

Lewis County

100880 066-100880/38



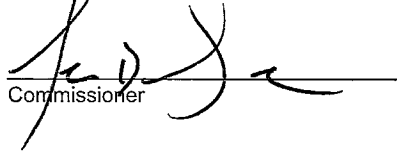
WARRANTS APPROVAL LISTING

DATE: 01/19/2024
CHECK RUN: 2312PW6
AMOUNT: 429,884.95

Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which includes claims of the County.

As of this date, 1/22/24, the Board by a majority vote does approve for payment those vouchers included in the above list.

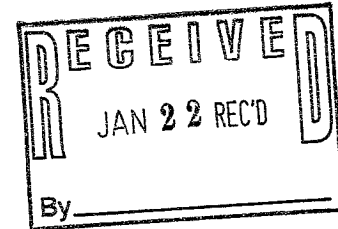
County Funds Total: \$


Commissioner

Commissioner


Commissioner

Vouchers not approved:



Accounts Payable Check Run-CountyPrinted by: SDate of Run: 7/19/2010CHECK RUN Name: 2312 PW

(YYMMLC##) Year, Month, LC, Batch # within month for county; (YYMMPW##) to CAMS

Warrants: 100880066 to 100880138Run amount: 429,884.95

v Step

Output/Post (Financials/Accounts Payable/Invoice Processing/Invoice Entry)**Confirm Signature thumb drive is in printer**

- ☐ 1 Once all batches have been Output Posted, balance using the invoice tracking report (see instructions - S:\Auditor\Munis Impl\Instructions LC\Accounts Payable). 427,454.34
- OR For PUBLIC WORKS, Munis - Output post batch --> Accept --> Save as PDF open My Saved reports and click on the Invoice Entry Proof List for your date/time, tally amounts listed to be paid. 144

Enter reconciliation items or other notes here:

Select Items to be Paid (Financials/Accounts Payable/Cash Disbursements/Select Items to be paid)

- ☐ 2 Click Define. Enter Check Run name and Select "Non Preliminary".
Look at 'Include on Report' at the bottom of the screen. MAKE SURE YOU HAVE SELECTED BOTH INVOICES/DOCUMENTS
- ☐ 3 If PW run, **Exclude** invoices with no Check Run; if County run, **Include** invoices with no Check Run.
- ☐ 4 After clicking Accept, bottom left should display # of invoices. Enter here: _____
- 5 Click SELECT to view your invoices in the check run. CLICK update to add or subtract any invoices that don't belong in this batch (ex: credits that can't be paid at this time)
Click 'Accept' if you have made any changes and then 'Back'.
- ☐ 6 Click "Output" choose full report/new report, this will put the report for BOCC pay list into your My Saved Reports.
- ☐ 7 Go into My Saved Reports and print signature page to take to Commissioners.
- ☐ 8 Save full payroll in the BOCC Paylist Folder (Y:\Finance Pay Lists)

Printing Checks (Financials/Accounts Payable/Cash Disbursements/Print Checks)

- ☐ Click Print checks (you may use the search function in Munis - 'print checks')
- ☐ 9 Click Print Options. Enter Check Run name from Control Sheet.
- ☐ 10 Click +1 button for next check number. Verify it is the next check # in the Control.
- ☐ 11 Confirm # of invoices and \$ amount of checks still matches amounts recorded. Enter # of checks here: 23
- ☐ 12 Click Print. Change Munis Printer name to: **Tyler Forms!**, Job: **Process Accounts Payable Checks**
- ☐ 13 Click OK--THIS PRINTS CHECKS!
- ☐ 14 Verify checks printed as expected. Close program.

Email for Pay List/Cash Disbursements Journal

- 15 Send email to BOCC & Clerk of the Board that pay list is available for review.
Include Grace, Michelle and Graham so they can run Cash Disbursements and prepare the Positive Pay File.

Signed Paylist

- ☐ 16 After signed payroll is returned, scan to Y:\Finance Pay Lists\Approved Paylists
- ☐ 17 Move approved payroll from Y:\Finance Pay Lists\01_BOCC Pay List to Y:\Finance Pay Lists
- ☐ 18 Put signed payroll into 20XX Paylist Binder

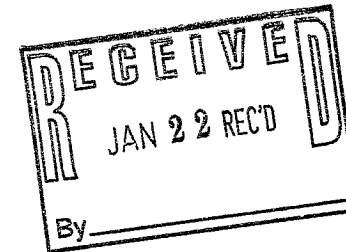
Lewis County

100 880139 - 100880222



WARRANTS APPROVAL LISTING

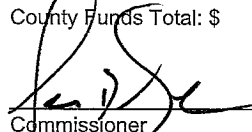
DATE: 01/19/2024
CHECK RUN: 2401LC04
AMOUNT: 869,968.83



Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which includes claims of the County.

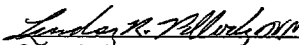
As of this date, 1/22/24, the Board by a majority vote does approve for payment those vouchers included in the above list.

County Funds Total: \$



Commissioner

Commissioner



Commissioner

Vouchers not approved:

Accounts Payable Check Run-CountyPrinted by: SDate of Run: 11/9/2024CHECK RUN Name: 24012004

(YYMMLC##) Year, Month, LC, Batch # within month for county; (YYMMPW#) for CAMS

Warrants: 100880189 to 100880222Run amount: 869,968.83

v Step

Output/Post (Financials/Accounts Payable/Invoice Processing/Invoice Entry)**Confirm Signature thumb drive is in printer**

- ☐ 1 Once all batches have been Output Posted, balance using the invoice tracking report (see instructions - S:\Auditor\Munis Impl\Instructions LC\Accounts Payable).
- OR For PUBLIC WORKS, Munis - Output post batch --> Accept --> Save as PDF open My Saved reports and click on the Invoice Entry Proof List for your date/time, talley amounts listed to be paid.

Enter reconciliation items or other notes here:

Select Items to be Paid (Financials/Accounts Payable/Cash Disbursements/Select Items to be paid)

- ☐ 2 Click Define. Enter Check Run name and Select "Non Preliminary".
- Look at 'Include on Report' at the bottom of the screen. MAKE SURE YOU HAVE SELECTED BOTH INVOICES/DOCUMENTS
- ☐ 3 If PW run, **Exclude** invoices with no Check Run; if County run, **Include** invoices with no Check Run.
- ☐ 4 After clicking Accept, bottom left should display # of invoices. Enter here: 122
- 5 Click SELECT to view your invoices in the check run. CLICK update to add or subtract any invoices that don't belong in this batch (ex: credits that can't be paid at this time)
- Click 'Accept' if you have made any changes and then 'Back'.
- ☐ 6 Click "Output" choose full report/new report, this will put the report for BOCC pay list into your My Saved Reports.
- ☐ 7 Go into My Saved Reports and print signature page to take to Commissioners.
- ☐ 8 Save full payroll in the BOCC Paylist Folder (Y:\Finance Pay Lists)

Printing Checks (Financials/Accounts Payable/Cash Disbursements/Print Checks)

- ☐ Click Print checks (you may use the search function in Munis - 'print checks')
- ☐ 9 Click Print Options. Enter Check Run name from Control Sheet.
- ☐ 10 Click +1 button for next check number. Verify it is the next check # in the Control.
- ☐ 11 Confirm # of invoices and \$ amount of checks still matches amounts recorded. Enter # of checks here: 84
- ☐ 12 Click Print. Change Munis Printer name to: **Tyler Forms!**, Job: **Process Accounts Payable Checks**
- ☐ 13 Click OK--THIS PRINTS CHECKS!
- ☐ 14 Verify checks printed as expected. Close program.

Email for Pay List/Cash Disbursements Journal

- ☐ 15 Send email to BOCC & Clerk of the Board that pay list is available for review.
- Include Grace,Michelle and Graham so they can run Cash Disbursements and prepare the Positive Pay File.

Signed Paylist

- ☐ 16 After signed payroll is returned, scan to Y:\Finance Pay Lists\Approved Paylists
- ☐ 17 Move approved payroll from Y:\Finance Pay Lists\01_BOCC Pay List to Y:\Finance Pay Lists
- ☐ 18 Put signed payroll into 20XX Paylist Binder

Lewis County 100880224-100880272



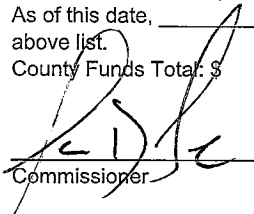
WARRANTS APPROVAL LISTING

DATE: 01/23/2024
CHECK RUN: 2401PW1
AMOUNT: 207,794.90

Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which includes claims of the County.

As of this date, 1/23/24, the Board by a majority vote does approve for payment those vouchers included in the above list.

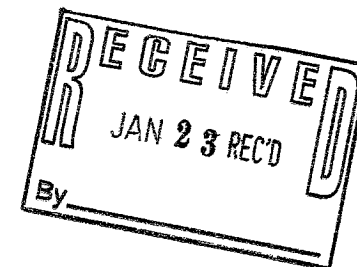
County Funds Total: \$


Commissioner

Commissioner


Commissioner

Vouchers not approved:



Lewis County 100880273 - 100880405



WARRANTS APPROVAL LISTING

DATE: 01/24/2024
CHECK RUN: 2401LC05
AMOUNT: 685,740.01

Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which includes claims of the County.

As of this date, 1/24/24, the Board by a majority vote does approve for payment those vouchers included in the above list.

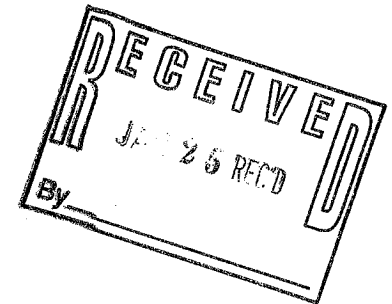
County Funds Total: \$

Commissioner

Commissioner

Commissioner

Vouchers not approved:



Warrants: 100880406-100880412
Direct Disb: 12580-12581, 12591-12595

Lewis County



WARRANTS APPROVAL LISTING

DATE: 01/26/2024
CHECK RUN: 240125PR
AMOUNT: 786,405.66

Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which includes claims of the County.

As of this date, 1/26/24, the Board by a majority vote does approve for payment those vouchers included in the above list.

County Funds Total: \$



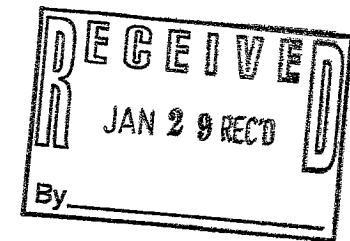
Commissioner



Commissioner

Commissioner

Vouchers not approved:



Lewis County

100880439-100880491



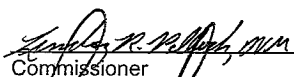
WARRANTS APPROVAL LISTING

DATE: 01/26/2024
CHECK RUN: 2401LC06
AMOUNT: 237,611.03

Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which includes claims of the County.

As of this date, 1/26/24, the Board by a majority vote does approve for payment those vouchers included in the above list.

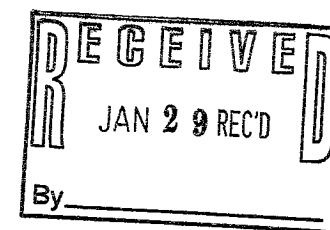
County Funds Total: \$


Commissioner


Commissioner

Commissioner

Vouchers not approved:



Lewis County

100880492-100880507



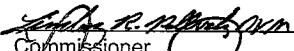
WARRANTS APPROVAL LISTING

DATE: 01/29/2024
CHECK RUN: 2312PW7
AMOUNT: 364,172.37

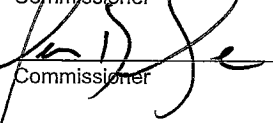
Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which includes claims of the County.

As of this date, 1/29/24, the Board by a majority vote does approve for payment those vouchers included in the above list.

County Funds Total: \$



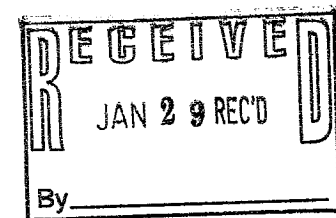
Commissioner



Commissioner

Commissioner

Vouchers not approved:



Accounts Payable Check Run-CountyPrinted by: S

Date of Run: 12/29/2024 CHECK RUN Name: 2312PW7
(YYMMLC##) Year, Month, LC, Batch # within month for county; (YYMMPW##) for CAMS
Warrants: 100880492 to 100880507 Run amount: 364,172.37

✓ Step

Output/Post (Financials/Accounts Payable/Invoice Processing/Invoice Entry)**Confirm Signature thumb drive is in printer**

- ☐ 1 Once all batches have been Output Posted, balance using the invoice tracking report (see instructions - S:\Auditor\Munis Impl\Instructions LC\Accounts Payable).
- OR For PUBLIC WORKS, Munis - Output post batch --> Accept --> Save as PDF open My Saved reports and click on the Invoice Entry Proof List for your date/time, tally amounts listed to be paid.

Enter reconciliation items or other notes here:

Select Items to be Paid (Financials/Accounts Payable/Cash Disbursements/Select Items to be paid)

- ☐ 2 Click Define. Enter Check Run name and Select "Non Preliminary".
Look at 'Include on Report' at the bottom of the screen. MAKE SURE YOU HAVE SELECTED BOTH INVOICES/DOCUMENTS
- ☐ 3 If PW run, **Exclude** invoices with no Check Run; if County run, **Include** invoices with no Check Run.
- ☐ 4 After clicking Accept, bottom left should display # of invoices. Enter here: 33
- 5 Click SELECT to view your invoices in the check run. CLICK update to add or subtract any invoices that don't belong in this batch (ex: credits that can't be paid at this time)
Click 'Accept' if you have made any changes and then 'Back'.
- ☐ 6 Click "Output" choose full report/new report, this will put the report for BOCC pay list into your My Saved Reports.
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- ☐ 9 Click Print Options. Enter Check Run name from Control Sheet.
- ☐ 10 Click +1 button for next check number. Verify it is the next check # in the Control.
- ☐ 11 Confirm # of invoices and \$ amount of checks still matches amounts recorded. Enter # of checks here: 16
- ☐ 12 Click Print. Change Munis Printer name to: **Tyler Forms!**, Job: **Process Accounts Payable Checks**
- ☐ 13 Click OK--THIS PRINTS CHECKS!
- ☐ 14 Verify checks printed as expected. Close program.

Email for Pay List/Cash Disbursements Journal

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Signed Paylist

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Lewis County 100880509 - 100880583



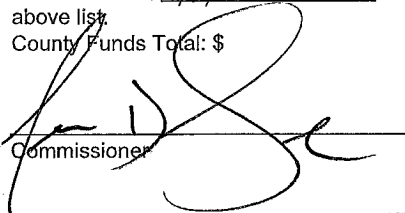
WARRANTS APPROVAL LISTING

DATE: 01/31/2024
CHECK RUN: 2401LC07
AMOUNT: 239,782.40

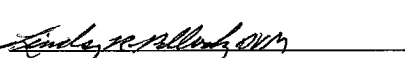
Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which includes claims of the County.

As of this date, 1/31/24, the Board by a majority vote does approve for payment those vouchers included in the above list.

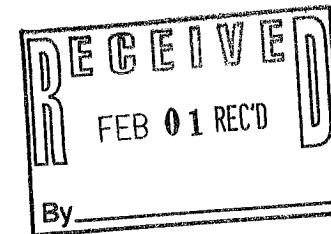
County Funds Total: \$


Commissioner

Commissioner


Commissioner

Vouchers not approved:



LEWIS COUNTY WASHINGTON

PAYMENT APPROVAL LISTING FOR PAYROLL/BENEFITS PAYMENTS PROCESSED

Vouchers and Payroll certified as required by RCW 42.24
have been recorded on a listing which include claims of the County;

Paydate 1/25/2024

the Board by majority vote does approve those vouchers and payroll included on this list.

County Payroll AD # 64066 to AD # 64646
(See attached paylists) Wrt # _____ to Wrt # _____

NET PAY		\$ 1,354,825.72
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Journal Entry # JE#581 1/2024

TOTAL \$ 1,354,825.72

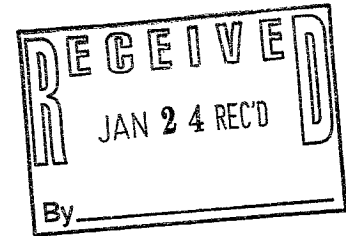
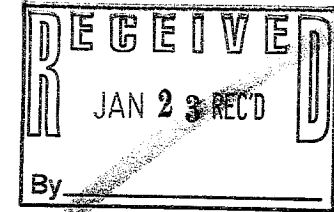
Auditor or Designee

Vanessa E. Ruelos
Payroll Benefit Specialist

Commissioner

Commissioner

Scott Brown
Chairman of the Board of Commissioners



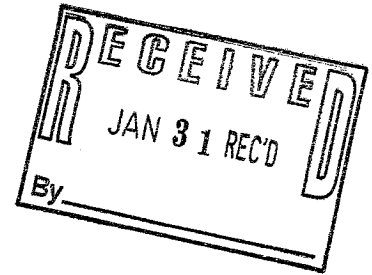
LEWIS COUNTY WASHINGTON

PAYMENT APPROVAL LISTING FOR PAYROLL/BENEFITS PAYMENTS PROCESSED

Vouchers and Payroll certified as required by RCW 42.24
have been recorded on a listing which include claims of the County;

Paydate 1/31/2024

the Board by majority vote does approve those vouchers and payroll included on this list.



County Payroll AD # 64647 to AD # 64649
(See attached paylists) Wrt # to Wrt #

NET PAY		\$	337.00
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Journal Entry # JE# 1006 1/2024 TOTAL \$ 337.00

Auditor or Designee Vanesa A. Ruelas
Payroll Benefit Specialist

[Signature]
Commissioner

[Signature]
Commissioner

Chairman of the Board of Commissioners