CTAS News & Notes

CTAS Version 5 for Windows

The Windows version of CTAS is complete. Included with this newsletter is an order form. The order form needs to be completed and returned to The Office of the State Auditor even if you are going to continue to use the DOS version.

Ten features of the Windows version

1) The payroll and accounting modules are integrated.

2) All reports are printed on an 8½" by 11" sheet of paper.

3) Since CTAS now uses the Windows printers, the printing is controlled by the software. No manual setting of the compressed print is required.

4) The checks and W-2s can be printed using a laser or inkjet printer.

5) The fund, account, and object code names are displayed when a number is selected.

6) Vendors can be selected from a the list of vendors. The use of vendor number is no longer required.

7) Fund, account, and object code numbers can be selected from a chart of accounts list.

8) Employees cannot be duplicated on a single payroll roster.

9) New Vendors can be added while entering claims or disbursements.

10) Additional validation rules. Including: Fund, account, and object code numbers must exist in the chart of accounts before they can be used; When editing or updating receipts, claims or disbursements the total must balance with the account distribution before the transactions can be saved.

Minimum Hardware Specifications

1) IBM or compatible

2) 80486/66 processor

3) 3½" diskette drive

4) 16 MB of RAM

5) 50 MB hard disk drive space

6) Windows 3.1

7) 14" Color Monitor

DOS System Users

Remember to return your order form. You will need a file to update your system to make it Y2K compatible. There is no charge for this file. This is for those users that are not upgrading to the Windows version.

If you have any questions or need additional information, please call the Helpline.

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Training

The next training session at the State Auditor's Office is scheduled for November 30th. The resources available for training require that we have a maximum of eight people for a session. Please call Ms. Billi Sanders at (651) 297-3684 to register.

A training workbook will be provided. The training session will be held at Suite 400, 525 Park Street, St. Paul, MN beginning at 9:00 am. Parking is available across the street in the Bethesda Ramp.

A training class will also be offered at the Minnesota Association of Townships (MAT) Annual Conference in Duluth. The training class at the MAT Annual Conference is November 19. To attend this conference, please call the MAT office at 1-800-228-0296.

Helpline

Preparing the system for the new year

The CTAS system is designed to allow the user to create a directory for each year's activity. This allows the user the flexibility in selecting how many years worth of data will remain on the hard disk. These procedures are not required if you are upgrading to the Windows version.

The following commands allow the current year's activities to be accessed, while beginning the new year:

At the c:> prompt type:
        md ctas_99
        cd\ctas_99
        copy c:\ctas_v4*.*

To access the 1999 data type:
        cd\ctas_99
        ctas

The directory CTAS_99 will contain the data for 1999. CTAS_V4 will be updated for entering the 2000 data.

To prepare the CTAS system for 1999 type:
        cd\ctas_v4
        ctas

Then select "Prepare system for new year" or "Year-end Processing" from the main menu of each module on the CTAS program menu.

Reminders:

1. When answering the question, Prepare System for new year? The input must be the complete word "YES" in all uppercase letters.

2. The date of the fiscal year-end should be 12/31/99.

3. The tax tables, in the payroll system must be updated. This information is entered from the "Circular E" issued by the Internal Revenue Service. The tax table from the Circular E is the table for the Annual Payroll.

If you have any questions or need additional help please call the CTAS Helpline.

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The Clipboard

, The laser/inkjet check format is: Deluxe Laserjet Check Form Product Number: 81064 Description: Laser Multi-purpose Check 8½ X 11. Ordering checks from Deluxe is not required, users can select any printer they choose. However this is the format that the Windows version requires.

, Vendor mailing labels for the laser/inkjet printers is Avery label number 8162.

, Dot-matrix printers use the same check and label format for both the DOS and windows systems.

, Reminder: The tax tables need to be updated for the DOS and Windows versions.

Accounting

Year-end Closing Procedures

The CTAS system is a cash basis system and requires no closing journal entries. Therefore, closing the books is a straightforward process.

Presented below are a few guidelines to help the user in completing the year-end procedures.

In December:

1. Coordinate the approval and payment of all legal claims for the current year.

2. Collect, record and deposit all monies in the bank.

3. Pay and record all approved claims.

4. If your city or town will be audited, contact your auditor for any special instructions.

Year-end Procedures:

1. Finish entering all transactions for the year.

2. Cities are required to prepare a list of accounts receivable and accounts payable. (MN Stat. § 471.698)

3. Run receipt and disbursement registers for the final month of the year.

4. Print ledgers of all accounts from the beginning of the year.

5. Analyze each ledger account to detect any information that is not complete, correctly entered or properly classified.

6. Review registers to detect any receipt or check that has not been recorded.

7. Prepare a year-end schedule of savings and investments. Reconcile the schedule with statements from banks or other financial institutions.

8. Print a cash control report. Reconcile the bank statement to the cash control report.

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9. Print "Schedule 1: Statement of Receipts, Disbursements and Fund Balances" for all funds.

10. Print "Schedule 2: Receipts and Disbursements by Fund" for each fund.

11. Balance each report, cross checking to be sure that the total receipts and disbursements are correct.

12. Correct and rerun the registers, ledgers and financial statements as required.

13. Bind the final and complete set of the following reports for permanent retention:
        Receipt Ledgers
        Receipt Registers
        Disbursement Ledgers
        Disbursement Registers
        Year-end and Interim
        Financial Statements

14. Make final backup copies of the data on diskettes. Document, date and retain the diskettes as a permanent record. One set of backup copies should be stored off-site.

Audited Financial Statements

Present the Cash Receipt and Disbursement Ledgers and Registers, the Cash Control Reports, and the Year-end Financial Statements to the auditor. These records will serve as the starting point for the audit.

The auditor may want copies of the data to use on their computer. If you need assistance in providing these copies, please call the Helpline at (612) 297-3682

Township Reporting Form and Financial Statements

After all the statements have been balanced, a copy of the Township Financial Reporting Form can be printed. The amounts on the reporting form should be verified with the amounts on the financial statements.

When the amounts on page 1 of the Township Reporting Form have been verified, complete page 2 of the reporting form. Page 2 of the reporting form must be completed manually. Remember to sign the form and include your name and address. This information will be used for any future correspondence regarding the town reporting form.

The reporting form, a copy of Schedule 1 and a Schedule 2 for each fund should be mailed to the Office of the State Auditor. However, these should not be mailed until you receive the request for this data.

Please Note: The Township Reporting Form is for townships only. Other local units, such as cities, must complete the reporting forms they receive in the mail.