



CTAS News & Notes

Small City & Town Accounting System (CTAS)

Helpline: (651) 296-6262 Fax: (651) 282-2391

Website: www.auditor.state.mn.us Email: ctas@auditor.state.mn.us

CTAS Version 7

CTAS Version 7 has been released. We have included many of your suggestions in the upgrade of CTAS, and have corrected the bugs in the system. With the additions to the system, CTAS will continue to meet the needs of the smaller local governments in Minnesota.

The current version of CTAS is version 7.0.13. This version corrects a few issues we were unable to find in our testing. The version number is shown on the CTAS Welcome screen.

In addition, we are currently writing a CTAS User Manual. The goal of this manual is to explain how to use CTAS in an easy-to-understand format. We have a number of users who are reviewing the manual as each chapter is written. If you are interested in providing input and reviewing the user manual, please send an email to ctas@auditor.state.mn.us.

Training

The Office of the State Auditor offers training sessions on the CTAS system. The next training sessions will be a set of Webinars (on-line seminars). There will be a session on the Accounting Module, one on the Payroll Module and the third one will include both the Investments and Indebtedness modules. In addition to demonstrating how CTAS works, version 7 enhancements will be highlighted.

The dates for the Webinars are:
Accounting Module – April 5th;
Payroll Module – April 19th;
Investments and Indebtedness – May 3rd.

In addition, we will record these training sessions and post them on the Office of the State Auditor's website. Users will then be able to view them anytime.

Users who receive this newsletter by email will receive an email invitation to attend the Webinar. A high-speed internet connection is required to participate in the Webinar.

Another option is to contact your local library. Most have high-speed internet connections and have experience with Webinars, and are willing to assist you in attending the Webinar.

2008 Cash Township Financial Reporting

The instructions for reporting your 2009 financial information were mailed to all towns in January. This information was due in our office **March 1, 2010**.

CTAS users should not send a copy of the backup file. Please send the CTAS-generated State Auditor file.

Towns that are being audited should not submit the information using CTAS. The Office of the State Auditor has an Excel spreadsheet that towns 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 or email the Helpline.

Cash City Financial Reporting

The instructions for reporting your 2009 financial information were mailed to all cities in January. Your OSA code can be found on the letter you received with the instructions. The deadline for cities reporting on a cash basis is **March 31, 2010**.

Users should not send a copy of the backup file. Please send the CTAS-generated State Auditor file.

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.

CTAS Tips

Error 94 – Invalid Use of Null. This error has occurred when Posting Claims. The error indicates there is a claim without an explanation in the Description field. Enter an explanation in the Description field and the claims should post.

Error Number 3464. If you received this error when trying to search by check number, this indicates at least one disbursement transaction does not have a check number. In order to find the transaction(s) without a check number, you will need to search all of your disbursements and find those without a check number.

In the Disbursements section, enter the starting date of 01/01/2000 and ending date of today's date in the Search by Date fields. 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, you will be able to use the Search by Check Number option.

Error 3380 – Alter Table Tblclaims. This error indicates that the database was opened using Version 6 after using Version 7. You will need to restore your data from a backup. Also, delete the CTAS VB6 icon from your Desktop.

Files Are Out of Date. If you receive this message when trying to install Version 7, you will need to update the files for your Windows Operating System. Go to the Microsoft website (www.microsoft.com) and select Downloads. Then select Check for Updates. When all of the updates have been installed, you should be able to install CTAS Version 7.

Screen too Large. Users are unable to see the buttons on the bottom. Your screen resolution is set too low.

To change your screen resolution using the Category view:

- Click the Start button.
- Select the Control Panel.
- Click on Appearance and Themes.
- Click on the Settings tab.
- Move the screen resolution slide to a higher amount.
- Click Apply.
- Click Yes to set the new screen resolution.
- Click OK to close the screen.

To change your screen resolution using the Classic view:

- Click the Start button.
- Select the Control Panel.
- Double-click on the Display icon.
- Click on the Settings tab.
- Move the screen resolution slide to a higher amount.
- Click Apply.
- Click Yes to set the new screen resolution.
- Click OK to close the screen.

Grid 32.ocx file not registered properly. To correct this error, go to the CTAS web page, <http://www.auditor.state.mn.us/default.aspx?page=ctas>, and download the New Installation or Update from Version 6. Install this version (7.0.13) of CTAS. This should register the file and correct the error. CTAS is designed not to overwrite the data.

Fatal Error when print Schedule

1. Download and install the CTAS Version 7.0.13 update. This will correct the issue with the printing of Schedule 1.

To download the update:

1. Go to the CTAS web page: <http://www.auditor.state.mn.us/default.aspx?page=ctas>
2. Click on Update for CTAS Version 7 (exe, 894k).
3. Save the file to your Desktop.
4. Double-click on the file.
5. Enter C:\Program Files\CTAS v7 in the Extract to box.
6. Click on the Extract button.

When this is complete, your CTAS system should be updated.

Enterprise Funds

In CTAS, all Enterprise Funds must use a 600 number. These are funds such as water and sewer utilities. Do not use the 600 fund series for funds other than Enterprise Funds.

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. All transactions with this fund number will be updated.

How do I delete an employee in a posted payroll?

1. Click on the Edit Button to update the Payroll Period.
2. Click on the Create/Update Payroll Roster.
3. Highlight the employee to be deleted.
4. Click the Remove Button.
5. Click the Save Button.

This should delete the employee from the payroll. Remember to void the associated check. Checks should be voided and not deleted so that all check numbers are accounted for.

Bottom of the Ninth

By David Kazeck

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

Email

A number of users carry out 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.

REMEMBER TO BACK UP YOUR DATA!

Check and Envelope Vendors

Below is a list of vendors that will provide checks and envelopes for CTAS. The Office of the State Auditor does not recommend a

particular vendor for printing checks, but only offers this list as a resource for your check-printing needs.

Tammy & Shaun Stottler
American Solutions for Business
19562 Halwood Rd
Glenwood, MN 56334
Phone: (320) 634-3344
Fax: (320) 634-0287
tstottle@americanbus.com

Rose Shorma
Proforma Rose Shorma
826 East Lake Geneva Road
Alexandria, MN 56308
Phone: (320) 763-5535
Fax: (320) 762-1555
Cell: (320) 760-8212
rose.shorma@proforma.com

Paul Schmidt
Victor Lundeen Corp.
126 West Lincoln Avenue
P.O. Box 486
Fergus Falls, MN 56538
Phone: (218) 736-5433
Phone: (800) 346-4870
pauls@victorlundeens.com

Additional Training Opportunities

We are planning to offer a CTAS training session as one of the workshops in the Summer Short Courses presented by the Minnesota Association of Townships (M.A.T.)

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.