Welcome to Local Government Information System (LGIS)

Post Claim Submission & Reports

Step-by-Step Instructions

Notes: This training PowerPoint presentation was created in the fall of 2019. The content of each slide is subject to change over time; therefore, when you are in LGIS, some of the screens may look slightly different, but the functions remain the same unless otherwise noted.

For optimum viewing and functionality of LGIS use **Internet Explorer 11.**

After a claim is submitted, the user will be returned to the project screen.

The claim section lists a summary of the claim details:

- **Claim #:** All project claims listed in descending order. To view the claim form, click on the Claim # hyperlink.
- **Final:** Indicates if the claim has been marked as the Final claim.
- **Claim Period**: Derived from Summary of Expenditures (SOE); displays the Earliest Goods and Services/Work Rendered End Date to the Latest Goods and Services/Work Rendered End Date.
- **Date Submitted:** Indicates the date the user submitted the claim.
- **Claim Status:** Displays current status of claim.
- **Status Date:** Displays the date that the claim status was last updated.
- **Claim Total:** Displays claim total, as shown on the SOE and the Claim Form.
- **Estimated Payment Amount:** Displays the estimated amount that will be paid.
- **Paid Amount:** Displays the amount paid to the proponent.

The Proponent can only edit the claim before it has been submitted. If changes are required after submission, please contact Infra@gov.bc.ca or call 250-387-4060.

Users have the ability to generate a printable report showing claim details. There are two options, Unadjusted (details as submitted) or Adjusted (including any changes made by Ministry staff, post-submission).

1. On the main project screen, select a claim by **clicking the claim number (hyperlink).**

2. **Click on the Summary of Expenditures tab**.

3. Select either **'Claim Report – Unadjusted'** or '**Claim Report - Ministry Adjusted'**

NOTE: 'Claim Report - Ministry Adjusted' available post-submission only.