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CTAS Upgrade Coming Soon

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The Office of the State Auditor will be releasing an upgrade to CTAS, the Small City and Town Accounting System, this fall. CTAS Version 7 has many improvements, and enhancements. The OSA had a CTAS working group that came up with a wish list of improvements and enhancements. We then asked CTAS users to rank the wish list items by importance. The good news is that we were able to accomplish almost all items that were on the wish list.

What's New

CTAS Version 7 will be the first full upgrade to the program since 2005. The upgrade fixes some of the bugs with the last version, which include updating the payroll register and employee earning record to print the hours and amounts correctly, correcting the calculation of the beginning balance during year-end processing, correcting the issues when creating a new fund, and modifying the interim financial reports to print the correct beginning balance.

The upgrade also includes many new features and enhancements. You will now be able to:

- Convert all reports to PDFs, which will allow you to easily attach the reports to e-mails and/or to send them in board packets;

- Export report data to CSV files, which are easily imported into spreadsheets;

- Print out reporting forms;

- Use a text box to add a note to a transaction;

- Use the "Enter" key to move to the next field when entering a transaction;

- Mark a vendor as "inactive", allowing you to access an inactive vendor's data without having to see the vendor's name on pull-down menus;

- Print 1099s onto pre-printed forms; and

- Back up CTAS directly to a CD.

Computer Operating System

CTAS 7 will work on Windows computers with operating systems of Windows XP and up. If your operating system is older than this, when MAT announces computers are available, it would be a good idea to contact them and let them know that you would like to be on a list for an OSA surplused computer which will have the necessary operating system. The OSA provides these at no cost to MAT to distribute to townships to support CTAS use.

Training and Support

The Office of the State Auditor will be announcing future opportunities for beginning and advanced training for the upgrade. We will be developing a new users manual to go with the upgrade. We are also working on offering online training for CTAS, so you can learn about the program and its new features at your own computer if you have high speed internet. For towns that do not have access to high speed internet, the OSA has determined that all public libraries in the state, except for five, have high speed internet that you can use, and most often the librarians know how to help you get set up for an online training.