CTAS News & Notes

CTAS Version 5 - User List

The CTAS Version 5 for Windows User List is now posted on the CTAS Bulletin Board. You will need your username and password to access the user list. This list is provided to assist CTAS users in locating users in their area to discuss CTAS issues.

The CTAS User List should be reviewed for any errors or omissions. Please call or email the CTAS Helpline to report any corrections.

Training

The Office of the State Auditor (OSA) offers training sessions on the Windows version of the CTAS system. This is a basic beginners course designed for those users that have little or no experience using the CTAS system.

These sessions are held at the State Auditor's Office in St. Paul. The training session is scheduled for April 17, 2003. It will begin at 9:00 a.m. and ends at approximately 1:00 p.m.

Please call Ms. Billi Sanders at (651) 297-3684 to register for the training session. The training room size requires that we have a maximum of six people for a session. Due to the time and resource commitment, the OSA reserves the right to cancel a training session, if registrations do not exceed three.

Participants should bring their Reference Manual to the training session. A training workbook is provided.

The Office of the State Auditor's address is Suite 400, 525 Park Street, St. Paul, MN. Directions may be obtained from the OSA website at www.osa.state.mn.us. Parking is available across the street in the Bethesda Ramp.

Helpline

Question:

When I tried to print a report, I received the error message number 32006. Why doesn't my report print?

Answer:

The date format in the Windows operating system needs to be updated. Complete the following steps to change the date format:

1. Double click on My Computer

2. Double click on Control Panel

3. Double click on Regional Settings

4. Click on Date Tab

5. Change the Short Date Style to MM/DD/YYYY

6. Click Apply

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7. Click OK

8. All Screens can than be closed

Please call the Helpline for assistance in resolving this error if you are using Windows 3.1.

Clipboard

, The Helpline has three numbers available for support. The general support number is (651) 297-3682. Users with accounting issues can call (651) 297-3684. Those with computer issues can call (651) 297-7104.

, Remember to back up your data. The Backup procedure is located in the Utilities section of the Administration module.

, CTAS Version 5

for Windows is a stand-alone system. A network version of the system is not available. The Helpline does not have the expertise to troubleshoot problems with CTAS running on a network.

, Discussions of solutions and information on CTAS issues are posted on the CTAS Bulletin Board on the OSA website.

, Two vendors that can provide the checks and window envelopes for the CTAS system are:

Rose
American Business Forms
(320) 763-5535

Paul Schmidt
Victor Lundeen Corp
(218) 736-5433

Bottom of the Ninth
By David Kazeck

With spring training taking place, baseball fans are thinking about the new season. Here are two thoughts about the new season at the OSA.

A new administration has begun here at the OSA. I am encouraged by the support given to the CTAS system. The changes made by the administration will not affect our ability to provide the same level of support as in the past.

Just as baseball players need spring training to refine their skills. All local government officials should refine their skills by taking advantage of the training offered by their respective associations.

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