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## CTAS Manual Now Available

*By Rebecca Otto, State Auditor*

Many Minnesota townships use the CTAS program to maintain their accounting records on computer and to assist in town bookkeeping. The Office of the State Auditor is pleased to announce the publication of the CTAS User Manual for version 7.0 of CTAS, the Small City and Town Accounting System. It is a comprehensive step-by-step manual which takes users through all of the functions of the program. The goal was to create a user manual that makes it easy to use CTAS.

The User Manual was user tested by a group of CTAS users from across Minnesota. We want to thank all of you who assisted us in writing the Manual!

### How the Manual Is Organized

The CTAS User Manual has five modules:

- The **Accounting Module** contains chapters on receipts, claims, disbursements, budget, financial reports, and more;
- The **Payroll Module** includes chapters on Employee Information, Payroll Periods, Tax Filing and Payroll Reports;
- The **Investments Module** consists of chapters on Investments and Investment Reports;
- The **Indebtedness Module** includes chapters on Indebtedness and Indebtedness Reports; and
- The **Accrual Module** contains chapters on Receivables, Payables and Accrual Reports.

The Manual's other helpful chapters include a guide to Setting up Your CTAS System, Tips, Tricks & Error Messages, and Sample Transactions from the program. The Manual also includes

a helpful Glossary and a comprehensive Index.

### **Using the Manual**

The CTAS User Manual has been created to be useful both for beginners and for those who have been using CTAS for years. Step-by-step instructions and screenshots take you through each task in the program, from setting up an account to changing or deleting information to printing reports.

The screenshots illustrate what your screen will look like as you go through each step of a procedure. There are also screenshots of sample reports that you can print with the program.

### **Paper Copies, CD or Download**

The Manual is available three different ways: as a bound paper copy, on a CD, or by downloading it through the internet.

The paper copy is in a 3-ring binder with tabs for each chapter, a Table of Contents, Glossary and Index. The paper copy is available for a modest cost through written request by using an order form, and will be shipped to you.

The CD, also available by written request, includes both the User Manual and the current version of the CTAS program. The CD can be shipped to you at no cost.

The third option is to download the Manual to your computer as an Adobe Acrobat (pdf) file. You can choose either to download the full Manual or to download it one chapter at a time. The electronic version of the CTAS User Manual contains links which, when you click on them, will take you to other parts of the Manual. The Table of Contents and Index are fully linked to allow for easy navigation of the User Manual.

To download the Manual to your computer or to download an order form for the paper copy or CD, go to our website at [www.osa.state.mn.us](http://www.osa.state.mn.us). Once you're there, find the "For Local Officials" tab at the top of the page and click on the CTAS link; then, on the CTAS page, click on "CTAS User Manual" under the "Documentation" heading.

If you have any questions about CTAS or the CTAS User Manual, please contact the CTAS User hotline at 651-296-6262.