



CTAS News & Notes

Small City & Town Accounting System (CTAS)

Helpline Number: (651) 296-6262 Fax: (651) 282-2391

Website: www.auditor.state.mn.us E-mail: ctas@auditor.state.mn.us

Training

The next CTAS training sessions will be held as one of the workshops in the Summer Short Courses offered by the Minnesota Association of Townships (M.A.T.). The dates for the training sessions are:

- July 15 – Morton
Location: Jackpot Junction
- July 16 – Mankato
Location: Country Inn & Suites
- July 17 – Rochester
Location: Ramada Inn
- July 18 – St. Cloud
Location: Holiday Inn
- July 29 – Fergus Falls
Location: Best Western
- July 30 – Thief River Falls
Location: Engelstad Arena
- July 31 – Walker
Location: Northern Lights Event Center
- August 1 – Grand Rapids
Location: Wendigo Conference Center

The cost for the workshop is \$40 for pre-registration. Early registration is recommended. Last year all CTAS sessions were filled and late registrants did not have an opportunity to participate in the CTAS training.

Enclosed is a copy of the registration form. Completed forms should be mailed or faxed to the Minnesota Association of Townships.

For more information, contact M.A.T. at (763) 497-2330 or (800) 228-0296 or visit their website at www.mntownships.org and click on Training.

All CTAS users (cities, towns, etc.) may register for the Summer Short Course training.

The afternoon session offers all interested parties an opportunity to ask specific questions regarding CTAS.

CTAS and the Windows Vista Operating System

CTAS will run on computers with Windows Vista. A number of users have been using CTAS with the Windows Vista operating system for over a year. These users have not reported any issues involving CTAS and Vista.

Please email the CTAS Helpline (ctas@auditor.state.mn.us) if you have any issues with CTAS and Vista. This will help us as we plan upgrades to CTAS.

CTAS Tips

Disbursement Account Numbers

The Chart of Accounts does not define the 46200 and 46400 series account numbers. Therefore, CTAS does not recognize these account numbers when printing year-end financial reports. If you have used these account numbers, please change them to account numbers currently assigned.

Check Numbers for EFT Transactions

When vendors electronically withdraw money from your checking account, you do not have a check number to enter into CTAS.

One option is to enter the transaction number from the bank statement. However, that number is normally a large number. Another option is to create a naming scheme for these transactions. For example, if Ottertail Power does an electronic withdrawal, you could use OP0708, for the July payment.

Vendor Labels

CTAS has an option to print labels from the Vendor section. The label format should be compatible with the Avery label number 5962.

To print the vendor labels:

1. Click on the Vendor Icon.
2. Click on the Reports button on the bottom of the screen.
3. Highlight the Vendor mailing labels and click the Run button.
4. Select the desired vendors.
5. Select the Starting label Row and Column, if you are not printing on the first label.
6. Click the Print Preview button.
7. If the labels appear correct, click the printer icon and print the labels.

If you need additional help in printing the labels, contact the CTAS Helpline.

Transferring the Data from Computer 1 to Computer 2

Make a Backup copy of the CTAS from Computer 1.

1. Start CTAS.
2. Click on the Admin icon.
3. Click on the Utilities tab.
4. Click on the Backup button.
5. If necessary, click on the Browse button to change destination of the backup file.
6. Click the Run Backup button.
7. CTAS creates the file "CTAS_MDB.Zip."

On Computer 2 Install CTAS Version 6

1. Insert the Version 6 CD-Rom into the CD-Rom Drive.
2. Open My Computer by either:
 - a. Double clicking on the icon on the Desktop or
 - b. By selecting it using the Start button.
3. Double click on the CD-Rom Drive.
4. Double click on the Install folder.
5. Double click on either the Win2K (Windows XP, 2000, Vista) or Win9X (Windows 95, 98, ME) folder.

6. Double click on the CTAS-04.exe file.
7. Follow the on-screen directions to load CTAS.
8. When the installation is complete, click the Finish button.
9. If required, click the OK button to restart your computer to update the settings.
10. If CTAS loaded properly, a CTAS-VB6 icon will appear on the Desktop.

Transferring your Data to Computer 2

1. Start CTAS.
2. On the Welcome Screen, click on the Restore Database button in the lower right-hand corner.
3. If you are not using a diskette, click on the top Browse button and select the location of the backup file.
4. Click the Run Restore button to transfer the data from the backup to the computer.
5. When the restore function is complete, click the Continue button to begin using CTAS on Computer 2.

*Note: * If you did not change the default settings when CTAS was installed, the location of the databases as shown on the screens is correct.*

Bottom of the Ninth

By David Hazeck

This column is designed to give you my perspective on CTAS and related accounting issues.

Printing a Sample Check

The sample check in CTAS is designed to assist users in lining up the checks on a dot-matrix printer. For CTAS users with a Laser or Inkjet printer, print the sample checks on plain paper.

Purchasing CTAS Checks

The type of check needed is Deluxe LaserJet Check form; Product Number 81064; Laser Multi-purpose Check 8 1/2 X 11. Two check printers provide this format. They are:

Rose Shorma
Vice President of Marketing
American Solutions For Business
826 East Lake Geneva Rd. NE
Alexandria, MN 56308
Phone: 320-763-5535
Fax: 320-762-1555
rshorma@americanbus.com

Paul Schmidt
Victor Lundeen Corp
(218) 736-5433
(800) 346-4870
pauls@victorlundeens.com

Also, these printers have window envelopes available for the checks printed with the CTAS system.

Email

A number of users do town or city business in the evening or on weekends when the Helpline is not available. By using CTAS helpline email (ctas@auditor.state.mn.us), a response to the questions is generally sent by 8:00 a.m. the next business day.

2007 City Financial Reporting

The instructions for reporting your 2007 financial information have been mailed to all cities.

Cities that are being audited should not submit the information using CTAS. The Office of the State Auditor has an Excel Spreadsheet that cities should use to report their financial information. Also, the audited financial statements and management letter must be submitted electronically using the Adobe Acrobat format (PDF).

For additional information or assistance, please call the Helpline or visit the Office of the State Auditor's website at www.auditor.state.mn.us.

2007 Township Financial Reporting

The instructions for reporting your 2007 financial information have been mailed to all towns. Your cooperation in fulfilling the required reporting form is appreciated, so no further follow up is required.

Towns that are being audited should not submit the information using CTAS. The Office of the State Auditor has an Excel Spreadsheet that towns should use to report their financial information. Also the audited financial statements and management letter must be submitted electronically using the Adobe Acrobat format (PDF).

For additional information or assistance, please call the Helpline or visit the Office of the State Auditor's website at www.auditor.state.mn.us.

Remember to Backup Your Data!

I have been able to recover the data for most users when they have made a backup copy of their data.

The procedure I recommend is to use a rotation of three backups. The first time you backup use Backup 1. The second time use Backup 2. The third time use Backup 3. Then the fourth time you can use Backup 1 again.

The likely event that all three backups are corrupt is very small. Therefore, the chances of recovering most if not all of the data are very good.

In addition, I recommend backing up all of your data once a month. This includes CTAS, word processing documents, spreadsheets, etc. This can be done onto a CD, flash drive or another external storage device.

2008 Summer Short Course

Pre-Registration

Multiple people can register with one form...if necessary though, please copy this form

To Qualify for the Pre-Registered Price, your form must be postmarked, faxed, or emailed by

June 27 for Week 1 or July 11 for Week 2.

NO PHONE REGISTRATIONS ACCEPTED

Mail to: **Minnesota Association of Townships (M.A.T.)**
P.O. Box 267, St. Michael MN 55376

Fax to: 763-497-3361

Form also on website: www.mntownships.org (click on Training Events)

Pre-Registration Discount Rate is \$40 per person, *(must be received by dates listed above)*

(Registration fee includes program expenses, printed material, refreshments and lunch)

**** On-site registration will be \$50****

Week 1 *(Deadline to Pre-Register is June 27)*

- July 15 – Morton (Jackpot Junction)
- July 16 – Mankato (Country Inn & Suites)
- July 17 – Rochester (Ramada)
- July 18 – St Cloud (Holiday Inn)

Week 2 *(Deadline to Pre-Register is July 11)*

- July 29 – Fergus Falls (Best Western)
- July 30 – Thief River Falls (Engelstad Arena)
- July 31 – Walker (Northern Lights)
- August 1 – Grand Rapids
(Wendigo Conference Center)

NOTE: You MUST indicate which workshop each person will be attending.

3 Board of Equalization Training (1-3:30)

2 Election Training (1-3:30)

1 CTAS (10-3:30)

4 State Resources (1-2:15)

5 CTAS and Beyond (2:15-3:30)

TOWNSHIP _____ COUNTY _____

NAME _____ POSITION _____ Workshop _____

PAYMENT ENCLOSED _____

The BILL TO option allows you to pre-register and get invoiced at the discount rate.

OR BILL TO (me, township clerk, or other):

NAME: _____

ADDRESS _____

TELEPHONE (_____) _____

CANCELLATION POLICY: Refunds will be made to those that have mailed/faxed/e-mailed a request within 30 days from the date of the workshop. Fees will be refunded, less a \$10 processing fee. Any questions concerning registration can be directed to Gina Erickson, 763-497-2330 or 1-800-228-0296.