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Article for *Minnesota Township News*

State Auditor Fall Update

By Rebecca Otto, State Auditor

Once again we say goodbye to summer and welcome the crisp air and beautiful colors of a Minnesota autumn. This month I want to share some exciting news on the update to the Small City and Town Accounting System (CTAS).

CTAS Version 8

We're pleased to announce that the CTAS rewrite is being released this fall. Comprehensive testing of the program has been completed, and we want to thank nearly fifty CTAS users who assisted us in testing the program. Input from CTAS users has been instrumental in the rewrite process from the beginning, and we're grateful for the time everyone volunteered to help with the project.

We especially want to thank the MAT, who have worked very hard to make the rewrite happen. We've been fortunate in this effort to partner with their staff, as well as with the League of Minnesota Cities, the Minnesota Association of Small Cities and CTAS users across the state. Thank you all!

Your Copy of Version 8

If you have already purchased Version 8, you'll be receiving information in the coming weeks on how to securely download the program to your computer. If you would like to purchase CTAS Version 8, an order form is available by going to:

http://www.auditor.state.mn.us/other/ctas/docs/CTAS_v8_Order_Form.pdf.

As a reminder, Version 8 will only run on computers equipped with Windows 7 or newer operating systems. If you have questions about the system requirements, please contact us at ctas@osa.state.mn.us.

Training Sessions for Version 8

The OSA will be offering hands-on training sessions on Version 8 for current CTAS users. The three-hour training sessions, which will be held at sites around the state beginning in October, will include an overview of CTAS Version 8 and an opportunity to work with it. More information, including dates, locations, and how to register for the training sessions, is available on our website at:

<http://www.auditor.state.mn.us/default.aspx?page=20140904.000>.

Space is limited, and sessions are already filling up. Training sessions for CTAS beginners will be held at our offices in St. Paul in the coming months. Look for information in the State Auditor's weekly E-Update.

Support for Version 8

A comprehensive user's manual for Version 8 is currently being written. The CTAS Version 8 User Manual will be easy to use for both beginners and experienced CTAS users. Step-by-step instructions and screenshots will take you through tasks in the program, from setting up an account to changing or deleting information to printing reports. Information on obtaining the User Manual will be available soon.

In addition, we are preparing a series of instructional videos with information on how to download, install and operate Version 8. These videos will be available on the OSA website, and will be accompanied by a written version for users who prefer to read the instructions.

There's so much happening with the program, and we will continue to keep you posted with updates on Version 8 in the Township NEWS. If you want to see the most up-to-date information on Version 8, go to our website at auditor.state.mn.us/ctas.