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CTAS Version 8 Update

By Rebecca Otto, State Auditor

I hope this finds you enjoying the summer weather. Our office recently released the latest update to Version 8 of the Small City and Town Accounting System (CTAS), and I'd like to share some important information about Version 8 and about our support for Version 7.

CTAS Version 8.3.0

We released CTAS Version 8.0.0 in November of 2014. Since then we have released three updates to the program. Each update has corrected small errors in the program which users had pointed out to our office as they used the program.

When we release an update, townships which have purchased Version 8 can download the update from the State Auditor's Form Entry System (SAFES) at no additional cost. SAFES can be accessed at <https://www.auditor.state.mn.us/safes/>. We strongly encourage CTAS users to be sure they are using the most current version of the program.

I am pleased to announce that we have released CTAS Version 8.3.0, which resolves all calculation and report issues that had been identified. We're making Version 8.3.0 available in two formats: the "Full Install" or the "Update" (also called the Patch). The Full Install includes the entire CTAS Version 8.3 program, while the Update works with previously-installed copies of Version 8. Both options include all of the corrections to Version 8. If you have not yet installed Version 8, you will need to download and install the Full Install. If you have begun using Version 8, you can download either the Full Install or the Update. We recommend downloading the Update to any users who are currently using dial-up Internet.

Working With CTAS Version 7

For new users of Version 8, we recommend that you continue to use Version 7 at the same

time (“in parallel”) for at least the first four months you use Version 8.3. If you are using CTAS for payroll, we recommend working with the two versions in parallel through the end of the year.

Our office is committed to supporting CTAS Version 8, and you can contact the CTAS Helpline by phone at 651-296-6262 or by e-mail at ctas@osa.state.mn.us. Our staff will try to contact you by the end of the next business day. We intend to stop supporting Version 7 on December 31 of this year. If your township has not had a chance to pre-order CTAS Version 8 and you wish to, you can download the order form from the CTAS webpage at www.auditor.state.mn.us. Hover over the “For Local Officials” menu item and click on the CTAS tab, about half-way down.

CTAS Version 8 Manual

We have completed a draft of a comprehensive user manual for CTAS Version 8 and are making it available in draft form on our website to give users access to detailed information on how to use the program.

The Manual is illustrated with screenshots and contains step-by-step instructions for many of the procedures in the program. The Draft version contains all the information and visuals that will be in the final version. As soon as the final version is complete, it will be available on our website. The Manual can be accessed from the CTAS page described above by clicking on the “CTAS Version 8 Manual” link.