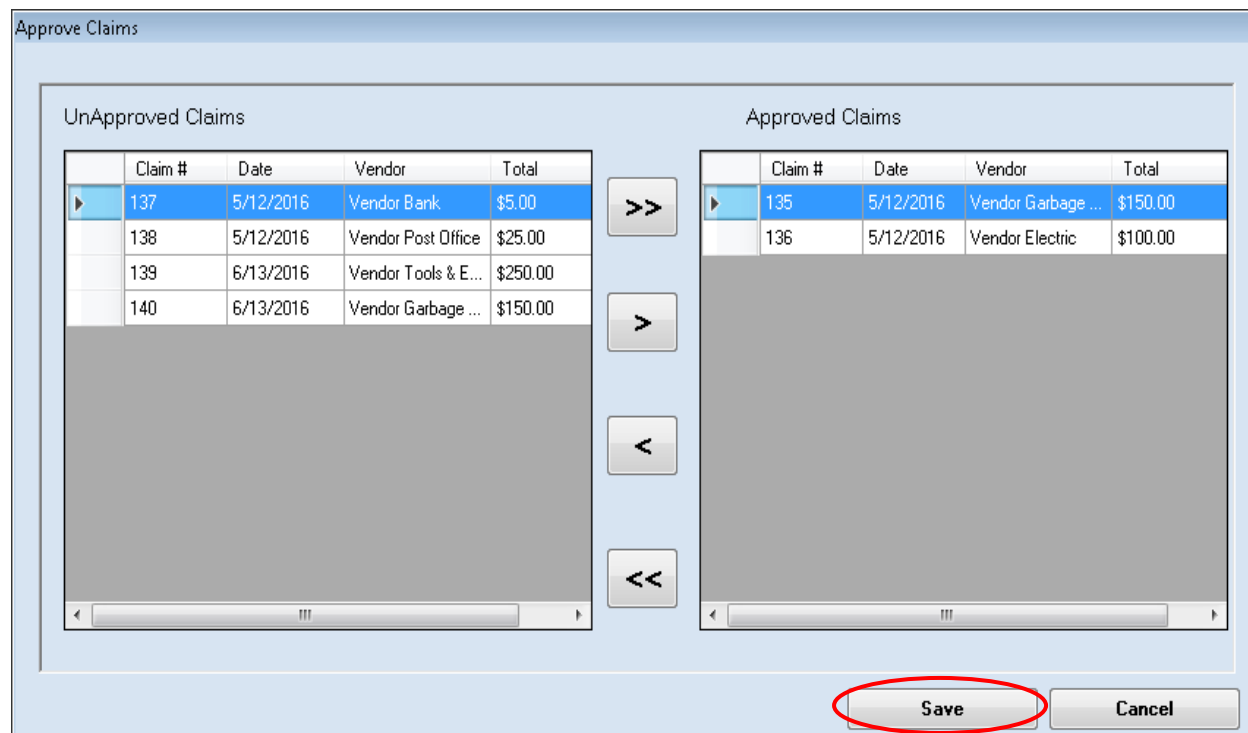
The screenshot shows the CTAS software interface. At the top, there are menu tabs: Accounting, Payroll, Investments, Indebtedness, Reports, Admin, and Exit. Below these are icons for Receipts, Claims, Disbursements, Budget, Cash, Chart of Accounts, and Vendors. The main window title is 'Claims' and the time is 8:34 AM. There are two sub-tabs: 'Claims List' and 'Add Claims'. A search section allows filtering by 'Claim Date' from 01/01/2016 to 05/16/2016. The main table lists claims with columns: Date, Claim No, Vendo, Descriptio, Amoun, Approve, Posted, Check Numb, Void, and Occurrence Da. The row for claim 132 is highlighted. To the right of the table is a 'Claims Processing' sidebar with buttons: Print Claims, Claims List For Appr, Approve Claims (circled in red), Print Checks, Enter Check #'s, and Post Paid Claims To Disbursements. At the bottom of the window are buttons for View/Edit, Void (Y/N), Delete, and Export to CSV.

Date	Claim No	Vendo	Descriptio	Amoun	Approve	Posted	Check Numb	Void	Occurrence Da
01/20/20...	131	Credit Un...	Plow Truck...	\$6,250.00	Yes	Yes	2441	No	
01/29/20...	132	Telephon...	Telephone Bill	\$150.00	Yes	Yes	2442	No	
02/10/20...	130	Northern...	Sewer Conn...	\$2,600.00	Yes	Yes	2440	No	
02/17/20...	133	Diamond...	Street Maint...	\$4,220.00	Yes	Yes	2443	No	
02/23/20...	134	Don's Ga...	Garbage an...	\$2,220.00	Yes	Yes	2444	No	
05/12/20...	136	Vendor El...	Electric and...	\$100.00	No	No		No	
05/12/20...	135	Vendor G...	Garbage an...	\$150.00	No	No		No	
05/12/20...	137	Vendor B...	Service Char...	\$5.00	No	No		No	
05/12/20...	138	Vendor P...	Supervisor...	\$25.00	No	No		No	

## Claims: Processing the Claims (continued)

### Selecting the Claims Approved (continued)

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



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.

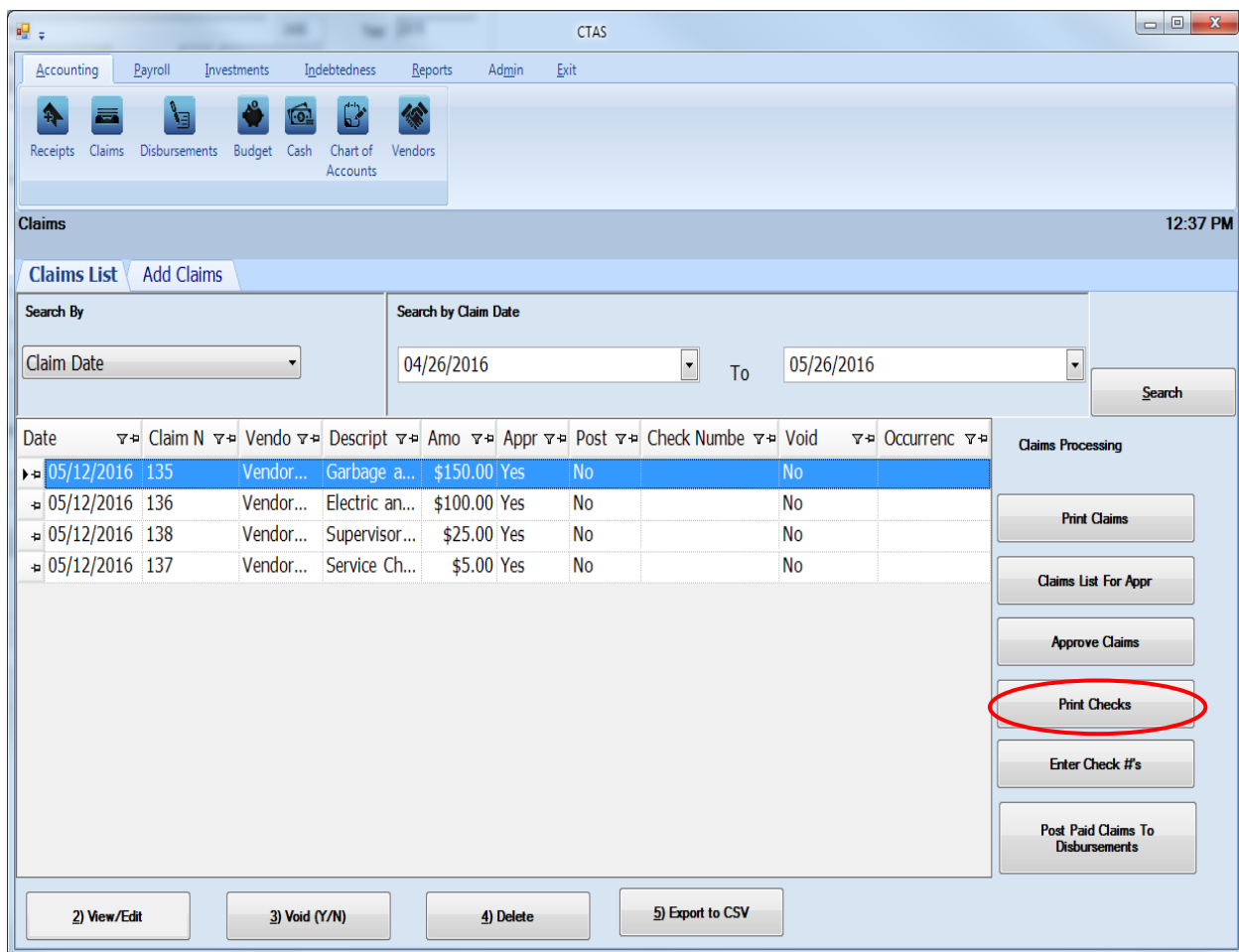
Click the Save button and the selected claims will be marked as approved.

## 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 <http://www.auditor.state.mn.us/default.aspx?page=ctas> under the heading “Other Resources”.

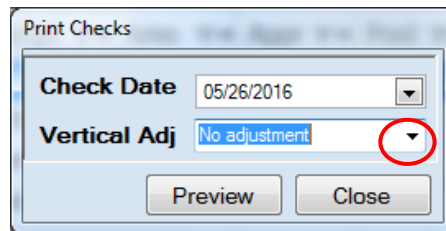
Once a claim has been marked as approved, you can print a check for that claim. To print a check, open the Claims List tab (see page 3-1). Click the Print Checks button (circled).



The Print Checks screen will appear.

## Claims: Processing the Claims (continued)

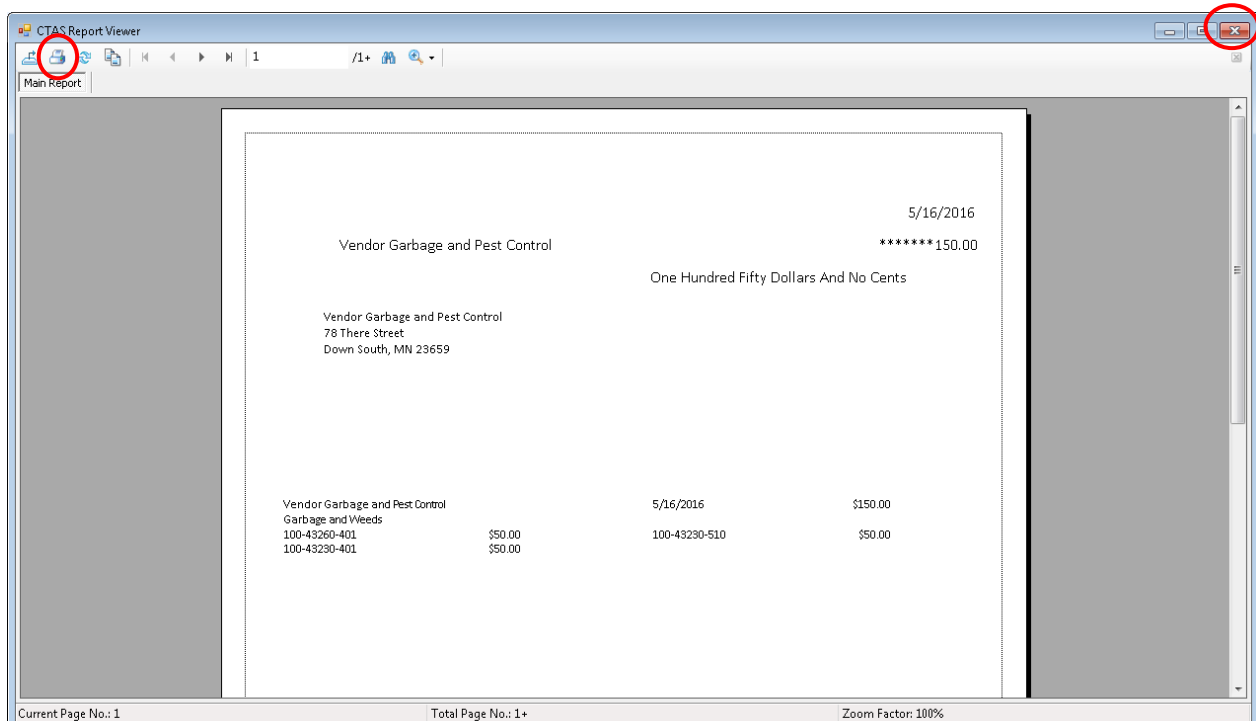
### Printing Checks (continued)



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.

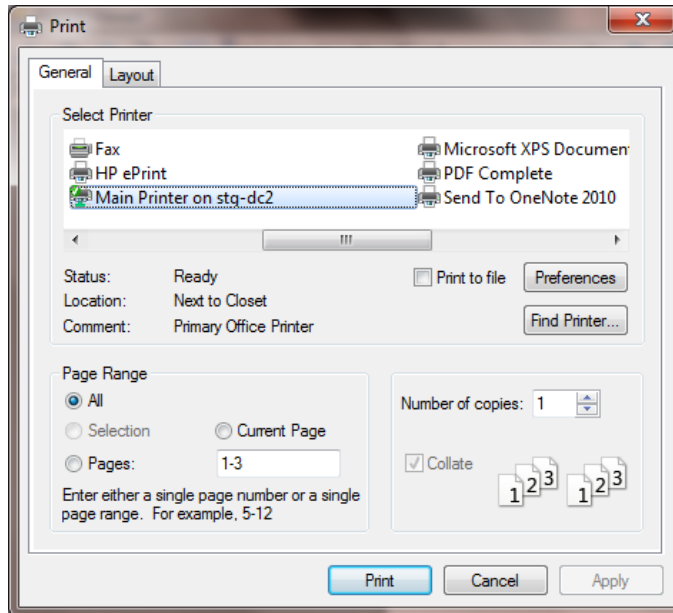
After reviewing the print preview, click on the Printer icon (circled, below left) to begin printing the checks. By clicking the red “X” (circled, below right) you can close the Report Viewer screen.



## Claims: Processing the Claims (continued)

### Printing Checks (continued)

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



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**

Vendor Garbage and Pest Control

5/16/2016

\*\*\*\*\*150.00

One Hundred Fifty Dollars And No Cents

Vendor Garbage and Pest Control  
78 There Street  
Down South, MN 23659

Vendor Garbage and Pest Control		5/16/2016	\$150.00
Garbage and Weeds			
100-43260-401	\$50.00	100-43230-510	\$50.00
100-43230-401	\$50.00		

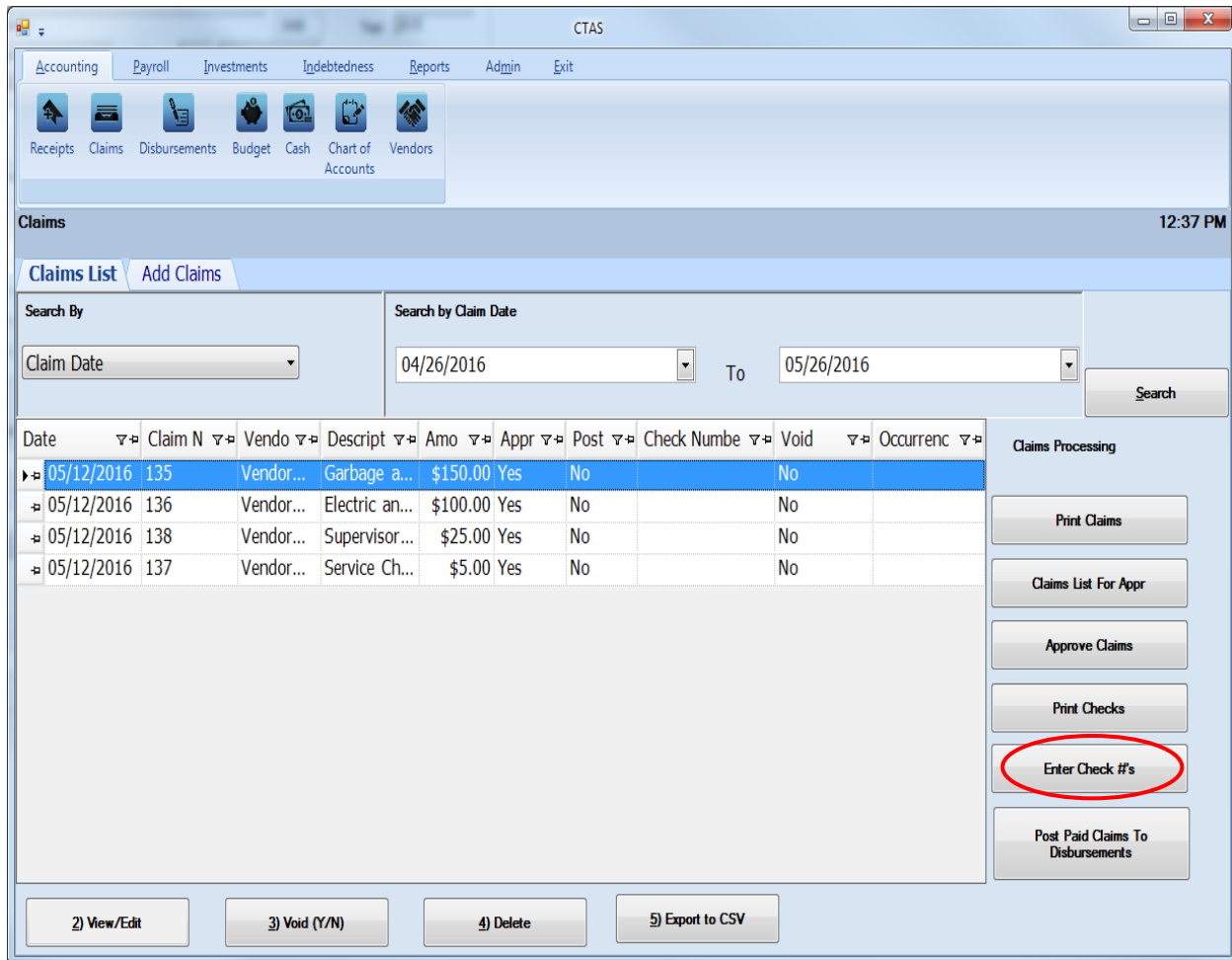
Vendor Garbage and Pest Control		5/16/2016	\$150.00
Garbage and Weeds			
100-43260-401	\$50.00	100-43230-510	\$50.00
100-43230-401	\$50.00		

## Claims: Processing the Claims (continued)

### 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).



The Enter Check Number screen will appear.

## Claims: Processing the Claims (continued)

### Entering Check Numbers (continued)

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	

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.



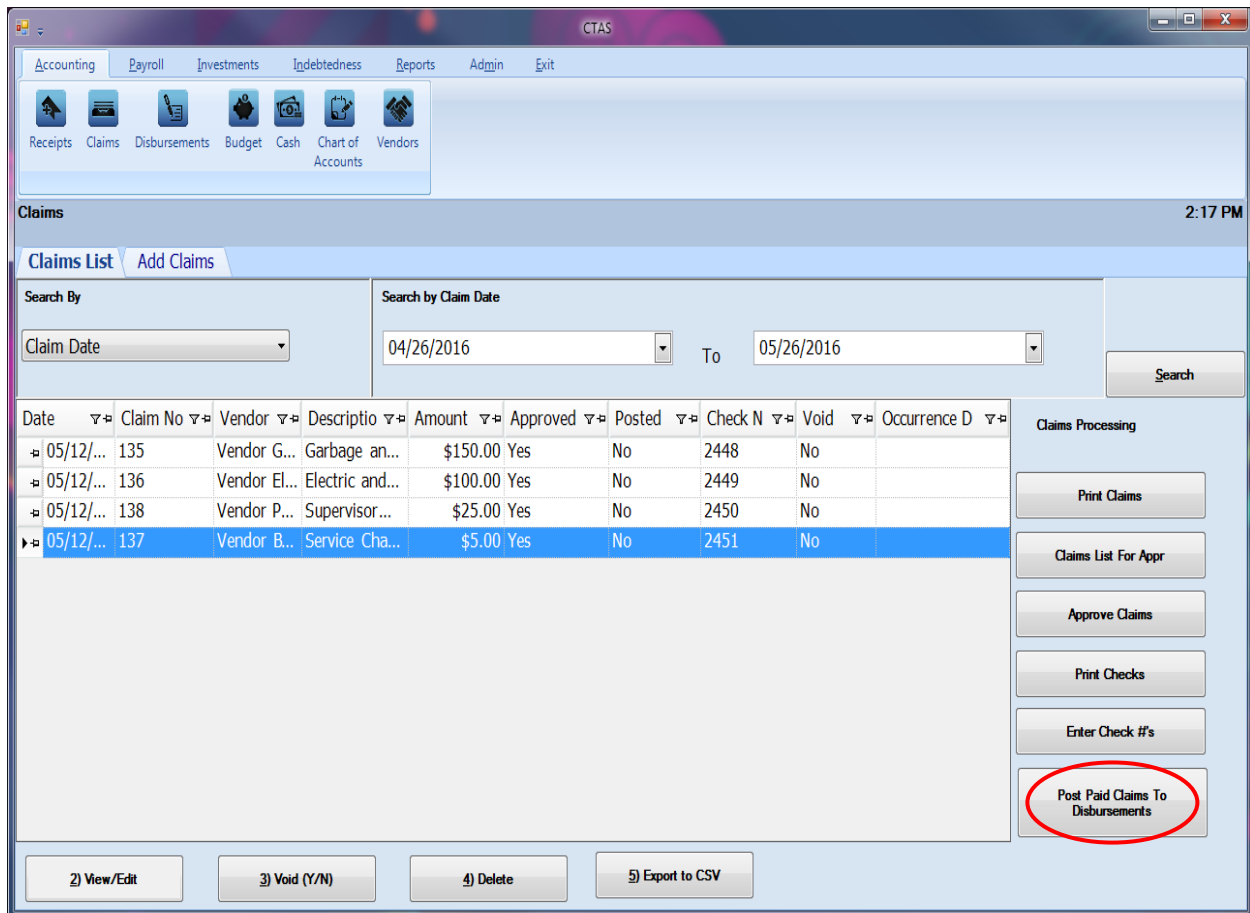
## Claims: Processing the Claims (continued)

### 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.**

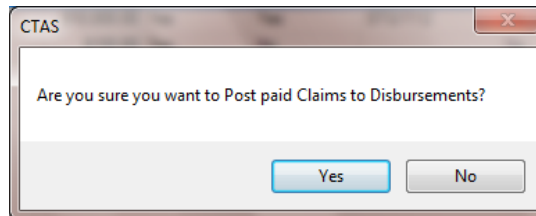
To post the claims to the disbursements, open the Claims List tab (see [page 3-1](#)). Click the Post Paid Claims To Disbursements button (circled).



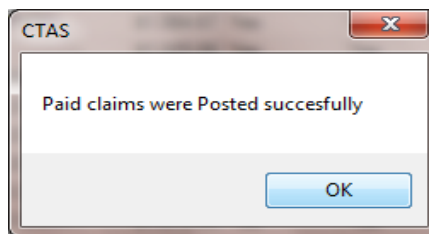
## Claims: Processing the Claims (continued)

### Posting the Paid Claims (continued)

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



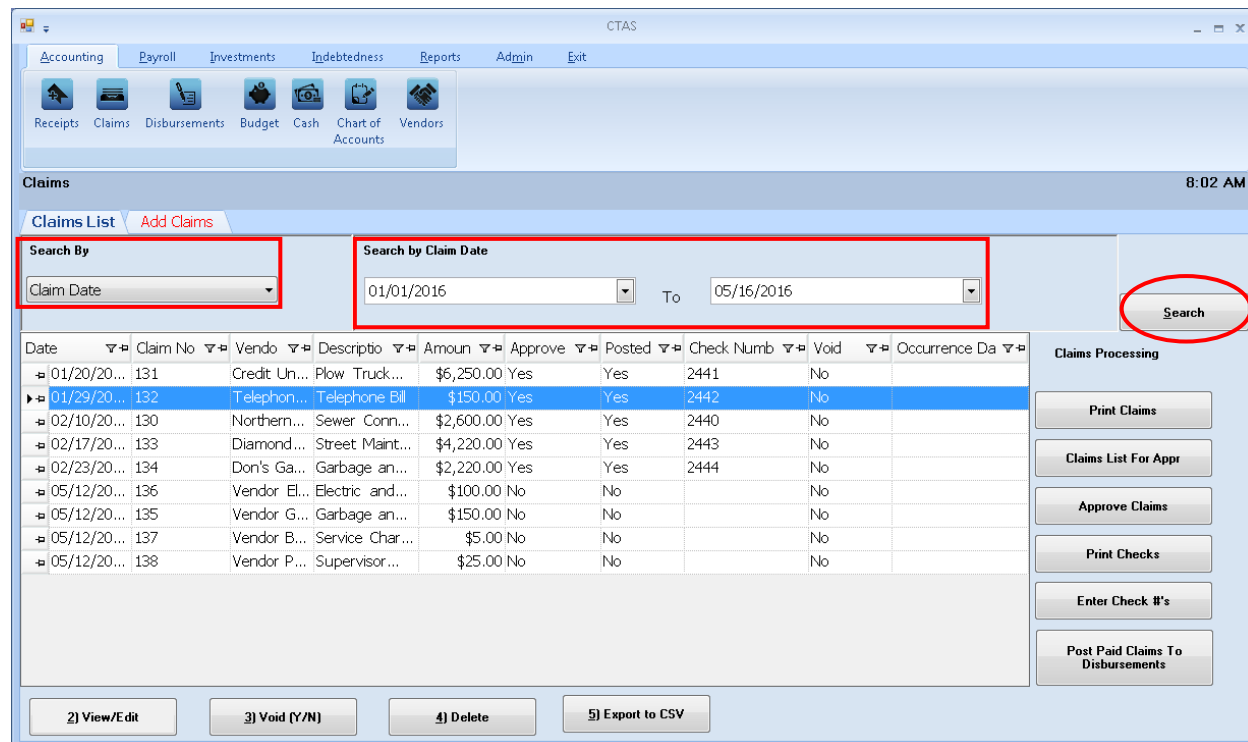
When the claims have been successfully posted, a screen confirmation will appear (below).



**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).

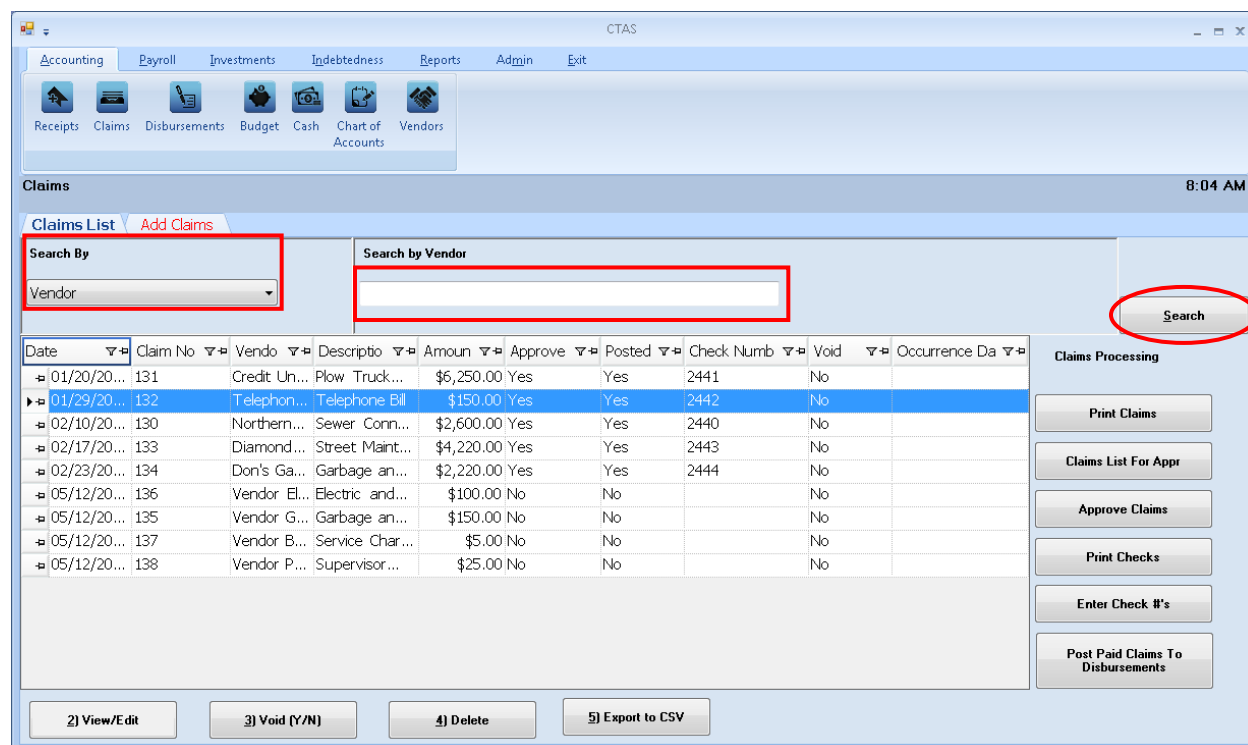


The default date search range is the last three weeks. To change the range of search dates:

- Click on the first field under Search by Claim Date (boxed, center) and enter a new starting date or 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.

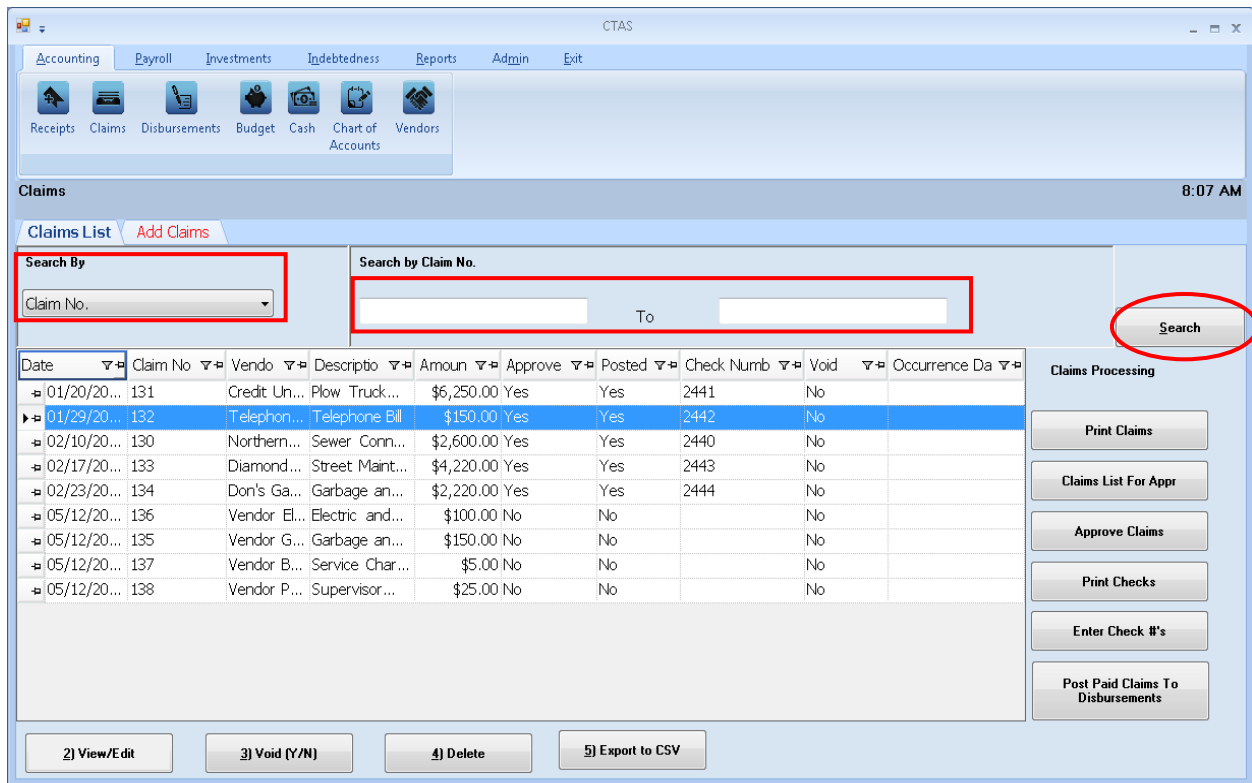


To search by vendor:

- 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.

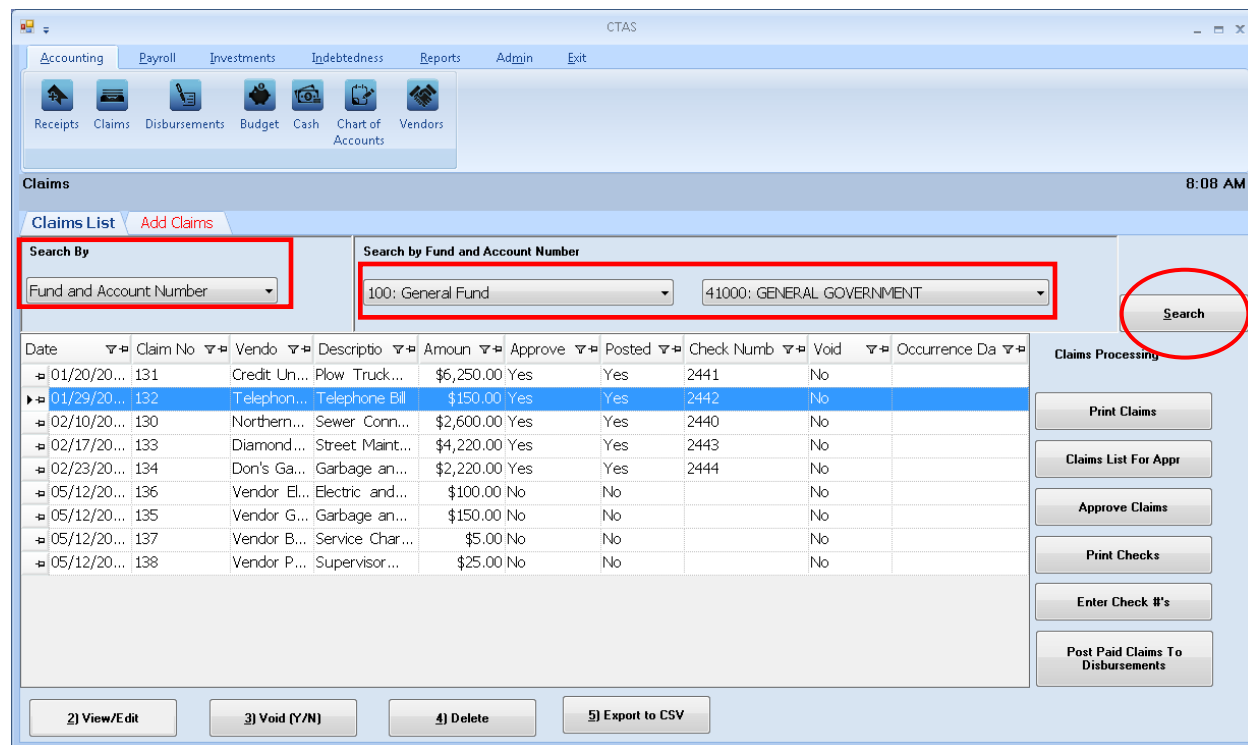


To search by claim number:

- 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.



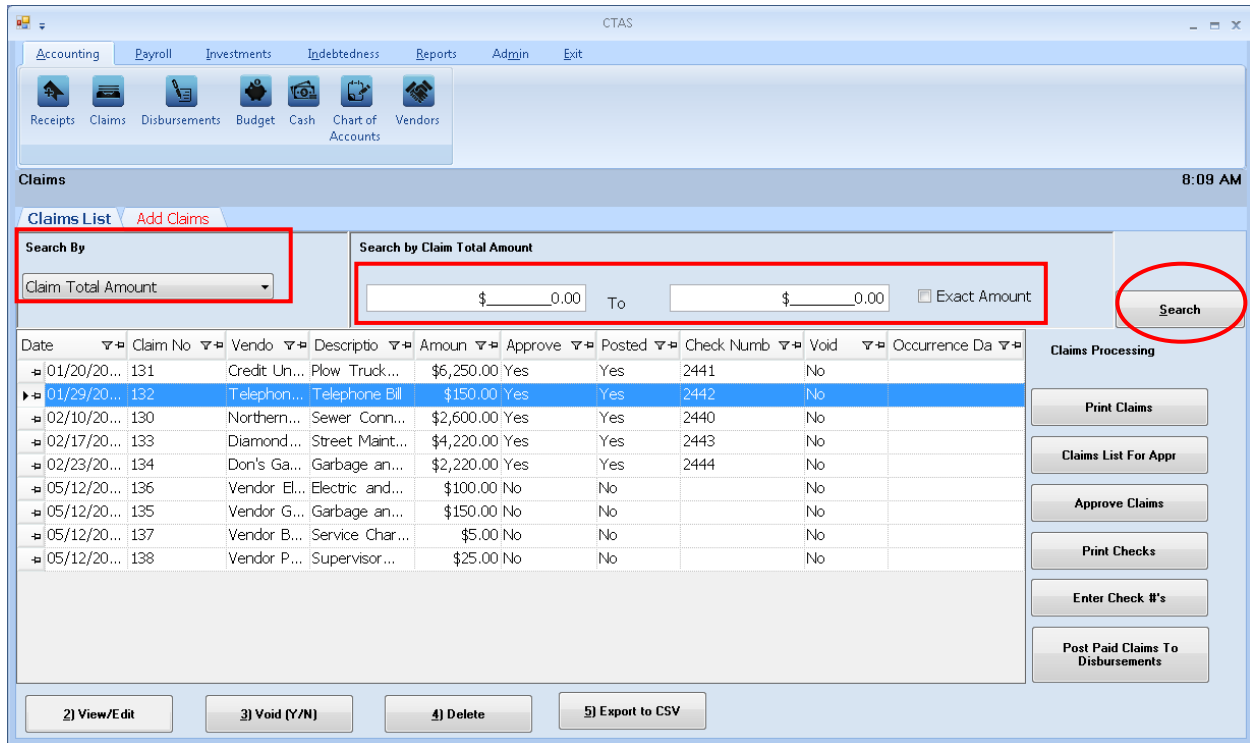
To search by fund and account number:

- 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.**

## Claims: Using the Search Feature (continued)

The last option is to search by Claim Total Amount.



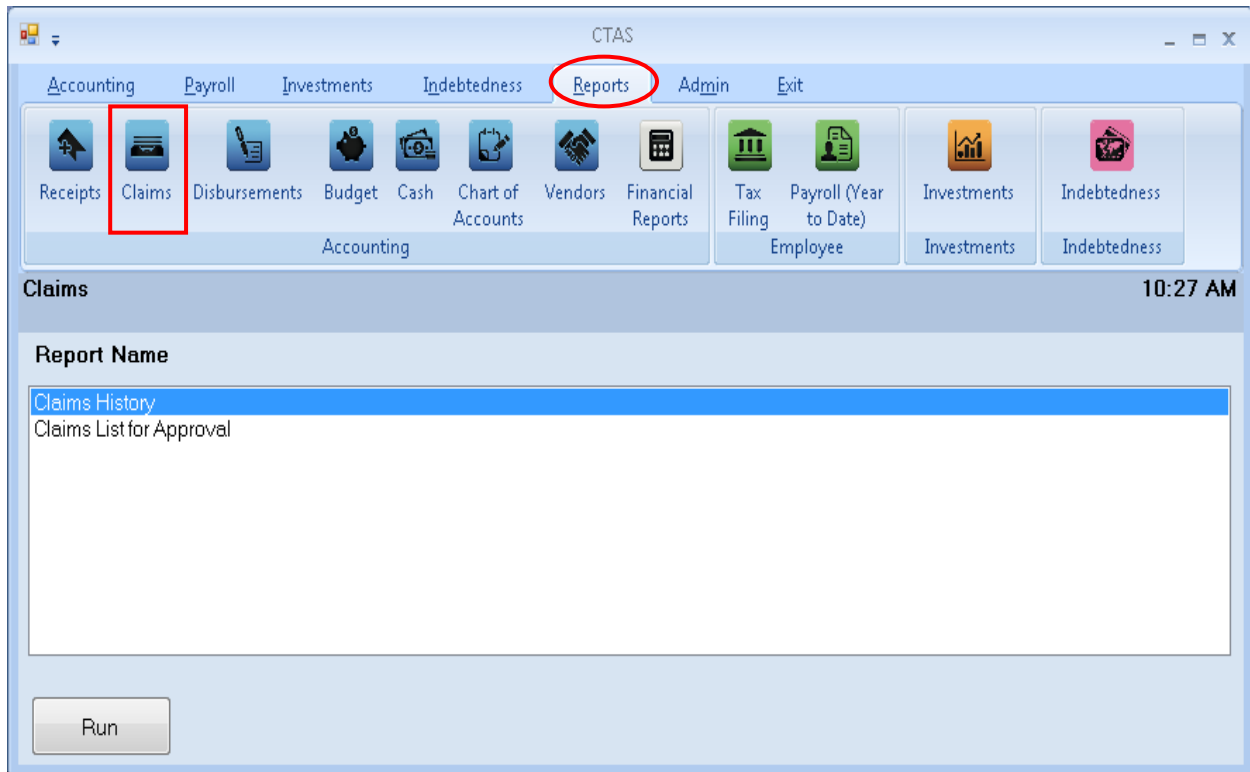
To search by total amount:

- 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.

## Claims: Printing Reports

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.



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.

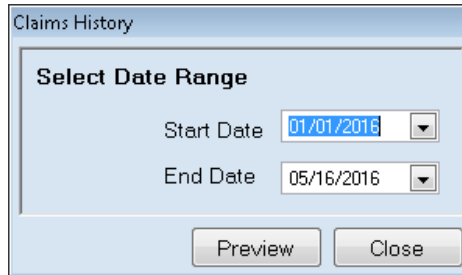


## Claims: Printing Reports (continued)

### 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.

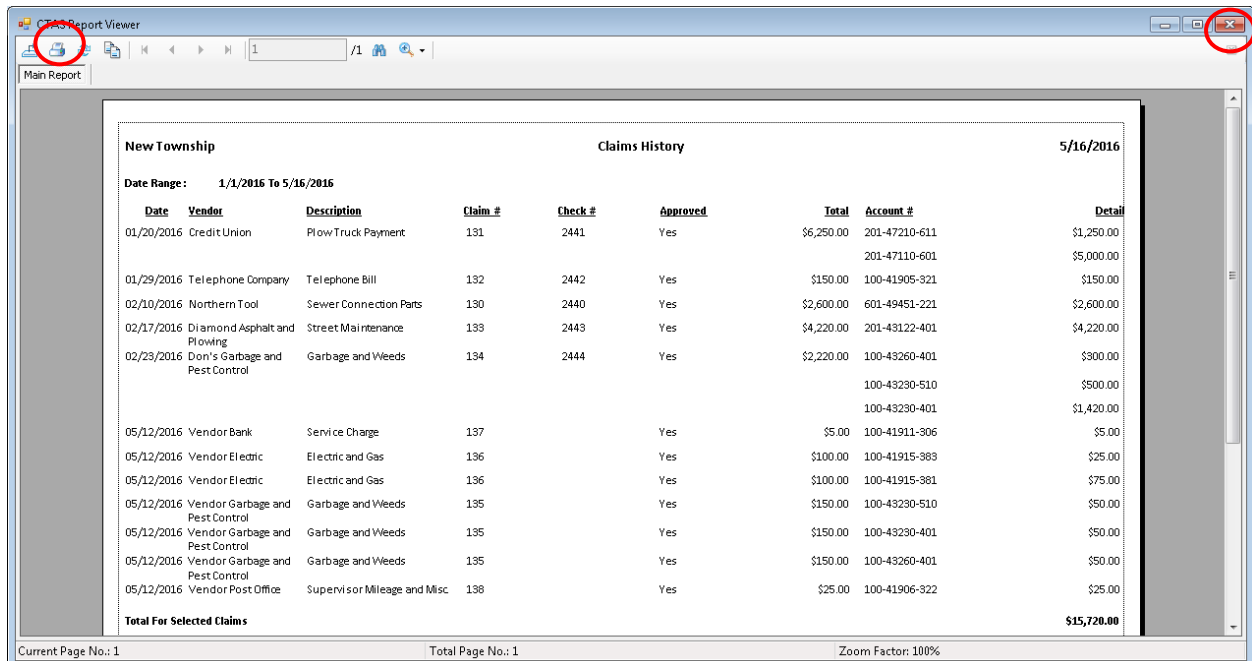
To print a claims history, highlight Claims History and click the Run button on the Claims report screen (see previous page). The Claims History screen will appear.



The dialog box titled "Claims History" contains a "Select Date Range" section. It has two date pickers: "Start Date" set to "01/01/2016" and "End Date" set to "05/16/2016". At the bottom are "Preview" and "Close" buttons.

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.



The screenshot shows the "CTAS Report Viewer" window. A printer icon in the top-left toolbar and a red "X" in the top-right window control bar are circled. The main report area displays a "Claims History" for "New Township" from 1/1/2016 to 5/16/2016. The table lists various claims with columns for Date, Vendor, Description, Claim #, Check #, Approved, Total, Account #, and Detail. A total for selected claims is shown at the bottom as \$15,720.00.

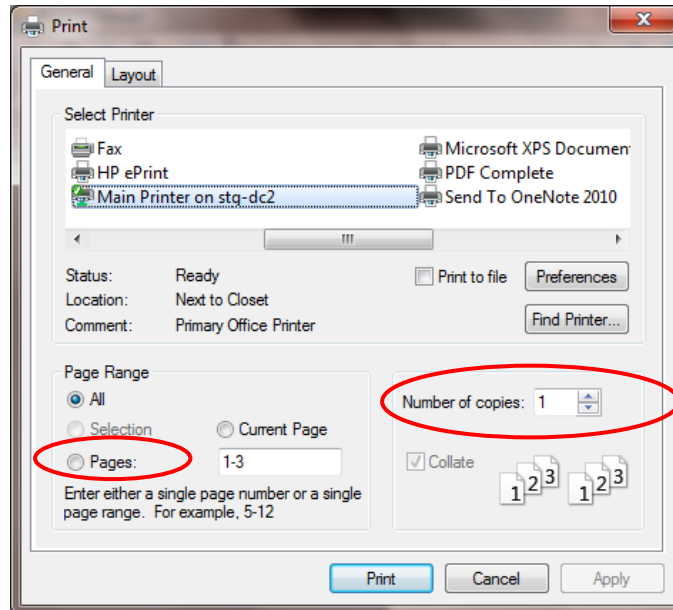
Date	Vendor	Description	Claim #	Check #	Approved	Total	Account #	Detail
01/20/2016	Credit Union	Flow Truck Payment	131	2441	Yes	\$6,250.00	201-47210-611	\$1,250.00
							201-47110-601	\$5,000.00
01/29/2016	Telephone Company	Telephone Bill	132	2442	Yes	\$150.00	100-41905-321	\$150.00
02/10/2016	Northern 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 Electric	Electric and Gas	136		Yes	\$100.00	100-41915-383	\$25.00
05/12/2016	Vendor Electric	Electric 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
<b>Total For Selected Claims</b>								<b>\$15,720.00</b>

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.

## Claims: Printing Reports (continued)

### Printing a Claims History (continued)

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



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.

**Claims: Printing Reports (continued)**

**Sample Claims History Report**

New Township		Claims History						5/16/2016	
Date Range: 1/1/2016 To 5/16/2016									
Date	Vendor	Description	Claim #	Check #	Approved	Total	Account #	Detail	
01/20/2016	Credit Union	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 Electric	Electric and Gas	136		Yes	\$100.00	100-41915-383	\$25.00	
05/12/2016	Vendor Electric	Electric 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	
<b>Total For Selected Claims</b>								<b>\$15,720.00</b>	