



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 9 – St. Cloud
Location: Holiday Inn
- July 10 – Marshall
Location: Best Western
- July 11 – Mankato
Location: Country Inn & Suites
- July 12 – Rochester
Location: Ramada Inn
- July 24 – Fergus Falls
Location: Best Western
- July 25 – Thief River Falls
Location: Best Western
- July 26 – Bemidji
Location: Northern Inn
- July 27 – Grand Rapids
Location: Wendigo
Conference Center

The cost for the workshops is \$35 for pre-registrations. Early registration is recommended. Last year all CTAS sessions were filled, and late registrants did not have an opportunity to take 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 Vista

A number of users are using CTAS with the Windows Vista operating system. Currently, I am not aware of any issues involving CTAS and Vista.

Please email the CTAS Helpline if you have any issues with CTAS and Vista. This will help us as we consider doing an upgrade to CTAS.

CTAS Tips

Changing Beginning Balances

Begin by clicking on the Cash icon in CTAS. Then highlight the fund and click the Edit button. Enter the correct balance and click the Save button. The Current Balance and the Fund Amount should be the same amount for the current fiscal year.

Deleting an Employee in a Posted Payroll

1. Edit the Payroll Period.
2. Click on the Create/Update Payroll Roster.
3. Highlight the desired employee.
4. Click the Remove button
5. Click the Save button.

This should delete the employee from the payroll. Remember to delete or void the associated disbursement.

Enterprise Funds

In CTAS all Enterprise Funds must use a 600 number. These are funds such as Water and Sewer utilities. Using the 600 fund numbers for Enterprise Funds will create the correct electronic file for submission to the Office of the State Auditor.

To change the fund number, click on the Acct_no icon. Highlight the Enterprise Fund and click the Edit button. Change the number and then click the Save button. CTAS will change all transactions with this fund number.

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.

Error When Searching by Check Number

If you received an error when trying to search by check number, the cause may be a transaction without a check number. To correct the error you will need to search all of your transactions for ones without a check number.

In the Disbursements section, enter the earliest date with a transaction. Then click the Search button. Scroll through the list box until you find a transaction without a check number. Edit the

transaction and add a check number. When all transactions have a check number the search by check number option will work.

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.
 - a. Double click 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.*

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 checks on plain paper.

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 Virnig
American Business Forms
320-763-5535
(800) 862-3690

Paul Schmidt
Victor Lundeen Corp.
218-736-5433
(800) 346-4870

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

Payroll Distribution Reports

The check date is used when printing the payroll distribution reports. Generally if you do not receive a payroll distribution report it is due to the check date. To review the check date, click on the Payroll icon. In the list box find the payroll period in question and review the check date.

Bottom of the Ninth

By David Haseck

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

Email

A number of users do the town or city business in the evening or on weekends when the Helpline is not available. By using email, a response to the questions is generally sent by 8:00 a.m. the next business day.

2006 Cash City Financial Reporting

The instructions, for reporting your 2006 financial information, have been mailed to all cities. The deadline for cities reporting on a cash basis was March 31.

In order to receive their July Local Government Aid, cities reporting in a cash basis must have their reporting form and financial statements filed with the Office of the State Auditor by **noon on June 29, 2007**.

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 audit report 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.

2006 Cash Township Financial Reporting

The instructions, for reporting your 2006 financial information, have been mailed to all towns. This information was due in our office by April 20. Your cooperation in fulfilling the required reporting form is appreciated, so no further follow up is required.

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.

2007 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 29 for Week 1 or July 13 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 **\$35** per person, (must be received by dates listed above)

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

Week 1 (Deadline to Pre-Register is June 29)

- July 9 – St Cloud (Holiday Inn)
- July 10 – Marshall (Best Western Inn)
- July 11 – Mankato (Country Inn & Suites)
- July 12 – Rochester (Ramada)

Week 2 (Deadline to Pre-Register is July 13)

- July 24 – Fergus Falls (Best Western)
- July 25 – Thief River Falls (Best Western)
- July 26 – Bemidji (Northern Inn)
- July 27 – Grand Rapids
(Wendigo Conference Center)

**** On-site registration will be \$45****

NAME _____ POSITION _____

TOWNSHIP _____ COUNTY _____

PAYMENT ENCLOSED _____

OR BILL TO (please enter the address to send the invoice):

The BILL TO option allows you to not send payment at this time and we will invoice your township.

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 \$20 processing fee. Any questions concerning registration can be directed to Gina Erickson, 763-497-2330 or 1-800-228-0296.