



# CTAS News & Notes

## Small City & Town Accounting System (CTAS)

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

Website: [www.auditor.state.mn.us](http://www.auditor.state.mn.us) E-mail: [ctas@auditor.state.mn.us](mailto:ctas@auditor.state.mn.us)

### CTAS Survey

The Office of the State Auditor is considering offering on-line training and an advanced CTAS course. We would like your input on these two issues. Therefore, we are conducting a survey to gauge the interest.

The survey asks questions regarding your computer and internet access in addition to your interest in on-line training. The second part of the survey asks you to rate the topics for an advanced CTAS class with additional space for suggested topics.

The survey can be completed by clicking on the link:  
[www.surveymk.com/CTAS\\_Training](http://www.surveymk.com/CTAS_Training)

**Please complete the survey no later than July 24, 2009.**

If you need clarification on any of the survey questions, please feel free to call me at 651-297-3682 or e-mail me at [Dave.Kazeck@state.mn.us](mailto:Dave.Kazeck@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 13 – St. Cloud  
Location: Holiday Inn
- July 14 – Morton  
Location: Jackpot Junction
- July 15 – Mankato  
Location: Country Inn & Suites
- July 16 – Rochester  
Location: Ramada Inn
- July 28 – Fergus Falls  
Location: Best Western – Bigwood Event Center
- July 29 – Thief River Falls  
Location: Engelstad Arena
- July 30 – Walker  
Location: Northern Lights Event Center
- July 31 – Carlton  
Location: Black Bear Casino Event Center

The cost for the workshop is \$40 with pre-registration. On-site registration is \$50. Early registration is recommended. In past years, 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](http://www.mntownships.org) and click on Training.

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

The morning session is an overview of the CTAS system. During the afternoon session, all interested parties will have an opportunity to ask specific questions regarding CTAS.

## CTAS Upgrade

We are currently working on a CTAS upgrade. The first phase of the upgrade will include fixing some of the bugs. They include correcting the calculation of the beginning balance during the year-end processing, correcting the issues created when adding a new fund, updating the payroll register and employee earning record to print the hours and amounts correctly, and modifying the interim financial reports to print the correct beginning balance.

In addition, some of the enhancements we hope to add are: the printing of the cash reporting form, exporting the report data to an Excel format, the ability to print the reports to an Adobe Acrobat format (PDF), backing up CTAS directly to a CD, the ability to mark a vendor as inactive and the option to add a note concerning a specific transaction.

When completed, the upgrade will require a Windows operating system of Windows XP or newer. Some of the enhancements require Windows XP to be the minimum operating system.

Information on all of the enhancements will be included with the release of the new version of CTAS.

## CTAS Tips

### **Transferring the Data from Computer 1 to Computer 2**

#### First, make a Backup copy of the CTAS Data 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."\*

*Note: \* This file should be saved on an external storage device.*

#### Then 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.
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 installing CTAS, the location of the databases as shown on the screen is correct.*

## **Bottom of the Ninth**

*By David Kaseck*

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

### **Purchasing CTAS Checks**

Below is the list of vendors that will provide checks for CTAS. The Office of the State Auditor does not recommend a vendor for printing checks, but only offers this list as a resource for your CTAS check printing needs.

Tammy & Shaun Stottler  
American Solutions for Business  
19562 Halwood Rd  
Glenwood, MN 56334  
Phone: (320) 634-3344  
Fax: (320) 634-0287  
[stottle@americanbus.com](mailto:stottle@americanbus.com)

Rose Shorma  
Proforma Rose Shorma  
826 East Lake Geneva Road  
Alexandria, MN 56308  
Phone: (320) 763-5535  
Fax: (320) 762-1555  
Cell: (320) 760-8212  
[rose.shorma@proforma.com](mailto:rose.shorma@proforma.com)

Paul Schmidt  
Victor Lundeen Corp.  
126 West Lincoln Avenue  
P.O. Box 486  
Fergus Falls, MN 56538  
Phone: (218) 736-5433  
Phone: (800) 346-4870  
[pauls@victorlundeens.com](mailto:pauls@victorlundeens.com)

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

### **E-mail**

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 e-mail ([ctas@auditor.state.mn.us](mailto:ctas@auditor.state.mn.us)), a response to the questions is generally sent by 8:00 a.m. the next business day.

### **2008 City Financial Reporting**

The instructions for reporting your 2008 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 or e-mail the Helpline or visit the Office of the State Auditor's website at [www.auditor.state.mn.us](http://www.auditor.state.mn.us).

### **2008 Township Financial Reporting**

The instructions for reporting your 2008 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 or e-mail the Helpline or visit the Office of the State Auditor's website at [www.auditor.state.mn.us](http://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, and spreadsheets. This can be done onto a CD, flash drive or another external storage device.

# 2009 Summer Short Course Pre-Registration

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

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

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

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

## Step 1: Choose Location

<p><b>Week 1</b> <i>(Deadline to Pre-Register is June 24)</i></p> <p><input type="checkbox"/> July 13 – St Cloud (Holiday Inn)</p> <p><input type="checkbox"/> July 14 – Morton (Jackpot Junction)</p> <p><input type="checkbox"/> July 15 – Mankato (Country Inn &amp; Suites)</p> <p><input type="checkbox"/> July 16 – Rochester (Ramada)</p>	<p><b>Week 2</b> <i>(Deadline to Pre-Register is July 8)</i></p> <p><input type="checkbox"/> July 28 – Fergus Falls (Best Western)</p> <p><input type="checkbox"/> July 29 – Thief River Falls (Engelstad Arena)</p> <p><input type="checkbox"/> July 30 – Walker (Northern Lights)</p> <p><input type="checkbox"/> July 31 – Carlton (Black Bear Casino)</p>
<p><i>Form must be postmarked, faxed, or emailed by</i>  <b>June 24</b> <i>to qualify for pre-registration.</i>                  Anything received after June 24 will be at the onsite rate.</p>	<p><i>Form must be postmarked, faxed, or emailed by</i>  <b>July 8</b> <i>to qualify for pre-registration.</i>                  Anything received after July 8 will be at the onsite rate.</p>

**Step 2:** Your Township: \_\_\_\_\_ Your County: \_\_\_\_\_

## Step 3: Who's Attending & Choose Workshop

1: CTAS	2: Supervisors	3: Board of Appeal***	4 / 5: Clerk/Treasurer
<p><i>***If attending workshop 3 (Board of Appeal &amp; Equalization), you <b>MUST</b> fill out that form and submit it as well</i></p>			

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Workshop #: \_\_\_\_\_

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## Step 4: Payment Option & Send it in

PAYMENT ENCLOSED \_\_\_\_\_ **OR**

**CANCELLATION POLICY:** Refunds will be made to those that have mailed/faxed/e-mailed a request within 30 days after 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.

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

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

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: (\_\_\_\_\_) \_\_\_\_\_

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

Fax to: 763-497-3361

Form also on website: [www.mntownships.org](http://www.mntownships.org) *(click on Training Events)*

**NO PHONE REGISTRATIONS ACCEPTED**