

Adding a Reimbursement to Payroll

In CTAS, click on the Accounting tab, Claims icon, and then the Add Claims tab.

Enter the claim number and date. Select the Employee Reimbursement box. Selecting this box will limit the “Pay to the order of” box to only list employees that have been entered in the Payroll module. Regular vendors will not be listed.

The screenshot shows the 'Add Claims' form in the CTAS system. The 'Add Claims' tab is selected. The form includes the following fields and sections:

- Claim Information:** Claim Number (4), Claim Date (12/29/2023), and an unchecked checkbox for 'Employee Reimbursement'.
- Pay to the order of:** A dropdown menu with 'New' and 'Edit' buttons.
- Address:** Three input fields.
- Description:** A large text area.
- Notes:** A text area.
- Occurrence Date:** A dropdown menu.
- Check Memo:** A text area.
- Summary:** A table showing a total of \$0.00.
- Account Distribution:** A table with columns for Fund Number, Account Number, Object Code, Program Code, Amount, and Debt.

Fund Number	Account Number	Object Code	Program Code	Amount	Debt
*					

Buttons: Save, Cancel, Delete Selected Records.

With the Employee Reimbursement box checked, a new option will appear below it labeled “Process in Payroll after Approval”. When this is checked, the claim will be available in the next few steps of the claim process (Print Claims, Claims List for Appr, and Approve Claims). Once the claim is approved, it will no longer be available to be processed the rest of the way in the claims process in the Claims module. Instead, it will show up when a payroll is created in the Payroll module to be added to the check, the check printed, and posted to disbursements. If you wish to pay an employee but do not want to process it in payroll/don’t use the payroll module, leave the Process in Payroll after Approval box unchecked to finish processing that claim in the Claims module with the rest of the vendor claims. This portion of the process is unchanged from previous versions of CTAS.

To have the reimbursement claim added to the payroll check, click the Process in Payroll after Approval box.

The screenshot shows the 'Add Claims' form in a financial software application. The form is titled 'Claims' and has a timestamp of 8:32 AM. The 'Add Claims' section includes the following fields and options:

- * Claim Number: 4
- * Claim Date: 12/29/2023
- Employee Reimbursement
- Process in Payroll after Approval (highlighted with a red box)
- * Pay to the order of: [Dropdown menu]
- Address: [Text field]
- * Description: [Text field]
- Notes: [Text field]
- Occurrence Date: [Dropdown menu]
- Check Memo: [Text field]
- Summary table:

Summary	
* Total	\$ 0.00
Distributed	
Difference	

At the bottom of the form, there is an 'Account Distribution' table with the following columns: Fund Number, Account Number, Object Code, Program Code, Amount, and Debt. The table contains one row with an asterisk in the Fund Number column. Below the table is a 'Delete Selected Records' button. At the bottom right of the form are 'Save' and 'Cancel' buttons.

With the Employee Reimbursement and Process in Payroll after Approval boxes checked, select the dropdown arrow in the Pay to the order of field. The dropdown will now display active employees from the payroll module. Select the employee associated with the reimbursement. Fill in the remaining claim information and save it.

Accounting Payroll Investments Indebtedness Reports Admin Exit

Receipts Claims Disbursements Budget Cash Chart of Accounts Vendors

Claims 8:37 AM

Claims List **Add Claims**

* Claim Number 4 Notes

* Claim Date 12/29/2023

Employee Reimbursement Occurrence Date

Process in Payroll after Approval

* Pay to the order of John Doe 1

Last_Name	FirstMiddleName	Address 1	Address 2	City	State	Zip
Doe 1	John	1 Main St.		Here	MN	1111...
Doe 2	John	2 Main St.		Here	MN	4444...
Doe 3	John	3 Main St.		There	MN	7777...
Doe 4	John	4 Main St.		Here	MN	8888...
Doe 5	John	5 Main St.		Here	MN	9999...

* Description

\$ 0.00

Account Distribution

Fund Number	Account Number	Object Code	Program Code	Amount	Debt
201: Road and Bri...	43122: Unpaved Streets	300: PROFESSIONAL...			\$0.00
100: General Fund	41940: General Governmen...	201: Office Supplies:...			\$0.00

Delete Selected Records

Save Cancel

Once all claims have been entered, click on the Claims List tab. As in the past, all the claims entered will be listed here. An additional column has been added (boxed) that shows which claims were selected as being processed in payroll after approval. Follow the claims process.

Accounting Payroll Investments Indebtedness Reports Admin Exit

Receipts Claims Disbursements Budget Cash Chart of Accounts Vendors

Claims 10:39 AM

Claims List **Add Claims**

Search by Claim Date

Claim Date 08/12/2024 To 06/14/2025 Search

Date	Claim N	Vendor	Description	Amount	Approved	Process in Payroll	Posted	Check Num	Void	Occurrence D
09/19/20...	1	Vendor 1	Payment	\$80.00	Yes	No	No		No	
09/19/20...	2	Vendor 2	Payment 2	\$20.00	Yes	No	No		No	
09/19/20...	3	Vendor 3	Gravel	\$1,500.00	Yes	No	No		No	
09/19/20...	4	John Doe 1	Reimbursement	\$50.00	Yes	Yes	No		No	

Claims Processing

Print Claims

Claims List For Appr

Approve Claims

Print Checks

Enter Check #'s

Post Paid Claims To Disbursements

2) View/Edit 3) Void (Y/N) 4) Delete 5) Export to CSV

The claims list for approval will include all claims (vendor claims and employee reimbursement claims - both those selected to be processed in payroll and those not selected to be processed in payroll) for the Board to approve.

New Township		Claims List for Approval					7/5/2024
Date Range: 12/1/2023 To 7/5/2024							
Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
12/29/2023	New Vendor	Vendor	3	\$50.00	201-43122-212-	Unpaved Streets	\$50.00
12/29/2023	John Doe1	Supplies	4	\$50.00	201-43122-300- 100-41425-201-	Unpaved Streets Clerk	\$25.00 \$25.00
12/29/2023	Vendor2	Supplies	5	\$10.00	100-41940-201-	General Government Buildings and Plant	\$10.00
12/29/2023	Vendor3	Fuel	6	\$100.00	201-43122-212-	Unpaved Streets	\$100.00
Total For Selected Claims				\$210.00			\$210.00

John Doe 1	City Council/Town Board	Date
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With board approval, approve the claims in the CTAS program. When printing checks you will notice that only vendor claims and employee claims not to be processed with payroll will be printed. Reimbursement claims that are to be processed with payroll will not be printed. Those claims will be processed in payroll and associated with checks posted from payroll.

After the claim checks have been printed, select the Enter Check #'s button in CTAS. Notice that in this example Claim 4 is not listed, as it is an employee reimbursement and will be processed in payroll.

Enter Check Number

Person Verifying Claims: Date: 07/05/2024

Claim Information			
Claim #	Vendor	Total	Check Number
3	New Vendor	50.00	
5	Vendor 2	10.00	
6	Vendor 3	100.00	

Enter the claim verification, date, check numbers and save. Post the claims to complete the process for these claims.

To complete the employee reimbursement claims that need to be processed in payroll, go to the Payroll Module (Payroll tab, Payroll icon, Add a payroll tab). Fill in the Payroll Period Ending Date, Description, and Check Date and click Save.

The screenshot shows the 'Payroll' window with the 'Add Payroll' tab selected. The form contains the following fields:

- *Payroll Period Ending Date: 12/29/2023
- *Description: Dec payroll and reimbursements
- Notes: (empty)
- *Check Date: 12/29/2023
- Posting Date: <Not Posted>

Buttons: 'Advanced...', 'Save', 'Cancel'.

Table Headers: Last Name, First & Middle Name, Employee #, SSN #, PERA#, Payroll_ID.

Payroll Processing Options:

- Create/Update Payroll Roster
- Enter Hours/Edit Payroll Check
- View Payroll Register
- Print Payroll Checks / Paystubs
- Enter Payroll Check Numbers
- Print Payroll Register
- Net Pay Account Distribution Report
- Post Net Pay to Disbursements

Follow the Payroll Processing steps.

The screenshot shows the 'Payroll' window with the 'Add Payroll' tab selected. The form contains the following fields:

- *Payroll Period Ending Date: 12/29/2023
- *Description: Dec. payroll and reimbursements
- Notes: (empty)
- *Check Date: 12/29/2023
- Posting Date: Not Posted

Buttons: 'Advanced...', 'Save', 'Cancel'.

Table Headers: Last Name, First & Middle Name, Employee #, SSN #, PERA#.

Payroll Processing Options (highlighted):

- Create/Update Payroll Roster
- Enter Hours/Edit Payroll Check
- View Payroll Register
- Print Payroll Checks / Paystubs
- Enter Payroll Check Numbers
- Print Payroll Register
- Net Pay Account Distribution Report
- Post Net Pay to Disbursements

Additional buttons: 'Edit Check'.

With the payroll saved and payroll roster created, select the Enter Hours/Edit Payroll Check button. Notice in the Payroll Check Information box, if an employee is associated with a reimbursement, it will be listed under the Reimbursements heading. In this section there is a column labeled "Process" with a checkbox. If you check the box, the claim will be added to the Reimbursements box on the right (circled) and added into the check total. If the box is not checked, the reimbursements will not be included in this payroll. It will continue to show up in future payrolls.

Payroll Check Information

Employee #: 1 Name: John Doe 1

Gross Pay (F3) Taxes (F4) Employee Deduction (F5) Employer's Share (F6) Acct. Dist (F7) Sick.Vacation,Comp,ESST (F8)

Select an Employee (Payroll Period Ending 9/6/2024) Check Number:

Last Name	First & Middle Name	Employee #	Pay Frequency
Doe 1	John	1	Bi-Weekly
Doe 2	John	2	Bi-Weekly
Doe 3	John	3	Bi-Weekly

Name	Reg Hrs	Sick Hrs	Vac Hrs	Comp Hrs	ESST Hrs	Holiday Hrs	Amount	Overtime	Gross Pay
▶ Rate 1							\$20,000	<input type="checkbox"/>	\$0.00
* *								<input type="checkbox"/>	

Claim Date	Process	Description	Amount
▶ 9/6/2024	<input type="checkbox"/>	Reimbursement	\$50.00

Summary	
Tips	\$ 0.00
Regular Pay	\$0.00
Overtime Pay	\$0.00
Gross Earnings	\$0.00
Total Deductions	\$0.00
Net Pay	\$0.00
EIC Amount	\$ 0.00
Reimbursements	\$0.00
Total	\$0.00

Save Close

Enter the employee hours worked and check the process box in the Reimbursement section to process the reimbursement in this payroll.

Payroll Check Information

Employee #: 1 Name: John Doe 1

Gross Pay (F3) Taxes (F4) Employee Deduction (F5) Employer's Share (F6) Acct. Dist (F7) Sick, Vacation, Comp, ESST (F8)

Select an Employee (Payroll Period Ending 9/6/2024) Check Number:

Last Name	First & Middle Name	Employee #	Pay Frequency
Doe 1	John	1	Bi-Weekly
Doe 2	John	2	Bi-Weekly
Doe 3	John	3	Bi-Weekly

Name	Reg Hrs	Sick Hrs	Vac Hrs	Comp Hrs	ESST Hrs	Holiday Hrs	Amount	Overtime	Gross Pay
▶ Rate 1	80.00						\$20,000	<input type="checkbox"/>	\$1,600.00
*								<input type="checkbox"/>	

Claim Date	Process	Description	Amount
9/6/2024	<input checked="" type="checkbox"/>	Reimbursement	\$50.00

Summary	
Tips	\$ 0.00
Regular Pay	\$1,600.00
Overtime Pay	\$0.00
Gross Earnings	\$1,600.00
Total Deductions	\$317.51
Net Pay	\$1,282.49
EIC Amount	\$ 0.00
Reimbursements	\$50.00
Total	\$1,332.49

Save Close

To see the detailed account coding behind the reimbursement, select the Acct. Dist (F7) tab. This account coding is filled in based on the coding that was entered on the claim in the Claims module. This is displayed as information only here. To change the coding, go back to the Claims module (Accounting tab, Claims icon, Claim List tab), locate the claim, open it, update the coding and save it.

Payroll Check Information

Employee #: 1 Name: John Doe 1

Gross Pay (F3) Taxes (F4) Employee Deduction (F5) Employer's Share (F6) **Acct. Dist (F7)** Sick, Vacation, Comp, ESST (F8)

Remaining Percentage to Distribute **0.000**

Payroll Account Distribution

Fund Number	Account Number	Object Code	Percent
100: General Fund	41115: Town Supervisor	100: WAGES AND SALARIES (1...	1.000
*			

Employee Claims Distribution

Fund #	Account #	Object Code	Program Code	Amount
100: General Fund	41425: Clerk	201: Office Supplies: Accessori...		\$25.00
201: Road and Bridge	43122: Unpa...	300: PROFESSIONAL SERVICE...		\$25.00

Edit Claims Distribution in the Claims Module

Delete Save Close

Continue with the Payroll process. View the Payroll Register. Notice the reimbursement has been added to the check total.

.23535 Payroll Register - Landscape 7/22/2024

Payroll Period Ending: 07/01/2024

Employee		Hours							Earnings								
ID	Name	Regular	OT	Hol	Sick	Vac	Comp	ESST	Regular	OT	Tips	Hol	Sick	Vac	Comp	ESST	Gross
1	Doe 1, John	80.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 1,600.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,600.00
2	Doe 2, John	80.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 1,600.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,600.00
3	Doe 3, John	80.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 1,600.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,600.00
TOTALS		240.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 4,800.00	\$ 0.00	\$ 4,800.00						

Employee		Pretax Deductions				Taxable Wages	Federal WHTax	FICA	Medicare	State WHTax
ID	Name	PERA	Def. Income	Cafeteria	Other					
1	Doe 1, John	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,600.00	\$ 115.69	\$ 99.20	\$ 23.20	\$ 79.42
2	Doe 2, John	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,600.00	\$ 115.69	\$ 99.20	\$ 23.20	\$ 79.42
3	Doe 3, John	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,600.00	\$ 115.69	\$ 99.20	\$ 23.20	\$ 79.42
TOTALS		\$ 0.00	0.00	0.00	0.00	\$ 4,800.00	\$ 347.07	\$ 297.60	\$ 69.60	\$ 238.26

Employee		Insurance							Net Pay	EIC	Reimbursements	Total	Check #
ID	Name	Health	Dental	Life	Union	Others 1	Others 2	Others 3					
	Doe 1, John	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,282.49	\$ 0.00	\$ 50.00	\$ 1,332.49	
	Doe 2, John	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,282.49	\$ 0.00	\$ 0.00	\$ 1,282.49	
	Doe 3, John	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,282.49	\$ 0.00	\$ 0.00	\$ 1,282.49	
TOTALS		\$ 0.00	\$ 3,897.47	\$ 0.00	\$ 50.00	\$ 3,947.47							

Print the Paycheck or Stub, reimbursements will now display on these reports.

07/01/2024

John Doe 1

*****1,332.49

One Thousand Three Hundred Thirty-Two Dollars And Forty-Nine Cents

John Doe 1
1 Main St
Here, MN 111111111

John Doe 1		Payroll End Date: 07/01/2024				Check Date: 07/01/2024		PayType: Hourly	
	Gross Pay	Social Security	Medicare	Federal Tax	State Tax	Total Deductions	Reimbursements	Net Pay	
Current	\$1,600.00	\$99.20	\$23.20	\$115.69	\$79.42	\$317.51	\$50.00	\$1,332.49	
Year To Date	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$1,332.49	
Description	PayRate	Regular Hrs	Sick Hrs	Vacation Hrs	Comp Hrs	ESST Hrs	Holiday Hrs	OT	Amount
Rate 1	\$20.00	80.00	0.00	0.00	0.00	0.00	0.00		\$1,600.00
Employee Before-Tax Deductions		Employee After-Tax Deductions				Employer Contributions			
Deferred Income	\$0.00	Health Insurance	\$0.00	Health Insurance	\$0.00	Health Insurance	\$0.00	\$0.00	
Cafeteria Plan	\$0.00	Dental Insurance	\$0.00	Dental Insurance	\$0.00	Dental Insurance	\$0.00	\$0.00	
PERA	\$0.00	Life Insurance	\$0.00	Life Insurance	\$0.00	Life Insurance	\$0.00	\$0.00	
Other Pretax	\$0.00	Union Dues	\$0.00	PERA	\$0.00	PERA	\$0.00	\$0.00	
		Other After Tax	\$0.00		\$0.00				
Employer	.23535	100 Main St. Here, MN11111-1111				(222) 222-2222			
Reimbursements									
07/01/2024		Reimbursement						\$50.00	
Total								\$50.00	
Sick	Vacation	Comp	ESST						
Beginning	0.00	Beginning	0.00	Beginning	0.00	Beginning	0.00		
Accrued	4.00	Accrued	4.00	Accrued	4.00	Accrued	2.67		
Used	0.00	Used	0.00	Used	0.00	Used	0.00		
Ending	4.00	Ending	4.00	Ending	4.00	Ending	2.67		

Continue to complete the payroll process by entering the check numbers, printing the payroll register and the net pay acct. distribution report, and then post the payroll.

Once the payroll is posted, you will see the claim will now display as posted back in the Claims Module in the Claims List tab (Accounting tab, Claims icon). It will also list the check number that was entered in payroll.

Accounting Payroll Investments Indebtedness Reports Admin Exit

Receipts Claims Disbursements Budget Cash Chart of Accounts Vendors

Claims 7:48 AM

Claims List Add Claims

Search By: Claim Date

Search by Claim Date: 06/22/2024 To 07/22/2024

Search

Date	Claim No	Vendor	Description	Amount	Approved	Posted	Check Number	Void	Occurrence Date
07/01/2024	2	John Doe 1	Reimburseme...	\$50.00	Yes	Yes	10	No	

Claims Processing

Print Claims

Claims List For Appr

Approve Claims

Print Checks

Enter Check #'s

Post Paid Claims To Disbursements

2) View/Edit 3) Void (Y/N) 4) Delete 5) Export to CSV

The Disbursement List tab in the Disbursements module (Accounting tab, Disbursements icon) will display the entire check amount and the check number as entered in payroll.

Accounting Payroll Investments Indebtedness Reports Admin Exit

Receipts Claims Disbursements Budget Cash Chart of Accounts Vendors

Disbursements 8:17 AM

Disbursements List Add Disbursement

Search By: Disbursement Date

Search by Disbursement Date: 06/27/2023 To 07/22/2024

Search

Check Date	Check Numb	Claim Numbe	Vendor Name	Description	Check Total	Void	Cleared	Occurrence D
07/19/2023	189726	1	Vendor 1	***VOID\$25000.00**Payment	\$0.00	Yes	No	
07/01/2024	10		Payroll Period Ending 07/01/2024	test	\$1,332.49	No	No	
07/01/2024	11		Payroll Period Ending 07/01/2024	test	\$1,282.49	No	No	
07/01/2024	12		Payroll Period Ending 07/01/2024	test	\$1,282.49	No	No	

2) View/Edit 3) Void (Y/N) 4) Delete 5) Export to CSV 6) Print

When you View/Edit the disbursement, it will display the account coding detail, which includes the regular payroll and the reimbursement account coding.

Accounting Payroll Investments Indebtedness Reports Admin Exit

Receipts Claims Disbursements Budget Cash Chart of Accounts Vendors

Disbursements 8:19 AM

Disbursements List Add Disbursement 10 x

* Check Number Notes

* Check Date 07/01/2024 Cleared

* Pay to the order of Payroll Period Ending 07/01/2024 Occurrence Date

* Description Summary

Check Memo

* Total \$ 1,332.49
 Distributed \$1,332.49
 Difference \$0.00

Account Distribution

Fund Number	Account Number	Object Code	Program Code	Amount	Investment ID	Debt ID
▶ 100: General Fund	41115: Town Supervisor	100: WAGES AND S...		\$1,282.49		
▣ 100: General Fund	41425: Clerk	201: Office Supplies:...		\$25.00		
▣ 201: Road and Bridge	43122: Unpaved Streets	300: PROFESSIONA...		\$25.00		
*						