



CTAS News & Notes

Small City & Town Accounting System (CTAS)

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Training

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

After receiving CTAS, you may register for this training. Registered users are notified of the training dates in the CTAS newsletter.

These sessions are held at the State Auditor's Office in St. Paul. **A training session is scheduled for July 22, 2004.** The training session begins at 9:00 a.m. and will end at approximately 1:00 p.m.

Please call Ms. Billi Sanders at (651) 297-3684 to register for the training session. The resources available for training require that we have a maximum of eight people for a session. Due to the time and resource commitment, the Office of the State Auditor reserves the right to cancel a training session if registrations do not exceed four.

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

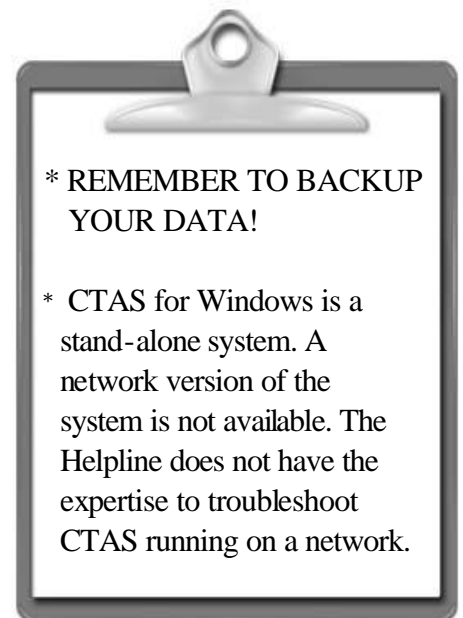
The training session will be held at the State Auditor's Office, Suite 500, 525 Park Street, St. Paul, MN. Directions to our location may be obtained from the Office of the State Auditor's website. Parking is available across the street in the Bethesda Ramp.

In addition to this training session, the Minnesota Association of Townships (M.A.T.), as part of their Summer Short Courses, is offering training on CTAS. The dates and locations for these training sessions are:

- July 13 – Owatonna
– Ramada Inn
- July 14 – Marshall
– Best Western Inn
- July 15 - St. Cloud
– Holiday Inn
- July 27 – Fergus Falls
- Best Western Inn
- July 28 – Thief River Falls
- Best Western Inn
- July 29 – Grand Rapids
- Sawmill Inn

The registration fee is \$35 in advance or \$45 at the door. 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. A registration form is included with this newsletter. Cities may also register for the Summer Short Course training.

These training sessions are similar to the training offered in St. Paul at the State Auditor's Office. However, it also offers all interested parties an opportunity to ask specific questions regarding CTAS.



Frequently Asked Questions (FAQ)

What account numbers should I use for the Market Value Credit and for the Gas Tax?

Here are the account numbers for the Market Value Credits and the Gas Tax.

33418 – Gas Tax (Town Road Allotment)

33425 – Residential Market Value Credit

33426 – Agricultural Market Value Credit

33427 – Manufactured Home Market Value Credit

If the Department of Revenue does not provide a breakdown for the Market Value Credits, then use the Residential Market Value Credit account number.

How do I enter a transfer between funds?

Transfers are used to move resources from one fund to another. The CTAS system requires the use of specific numbers for transfers. The receipt account number is 39200 and the disbursement account number is 49360.

The entries for transferring money from the General Fund (100) to the Road and Bridge Fund (201) is as follows:

Road and Bridge Fund:

Receipt Number: TRF01
Account No.: 201-39200

General Fund:

Check Number: TRF01
Account No.: 100-49360-720

The TRF01 is the number I assigned to this transaction.

Using the assigned number will ensure that the transfers are shown in the transfer column of Schedule 1 of the financial statements. The transfer of money to or from a savings account should be recorded as a purchase or sale of an investment.

How do I record a purchase or sale of an investment (transfer from savings to checking)?

The transfer of money from the savings account to the checking account is defined as a sale of an investment in terms of the CTAS system. To record the transfer of money from the savings to the checking (sale of investment), click the Add Button in the receipts section. Then follow these steps:

1. For the receipt number a code can be used, such as SI001, for a sale of investment.
2. Then enter the date, the name of the bank from which the withdrawal was made, the amount of the withdrawal, and a description.

3. Enter the allocation of funds for the sale of the investment using 36290 as the account number and record the transaction.

What type of checks do I need to order for my Inkjet or Laser printer and are window envelopes available?

The type of check needed is Deluxe LaserJet Check form; Product Number 81064; Laser Multi-purpose Check 8 1/2 X 11.

Three check printers provide this format. They are:

Rose
American Business Forms
320-763-5535

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

Eugene Default
Default Business Forms
25762 185th Avenue SW
Crookston, MN 56716
(218) 281-3903
(800) 950-4649

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

When I try to print checks on my Windows XP computer I receive a blank page, how can I correct this?

I talked to the programmer of CTAS regarding this problem. In reviewing the code, he could not find a reason for the checks not to print. In addition, during testing the checks printed properly using his computer with Windows XP.

One issue we have discovered involves the printer drivers. Based on user feedback, it appears some of the printers do not have the correct drivers for Windows XP. We have found that this includes printers purchased with a new Windows XP computer.

If the installing of printer drivers does not correct the problem, the other suggestion is to install printer drivers for a generic test printer. Based on our Windows XP computer, these are the steps to install the printer drivers:

1. Click on the Start button on the Task bar
2. Open the Control Panel
3. Open the Printer and Faxes folder
4. Click Add a printer. The add Printer Wizard should appear
5. Click the Next button

6. Then select local printer and click next
7. Select LPT1 as the printer port and click next
8. Under the manufacturer, select Generic
9. Under the Printer, select Generic/Text only. Then click the next button
10. Then select this printer as the default printer and click next
11. You may print a test page, then select next
12. Finally, click finish to complete the installation of the printer drivers

Use the Generic Text printer as the Windows default printer when you print checks. You can select your printer as the default for all other printing.

The default printer is selected in the Printer and Faxes folder. Highlight the printer you want to set up as the default printer. Then click the right mouse button and select Set as Default Printer. A checkmark will appear by the default printer.

Currently these are the only suggestions we have for correcting this problem. We anticipate this problem will be corrected with the 2004 CTAS upgrade.

How do I transfer the CTAS system and data from one computer to another?

Here are the steps to transfer the CTAS program and your data from one computer to another:

1. Complete the backup in CTAS on the old computer (to diskette)
2. Install CTAS on the new computer from the original CTAS Version 5 for Windows CD
3. Install the 5.2.1 update on the new computer
4. Start CTAS
5. Click the Restore Database Button on the Welcome screen
6. Insert the backup disk into drive A
7. Click the Run Restore Button and follow the on-screen directions

The CTAS system with your information is now loaded. Click the Continue Button to begin using CTAS on the new computer.

What operating system do I choose when installing CTAS on a computer with Windows XP?

To load CTAS on a new computer, start with the CTAS V5 for Windows original CD. The updates do not contain the system files required to run CTAS. Windows XP users should select Windows NT 4.0 as the operating system.

I found an error on a claim I have posted. How can I change the claim?

Once a claim has been posted, the claim is locked and nothing can be changed. All adjustments must be made in the disbursements. Since the claim cannot be adjusted once posted, the adjustments made to the corresponding disbursement (check) should be noted on the printed copy of the claim.

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

The date format in the Windows operating system needs to be updated. Complete the following steps for your version of the Windows operating system:

For Windows 95/98/NT

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

7. Click OK
8. All Screens can be Closed

Bottom of the Ninth

By David K. Azeck

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

Email

A quick note about the advantage of using 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.

GASB #34

With the change in the financial statement format for governments, the Office of the State Auditor is currently updating the minimum reporting requirements.

There will be three publications on the minimum reporting requirements.

1. Cities reporting in accordance with Generally Accepted Accounting Principles (GAAP).
2. Cities and towns audited on a cash basis
3. Cities reporting on a cash basis – unaudited.

The new manuals are currently scheduled to be released in October.

If your city or town is being audited, a copy of the audit report should be sent to the Office of the State Auditor.

Audit Requirements

The 2004 Legislature changed the annual audit requirement threshold for cities and towns.

For cities and towns with a combined clerk/treasurer position, the threshold for an annual audit for 2004 is \$150,000. Starting in 2005 there is an annual adjustment for inflation. Even with this change, if you have not had an audit within the last five years, an audit is required for this year.

For towns over 2,500, the threshold for a GAAP audit increases to \$670,500 for 2004. An annual adjustment for inflation is also included.

Financial Statement Publication Changes

The 2004 Legislature also made changes to the financial statement publication requirements.

The change allows a summary financial statement to be published. The prescribed format will be included in the new Minimum Reporting Requirements Manuals scheduled to be released in October.

2004 Summer Short Course

Early Bird Registration

Please copy, one form per person please...

Mail **10 days** before Workshop date to: **Minnesota Association of Townships** (M.A.T.)
P.O. Box 267, St. Michael MN 55376
763/497-2330 or 800/228-0296
Or fax to: 763/497-3361
Form also on website: www.mntownships.org (click on Training)

\$35 per person, Early Bird Discount (*must be received 10 days prior to workshop date*)
(Registration fee includes program expenses, printed material, refreshments and lunch)

Please check which sessions you will be attending: Seating may be limited...

- 1. Election Administrator (clerk) certification (5 hours) 10:00 am – 4:00 pm
- 5. Local Board of Appeal & Equalization certification (2 hours) 1:00 pm – 4:00 pm (to include Q & A)

↑The above listed sessions are credit certified classes.

↓Sessions listed below are of importance and can be mixed and matched as you choose (with exception of CTAS).

- 2. Legal Issues for Supervisors, Open Meeting Law 10:00 am – 12:00 pm
- 3. Treasurers Duties and Responsibilities and Check 21 Requirements 10:00 am – 12:00 pm
- 4. CTAS computer lab (*this class is designed to give new users a full day of hands-on training*) 10:00 am – 4:00 pm
- 6. Risk Management and Insurance Issues 1:00 pm – 4:00 pm

CE Credits for Insurance and Real Estate will be applied for.

_____ July 13 – Owatonna
Ramada Inn

_____ July 27 – Fergus Falls
Best Western Inn

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Best Western Inn

_____ July 15 - St. Cloud
Holiday Inn

_____ July 29 – Grand Rapids
Sawmill Inn

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

NAME/POSITION _____

ADDRESS _____

TWP/COUNTY _____

TELEPHONE (_____) _____

Cancellation Policy: Refunds will be made only to those that have mailed/faxed/mailed a written request. Fees will be refunded, less a \$10 processing fee.