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New and Improved CTAS Released

By Rebecca Otto, State Auditor

The Office of the State Auditor, by the time this article is printed, will have released CTAS Version 7.0, the Small City and Town Accounting System. It has been a much-anticipated and welcomed upgrade. The new version is more user-friendly, more comprehensive, and includes many wish-list items from those of you who use the program for your entities' finances. In the near future, there will also be a new and improved CTAS User Manual developed to accompany this software upgrade.

What's New in CTAS 7.0

CTAS Version 7.0, the first full upgrade of CTAS since 2005, includes dozens of improvements and enhancements. You'll notice the difference right away when you open the program: the size of the screen has been increased. Among other wish-list items that the Office of the State Auditor accomplished with this upgrade are the user's ability to add notes to receipts, claims, disbursements and payroll transactions, and the ability to use the "Enter" key when entering transactions.

In addition to these features, CTAS Version 7.0 offers changes in all sections of the program. Highlights include:

- **Budget Section:** There are now subtotals by department in the budget reports. You can enter monthly budget amounts as well as have the ability to edit the current, previous and revised budgets all on one screen.
- **Claims Section:** For ease of use, the size of the description area has been increased. You can also adjust the check printing and can void a claim.
- **Disbursements Section:** We've added a check box for clearing checks, updated the sort order of the checks in the list view box, and increased the size of the description area.
- **Investment Section:** This whole section has been overhauled. Details of the new Investment Section will be provided with the upgrade.

- **Payroll Section:** You can now edit the payroll check date and print a 944 report. There is now an option for entering sick and vacation leave. We also added quarterly, semi-annually and annually to the pay frequency.
- **Receipts Section:** A check box for clearing receipts has been added, and a remitter table has been added, which works like the vendor table. The size of the description area has also been increased.
- **Reports Section:** You can now print the Office of the State Auditor's Reporting Form, and reports can also be printed to PDF files. You can export reports to CSV files, which can easily be opened with any spreadsheet program. We have also added subtotals by department to the Interim Financial Reports.
- **Vendor Section:** 1099 forms can now be printed, and you can also make vendors inactive. A new label format was added for printing vendor labels.
- **Accrual Section:** An accrual section has been added. The instructions for using this section will be included with the upgrade.

System Requirements

CTAS 7 will require a Windows operating system of Windows XP or newer. You can check with MAT on the availability of free-of-charge retired Office of the State Auditor computers that have adequate operating systems for CTAS Version 7.0.

Training and Support

The Office of the State Auditor will be offering trainings for both beginning and advanced users on CTAS 7.0. Further information will be included in future CTAS Newsletters, as well as in our E-Update. You can sign up to receive the E-Update on our website at www.auditor.state.mn.us under Latest News, and then E-Updates. Office of the State Auditor staff is also available to answer questions on the CTAS Helpline at 651-296-6262.